

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS August 28, 2012 – BOARD AGENDA

- 11:00 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 August 14, 2012 – August 27, 2012  
B) Approve 8/14/12 County Board Minutes  
C) Approve 8/14/12 County Board Workshop Minutes  
D) Approve Commissioner Warrants  
E) Accept POSSE Donation – \$250.00 from Aitkin County Agricultural Society  
F) Accept STS Donation - \$100.00 from Disabled American Veterans  
G) Approve Resolution – 2012 Federal Safety Enforcement Supplemental Agreement Grant Extension  
H) Approve Temporary 3.2 Malt Liquor License – Park Rapids Eagles Club #870  
I) Approve Temporary 3.2 Malt Liquor License – Finlayson-Giese Lions Club  
J) Approve Resolution - Reappoint County Assessor
- 11:05 3) Scott Turner, County Sheriff  
A) Flood Update  
B) FYI – Additional Flood Related Expenditures
- 11:20 4) John Welle, County Engineer  
A) Approve Resolution – Expedited Advertising
- 11:25 5) Kirk Peysar, County Auditor  
A) Approve Referendum on Establishment of Lake Minnewawa LID
- 11:30 6) Barb Misselt, East Central Regional Library  
A) 2013 ECRL Funding Request
- 12:00 Lunch
- 12:45 7) Mark Jacobs, Land Commissioner  
A) 2013 Proposed Aitkin County Land Dept. Budget  
B) Discuss Maven Perspectives – Phase Two

(Note: 2-Sided 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.**

- 1:45 8) Steve Bennett, IT Director  
A) Approve Mobile Recording System
- 1:55 9) Patrick Wussow, County Administrator  
A) Lakes & Pines Board of Director's Annual Meeting  
B) AMC Fall Policy Committee Meetings  
C) Approve Personnel Committee Recommendation  
1. Part-time Instructor/Naturalist – Long Lake Conservation Center
- 2:05 10) Board Discussion  
Mark Wedel – CMCC, Kinship, Personnel  
Laurie Westerlund – HRA, H&HS, CHS, CJI  
Don Niemi – Snake River  
Brian Napstad – LLCC, EQB, MHB  
Anne Marcotte – Energy Conference, Forest Advisory
- 2:55 11) Adjourn

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# AITKIN COUNTY BOARD

August 14, 2012

The Aitkin County Board of Commissioners met this 14<sup>th</sup> day of August, 2012 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Brian Napstad. Commissioner Anne Marcotte was absent. County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), to approve the August 14, 2012 agenda.

James Bradley, and Nancy Karjalahti, Lake Minnewawa property owners voiced their concerns about the petitions for a Lake Improvement District on Lake Minnewawa. The Board reminded them of the Public Hearing scheduled for Thursday, September 6, 2012 at 6:00 p.m. at the McGregor Community Center. All public comments will be heard at that time.

Commissioner Anne Marcotte arrived at 9:14 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: August 7, 2012 – August 13, 2012; B) Approve County Board Minutes: August 7, 2012; C) Approve Commissioner Warrants: General Fund \$176,137.21, Road & Bridge \$38,674.52, State \$555.00, Trust \$13,223.73, Forest Development \$37,955.23, Long Lake Conservation Center \$5,593.73 for a total of \$272,139.42; D) Approve Duplicate of Lost Warrant, Health & Human Services – James Rambo \$56.40, E) Approve Resolution – White Pine Logging & Threshing Show

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – White Pine Logging & Threshing Show:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agree to approve the following Application for Large Assembly:

White Pine Logging & Threshing Show – Williams Township.

This is scheduled to take place September 1, 2, & 3, 2012 from 7:00 A.M. to 12:00 Midnight.

Ann Schwartz, representative for Habitat for Humanity gave a program update to the Board.

Patrick Wussow, County Administrator reviewed the proposed 2013 Courthouse Budget with the Board.

Mark Jacobs, Land Commissioner conducted a public hearing for Land Classification &

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CITIZENS' PUBLIC  
COMMENTS**

**MARCOTTE  
ARRIVES**

**CONSENT  
AGENDA**

**RESOLUTION  
081412-087  
WHITE PINE  
LOGGING &  
THRESHING  
SHOW**

**HABITAT FOR  
HUMANITY**

**2013 PROPOSED  
COURTHOUSE  
BUDGET**

**PUBLIC HEARING  
LAND**

# AITKIN COUNTY BOARD

August 14, 2012

Exchange of County Tax Forfeited Lands. There were no public comments. Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Hawkinson/Maas Land Exchange:

**WHEREAS**, on May 22nd the Aitkin County Board of Commissioners set a public hearing for August 14<sup>th</sup>, 2012 at 10:00 AM to consider the classification as non-conservation land and land exchange of property described as follows:

Tax Forfeited Lands:

Northeast Quarter of the Northwest Quarter and the Southwest Quarter of the Southwest Quarter of Section 14 Twp 45 Rge 22

Privately Owned Lands:

Northwest Quarter of the Northwest Quarter and the Southwest Quarter of the Northwest Quarter of Section 22 Twp 45 Rge 22

**WHEREAS**, the Aitkin County Board of Commissioners authorizes the Land Commissioner to have the above parcels appraised and proceed with the title opinion on the privately owned parcels, and

**WHEREAS**, the necessary reclassifications, appraisals, and hearing as required in M.S.A. 94.344 have been complied with no objections to the land exchange or classification by the Aitkin County Board of Commissioners.

**NOW, THEREFORE, BE IT RESOLVED**, that the Aitkin County Board of Commissioners authorizes the Land Commissioner to proceed with the land exchange of all lands listed with the State of Minnesota.

Break 10:45 a.m. to 10:58 a.m.

During the meeting the Board discussed: i) Farm Island Lake Association, ii) Park Board, iii) LLCC Mgmt, iv) Economic Development, v) ECRL, vi) NEMOJET

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 11:51 a.m. until Tuesday, August 28, 2012 at 10:00 a.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

\_\_\_\_\_  
Patrick Wussow, County Administrator

**CLASSIFICATION  
AND EXCHANGE**

**RESOLUTION  
081412-088  
HAWKINSON/  
MAAS LAND  
EXCHANGE**

**BREAK**

**BOARD  
DISCUSSION**

**ADJOURN**



# AITKIN COUNTY BOARD WORKSHOP

August 14, 2012

The Aitkin County Board of Commissioners met this 14th day of August, 2012 at 1:06 p.m. at Long Lake Conservation Center, in the North Star Lodge, 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.

Staff present: Mark Jacobs, Rich Courtemanche, Ross Wagner, Ryan Perish, Pam Carlson, Tanya Swanson, Sally Bruesewitz, Pat Francis, and Bobbie Danielson.

Paula Frings and Jane Bymark of Maven Perspectives presented Phase One of their marketing strategy for Long Lake Conservation Center to the Board. This item will be brought back to the Board for further discussion at a later date. No action was taken.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 3:01 p.m.

**CALL TO ORDER**

**MAVEN  
PERSPECTIVES**

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
9373	ESRI 01-000-000-0000-2551		3,210.21	GIS software maint/support 09/16/2012 09/15/2013	92529468	Recorders Equip Fund-Carryover
	01-000-000-0000-2561		3,210.21	GIS software maint/support 09/16/2012 09/15/2013	92529468	Technology Fund Carryover (Unallocated)
9373	ESRI		6,420.42	2 Transactions		
0	DEPT Total:		6,420.42	Undesignated	1 Vendors	2 Transactions
1	DEPT			Commissioners		
8175	Centurylink 01-001-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27	1 Transactions		
9048	Napstad/Brian 01-001-000-0000-6250		49.95	May Internet		Telephone
	01-001-000-0000-6250		49.95	April internet		Telephone
	01-001-000-0000-6330		203.13	Mileage	366@.555	Transportation & Travel & Parking
	01-001-000-0000-6330		411.26	Mileage	741@.555	Transportation & Travel & Parking
9048	Napstad/Brian		714.29	4 Transactions		
3590	Niemi/Donald 01-001-000-0000-6330		56.61	Mileage - Lks & Pines	102@.555	Transportation & Travel & Parking
3590	Niemi/Donald		56.61	1 Transactions		
6097	Verizon Wireless 01-001-000-0000-6250		26.02	Don Niemi ipad	2781490811	Telephone
	01-001-000-0000-6250		26.02	Laurie Westerlund ipad	2781490811	Telephone
	01-001-000-0000-6250		26.02	Anne Marcotte ipad	2781490811	Telephone
	01-001-000-0000-6250		26.02	Brian Napstad ipad	2781490811	Telephone
	01-001-000-0000-6250		34.15	Cell phone	2782167991	Telephone
6097	Verizon Wireless		138.23	5 Transactions		
1	DEPT Total:		916.40	Commissioners	4 Vendors	11 Transactions
12	DEPT			Court Administration		
8175	Centurylink					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8175	Centurylink 01-012-000-0000-6250		116.33	Local phone Q3	313645966	Telephone
			116.33	1 Transactions		
10185	Centurylink Communications Inc 01-012-000-0000-6250		35.59	Phone LD Q3	320146217	Telephone
10185	Centurylink Communications Inc		35.59	1 Transactions		
3699	O'Hara Jr., Ltd./William D. 01-012-000-0000-6232		15.00	Attorney fees PR-12-96	17350	Attorney Services
	01-012-000-0000-6232		97.50	Attorney fees PR-11-1153	17351	Attorney Services
	01-012-000-0000-6232		45.00	Attorney fees PR-12-356	17352	Attorney Services
3699	O'Hara Jr., Ltd./William D.		157.50	3 Transactions		
12	DEPT Total:		309.42	Court Administration	3 Vendors	5 Transactions
40	DEPT			Auditor		
88012	Aitkin Co Auditor 01-040-021-0000-6205		200.00	Postage for license center		Postage
88012	Aitkin Co Auditor		200.00	1 Transactions		
12156	Beaufeaux/Annette 01-040-000-0000-5119		180.00	1/2 year off sale license	47-2012	Liquor Licenses
12156	Beaufeaux/Annette		180.00	1 Transactions		
5398	CDW Government, Inc 01-040-021-0000-6405		154.14	Mono laser & cable	N680428	Office & Computer Supplies
5398	CDW Government, Inc		154.14	1 Transactions		
8175	Centurylink 01-040-000-0000-6250		50.90	Local phone	313645966	Telephone
	01-040-021-0000-6250		299.35	Local phone	314154028	License Center-Phone
8175	Centurylink		350.25	2 Transactions		
10185	Centurylink Communications Inc 01-040-000-0000-6250		13.83	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		13.83	1 Transactions		
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		55.00	Sept maintenance	360543	Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-040-000-0000-6231		Sept maintenance	360543	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc				
		24.00			
		79.00	2 Transactions		
3165	MDRA				
	01-040-021-0000-6241		P Landgren reg Dep Reg Assoc		Registration Fee
3165	MDRA				
		20.00			
		20.00	1 Transactions		
86235	Office Shop Inc/The				
	01-040-000-0000-6405		Rubber bands	260638-0	Office & Computer Supplies
	01-040-021-0000-6405		Batteries for mouse	260735-0	Office & Computer Supplies
	01-040-000-0000-6405		Labels	260811-0	Office & Computer Supplies
	01-040-021-0000-6405		Pens for license center	918390-0	Office & Computer Supplies
86235	Office Shop Inc/The				
		5.76			
		5.33			
		47.00			
		2.35			
		60.44	4 Transactions		
3267	Peysar/Kirk				
	01-040-000-0000-6205		Postage LID - DNR		Postage
3267	Peysar/Kirk				
		8.46			
		8.46	1 Transactions		
40	DEPT Total:	1,066.12	Auditor	9 Vendors	14 Transactions
42	DEPT		Treasurer		
8175	Centurylink				
	01-042-000-0000-6250		Local phone	313645966	Telephone
8175	Centurylink				
		29.08			
		29.08	1 Transactions		
10185	Centurylink Communications Inc				
	01-042-000-0000-6250		Phone LD	320146217	Telephone
10185	Centurylink Communications Inc				
		4.68			
		4.68	1 Transactions		
4173	Grams/Lori				
	01-042-000-0000-6332		Auditor/Treas conference	8/21-8/24	Hotel / Motel Lodging
4173	Grams/Lori				
		446.61			
		446.61	1 Transactions		
86235	Office Shop Inc/The				
	01-042-000-0000-6405		Stapler	260642-0	Office & Computer Supplies
86235	Office Shop Inc/The				
		11.32			
		11.32	1 Transactions		

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
42	DEPT Total:		491.69	Treasurer	4 Vendors	4 Transactions
43	DEPT			Assessor		
8175	Centurylink 01-043-000-0000-6250		79.98	Local phone	313645966	Telephone
8175	Centurylink		79.98		1 Transactions	
10185	Centurylink Communications Inc 01-043-000-0000-6250		20.32	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		20.32		1 Transactions	
1457	CPS Technology Solutions, Inc 01-043-000-0000-6231		42.00	Sept maintenance	360543	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		42.00		1 Transactions	
43	DEPT Total:		142.30	Assessor	3 Vendors	3 Transactions
44	DEPT			Central Services		
783	Canon Financial Services, Inc 01-044-000-0000-6231		350.60	Copier contract 019	12069383	Services, Labor, Contracts
783	Canon Financial Services, Inc		350.60		1 Transactions	
10185	Centurylink Communications Inc 01-044-000-0000-6250		4.19	Phone LD	320146217	Telephone
	01-044-000-0000-6250		1.21	toll free phone charges	320295974	Telephone
	01-044-000-0000-6250		0.38	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		5.78		3 Transactions	
88846	Dacotah Paper Company 01-044-000-0000-6405		2,299.95	Copy paper	28061	Office & Computer Supplies
88846	Dacotah Paper Company		2,299.95		1 Transactions	
3455	Motorola Inc 01-044-000-0000-6900		333,708.42	Board approved equip contract	41170084	Transfers
3455	Motorola Inc		333,708.42		1 Transactions	
3336	Office Of Enterprise Technology 01-044-000-0000-6231		1,300.00	June usage	DV12060325	Services, Labor, Contracts

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-044-000-0000-6231		1,300.00	July usage	DV12070322	Services, Labor, Contracts
3336	Office Of Enterprise Technology		2,600.00	2 Transactions		
44	DEPT Total:		338,964.75	Central Services	5 Vendors	8 Transactions
45	DEPT			Motor Pool		
10185	Centurylink Communications Inc 01-045-000-0000-6250		0.48	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		0.48	1 Transactions		
45	DEPT Total:		0.48	Motor Pool	1 Vendors	1 Transactions
49	DEPT			Information Technologies		
8175	Centurylink 01-049-000-0000-6250		36.35	Local phone	313645966	Telephone
8175	Centurylink		36.35	1 Transactions		
10185	Centurylink Communications Inc 01-049-000-0000-6250		5.25	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		5.25	1 Transactions		
1457	CPS Technology Solutions, Inc 01-049-000-0000-6231		96.83	Sept maintenance	360543	Programming, Services, Contracts
1457	CPS Technology Solutions, Inc		96.83	1 Transactions		
6097	Verizon Wireless 01-049-000-0000-6231		26.02	August renewal	2779663752	Programming, Services, Contracts
6097	Verizon Wireless		26.02	1 Transactions		
49	DEPT Total:		164.45	Information Technologies	4 Vendors	4 Transactions
52	DEPT			Administration/Personnel Dept		
8175	Centurylink 01-052-000-0000-6250		43.63	Local phone	313645966	Telephone
8175	Centurylink		43.63	1 Transactions		
10185	Centurylink Communications Inc 01-052-000-0000-6250		26.43	Phone LD	320146217	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10185	Centurylink Communications Inc		26.43		1 Transactions	
3249	MACA					
	01-052-000-0000-6241		100.00	MCHRMA Fall Conf Reg P Wussow		Registration Fee
	01-052-000-0000-6241		100.00	MCHRMA Fall Conference		Registration Fee
3249	MACA		200.00		2 Transactions	
2946	Madden Galanter Hansen,LLP					
	01-052-000-0000-6232		1,673.10	Labor relations	14.3@117	Attorney Services
	01-052-000-0000-6232		134.45	Mileage/phone charges	240@.555	Attorney Services
2946	Madden Galanter Hansen,LLP		1,807.55		2 Transactions	
9908	Office Of The Secretary Of State					
	01-052-000-0000-6240		120.00	Notary renewal N Visnovec		Dues & Subscriptions
9908	Office Of The Secretary Of State		120.00		1 Transactions	
8066	Ruttgers Bay Lake Lodge					
	01-052-000-0000-6340		52.04	Conference meals		Meals(Overnight)
8066	Ruttgers Bay Lake Lodge		52.04		1 Transactions	
6097	Verizon Wireless					
	01-052-000-0000-6250		52.40	Cell phone	2782167991	Telephone
6097	Verizon Wireless		52.40		1 Transactions	
52	DEPT Total:		2,302.05	Administration/Personnel Dept	7 Vendors	9 Transactions
60	DEPT			Elections		
1601	Election Systems & Software Inc					
	01-060-000-0000-6231		233.63	Usage agreement & support	824682	Services, Labor, Contracts
	01-060-000-0000-6405		317.42	M 100 Card batteries	824713	Office & Computer Supplies
	01-060-000-0000-6406		5,828.07	Primary election coding	825674	Ballots & Programming
1601	Election Systems & Software Inc		6,379.12		3 Transactions	
2099	Harmon/Elizabeth					
	01-060-000-0000-6405		101.64	Supplies for election night		Office & Computer Supplies
	01-060-000-0000-6330		52.33	Mileage election day	115@.455	Transportation & Travel
2099	Harmon/Elizabeth		153.97		2 Transactions	
9844	Huhta/Sally					



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-060-000-0000-6330		24.57	Mileage election training	54@.455	Transportation & Travel
9844	Huhta/Sally		24.57	1 Transactions		
3267	Peysar/Kirk					
	01-060-000-0000-6205		32.65	Election postage		Postage
3267	Peysar/Kirk		32.65	1 Transactions		
60	DEPT Total:		6,590.31	Elections	4 Vendors	7 Transactions
90	DEPT			Attorney		
8175	Centurylink					
	01-090-000-0000-6250		65.44	Local phone	313645966	Telephone
8175	Centurylink		65.44	1 Transactions		
10185	Centurylink Communications Inc					
	01-090-000-0000-6250		41.22	Phone LD	320146217	Telephone
	01-090-000-0000-6250		3.77	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		44.99	2 Transactions		
970	Chisholm/Therese M					
	01-090-000-0000-6233		87.50	Transcription z fletcher	cr-11-840	Court Reporter Services
970	Chisholm/Therese M		87.50	1 Transactions		
1180	Crow Wing Co Sheriff's Office					
	01-090-000-0000-6234		70.00	Subpoena service k haff 16743	75239	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena service l kretzman	75250	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		140.00	2 Transactions		
2390	Itasca Co Sheriff					
	01-090-000-0000-6234		55.00	Subpoena service k yurrick	2847	Co Sheriff Services
2390	Itasca Co Sheriff		55.00	1 Transactions		
2569	Kanabec Co Sheriff					
	01-090-000-0000-6234		48.20	Subpoena service b stevens	12-0443	Co Sheriff Services
	01-090-000-0000-6234		48.20	Subpoena services d stevens	12-0446	Co Sheriff Services
2569	Kanabec Co Sheriff		96.40	2 Transactions		
3273	Mn Co Attorneys Assn					
	01-090-000-0000-6405		76.95	Property receipt forms	18129880	Office & Computer Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3273	Mn Co Attorneys Assn		76.95		1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-5612		39.00	UA Reimbursement		Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		39.00		1 Transactions	
4260	St Louis Co Sheriff's Office 01-090-000-0000-6234		46.00	Subpoena service c kosanovich	1203862	Co Sheriff Services
4260	St Louis Co Sheriff's Office		46.00		1 Transactions	
11116	Trapp/Rebecca 01-090-000-0000-6208		136.53	Mileage Bemidji DNA training	246@.555	Training/Education
	01-090-000-0000-6333		28.86	Mileage RT Brd - Mark Malin	52@.555	Crt.Related Travel Expenses
11116	Trapp/Rebecca		165.39		2 Transactions	
5173	West Payment Center 01-090-000-0000-6406		955.65	Monthly info charges	825395039	Law Publ. & Subscriptions
	01-090-000-0000-6406		857.67	Quarterly subscription charges	825508579	Law Publ. & Subscriptions
5173	West Payment Center		1,813.32		2 Transactions	
90	DEPT Total:		2,629.99	Attorney	11 Vendors	16 Transactions
100	DEPT			Recorder		
8175	Centurylink 01-100-000-0000-6250		21.81	Local phone	313645966	Telephone
8175	Centurylink		21.81		1 Transactions	
10185	Centurylink Communications Inc 01-100-000-0000-6250		15.27	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		15.27		1 Transactions	
100	DEPT Total:		37.08	Recorder	2 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
10662	4 & 47 North Cleaning, Inc 01-110-000-0000-6231		213.75	Carpet cleaning	49442	Services, Labor, Contracts
10662	4 & 47 North Cleaning, Inc		213.75		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		42.62	Tissue, towels, soap, mop	2200276494	Janitorial Supplies
	01-110-000-0000-6422		42.62	Tissue,towels,soap,mop	2200281334	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		85.24	2 Transactions		
12106	ANTOINE ELECTRIC 01-110-000-0000-6231		84.13	Repair receptacle	12111	Services, Labor, Contracts
12106	ANTOINE ELECTRIC		84.13	1 Transactions		
10083	Cedarbrook Lumber Comp 01-110-000-0000-6590		126.13	Dust masks, screws, adhesive	46378	Repair & Maintenance
	01-110-000-0000-6590		162.60	Screws, utility knife, hacksaw	46385	Repair & Maintenance
	01-110-000-0000-6590		355.25	Material for sheriff's lobby	46606	Repair & Maintenance
	01-110-000-0000-6590		37.91	Saw blades, bit	46729	Repair & Maintenance
	01-110-000-0000-6590		66.93	Screws, adhesive	46826	Repair & Maintenance
10083	Cedarbrook Lumber Comp		748.82	5 Transactions		
8175	Centurylink 01-110-000-0000-6250		14.54	Local phone	313645966	Phone
8175	Centurylink		14.54	1 Transactions		
10185	Centurylink Communications Inc 01-110-000-0000-6250		12.59	Phone LD	320146217	Phone
10185	Centurylink Communications Inc		12.59	1 Transactions		
89399	DCI Industries Of Gainesville Inc 01-110-000-0000-6422		180.64	Disinfectant	40913-3	Janitorial Supplies
89399	DCI Industries Of Gainesville Inc		180.64	1 Transactions		
1430	Dotzler Power Equipment 01-110-000-0000-6422		14.95	Blade	78993	Janitorial Supplies
1430	Dotzler Power Equipment		14.95	1 Transactions		
1570	Erickson Oil Products Inc 01-110-000-0000-6511		33.02	Fuel	353381	Gas And Oil
1570	Erickson Oil Products Inc		33.02	1 Transactions		
2186	Hillyard Inc - Kansas City 01-110-000-0000-6422		350.14	Cleaner, towels, liners	600343774	Janitorial Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2186	Hillyard Inc - Kansas City		350.14		1 Transactions	
7932	Martin Communications Inc 01-110-000-0000-6422		219.39	Portable radio	44352	Janitorial Supplies
7932	Martin Communications Inc		219.39		1 Transactions	
89765	Minnesota Elevator Service 01-110-000-0000-6231		151.76	August service	250905	Services, Labor, Contracts
89765	Minnesota Elevator Service		151.76		1 Transactions	
11120	Nardini Fire Equipment Co.,Inc 01-110-000-0000-6231		865.54	Alarm system inspection	415920	Services, Labor, Contracts
11120	Nardini Fire Equipment Co.,Inc		865.54		1 Transactions	
10588	Stanley Access Technologies Llc 01-110-000-0000-6231		89.00	Handicap door inspection	0902194330	Services, Labor, Contracts
10588	Stanley Access Technologies Llc		89.00		1 Transactions	
91134	State Of Minnesota-Dept Labor & Industr 01-110-000-0000-6271		100.00	Elevator inspection/permit	00793	Inspection Fees
91134	State Of Minnesota-Dept Labor & Industr		100.00		1 Transactions	
5551	Unclaimed Freight North 01-110-000-0000-6422		48.07	Two wheel cart		Janitorial Supplies
5551	Unclaimed Freight North		48.07		1 Transactions	
6097	Verizon Wireless 01-110-000-0000-6250		32.90	Cell phone	2782167991	Phone
6097	Verizon Wireless		32.90		1 Transactions	
110	DEPT Total:		3,244.48	Courthouse Maintenance	17 Vendors	22 Transactions
120	DEPT			Service Officer		
8175	Centurylink 01-120-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27		1 Transactions	
10185	Centurylink Communications Inc 01-120-000-0000-6250		28.43	Phone LD	320146217	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-120-000-0000-6250			5.72	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc			34.15	2 Transactions		
10097	Harms Monroe/Penny						
	01-120-000-0000-6330			86.45	Mileage CVSO Mtg 8/13/12	190@.455	Transportation & Travel
	01-120-000-0000-6330			36.40	2 home visits 8/16/12	80@.455	Transportation & Travel
10097	Harms Monroe/Penny			122.85	2 Transactions		
86235	Office Shop Inc/The						
	01-120-000-0000-6405			219.52	Toner cartridges	918546-0	Office & Computer Supplies
86235	Office Shop Inc/The			219.52	1 Transactions		
120	DEPT Total:			383.79	Service Officer	4 Vendors	6 Transactions
122	DEPT				Planning & Zoning		
86222	Aitkin Independent Age						
	01-122-000-0000-6230			48.75	Notice of BOA hearing 8/1/12	300048010	Printing, Publishing & Adv
86222	Aitkin Independent Age			48.75	1 Transactions		
734	Bright/Irene						
	01-122-038-0000-6330			33.86	Mileage BOA	61@.555	Boa/Pc Mileage
	01-122-000-0000-6350			55.00	Onsite / BOA meeting	7/11/12	Per Diem
734	Bright/Irene			88.86	2 Transactions		
8175	Centurylink						
	01-122-000-0000-6250			50.90	Local phone	313645966	Telephone
8175	Centurylink			50.90	1 Transactions		
10185	Centurylink Communications Inc						
	01-122-000-0000-6250			46.94	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc			46.94	1 Transactions		
11988	Harwarth/Robert						
	01-122-038-0000-6330			16.65	Mileage PC meeting/onsite	30@.555	Boa/Pc Mileage
	01-122-000-0000-6350			45.00	PC mtg / onite	8/15/12	Per Diem
11988	Harwarth/Robert			61.65	2 Transactions		
4641	Holiday Credit Office						
	01-122-000-0000-6511			36.00	Fuel		Gas And Oil

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4641 Holiday Credit Office		36.00	1 Transactions	
5784 Lake/Robert				
01-122-038-0000-6330		31.08	BOA / Onsite mileage	56@.555
01-122-000-0000-6350		55.00	BOA / onsite	8/1/12, 7/30/1
5784 Lake/Robert		86.08	2 Transactions	Boa/Pc Mileage Per Diem
11990 Lange/David				
01-122-038-0000-6330		91.02	Mileage PC / Onsite 8/20/12	164@.555
01-122-000-0000-6350		45.00	PC Meeting / Onsite 39011C	8/20/12
11990 Lange/David		136.02	2 Transactions	Boa/Pc Mileage Per Diem
8374 Lueck/Dale				
01-122-038-0000-6330		20.54	Mileage PC/Onsite 8/20/12	37@.555
01-122-000-0000-6350		45.00	PC / Onsite	8/20/12
8374 Lueck/Dale		65.54	2 Transactions	Boa/Pc Mileage Per Diem
5892 McGregor Printing & Graphics, Inc				
01-122-000-0000-6405		340.16	Envelopes	13385
5892 McGregor Printing & Graphics, Inc		340.16	1 Transactions	Office, Computer, Film, & Field Supplies
5516 Paquette/Jeremy M				
01-122-038-0000-6330		79.92	Mileage PC / onsite 8/20/12	144@.555
01-122-038-0000-6330		87.69	Mileage BOA / onsite	158@.555
01-122-000-0000-6350		55.00	BOA / onsite	7/11/12
01-122-000-0000-6350		45.00	PC / oniste	8/20/12
5516 Paquette/Jeremy M		267.61	4 Transactions	Boa/Pc Mileage Boa/Pc Mileage Per Diem Per Diem
4010 Rasley Oil Company				
01-122-000-0000-6511		32.47	July fuel	
4010 Rasley Oil Company		32.47	1 Transactions	Gas And Oil
4425 Shirts Plus				
01-122-000-0000-6405		21.38	Laminating, maps	
4425 Shirts Plus		21.38	1 Transactions	Office, Computer, Film, & Field Supplies
10028 Spiel/Edward				
01-122-038-0000-6330		23.31	Mileage BOA / onsite	42@.555
01-122-000-0000-6350		55.00	BOA / onsite	7/11/12

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10028	Spiel/Edward		78.31		2 Transactions	
10017	Tveit/Galen					
	01-122-000-0000-6350		55.00	BOA / onsite	7/11/12	Per Diem
	01-122-038-0000-6330		41.07	Mileage BOA / onsite	74@.555	Boa/Pc Mileage
10017	Tveit/Galen		96.07		2 Transactions	
122	DEPT Total:		1,456.74	Planning & Zoning	15 Vendors	25 Transactions
123	DEPT			Coroner		
988	Hennepin Co Medical Centers					
	01-123-000-0000-6260		325.00	Lab testing	ME 12-1131	Autopsies--Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		325.00		1 Transactions	
2939	McGee P.A./M.B.					
	01-123-000-0000-6231		500.00	Postmortem exam	ME 12-1131	Coroner Fees
	01-123-000-0000-6231		500.00	Postmortem exam	ME 12-1192	Coroner Fees
	01-123-000-0000-6231		500.00	Postmortem exam	ME 12-1308	Coroner Fees
2939	McGee P.A./M.B.		1,500.00		3 Transactions	
6105	National Medical Services					
	01-123-000-0000-6260		261.00	Lab testing	ME 12-1192	Autopsies--Pathologist, Xrays, Etc
6105	National Medical Services		261.00		1 Transactions	
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6260		1,400.00	Examination room/services	ME 12-1131	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		1,400.00	Examination room/services	ME 12-1192	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		1,400.00	Examination room/services	ME 12-1308	Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		4,200.00		3 Transactions	
4192	Regions Hospital					
	01-123-000-0000-6260		269.00	Toicology	ME 12-1131	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		269.00	Toicology	ME 12-1192	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		78.00	Toicology	ME 12-1308	Autopsies--Pathologist, Xrays, Etc
4192	Regions Hospital		616.00		3 Transactions	
123	DEPT Total:		6,902.00	Coroner	5 Vendors	11 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
200	DEPT			Enforcement		
50	Aitkin Body Shop, Inc 01-200-000-0000-6302		277.88	New decals for #208	0055353	Car Maintenance
	01-200-000-0000-6302		3,904.57	Repair 208 (hit deer)	0055356	Car Maintenance
50	Aitkin Body Shop, Inc		4,182.45	2 Transactions		
11960	ASAP Towing 01-200-000-0000-6359		124.25	Tow focus 12-3155	1192	Wrecker Service
	01-200-000-0000-6359		174.21	Tow motorcycle 12-3331	1204	Wrecker Service
11960	ASAP Towing		298.46	2 Transactions		
86467	Auto Value Aitkin 01-200-000-0000-6302		17.62	Adhesive cleaner - STS	40000095	Car Maintenance
	01-200-000-0000-6302		17.73	Headlamp 216	40006911	Car Maintenance
	01-200-000-0000-6302		16.34	Lug wrench	40008817	Car Maintenance
86467	Auto Value Aitkin		51.69	3 Transactions		
8175	Centurylink 01-200-000-0000-6250		189.04	Local phone	313645966	Telephone
	01-200-000-0000-6250		58.17	Local phone	313645966	Telephone
8175	Centurylink		247.21	2 Transactions		
10185	Centurylink Communications Inc 01-200-000-0000-6250		111.72	Phone LD	320146217	Telephone
	01-200-000-0000-6250		49.14	Phone LD -Probation	320146217	Telephone
	01-200-000-0000-6250		18.18	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		179.04	3 Transactions		
1010	City Of Aitkin 01-200-000-0000-6231		150.00	Remainder of dog boarding	2011-001421	Services & Labor (Incl Contracts)
1010	City Of Aitkin		150.00	1 Transactions		
11038	Crime Stoppers Of Minnesota 01-200-000-0000-6231		150.00	Law enforcement partnership		Services & Labor (Incl Contracts)
11038	Crime Stoppers Of Minnesota		150.00	1 Transactions		
1339	Dennis Auto Body & Auto Sales 01-200-000-0000-6359		149.98	Tow suburban	12-3335	Wrecker Service



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1339	Dennis Auto Body & Auto Sales		149.98		1 Transactions	
10405	Digital Ally, Inc. 01-200-000-0000-6610		40.62	Squad mic #209	1049921	Equipment & Radios
10405	Digital Ally, Inc.		40.62		1 Transactions	
9642	Fleet Services 01-200-000-0000-6511		6,536.89	Gas July/Aug	0424007043961	Gas And Oil
9642	Fleet Services		6,536.89		1 Transactions	
10315	Foam On The Range 01-200-000-0000-6231		600.00	Replace insulation in jail	2175	Services & Labor (Incl Contracts)
10315	Foam On The Range		600.00		1 Transactions	
4641	Holiday Credit Office 01-200-000-0000-6511		394.76	Fuel		Gas And Oil
4641	Holiday Credit Office		394.76		1 Transactions	
7525	Hometown Bldg Supply 01-200-000-0000-6405		180.45	Ceiling tiles deputy comp room	30502	Office Supplies
7525	Hometown Bldg Supply		180.45		1 Transactions	
2340	Hyytinen Hardware Hank 01-200-000-0000-6302		64.30	Jack, tape meash, key #225	1053753	Car Maintenance
	01-200-000-0000-6409		3.18	Keys	1053812	Deputy Supplies
2340	Hyytinen Hardware Hank		67.48		2 Transactions	
2375	Intoximeters Inc 01-200-000-0000-6405		192.38	Mouthpieces	368331	Office Supplies
2375	Intoximeters Inc		192.38		1 Transactions	
3263	K&M Signs Inc. 01-200-000-0000-6231		425.00	Lettering 2013 explorer	9179	Services & Labor (Incl Contracts)
3263	K&M Signs Inc.		425.00		1 Transactions	
5756	KEEPRS, Inc 01-200-000-0000-6410		99.98	Uniform pants #218	192550-02	Clothing Allowance
	01-200-000-0000-6410		185.37	Uniform pants #218	193883	Clothing Allowance

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
5756 KEEPRS, Inc		285.35	2 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-200-000-0000-6302		543.75	Oil change, tires #221	11759 Car Maintenance
01-200-000-0000-6302		168.08	Battery 225	11793 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		711.83	2 Transactions	
252 Lynn Peavey Company				
01-200-000-0000-6405		162.75	Evidence gathering supplies	260580 Office Supplies
01-200-000-0000-6405		57.00	Evidence bags	260904 Office Supplies
252 Lynn Peavey Company		219.75	2 Transactions	
5892 McGregor Printing & Graphics, Inc				
01-200-000-0000-6230		96.19	Business cards #209,225	13286 Printing, Publishing & Adv
01-200-000-0000-6230		48.09	Business cards #206	13349 Printing, Publishing & Adv
5892 McGregor Printing & Graphics, Inc		144.28	2 Transactions	
3160 Mille Lacs Energy Coop-Albert Lea				
01-200-000-0000-6254		120.48	Quarterly billing Fleming Twr	27-13-003-02 Utilities
01-200-000-0000-6254		336.85	Quarterly billing Seavey tower	55-21-002-01 Utilities
3160 Mille Lacs Energy Coop-Albert Lea		457.33	2 Transactions	
3337 Minnesota County Attorneys Association				
01-200-000-0000-6409		76.96	Forfeiture form	18128150 Deputy Supplies
01-200-000-0000-6409		235.14	Forfeiture form, property rec	18128710 Deputy Supplies
3337 Minnesota County Attorneys Association		312.10	2 Transactions	
3354 Minnesota Safety Council				
01-200-000-0000-6240		40.00	Renewal first aid S Cook	Dues
3354 Minnesota Safety Council		40.00	1 Transactions	
3371 Minnesota Sheriffs' Association				
01-200-003-0000-6241		260.00	Reg fee Drahot	Registration Fee
01-200-003-0000-6241		280.00	Reg fee Turner	Registration Fee
3371 Minnesota Sheriffs' Association		540.00	2 Transactions	
6057 Nate's Towing				
01-200-000-0000-6359		240.47	Tow 2000 caravan - forf	12-3130 Wrecker Service

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
6057 Nate's Towing		240.47	1 Transactions	
10892 North Central Drug Task Force 01-200-000-0000-6240		1,500.00	2012 NCDTF Dues	Dues
10892 North Central Drug Task Force		1,500.00	1 Transactions	
86235 Office Shop Inc/The 01-200-000-0000-6409		19.22	VHS tapes for 219	Deputy Supplies
01-200-000-0000-6405		161.37	Toner	Office Supplies
86235 Office Shop Inc/The		180.59	2 Transactions	
4010 Rasley Oil Company 01-200-000-0000-6511		230.50	July gas	Gas And Oil
4010 Rasley Oil Company		230.50	1 Transactions	
12110 Revelin, LLC 01-200-000-0000-6231		1,950.00	Outfit new 209 squad	Services & Labor (Incl Contracts)
01-200-000-0000-6231		1,950.00	Outfit new 216 squad	Services & Labor (Incl Contracts)
12110 Revelin, LLC		3,900.00	2 Transactions	
84172 Riverwood Healthcare Center 01-200-000-0000-6231		36.00	Carlson, T	Services & Labor (Incl Contracts)
84172 Riverwood Healthcare Center		36.00	1 Transactions	
9254 St Lukes Northland Billing 01-200-000-0000-6231		1,017.37	Exam	Services & Labor (Incl Contracts)
9254 St Lukes Northland Billing		1,017.37	1 Transactions	
6128 Tire Barn 01-200-000-0000-6302		147.40	Brake pads #219	Car Maintenance
01-200-000-0000-6302		48.95	Oil change, air filter #220	Car Maintenance
01-200-000-0000-6302		626.68	Air filter,oil change,tire 204	Car Maintenance
6128 Tire Barn		823.03	3 Transactions	
4870 Turner/Scott A. 01-200-000-0000-6302		8.00	Car wash for parade	Car Maintenance
4870 Turner/Scott A.		8.00	1 Transactions	
6097 Verizon Wireless				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice # Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-200-000-0000-6250		260.24	Cellular squad connections			Telephone	
		01-200-000-0000-6250		637.67	Cellular phone		2784585614	Telephone	
6097	Verizon Wireless			897.91		2 Transactions			
5066	Visa								
		01-200-000-0000-6231		16.49	Bus ticket / data plan surve.			Services & Labor (Incl Contracts)	
5066	Visa			16.49		1 Transactions			
200	DEPT Total:			25,407.41	Enforcement		35 Vendors		55 Transactions
202	DEPT				Boat & Water				
5322	A & M AUTO OF MCGREGOR								
		01-202-000-0000-6302		34.88	Oil change #210			B&W Maintenance	
5322	A & M AUTO OF MCGREGOR			34.88		1 Transactions			
9642	Fleet Services								
		01-202-000-0000-6511		375.05	Gas July/Aug		0424007043961	Gas And Oil	
9642	Fleet Services			375.05		1 Transactions			
2340	Hyytinen Hardware Hank								
		01-202-000-0000-6405		4.23	Keys		1050676	Office Supplies	
		01-202-000-0000-6405		4.16	Bulb		1051459	Office Supplies	
2340	Hyytinen Hardware Hank			8.39		2 Transactions			
10567	Lake Country Auto Center Of Aitkin								
		01-202-000-0000-6302		1,071.58	Tires, oil change #217		11624	B&W Maintenance	
10567	Lake Country Auto Center Of Aitkin			1,071.58		1 Transactions			
11763	Mora Marine								
		01-202-000-0000-6302		92.73	Battery, tie downs		3002	B&W Maintenance	
		01-202-000-0000-6302		144.89	Tie down, winch straps		8402	B&W Maintenance	
11763	Mora Marine			237.62		2 Transactions			
4010	Rasley Oil Company								
		01-202-000-0000-6511		1,302.77	July gas		AITCOB&WS	Gas And Oil	
4010	Rasley Oil Company			1,302.77		1 Transactions			
6097	Verizon Wireless								
		01-202-000-0000-6250		68.30	Cellular phone		2784585614	Telephone	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
6097 Verizon Wireless		68.30	1 Transactions	
5171 Willey's Marine Inc				
01-202-000-0000-6405		59.99	B&W Rope	4499 Office Supplies
5171 Willey's Marine Inc		59.99	1 Transactions	
202 DEPT Total:		3,158.58	Boat & Water	8 Vendors 10 Transactions
206 DEPT			Forfeitures	
117 Aitkin County Sheriff				
01-206-000-0000-6409		124.50	Title forfeited vehicles	Forfeiture Supplies
117 Aitkin County Sheriff		124.50	1 Transactions	
206 DEPT Total:		124.50	Forfeitures	1 Vendors 1 Transactions
252 DEPT			Corrections	
12106 ANTOINE ELECTRIC				
01-252-000-0000-6590		36.00	Check for votage jail basement	12115 Repair & Maintenance Supplies
12106 ANTOINE ELECTRIC		36.00	1 Transactions	
456 Bob Barker Company, Inc.				
01-252-000-0000-6424		71.10	Inmate supplies	WEB000228095 Inmate Supplies
01-252-000-0000-6424		266.73	Inmate supplies	WEB000228366 Inmate Supplies
456 Bob Barker Company, Inc.		337.83	2 Transactions	
783 Canon Financial Services, Inc				
01-252-000-0000-6231		103.50	Monthly lease 016	12069380 Services & Labor (Incl Contracts)
783 Canon Financial Services, Inc		103.50	1 Transactions	
8175 Centurylink				
01-252-000-0000-6250		116.33	Local phone	313645966 Telephone
8175 Centurylink		116.33	1 Transactions	
10185 Centurylink Communications Inc				
01-252-000-0000-6250		99.32	Phone LD	320146217 Telephone
01-252-000-0000-6250		18.18	toll free phone charges	320295974 Telephone
10185 Centurylink Communications Inc		117.50	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1181	Crow Wing Co Auditor/Treasurer 01-252-000-0000-6351		4,254.48	Inmate boarding	75199	Board Of Prisoners
1181	Crow Wing Co Auditor/Treasurer		4,254.48	1 Transactions		
88628	Dalco 01-252-000-0000-6422		377.24	Paper products for jail	2494873	Janitorial Supplies
88628	Dalco		377.24	1 Transactions		
89399	DCI Industries Of Gainesville Inc 01-252-000-0000-6422		180.64	Cleaner	40914	Janitorial Supplies
89399	DCI Industries Of Gainesville Inc		180.64	1 Transactions		
4486	Deerwood Dental Pa 01-252-000-0000-6262		200.00	Extraction Roman, D		Medical Expenses & Supplies - Inmates
4486	Deerwood Dental Pa		200.00	1 Transactions		
1570	Erickson Oil Products Inc 01-252-000-0000-6511		27.17	Fuel	38210	Gas And Oil
1570	Erickson Oil Products Inc		27.17	1 Transactions		
9642	Fleet Services 01-252-000-0000-6330		679.23	Gas July/Aug	0424007043961	Prisoner Transportation & Travel
9642	Fleet Services		679.23	1 Transactions		
2186	Hillyard Inc - Kansas City 01-252-000-0000-6422		899.34	Janitorial	600343773	Janitorial Supplies
2186	Hillyard Inc - Kansas City		899.34	1 Transactions		
4641	Holiday Credit Office 01-252-000-0000-6330		83.45	Fuel		Prisoner Transportation & Travel
4641	Holiday Credit Office		83.45	1 Transactions		
11889	Honeywell International Inc. 01-252-000-0000-6231		346.72	Reset breaker, adjust damper	1021262	Services & Labor (Incl Contracts)
11889	Honeywell International Inc.		346.72	1 Transactions		
2340	Hyytinen Hardware Hank 01-252-000-0000-6590		9.19	Oven bulbs	1049273	Repair & Maintenance Supplies
	01-252-000-0000-6590		23.49	Air freshener	1052913	Repair & Maintenance Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2340	Hyytinen Hardware Hank 01-252-000-0000-6590		6.40 39.08	Rubber door sweep	1053464	Repair & Maintenance Supplies
5503	Keefe Supply Company 01-252-252-0000-6405		118.68	Commissary supplies	SI48946	Prisoner Welfare
	01-252-252-0000-6405		134.22	Commissary supplies	SI55090	Prisoner Welfare
	01-252-000-0000-6418		865.44	Groceries	SI65340	Groceries
5503	Keefe Supply Company		1,118.34	3 Transactions		
5756	KEEPRS, Inc 01-252-000-0000-6410		95.68	Uniform pant, Danzl	192974	Clothing Allowance
5756	KEEPRS, Inc		95.68	1 Transactions		
5980	L.E. Ribar Company, Inc 01-252-000-0000-6590		161.11	Replacement sensor	37654	Repair & Maintenance Supplies
5980	L.E. Ribar Company, Inc		161.11	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-252-000-0000-6302		36.99	Oil change Impala	11783	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		36.99	1 Transactions		
91187	Lake Country Power 01-252-000-0000-6254		75.96	Quadna tower	1501827050	Utilities & Heating
91187	Lake Country Power		75.96	1 Transactions		
9486	Larson Plumbing & Heating 01-252-000-0000-6590		440.58	Flashing for jail ductwork	3410	Repair & Maintenance Supplies
9486	Larson Plumbing & Heating		440.58	1 Transactions		
2928	Lundberg Plumbing & Heating, Inc 01-252-000-0000-6590		225.00	Service water heater in jail	12129	Repair & Maintenance Supplies
2928	Lundberg Plumbing & Heating, Inc		225.00	1 Transactions		
89765	Minnesota Elevator Service 01-252-000-0000-6231		151.76	Monthly maint	250309	Services & Labor (Incl Contracts)
89765	Minnesota Elevator Service		151.76	1 Transactions		
3354	Minnesota Safety Council 01-252-000-0000-6240		40.00	Renewal first aid T Fistere		Dues

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3354	Minnesota Safety Council		40.00		1 Transactions	
3371	Minnesota Sheriffs' Association 01-252-003-0000-6241		400.00	Reg fee Danzl, Malloy		School Registration Fee
3371	Minnesota Sheriffs' Association		400.00		1 Transactions	
10155	Northern Skies Companies,Llc 01-252-000-0000-6231		400.00	Clean dryer vents	120726	Services & Labor (Incl Contracts)
10155	Northern Skies Companies,Llc		400.00		1 Transactions	
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		81.37	Groceries	010024220127	Groceries
	01-252-000-0000-6418		182.61	Groceries	010024220827	Groceries
	01-252-000-0000-6418		150.10	Groceries	010024221523	Groceries
	01-252-000-0000-6418		127.91	Groceries	010024222223	Groceries
3789	Pan-O-Gold Baking Company		541.99		4 Transactions	
9499	Reliance Telephone Systems, Inc 01-252-252-0000-6406		1,871.35	Phone cards	D-9016	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,871.35		1 Transactions	
84172	Riverwood Healthcare Center 01-252-000-0000-6262		670.07	Nurse visits		Medical Expenses & Supplies - Inmates
	01-252-000-0000-6262		258.31	Janet Larson services		Medical Expenses & Supplies - Inmates
84172	Riverwood Healthcare Center		928.38		2 Transactions	
4761	Sysco Minnesota Inc 01-252-000-0000-6418		1,938.58	Groceries	207191779	Groceries
	01-252-000-0000-6418		2,632.45	Groceries	207261815	Groceries
	01-252-000-0000-6418		2,415.67	Groceries	208021738	Groceries
	01-252-000-0000-6420		14.52	Groceries	208021738	Kitchen Supplies
	01-252-000-0000-6418		2,944.54	Groceries	208091765	Groceries
4761	Sysco Minnesota Inc		9,945.76		5 Transactions	
6097	Verizon Wireless 01-252-000-0000-6250		26.02	Cellular Pat Scollard		Telephone
	01-252-000-0000-6250		68.30	Cellular phone	2784585614	Telephone
6097	Verizon Wireless		94.32		2 Transactions	



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5066	Visa 01-252-000-0000-6330		78.50	Bus ticket / data plan surve.		Prisoner Transportation & Travel
5066	Visa		78.50	1 Transactions		
252	DEPT Total:		24,404.23	Corrections	32 Vendors	47 Transactions
253	DEPT			Aitkin Co Community Corrections		
8175	Centurylink 01-253-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27	1 Transactions		
10185	Centurylink Communications Inc 01-253-000-0000-6250		5.15	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		5.15	1 Transactions		
2340	Hyytinen Hardware Hank 01-253-000-0000-6405		25.81	Sander belts, paper, batt cabl	1051366	Operating Supplies
2340	Hyytinen Hardware Hank		25.81	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-253-000-0000-6302		44.84	Oil change STS van	11087	Car Maintenance
	01-253-000-0000-6302		927.33	Oil change, brakes 208	11267	Car Maintenance
	01-253-000-0000-6302		45.19	Oil change 218	11660	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		1,017.36	3 Transactions		
6072	North Homes Inc 01-253-000-0000-6204		99.00	Court transportation	IJC12351	Juvenile Detention
	01-253-000-0000-6204		99.00	Court transportation	IJC12352	Juvenile Detention
	01-253-000-0000-6204		176.00	Court transportation	IJC12358	Juvenile Detention
	01-253-000-0000-6204		598.80	Secure July 6-8	IJC12823	Juvenile Detention
6072	North Homes Inc		972.80	4 Transactions		
10327	NORTHWEST MN JUVENILE-SECURE 01-253-000-0000-6204		198.00	Secure detention	103-89-1	Juvenile Detention
10327	NORTHWEST MN JUVENILE-SECURE		198.00	1 Transactions		
3660	Northwood Equipment 01-253-000-0000-6405		39.86	Trimmer line, oil	PO7869	Operating Supplies
	01-253-000-0000-6405		23.70	Mower blade, sharpening	PO8795	Operating Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3660	Northwood Equipment		63.56		2 Transactions	
4010	Rasley Oil Company 01-253-000-0000-6511		732.82	July gas	AITCOB&WS	Gas And Oil
4010	Rasley Oil Company		732.82		1 Transactions	
5551	Unclaimed Freight North 01-253-000-0000-6405		15.14	Air fresh, gloves, tips		Operating Supplies
5551	Unclaimed Freight North		15.14		1 Transactions	
253	DEPT Total:		3,037.91	Aitkin Co Community Corrections	9 Vendors	15 Transactions
254	DEPT			Enhanced 911 System		
3810	Paulbeck's County Market 01-254-000-0000-6405		2.74	Ice for FEMA meeting	8/3/12	Office & Computer Supplies
3810	Paulbeck's County Market		2.74		1 Transactions	
254	DEPT Total:		2.74	Enhanced 911 System	1 Vendors	1 Transactions
255	DEPT			General Crime Victim Grant		
8175	Centurylink 01-255-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27		1 Transactions	
10185	Centurylink Communications Inc 01-255-000-0000-6250		9.06	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		9.06		1 Transactions	
255	DEPT Total:		16.33	General Crime Victim Grant	2 Vendors	2 Transactions
257	DEPT			Sobriety Court		
11997	Minnesota Monitoring 01-257-022-0000-6406		455.50	July monitoring	2301	Sobriety Crt Expenses
11997	Minnesota Monitoring		455.50		1 Transactions	
257	DEPT Total:		455.50	Sobriety Court	1 Vendors	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
280	DEPT			Emergency Management		
8175	Centurylink 01-280-000-0000-6250		14.54	Local phone	313645966	Telephone
8175	Centurylink		14.54	1 Transactions		
10185	Centurylink Communications Inc 01-280-000-0000-6250		3.16	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		3.16	1 Transactions		
3810	Paulbeck's County Market 01-280-000-0000-6405		2.74	Ice for radio meeting	7/25/12	Office Supplies
3810	Paulbeck's County Market		2.74	1 Transactions		
280	DEPT Total:		20.44	Emergency Management	3 Vendors	3 Transactions
390	DEPT			Environmental Health (FBL)		
8175	Centurylink 01-390-000-0000-6250		14.54	Local phone	313645966	Telephone
8175	Centurylink		14.54	1 Transactions		
10185	Centurylink Communications Inc 01-390-000-0000-6250		5.06	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		5.06	1 Transactions		
86235	Office Shop Inc/The 01-390-000-0000-6405		13.88	Ink cartridge	260463-0	Office, Film, And Field Supplies
86235	Office Shop Inc/The		13.88	1 Transactions		
4010	Rasley Oil Company 01-390-000-0000-6511		18.94	July fuel		Gas And Oil
4010	Rasley Oil Company		18.94	1 Transactions		
390	DEPT Total:		52.42	Environmental Health (FBL)	4 Vendors	4 Transactions
391	DEPT			Solid Waste		
12147	Buetow Trucking & Excavation, LLC 01-391-000-0000-6307		30,190.00	Flood debris cleanup		Flood Debris
	01-391-000-0000-6307		38,066.00	Flood debris removal		Flood Debris

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12147 Buetow Trucking & Excavation, LLC		68,256.00	2 Transactions		
783 Canon Financial Services, Inc 01-391-000-0000-6231		338.92	Copier contract 017	12069381	Services, Labor, & Minor Contracts
783 Canon Financial Services, Inc		338.92	1 Transactions		
5398 CDW Government, Inc 01-391-000-0000-6625		258.41	LED monitor	P032791	Office Equipment
5398 CDW Government, Inc		258.41	1 Transactions		
8175 Centurylink 01-391-000-0000-6250		7.27	Local phone	313645966	Telephone
8175 Centurylink		7.27	1 Transactions		
10185 Centurylink Communications Inc 01-391-000-0000-6250		17.27	Phone LD	320146217	Telephone
10185 Centurylink Communications Inc		17.27	1 Transactions		
1754 Garrison Disposal Company, Inc 01-391-000-0000-6307		5,170.00	Flood debris disposal	8154101	Flood Debris
1754 Garrison Disposal Company, Inc		5,170.00	1 Transactions		
12148 Gobel Excavating Inc 01-391-000-0000-6307		35,822.00	Flood debris clean up		Flood Debris
01-391-000-0000-6307		38,342.00	Flood debris removal		Flood Debris
12148 Gobel Excavating Inc		74,164.00	2 Transactions		
4641 Holiday Credit Office 01-391-000-0000-6511		18.00	Fuel		Gas And Oil
4641 Holiday Credit Office		18.00	1 Transactions		
2763 J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		1,035.90	July recycling		Recycling Contract
01-391-000-0000-6307		538.00	Flood debris removal	3031	Flood Debris
01-391-000-0000-6307		5,950.00	Flood debris removal	3032	Flood Debris
2763 J & H Transfer Station-Lakes Sanitary		7,523.90	3 Transactions		
5892 McGregor Printing & Graphics, Inc 01-391-000-0000-6405		167.50	Envelopes	13385	Office & Film Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5892	McGregor Printing & Graphics, Inc		167.50		1 Transactions	
4010	Rasley Oil Company 01-391-000-0000-6511		31.75	July fuel		Gas And Oil
4010	Rasley Oil Company		31.75		1 Transactions	
10581	Risen/Kim W 01-391-000-0000-6307		437.28	Dumpster rental - flood debris		Flood Debris
10581	Risen/Kim W		437.28		1 Transactions	
12135	SKB Environmental Inc. 01-391-000-0000-6307		3,750.00	Flood debris removal	76286	Flood Debris
	01-391-000-0000-6307		4,650.00	Flood debris removal	76571	Flood Debris
12135	SKB Environmental Inc.		8,400.00		2 Transactions	
6097	Verizon Wireless 01-391-000-0000-6250		52.67	August wireless	2780049119	Telephone
6097	Verizon Wireless		52.67		1 Transactions	
391	DEPT Total:		164,842.97	Solid Waste	14 Vendors	19 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		300.00	Water tests	8153	Services, Labor, Contracts
	01-392-000-0000-6231		180.00	Water tests	8187	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		480.00		2 Transactions	
1685	Fisher Scientific 01-392-000-0000-6405		639.85	Electrode, nitrate module	0318402	Office & Film Supplies
1685	Fisher Scientific		639.85		1 Transactions	
9178	Microbiologics, Inc 01-392-000-0000-6405		150.63	Lab supplies	544262	Office & Film Supplies
9178	Microbiologics, Inc		150.63		1 Transactions	
12169	NBS Calibrations 01-392-000-0000-6231		164.00	Serv & calibrate scale	81401	Services, Labor, Contracts
12169	NBS Calibrations		164.00		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
392	DEPT Total:		1,434.48	Water Wells	4 Vendors	5 Transactions
520	DEPT			Parks		
589	Blomberg/Judith 01-520-000-0000-6350		35.00	Park meeting	8/13/12	Per Diem
589	Blomberg/Judith		35.00		1 Transactions	
8175	Centurylink 01-520-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27		1 Transactions	
1880	Gravelle Plumbing & Heating, Inc 01-520-000-0000-6406		20.93	Berglund Park material	62181	Field Supplies
	01-520-000-0000-6406		7.88	Boiler drain Berglund Park	62257	Field Supplies
1880	Gravelle Plumbing & Heating, Inc		28.81		2 Transactions	
9841	Gustin/Thomas John 01-520-000-0000-6330		14.43	Mileage Park mtg 8/13/12	26@.555	Transportation & Travel
	01-520-000-0000-6350		35.00	Park Commission mtg	8/13/12	Per Diem
9841	Gustin/Thomas John		49.43		2 Transactions	
2448	Janzen/Carroll Mark 01-520-000-0000-6350		35.00	Park Commission Mtg		Per Diem
	01-520-000-0000-6330		31.08	Mileage Park Comm Mtg	56@.555	Transportation & Travel
2448	Janzen/Carroll Mark		66.08		2 Transactions	
9354	Kangas Enterprises, Inc 01-520-000-0000-6231		120.00	Jacobson Rest area	7492	Services, Labor, Contracts
	01-520-000-0000-6231		157.00	Lone Lake Beach outhouse	7496	Services, Labor, Contracts
	01-520-000-0000-6231		157.00	Round Lk Beach outhouse	7496	Services, Labor, Contracts
9354	Kangas Enterprises, Inc		434.00		3 Transactions	
5759	Kitzrow/Donald 01-520-000-0000-6330		36.63	Mileage Parks mtg 8/13/12	66@.555	Transportation & Travel
	01-520-000-0000-6350		35.00	Parks meeting	8/13/12	Per Diem
5759	Kitzrow/Donald		71.63		2 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea 01-520-000-0000-6254		136.21	Berglund Park electric	18-51-106-02	Utilities

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3160	Mille Lacs Energy Coop-Albert Lea		136.21		1 Transactions	
9692	Minnesota Energy Resources Corporation 01-520-000-0000-6254		20.20	July gas for shop	4162495-8	Utilities
9692	Minnesota Energy Resources Corporation		20.20		1 Transactions	
3638	Northern Air Plumbing & Heating, Inc 01-520-000-0000-6406		10.50	6 insert couplings Berglund Pk	19308	Field Supplies
3638	Northern Air Plumbing & Heating, Inc		10.50		1 Transactions	
6128	Tire Barn 01-520-000-0000-6590		180.52	Trailer brake repair 536	21524	Repair & Maintenance Supplies
6128	Tire Barn		180.52		1 Transactions	
6097	Verizon Wireless 01-520-000-0000-6250		40.28	July Cell phone		Telephone
6097	Verizon Wireless		40.28		1 Transactions	
520	DEPT Total:		1,079.93	Parks	12 Vendors	18 Transactions
601	DEPT			Extension		
8175	Centurylink 01-601-000-0000-6250		14.54	Local phone	313645966	Telephone
8175	Centurylink		14.54		1 Transactions	
10185	Centurylink Communications Inc 01-601-000-0000-6250		10.40	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc		10.40		1 Transactions	
601	DEPT Total:		24.94	Extension	2 Vendors	2 Transactions
711	DEPT			Economic Development		
8175	Centurylink 01-711-000-0000-6250		7.27	Local phone	313645966	Telephone
8175	Centurylink		7.27		1 Transactions	
10185	Centurylink Communications Inc 01-711-000-0000-6250		4.96	Phone LD - Ec Dev	320146217	Telephone

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10185 Centurylink Communications Inc		4.96		1 Transactions	
711 DEPT Total:		12.23	Economic Development	2 Vendors	2 Transactions
1 Fund Total:		596,097.08	General Fund		335 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
5398	CDW Government, Inc 03-301-000-0000-6400		329.28	ACROBAT PRO 080412	N915588	Supplies And Materials
5398	CDW Government, Inc		329.28	1 Transactions		
8175	Centurylink 03-301-000-0000-6250		29.45	FAX 081112	9272356318	Telephone
8175	Centurylink		29.45	1 Transactions		
11411	Charter 03-301-000-0000-6250		149.87	PHONE 081912		Telephone
11411	Charter		149.87	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		219.00	SUPPLIES 082212	104508	Supplies And Materials
	03-301-000-0000-6400		63.29	SUPPLIES 082212	104509	Supplies And Materials
11406	Innovative Office Solutions		282.29	2 Transactions		
10431	Verizon Business 03-301-000-0000-6250		43.19	HWY OFFICE 080112		Telephone
10431	Verizon Business		43.19	1 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		172.43	SHARED CELLS 080112	2779685728	Telephone
6097	Verizon Wireless		172.43	1 Transactions		
301	DEPT Total:		1,006.51	R&B Administration	6 Vendors	7 Transactions
302	DEPT			R&B Engineering/Construction		
86235	Office Shop Inc/The 03-302-000-0000-6449		95.11	TONER 081412	9192410	Rd/Br Engr. Supplies
86235	Office Shop Inc/The		95.11	1 Transactions		
302	DEPT Total:		95.11	R&B Engineering/Construction	1 Vendors	1 Transactions
303	DEPT			R&B Highway Maintenance		
8411	American Welding & Gas, Inc. 03-303-000-0000-6523		57.74	O2 080812	1764496	Misc Bldg & Shop Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8411 American Welding & Gas, Inc.		57.74	1 Transactions	
8239 Ameripride Linen & Apparel Services				
03-303-000-0000-6523		40.23	LAUNDRY 080712	Misc Bldg & Shop Supplies
03-303-000-0000-6523		31.11	LAUNDRY 081412	Misc Bldg & Shop Supplies
03-303-000-0000-6523		62.09	LAUNDRY 082112	Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services		133.43	3 Transactions	
86467 Auto Value Aitkin				
03-303-000-0000-6590		145.52-	FILTERS 060112	Repair & Maintenance Supplies
03-303-000-0000-6590		419.24	ROTOR 062812	Repair & Maintenance Supplies
03-303-000-0000-6590		27.77	OIL SEAL 062812	Repair & Maintenance Supplies
03-303-000-0000-6590		298.48-	ROTOR 062912	Repair & Maintenance Supplies
03-303-000-0000-6523		119.69	FRICTION 070912	Misc Bldg & Shop Supplies
03-303-000-0000-6523		253.85	TIE RODS 072512	Misc Bldg & Shop Supplies
03-303-000-0000-6523		37.22	HACKSAW 072512	Misc Bldg & Shop Supplies
03-303-000-0000-6590		245.56	FILTERS 080812	Repair & Maintenance Supplies
03-303-000-0000-6590		11.86-	FILTERS 080812	Repair & Maintenance Supplies
03-303-000-0000-6590		123.18	AIR FILTERS 080912	Repair & Maintenance Supplies
86467 Auto Value Aitkin		770.65	10 Transactions	
8500 Diamond Mowers, Inc				
03-303-000-0000-6590		259.54	WELDED CYLINDER 080812	Repair & Maintenance Supplies
03-303-000-0000-6590		943.77	BEARINGS 080912	Repair & Maintenance Supplies
8500 Diamond Mowers, Inc		1,203.31	2 Transactions	
12170 Ferdinandt, Terry				
03-303-000-0000-6820		500.00	APPROACH REFUND 082312	Approach & Misc Refunds
12170 Ferdinandt, Terry		500.00	1 Transactions	
8622 Frontier				
03-303-000-0000-6250		57.34	JACOBSON 080112	Telephone
03-303-000-0000-6250		57.07	PALISADE 080112	Telephone
03-303-000-0000-6250		56.48	MCGRATH 081312	Telephone
8622 Frontier		170.89	3 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
03-303-000-0000-6298		37.41	EXHAUST FAN 071912	Shop Maintenance
03-303-000-0000-6298		238.54	EXHAUST FAN 070912	Shop Maintenance

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1880	Gravelle Plumbing & Heating, Inc		275.95		2 Transactions	
12171	Hand, DuWayne 03-303-000-0000-6820		500.00	APPROACH REFUND	082312	Approach & Misc Refunds
12171	Hand, DuWayne		500.00		1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 03-303-000-0000-6254		57.66	GARBAGE MCGREGOR	080112 53249	Utilities
2763	J & H Transfer Station-Lakes Sanitary		57.66		1 Transactions	
2525	Johnson Sewer & Excavating, Inc 03-303-000-0000-6521		534.64	REPAIR WASHOUT APPROACH	081312 5592	Maintenance Supplies
2525	Johnson Sewer & Excavating, Inc		534.64		1 Transactions	
91187	Lake Country Power 03-303-000-0000-6254		50.88	SWATARA	080812 1400073000	Utilities
	03-303-000-0000-6254		99.07	JACOBSON	080812 140946401	Utilities
91187	Lake Country Power		149.95		2 Transactions	
2941	M R Sign Co Inc 03-303-000-0000-6516		987.20	911 SIGNS	080212 173136	Signs & Posts
2941	M R Sign Co Inc		987.20		1 Transactions	
5917	Mike's Bobcat Service 03-303-000-0000-6825		5,423.00	EMERGENCY REPAIR WORK	080112	Municipal Maintenance Agreements
5917	Mike's Bobcat Service		5,423.00		1 Transactions	
3160	Mille Lacs Energy Coop-Albert Lea 03-303-000-0000-6254		184.20	POWER PALISADE	081012 185202601	Utilities
	03-303-000-0000-6254		53.74	169 CSAH 3	081012 192301001	Utilities
	03-303-000-0000-6254		107.05	POWER MCGREGOR	081012 295300301	Utilities
	03-303-000-0000-6254		1,062.35	AITKIN POWER	081012 335200702	Utilities
	03-303-000-0000-6254		54.92	169 CSAH 3	081012 396202201	Utilities
	03-303-000-0000-6254		55.06	47 CSAH 2	081012 545110401	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		1,517.32		6 Transactions	
9692	Minnesota Energy Resources Corporation 03-303-000-0000-6297		45.11	NATURAL GAS	080612 42552174	Shop Fuel

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9692	Minnesota Energy Resources Corporation		45.11		1 Transactions	
3660	Northwood Equipment					
	03-303-000-0000-6523		80.43	LIGHT 080912	P08879	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		80.16	V BELT 052112	P09365	Misc Bldg & Shop Supplies
3660	Northwood Equipment		160.59		2 Transactions	
3760	Palisade Cooperative Oil Assoc					
	03-303-000-0000-6513		40.68	GAS 081012	223466	Motor Fuel & Lubricants
	03-303-000-0000-6513		81.23	GAS 081012	223518	Motor Fuel & Lubricants
	03-303-000-0000-6513		51.20	GAS 081012	223572	Motor Fuel & Lubricants
	03-303-000-0000-6513		65.19	GAS 081012	223901	Motor Fuel & Lubricants
	03-303-000-0000-6513		84.43	GAS 081012	224048	Motor Fuel & Lubricants
	03-303-000-0000-6513		35.11	GAS 081012	224119	Motor Fuel & Lubricants
	03-303-000-0000-6513		80.00	GAS 081012	224166	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.46	GAS 081012	224203	Motor Fuel & Lubricants
	03-303-000-0000-6513		81.23	GAS 081012	224307	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.71	GAS 081012	224749	Motor Fuel & Lubricants
	03-303-000-0000-6513		64.13	GAS 081012	224873	Motor Fuel & Lubricants
	03-303-000-0000-6513		62.77	GAS 081012	224951	Motor Fuel & Lubricants
	03-303-000-0000-6513		44.60	GAS 081012	224954	Motor Fuel & Lubricants
	03-303-000-0000-6513		76.00	GAS 081012	224989	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.71	GAS 081012	225119	Motor Fuel & Lubricants
	03-303-000-0000-6513		58.91	GAS 081012	225150	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		998.36		16 Transactions	
12172	Pierce, Scott					
	03-303-000-0000-6820		500.00	APPROACH REFUND 082312		Approach & Misc Refunds
12172	Pierce, Scott		500.00		1 Transactions	
4095	Ritter & Ritter, Inc					
	03-303-000-0000-6523		165.00	HOLDING TANK 081312	22660	Misc Bldg & Shop Supplies
4095	Ritter & Ritter, Inc		165.00		1 Transactions	
10257	Sadie Llama Designs					
	03-303-000-0000-6516		102.60	SIGNS 080912	822603774	Signs & Posts
10257	Sadie Llama Designs		102.60		1 Transactions	
90805	Temco					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6590		27.89	TUBE 080312 14607	Repair & Maintenance Supplies
03-303-000-0000-6590		21.29	WASHER 080812 14632	Repair & Maintenance Supplies
03-303-000-0000-6523		31.44	ANGLE 081012 14638	Misc Bldg & Shop Supplies
90805 Temco		80.62	3 Transactions	
303 DEPT Total:		14,334.02	R&B Highway Maintenance	21 Vendors 60 Transactions
307 DEPT			R&B Capital Infrastructure	
9556 American Engineering Testing Inc				
03-307-000-0000-6260		4,109.00	CIR INSPECTION 081412 78276	Professional Services
9556 American Engineering Testing Inc		4,109.00	1 Transactions	
88135 Barnick/Sandra				
03-307-000-0000-6362		850.00	LAND RW S36 R27W 082212 PARCEL 26	Right Of Way
88135 Barnick/Sandra		850.00	1 Transactions	
11683 Iverson Ruevers,LLC				
03-307-000-0000-6260		100.00	PROF SERVICES 080712 7460	Professional Services
11683 Iverson Ruevers,LLC		100.00	1 Transactions	
307 DEPT Total:		5,059.00	R&B Capital Infrastructure	3 Vendors 3 Transactions
308 DEPT			R&B Equipment & Facilities	
7886 Backstrom/Ken				
03-308-000-0000-6600		3,848.44	MCGREGOR SALT SHED 090812 268982	Capital Outlay-Facilities
7886 Backstrom/Ken		3,848.44	1 Transactions	
1010 City Of Aitkin				
03-308-000-0000-6600		2,720.46	AITKIN SALT SHED PERMIT 080712	Capital Outlay-Facilities
1010 City Of Aitkin		2,720.46	1 Transactions	
8364 Towmaster, Inc				
03-308-000-0000-6600		2,043.45	TOMMY GATE 080312 341230	Capital Outlay-Facilities
8364 Towmaster, Inc		2,043.45	1 Transactions	
7528 Wheeler Lumber Llc				
03-308-000-0000-6600		97,042.50	SALT SHED LUMBER 072612 1340025482	Capital Outlay-Facilities

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7528 Wheeler Lumber Llc				
		97,042.50	1 Transactions	
308 DEPT Total:		105,654.85	R&B Equipment & Facilities	4 Vendors 4 Transactions
3 Fund Total:		126,149.49	Road & Bridge	75 Transactions

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
8175	Centurylink 05-400-440-0410-6250		65.44	Local phone -PH	313645966	Telephone
	05-400-440-0410-6250		11.20	Local phone -HHS/Accting	313645966	Telephone
8175	Centurylink		76.64	2 Transactions		
10185	Centurylink Communications Inc 05-400-440-0410-6250		32.63	Phone LD -PH	320146217	Telephone
	05-400-440-0410-6250		1.24	Phone LD Accounting	320146217	Telephone
	05-400-440-0410-6250		2.47	Phone LD HHS	320146217	Telephone
	05-400-440-0410-6250		12.10	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		48.44	4 Transactions		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6231		8.96	Sept maintenance	360543	Services Or Contracts
1457	CPS Technology Solutions, Inc		8.96	1 Transactions		
400	DEPT Total:		134.04	Public Health Department	3 Vendors	7 Transactions
420	DEPT			Income Maintenance		
8175	Centurylink 05-420-600-4800-6250		72.71	Local phone -IM	313645966	Telephone
	05-420-600-4800-6250		29.59	Local phone -HHS/Accting	313645966	Telephone
	05-420-640-4800-6250		50.90	Local phone -CS	313645966	Telephone
8175	Centurylink		153.20	3 Transactions		
10185	Centurylink Communications Inc 05-420-600-4800-6250		126.99	Phone LD-IM	320146217	Telephone
	05-420-600-4800-6250		3.28	Phone LD Accounting	320146217	Telephone
	05-420-600-4800-6250		6.53	Phone LD HHS	320146217	Telephone
	05-420-640-4800-6250		54.00	Phone LD -CS	320146217	Telephone
	05-420-600-4800-6250		32.00	toll free phone charges	320295974	Telephone
10185	Centurylink Communications Inc		222.80	5 Transactions		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6231		23.68	Sept maintenance	360543	Services Or Contracts
	05-420-640-4800-6231		32.00	Sept maintenance	360543	Services Or Contracts
1457	CPS Technology Solutions, Inc		55.68	2 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
420 DEPT Total:		431.68	Income Maintenance	3 Vendors 10 Transactions
430 DEPT			Social Services	
8175 Centurylink				
05-430-700-4800-6250		39.19	Local phone -HHS/Accting	313645966 Telephone
05-430-700-4800-6250		181.77	Local phone -SS	313645966 Telephone
05-430-700-4800-6250		7.27	Local phone -EDP	313645966 Telephone
8175 Centurylink		228.23		3 Transactions
10185 Centurylink Communications Inc				
05-430-700-4800-6250		4.35	Phone LD Accounting	320146217 Telephone
05-430-700-4800-6250		8.65	Phone LD HHS	320146217 Telephone
05-430-700-4800-6250		214.58	Phone LD -SS	320146217 Telephone
05-430-700-4800-6250		42.38	toll free phone charges	320295974 Telephone
10185 Centurylink Communications Inc		269.96		4 Transactions
1457 CPS Technology Solutions, Inc				
05-430-700-4800-6231		31.36	Sept maintenance	360543 Services Or Contracts
1457 CPS Technology Solutions, Inc		31.36		1 Transactions
430 DEPT Total:		529.55	Social Services	3 Vendors 8 Transactions
5 Fund Total:		1,095.27	Health & Human Services	25 Transactions



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
1708	Forsberg/Eldon 10-900-000-0000-2300		193.50	Bond refund Rec 1377	12789	Timber Permit Bonds
1708	Forsberg/Eldon		193.50	1 Transactions		
2424	Jobe/Pete 10-900-000-0000-2300		864.24	Bond refund Rec 1292	12881	Timber Permit Bonds
2424	Jobe/Pete		864.24	1 Transactions		
5791	Sappi 10-900-000-0000-2300		3,783.60	Bond refund Rec 1357	12959	Timber Permit Bonds
	10-900-000-0000-2300		2,146.56	Bond refund Rec 1350	13095	Timber Permit Bonds
5791	Sappi		5,930.16	2 Transactions		
900	DEPT Total:		6,987.90	Timber Permit Bonds	3 Vendors	4 Transactions
921	DEPT			Co. Development		
8175	Centurylink 10-921-000-0000-6250		7.27	Local phone -surveyor	313645966	Telephone
	10-921-000-0000-6250		7.27	Local phone -GIS	313645966	Telephone
8175	Centurylink		14.54	2 Transactions		
10185	Centurylink Communications Inc 10-921-000-0000-6250		2.58	Phone LD -Surveyor	320146217	Telephone
	10-921-000-0000-6250		0.86	Phone LD -GIS	320146217	Telephone
10185	Centurylink Communications Inc		3.44	2 Transactions		
9373	ESRI 10-921-000-0000-6405		3,210.21	GIS software maint/support 09/16/2012 09/15/2013	92529468	Office Supplies
9373	ESRI		3,210.21	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc 10-921-000-0000-6406		460.31	Beaver leveler supplies	62140	Field Supplies
	10-921-000-0000-6406		542.12	Beaver leveler supplies	62256	Field Supplies
1880	Gravelle Plumbing & Heating, Inc		1,002.43	2 Transactions		

# Aitkin County



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Vendor No.	Name Account/Formula	Accr	Rpt	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
921	DEPT Total:			4,230.62	Co. Development	4 Vendors	7 Transactions
923	DEPT				Forfeited Tax Sales		
116	Aitkin Feed & Farm Supply Inc 10-923-000-0000-6406			29.50	Kentucky blue grass	92014	Field Supplies
116	Aitkin Feed & Farm Supply Inc			29.50		1 Transactions	
8175	Centurylink 10-923-000-0000-6250			58.17	Local phone	313645966	Telephone
8175	Centurylink			58.17		1 Transactions	
10185	Centurylink Communications Inc 10-923-000-0000-6250			5.82	Phone LD	320146217	Telephone
10185	Centurylink Communications Inc			5.82		1 Transactions	
9373	ESRI 10-923-000-0000-6405			2,111.19	GIS software maint/support 09/16/2012 09/15/2013	92529468	Office Supplies
9373	ESRI			2,111.19		1 Transactions	
5791	Sappi 10-923-000-0000-6820			2,888.24	Overappraised refund	12959	Refunds & Reimbursements
5791	Sappi			2,888.24		1 Transactions	
6097	Verizon Wireless 10-923-000-0000-6254			64.45	July cell phone		Utilities
6097	Verizon Wireless			64.45		1 Transactions	
923	DEPT Total:			5,157.37	Forfeited Tax Sales	6 Vendors	6 Transactions
926	DEPT				Law Library		
8175	Centurylink 10-926-000-0000-6250			7.27	Local phone	313645966	Telephone
8175	Centurylink			7.27		1 Transactions	
926	DEPT Total:			7.27	Law Library	1 Vendors	1 Transactions
10	Fund Total:			16,383.16	Trust		18 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
1880	Gravelle Plumbing & Heating, Inc 11-924-000-0000-6406		89.13	Monuments	62178	Field Supplies
1880	Gravelle Plumbing & Heating, Inc		89.13	1 Transactions		
11218	Harms/Harold 11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
	11-924-000-0000-6330		48.84	Mileage FAC mtg 8/21/12	88@.555	Transportation & Travel
11218	Harms/Harold		83.84	2 Transactions		
2270	Hoppe/Russell Peter 11-924-000-0000-6330		33.30	Mileage FAC meeting 8/21/12	60@.555	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
2270	Hoppe/Russell Peter		68.30	2 Transactions		
10890	Insley/Kevin 11-924-000-0000-6330		21.09	Mileage FAC mtg 8/21/12	38@.555	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
10890	Insley/Kevin		56.09	2 Transactions		
11685	Lahoud/John 11-924-000-0000-6330		19.98	Mileage FAC mtg 8/21/12	36@.555	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
11685	Lahoud/John		54.98	2 Transactions		
10906	Shipp/Dale 11-924-000-0000-6330		16.65	Mileage FAC meeting 8/21/12	30@.555	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
10906	Shipp/Dale		51.65	2 Transactions		
10017	Tveit/Galen 11-924-000-0000-6330		17.76	Mileage FAC meeting 8/21/12	32@.555	Transportation & Travel
	11-924-000-0000-6350		35.00	FAC meeting	8/21/12	Per Diem
10017	Tveit/Galen		52.76	2 Transactions		
6097	Verizon Wireless 11-924-000-0000-6250		67.53	July cell phone		Telephone
6097	Verizon Wireless		67.53	1 Transactions		

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
9063 Workman/Jeff				
11-924-000-0000-6330		35.52	Mileage FAC meeting 8/21/12	64@.555 Transportation & Travel
11-924-000-0000-6350		35.00	FAC meeting	8/21/12 Per Diem
9063 Workman/Jeff		70.52	2 Transactions	
924 DEPT Total:		594.80	Forest Resource	9 Vendors 16 Transactions
925 DEPT			Reforestation	
10083 Cedarbrook Lumber Comp				
11-925-000-0000-6406		20.84	Quickrete BLC	46325 Field Supplies
11-925-000-0000-6406		20.84	Quickrete BLC	46471 Field Supplies
11-925-000-0000-6406		16.67	Quickrete HCC	46515 Field Supplies
10083 Cedarbrook Lumber Comp		58.35	3 Transactions	
9843 Elg Construction/Kenneth				
11-925-000-0000-6231		2,640.00	Soo Line trail Redtop to Hy 18	Services, Labor, Contracts
11-925-000-0000-6231		1,104.00	Soo Line S of McGrath	Services, Labor, Contracts
11-925-000-0000-6231		1,430.00	Soo Line W of Redtop	Services, Labor, Contracts
11-925-000-0000-6361		3,300.00	Forest road work 38-9	Road Construction Service
9843 Elg Construction/Kenneth		8,474.00	4 Transactions	
4641 Holiday Credit Office				
11-925-000-0000-6511		1,167.26	July gas	Gas And Oil
4641 Holiday Credit Office		1,167.26	1 Transactions	
9354 Kangas Enterprises, Inc				
11-925-000-0000-6231		90.00	Lawler Parking lot outhouse	7496 Services, Labor, Contracts
11-925-000-0000-6231		90.00	McGregor trail head parking lo	7496 Services, Labor, Contracts
11-925-000-0000-6231		107.00	Blind Lake parking lot	7496 Services, Labor, Contracts
9354 Kangas Enterprises, Inc		287.00	3 Transactions	
7062 Kern Excavating LLC				
11-925-000-0000-6361		2,140.00	Holy Water Road	82112ACLD Road Construction Service
11-925-000-0000-6361		1,440.00	Moulton Lake	82112ACLD Road Construction Service
11-925-000-0000-6361		1,415.00	N Esquagamah Road	82112ACLD Road Construction Service
11-925-000-0000-6361		680.00	Chipper Road	82112ACLD Road Construction Service
7062 Kern Excavating LLC		5,675.00	4 Transactions	
5511 Milbradt/Kris				

SMH1  
 8/27/12 5:29PM  
 11 Forest Development

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
5511	Milbradt/Kris		White pine release 23-47-22	30ac@75.50	Timber Improvement
		2,265.00			
		2,265.00	1 Transactions		
5109	Westerlund Sawmill		Chain scarifying 5-45-24	261459	Timber Improvement
		1,732.50			
		1,732.50	1 Transactions		
925	DEPT Total:	19,659.11	Reforestation	7 Vendors	17 Transactions
935	DEPT		Forest Road		
87	Aitkin Co Highway Dept		Cutting edges 402		Repair & Maintenance Supplies
		264.02			
87	Aitkin Co Highway Dept			1 Transactions	
		264.02			
195	Aitkin Tire Shop		Tire Grader 402	50800	Repair & Maintenance Supplies
		700.04			
195	Aitkin Tire Shop			1 Transactions	
		700.04			
6097	Verizon Wireless		July Cell phone		Telephone
		120.83			
6097	Verizon Wireless			1 Transactions	
		120.83			
935	DEPT Total:	1,084.89	Forest Road	3 Vendors	3 Transactions
11	Fund Total:	21,338.80	Forest Development		36 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
521 DEPT				LLCC Administration
246 Brothers Fire Protection				
19-521-000-0000-6231		375.00		Monitor module
246 Brothers Fire Protection		375.00		1 Transactions
3160 Mille Lacs Energy Coop-Albert Lea				
19-521-000-0000-6254		53.00		LLCC Electric
19-521-000-0000-6254		444.49		LLCC Electric
19-521-000-0000-6254		639.18		LLCC Electric
19-521-000-0000-6254		589.76		LLCC Electric
19-521-000-0000-6254		60.94		LLCC Electric
19-521-000-0000-6254		198.15		LLCC Electric
3160 Mille Lacs Energy Coop-Albert Lea		1,985.52		6 Transactions
521 DEPT Total:		2,360.52		LLCC Administration
				2 Vendors
				7 Transactions
522 DEPT				LLCC Education
9273 Reichert Enterprises, Inc				
19-522-000-0000-6224		485.00		Forkhorn I camp to range
19-522-000-0000-6224		485.00		Forkhorn I camp to range
9273 Reichert Enterprises, Inc		970.00		2 Transactions
522 DEPT Total:		970.00		LLCC Education
				1 Vendors
				2 Transactions
523 DEPT				LLCC Food
5998 Appert's Foodservice				
19-523-000-0000-6418		1,816.64		Groceries
19-523-000-0000-6420		93.37		Kitchen supplies
19-523-000-0000-6418		1,140.98		Groceries
5998 Appert's Foodservice		3,050.99		3 Transactions
5662 McGregor Dairy, Inc				
19-523-000-0000-6418		342.27		Groceries
19-523-000-0000-6418		69.00		Groceries
5662 McGregor Dairy, Inc		411.27		2 Transactions
3810 Paulbeck's County Market				
19-523-000-0000-6418		57.57		Groceries
				0189
				Groceries-Students

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
3810 Paulbeck's County Market		57.57	1 Transactions	
4761 Sysco Minnesota Inc 19-523-000-0000-6418		1,164.58	Groceries	208021742 Groceries-Students
4761 Sysco Minnesota Inc		1,164.58	1 Transactions	
523 DEPT Total:		4,684.41	LLCC Food	4 Vendors 7 Transactions
524 DEPT			LLCC Maintenance	
12168 Hagen's RV 19-524-000-0000-6590		100.00	Mower deck repair	Repair & Maintenance Supplies
12168 Hagen's RV		100.00	1 Transactions	
4641 Holiday Credit Office 19-524-000-0000-6511		41.84	Gas for van	120232060 Gas And Oil
19-524-000-0000-6511		15.40	Gas motor pool	185921114 Gas And Oil
19-524-000-0000-6511		45.01	Gas for van	959117 Gas And Oil
4641 Holiday Credit Office		102.25	3 Transactions	
9618 Perish/Ryan 19-524-000-0000-6422		12.80	Wasp spray	267637 Janitorial Services/Supplies
9618 Perish/Ryan		12.80	1 Transactions	
524 DEPT Total:		215.05	LLCC Maintenance	3 Vendors 5 Transactions
19 Fund Total:		8,229.98	Long Lake Conservation Center	21 Transactions
Final Total:		769,293.78	316 Vendors	510 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	596,097.08	General Fund	
	3	126,149.49	Road & Bridge	
	5	1,095.27	Health & Human Services	
	10	16,383.16	Trust	
	11	21,338.80	Forest Development	
	19	8,229.98	Long Lake Conservation Center	
	All Funds	769,293.78	Total	Approved by, .....
				.....
				.....



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



To: Chairperson, Aitkin County Board of Commissioners

Date: 08-14-12

From: Sheriff Scott Turner

Title of Item: POSSE Donation

Requested Meeting Date: 08/28/2012 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**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 Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) **Consent Agenda**

**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: \_\_\_\_\_

**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)**

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

217 Second Street NW, Room 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: Board of Commissioners      DATE: August 14, 2012  
FROM: Sheriff Scott Turner      RE: POSSE Donation

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The Aitkin County Agricultural Society has made a generous donation of \$250 to the Aitkin County Sheriff's POSSE.

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 08-16-12

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 08/28/2012 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**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 Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) **Consent Agenda**

**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: \_\_\_\_\_

**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)**

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

217 Second Street NW, Room 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: Board of Commissioners      DATE: August 16, 2012  
FROM: Sheriff Scott Turner      RE: STS Donation

---

The Disable American Veterans organization has made a generous donation of \$100 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners

Date: August 21, 2012

Via: Patrick Wussow, County Administrator

From: Sheriff Scott Turner

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

Requested Meeting Date: August 28, 2012

Estimated Presentation Time:

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
- 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-Various

**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 21, 2012
FROM:	Sheriff Scott A. Turner	RE:	2012 Federal Safety Enforcement Supplemental Agreement Grant Extension Equipment / Supplies

---

Attached is a resolution for consideration for the acceptance of \$49,500.00 for the Federal Boating Safety Supplemental Grant Extension. This extension is needed to get the full purchase and delivery of the airboat and buoys to the Aitkin County Sheriff's Office.

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 August 28, 2012

By Commissioner: xx

**082812-0xx**

**2012 Federal Safety Enforcement Supplemental Agreement Grant Extension**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2012 Federal Boating Safety Enforcement Supplemental Agreement – Equipment/Supplies Grant Extension 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 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 28<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 28<sup>th</sup> day of August A.D., 2012

KIRK PEYSAR, County Auditor

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

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

1. 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 November 30, 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 November 30, 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 November 30, 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."

**Amendment # 1 for Grant Agreement# 49644**

Contract Start Date:	<u>July 1, 2012</u>	Total Contract Amount:	<u>\$49,500.00</u>
Original Contract Expiration Date:	<u>September 14, 2012</u>	Original Contract:	<u>\$49,500.00</u>
Current Contract Expiration Date:	<u>September 14, 2012</u>	Previous Amendment(s) Total:	<u>NA</u>
Requested Contract Expiration Date:	<u>November 30, 2012</u>	This Amendment:	<u>NA</u>

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

**Recitals**

1. The State has a grant contract with the Grantee identified as CFMS Contract Number 50721, dated August 4, 2012. Under Minnesota Statutes §84.026 the State is empowered to enter into this grant. 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. 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.
2. This grant contract is being amended to ensure the Grantee has sufficient time to purchase, receive delivery and request reimbursement from the State.
3. The State and the Grantee are willing to amend the Original Grant Contract as stated below.

**Grant Contract Amendment**

**REVISION 1.** Clause 1. "**Term of Grant Agreement**" is amended as follows:

- 1.1 **Effective date:** ~~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, November 30, 2012,~~ or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**IN WITNESS WHEREOF**, the parties have caused this Grant Agreement to be duly executed intending to be bound thereby.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. § 16A.15 and 16C.05.*

Signed: *Rolay C Marchetti*

Date: 8/17/2012

CFMS Grant Agreement No. 49644  
PO 3000023115

**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: \_\_\_\_\_

**Distribution:**

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

For: County Board of August 28, 2012

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary **3.2 Malt Liquor License** for a period from August 31, 2012 through September 2, 2012.

**OFF Sale:**

**ON Sale:**

Park Rapids Eagles Club #870, d/b/a **Park Rapids Eagles Club #870** – Wagner Township  
(Howie's Mud Bog)

**ON & OFF Sale:**

For: County Board of August 28, 2012

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary **3.2 Malt Liquor License** for a period from September 1, 2012 through September 3, 2012.

**OFF Sale:**

**ON Sale:**

Finlayson-Giese Lions Club, d/b/a **Finlayson-Giese Lions Club** – Williams Township (White Pine Logging Show)

**ON & OFF Sale:**

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

25  
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners

Date: 8-15-12

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Reappoint Mike Dangers, Aitkin County Assessor

Requested Meeting Date: 8-28-12 <sup>OK 8-4-12</sup> Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator or Bobbie Danielson, HR Manager

**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

\_\_\_\_\_  
HR Review

**Supporting Attachment(s)**

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

Provide (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.

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

ADOPTED August 28, 2012

By Commissioner: xx

**082812-0xx**

**Reappoint County Assessor**

**WHEREAS**, Minnesota Statute 273.061 requires that all of the county assessors in Minnesota serve four-year terms.

**NOW THEREFORE, BE IT RESOLVED**, that pursuant to Minnesota Statute 273.061, the Aitkin County Board of Commissioners appoint Michael Dangers as Aitkin County Assessor commencing January 1, 2013.

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 28<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 28<sup>th</sup> day of August A.D., 2012

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-17-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Flood Update

Requested Meeting Date: 8-28-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**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 will be given

**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: 8-17-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Flood Related Expenditures

Requested Meeting Date: 8-28-12      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
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- 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) Bills

**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: Flood Related Expenditures**

**DATE: August 17, 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 most recent expenditures.

Please contact me if you have any questions.

Please Remit To: **GARRISON DISPOSAL CO, INC.**  
**P O BOX 308**  
**AITKIN, MN 56431**  
**218-927-6435**

Invoice/Statement

Due Date **08/30/2012**  
Reference # **8154101**  
Account # **118022**  
Total to Pay **5170.00**

Invoice Date **07/31/2012**  
PAY ONLINE ANYTIME **GARRISONDISPOSAL.COM**

AMOUNT ENCLOSED \$ \_\_\_\_\_

Bill To:  
**AITKIN COUNTY ENVIROMENTAL**  
**209 2ND ST NW**  
**AITKIN MN 56431**

Service Location  
**ROLL OFF ACCOUNT**

Billing Period  
**JULY, 2012**

----- Please Carefully Detach Top Portion and Return with Payment -----

Date	Ticket	Volume	Service Disposal Description	Balance forwarded	
				970.00	0.00
07/23/2012			970.00 FLOOD DAMAGE DEBRIS; T/S		970.00
07/23/2012	11212	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/23/2012	11218	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/23/2012	11219	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/24/2012	11226	30.000	350.00 30YD SVC;TRUCKING FEE		350.00
07/24/2012	11227	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/26/2012	11258	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/27/2012	110261	20.000	350.00 20YD SVC; 373RD LN TR FEE		350.00
07/27/2012	11260	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/27/2012	11264	30.000	350.00 30YD SVC; TRUCKING FEE		350.00
07/30/2012	11282	20.000	350.00 20YD SVC; TRUCKING FEE		350.00
07/31/2012	11283	30.000	350.00 30YD PULL; TRUCKING FEE		350.00
07/31/2012	11284	30.000	350.00 30YD PULL; TRUCKING FEE		350.00

07/31/2012, Svc Period = JULY, 2012

Last Payment, \$462.15, 06/25/2012 118022 H5

Page 1 of 1 This Invoice, \$5170.00 Total Amount Due 5170.00

Thank You for your business... GARRISON DISPOSAL CO, INC.

TERMS: Net 10 Days

Current	30 Days	60 Days	90 Days	Total
5170.00	0.00	0.00	0.00	5170.00

All Past Due Accounts will be charged 3.00% /Mo on the unpaid balance.

2012 Atkin Co Flood Damage (Demo) 118012  
Byron Carlton landfill \$970.00

M. Welshon 3yrs demo  
107 1st St SE \$100.00  
Atkin -927-3307

Robert Ferro 3x5 carpet  
109 1st Ave SW \$10.00  
Atkin 612 298 4206

MAURICE SKAR (TRUCK LOAD)  
121 3rd St SW \$ CARPET 65.00  
ATKIN 927-3270

STEVE REINHART RUBS & FLOORING  
33573 293rd Pl. 20.00  
ATKIN 763-257-5209

MARY JANE ANDERSON CARPET  
32344 216th LN 40.00  
ISLE 320-684-2010

BILL EICKELBERG CARPET PADDING  
35648 DEER ST 30.00  
ATKIN 927-6628

Ron Lammers FLOORING / SHEETROCK  
122 3rd St NW 35.00 25.00  
Atkin 218 927 4017

DEE CUETS  
721 4<sup>th</sup> ST NW

AITKIN, MN 218-429-0202

5 MATTRESSES / 10 BAGS DEMO  
130.00

Jen Waldorf  
41020 340th Ln

Aitkin 218 839 1003

Carpet  
\$35.00

TOM RIKALA  
415 MN AVE S.

AITKIN 927-2633

CARPET  
\$60.00

STEVE VISNOVEC  
29093 PIONEER AVE

AITKIN 927-2786

CARPET  
20.00

TIM SORENSEN  
25696 ST HWY 210

AITKIN 218-851-7224

CARPET & MSW  
\$80.00

JEFF SCHARRER  
37597 441<sup>st</sup> PL

AITKIN 927-1688

INSULATION  
\$10

DOLE SYDNES  
43801 330<sup>th</sup> LN

AITKIN, MN 927-2248

CARPET & BOOKS  
\$80

CHARLES TUBBERS      Flooring      SHEETROCK  
510 5th St NW      25.00 + 20.00  
Aurkin 927-2590

Terry Dix      Carpet  
107 5th AVE NW      20.00  
Aurkin 927-6045

~~Jason Burr~~ Jason Burr      Carpet/demo / 2nd load demo  
34717 288th Place      25.00      15.00      15.00  
Aurkin 651-253-3949      3rd load / 30.00

Date      Sherf      Carpet/flooring  
4/6/04      288th lane      \$35.00  
Aurkin      651 343 2144

Roy & Johnson      Flooring  
703 2nd St NW      \$500  
Aurkin 927-2559

Shirley Naugly      Carpet  
32889 382nd Pl      \$45.00  
Aurkin 927 4900

Jan Shubick      flooring  
43664 374th Ln      \$35.00  
Aurkin 612-722-7174

Total \$910.00  
all 3 pgs.

AUG 13 2012

6

8/9/12  
Terry -

Enclosed is the receipt for the dumpster charges. We used the dumpster for debris removed from the June flooding in our home.

We can be reached at

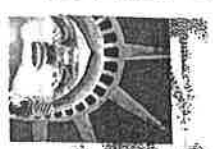
218-426-3926 or  
Crisen@mlecmm.net

Kim + Cynthia Risen

52780 - 145th PL  
Tamarack MN 55787

Drive: 40218  
35.10

Dropped Box #: \_\_\_\_\_ Pulled Box #: 70101 GRAND TOTAL: 437.28



AUG 13 2012 1146

GARRISON DISPOSAL CO.

PO Box 308  
Aitkin, MN 56431  
(218) 927-6435  
(800) 642-0161

*Copy*

P.O.# \_\_\_\_\_

Account # 114480 Date: 7/10

Name: Cynthia Rosen

Received By: KR Order Given By: Cynthia

Method of Payment:  Credit Card  Cash/Check  Charge

Exchange  Pull  Other

SERVICE SITE:

52780 15th Pl  
Tamarack

YARDAGE	DESCRIPTION	PRICE	AMOUNT
20	yard R/O		300.00
	Fuel Surcharge		42.18

Driver: [Signature] Date: 7-16-12 SUBTOTAL: 402.18

DEMO  MIXED  TAX: 35.10

Dropped Box #: \_\_\_\_\_ Pulled Box #: 70101 GRAND TOTAL: 437.28



**Aitkin County Flood Debris Clean Up Operation**  
**Contractor: Gobel Excavating Inc.**  
**August 6th- August 10th, 2012**

---

<u>Equipment</u> <u>/Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Excavators	46 Hours	\$135.00	\$6210.00
Skidsteer	92 Hours	\$90.00	\$8280.00
Dump Trucks	92 Hours	\$85.00	\$7820.00
Utility Trucks	3 Trucks	\$75.00/day	\$1125.00
Supervisors	51 Hours	\$65.00	\$3315.00
Labor	276 Hours	\$42.00	\$11,592.00
<b>Total Amount:</b>			<b>\$38,342.00</b>

*[Faint handwritten notes and stamps]*



**Aitkin County Flood Debris Clean Up Operation  
 Contractor: Buetow Trucking and Excavating LLC.  
 August 6- August 10th 2012**

<u>Equipment /Labor</u>	<u>Hours</u>	<u>Rate</u>	<u>Total</u>
Excavators	47 Hours	\$135.00	\$6,345.00
Skidsteer(2)	94 Hours	\$90.00	\$8,460.00
Dump Trucks	47 Hours	\$85.00	\$3995.00
Utility Trucks	2 Trucks	\$75.00/day	\$750.00
Utility Truck with DumpTrailer	46.5Hours	\$40.00	\$1,860.00
Supervisors	54 Hours	\$65.00	\$3,510.00
Labor	313 Hours	\$42.00	\$13,146.00
<b>Total Amount:</b>			<b>\$38,066.00</b>

All bills must be properly itemized and verified. Warrants cannot be delivered by County Auditor until expiration of three (3) days from date allowed by County Board. Chapter 673, Laws of 1969.

**AITKIN COUNTY**

**REVENUE FUND**

**SEND TO:**  
**Aitkin County Auditor**  
**209-2nd St. N.W.**  
**Aitkin, MN 56431**

Vendor No. 2763 Today's Date 8/21/2012  
 To: J&H Transfer Station  
 ADDRESS: 19149 360th St  
McGregor MN 55760

Warrant No. \_\_\_\_\_

INV. DATE	DESCRIPTION FOR IFS	INVOICE	(for capital insure brand, model, SN#, etc.)
8/14/2012	Flood Debris removal, as per attached invoices # 3031, #3032		\$6,488.00
	(Trucking costs)		
	Total		\$6,488.00
	Board Authorized Date:		
	Projected Pay Date:		

(For Official Use Only)

FUND	DEPT.	PROJ.	OBJECT	\$
01	391		6307	6,488.00

I declare under the penalties of perjury that I am the person making the within claim; that I have examined said claim and that the same is just and true; that the services therein charged were actually rendered and were of the value therein charged; that the fees therein charged are official and are such as are allowed by law; and that no part of said claim has been paid.

Chairman County Board

Signature of Claimant

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-22-2012

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Expedited Advertising for S.P. 01-001-019, etc.

Requested Meeting Date: 8-28-12 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 Routine Business
- 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: 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)

**Date: August 22, 2012**

**Regular Agenda Item:**

Expedited Advertising for SP 001-601-019, etc (Federal Flood Damage Repair Project)

**Summary:**

As you are well aware, the flooding in June and July of this year caused significant damage to a number of our county state-aid highways and county roads. While much of the permanent repair work is being done with our own maintenance forces, there is a significant amount of work that will need to be done under contract by a private contractor. This work specifically involves replacing ten culverts that were either partially or completely washed out, placement of fourteen bituminous patches over the pipe replacements and in other areas where pavement settlement occurred, and restoration of road embankment slopes at three locations where the embankment material slid down the slope.

Most of this damage occurred on our major collector routes, which requires that we follow Federal Highway Administration procedures for the permanent repair and subsequent federal reimbursement of costs. Staff and myself have been working very hard to develop this construction plan complete with environmental reporting and permits and have now been authorized to proceed with advertising of the project. Note the estimated cost of the project is \$450,582.

Due to the limited construction season available, I am very concerned about being able to get the repair work completed this year. Advertising the project for three weeks, with bid opening ten days after the last advertisement, as dictated by statute for non-emergency situations, would result in a September 24<sup>th</sup> bid opening date. With bituminous hot mix plants typically ending seasonal operation by November 1<sup>st</sup>, there would simply not be enough time to get the work done.

I am therefore requesting that the Board authorize this project to proceed under an expedited advertisement for bids as allowed by Minnesota Statutes 375.21 and 375.22 (see attached). In lieu of the typical three-week advertisement with bids being opened ten days after the last advertisement, I propose to advertise for two weeks with bids being opened five days after the last advertisement. Bid advertisement dates would be August 29, 2012 and September 5, 2012, with bids opened at 2:00 pm on Monday, September 10, 2012.

I have reviewed this request with the County Attorney and he has verified that these statutes are applicable to our situation. I have also gained Federal Highway Administration approval for the expedited advertising period. I therefore request County Board authorization by the following resolution to proceed with the expedited advertising as stated herein.

**Draft Resolution:**

WHEREAS, S.P. 001-601-019, S.P. 001-603-013, S.P. 001-603-015, S.P. 001-603-017, S.P. 001-604-011, S.P. 001-606-016, S.P. 001-606-018, S.P. 001-612-015, S.P. 001-612-017, S.P. 001-614-013, S.P. 001-622-008, S.A.P. 001-030-0003, and C.P. 001-090-024 are projects to repair flood damage on various Aitkin County State-Aid Highways and County Roads, and

WHEREAS, Minnesota Statute 160.17 requires a three-week advertisement period for road construction projects, with sealed bids being opened ten days after the last published advertisement, and

WHEREAS, Minnesota Statutes 375.21 and 375.22 allows counties to enter into emergency road repair contracts without advertising for bids upon authorization by the County Board.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board hereby authorizes the aforementioned projects to be bid under a single contract with an expedited advertisement of two consecutive weeks, with bids being opened five days after the last published advertisement.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: August 22, 2012  
Via: Patrick Wussow, County Administrator  
From: Kirk Peysar, County Auditor

Title of Item:  
Referendum on establishment of a Lake Improvement District-Lake Minnewawa (M.S. 103B.501-581)

Requested Meeting Date: August 28      Estimated Presentation Time: 5 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) Action to stay establishment of LID
- 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) Referendum petition

**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

August 22, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor

RE: Referendum on Establishment (M.S. 103B.545)

Pursuant to Minnesota Statute 103B.545, a petition calling for a referendum on establishment of a lake improvement district has been received and reviewed. The petition meets the required threshold of 26 percent of property owners within the proposed district.

At this time, the county board must issue an order to stay the establishment until a referendum vote is taken of all qualified voters and property owners within the proposed lake improvement district. Minnesota Statute specifies that the referendum be held in either the months of July or August.



August 20, 2012

Aitkin County Commissioners  
Attn: Mr. Kirk Peysar, County Auditor  
209 2<sup>nd</sup> St. NW.  
Aitkin, MN 56431

Dear Mr. Peysar:

The original petition submittal on August 8<sup>th</sup> with 141 signatures had several signatures we would ask that you reconsider validating as per your discussion with Al Eld. The changes/corrections are:

- ok* 1. On page 17 of 18, item #1, J. Bolks signature is correct but the address should read, 18639 488<sup>th</sup> Lane and not 185<sup>th</sup>.
- ok* ← 2. On page 1 of 18, item #8, Susan O'Toole signature is correct but the address should read 48445 197<sup>th</sup> Ave. and not 48443 197<sup>th</sup> Ave.
- Did count* 3. On page 10 of 18, item #2, the signature Barbara W. (Warner) Hopton is correct and is the co-owner with James Warner (trustee) per county tax records.

I have also attached additional petition signers (pp. 1-5 of 5) to address the eleven short to validate our petition. Our petition should now exceed the required 26% and 134 signatures needed *plus 1 of 1*

Please contact me at 218-330-6285 (cell) or 218-426-5260 (home) should there be a change.

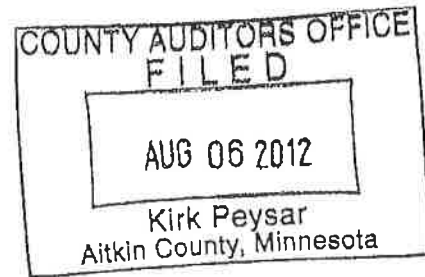
Sincerely,

James Bradley  
Aitkin Co. Resident &  
S.La.M. Owner



August 6, 2012

Aitkin County Commissioners  
Attn: Mr. Kirk Peysar, County Auditor  
209 2<sup>nd</sup> St. NW.  
Aitkin, MN 56431



Dear Mr. Peysar & County Commissioners:

It is my understanding that you have received an application accompanied by a petition from the Lake Minnewawa Association (LMA) for the creation of a Lake Minnewawa Improvement District (L.I.D.). Since the LMA's petition signing initiative from this past Memorial Day weekend, we, the Shoreline Lake Minnewawa (S.La.M.) Owners against the LID, have generated an opposing petition. Our opposition is based on numerous issues, mostly related to its organization (conflict of interest by proposed LID Board members), poor planning and the lack of vision for the future of our lake. Our attached petition relates to MN Statute 103B.521 "Initiation by Petition and establishment by county board" and MN Statute 103B.545 "Referendum on establishment". We are requesting that the County Board not support the establishment of a LID at this time and, if otherwise, that **a voter referendum per 103B.545 be held before establishing a LID**. The attached petition exceeds the required 26% (141 count) of S.La.M. owners' signatures necessary for a voter referendum per statute.

I would also bring to your attention that many of the LMA original petition signers have since switched their support to our position against the LID. The LMA's petition posted on the county's website also lists another 40 signatures against the establishment of the LID that I hope will be considered in your deliberations.

I have also submitted a copy of the petition and this letter to the County Administrator. I am very much available and would like to speak to the Commissioners and answer your questions as to the specifics of our opposition at the Aug. 8, 2012 Board Meeting. I will be in attendance.

Please contact me at 218-330-6285 (cell) or 218-426-5260 (home) should there be a change in the Aug. 8<sup>th</sup> agenda or you desire additional information.

Sincerely,

James Bradley  
Aitkin Co. Resident &  
S.La.M. Owner

## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

**NO VISION:** for improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN. petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 25% plus one will show you that objection to this process has been met.

	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Owner
1	<i>John &amp; Judy Haussner</i>	47116 198th St.	426-4845 /	Haussner, John & Judy
2		48591 194th Pl.	426-3041	Bevill, Richard
3		19250 486th St.	426-3158	Sather, Lee & Kimberly
4		47403 209th Pl		Timm, Bruce & Bonnie
5	<i>Cliff &amp; Kay Hickerson</i>	48461 197th Ave.	426-3415 11	Hickerson, Cliff & Kay
6		48483 197th Ave.		Blesi, Michele
7	<i>Shirley L. Stutzman</i>	48487 197th Ave	426-3105	Stutzman, Shirley & L. Schwartz
8	<i>Randy Hegstad</i>	17852 473rd St.	426-0212	Hegstad, Randy
9		17922 476th Ln.	426-4264 /	Jelinski, Tim & Casey
10		17866 476th St. LN.		Hanson, Robert & Lori
11		20950 Goshawk	426-4270	Meacham, CJ & Lois
12		19558 469th St.		Dehler, Jerold
13		<i>19606</i> <del>19606</del> 469th St.		Greene, Michael & Mildred
14	<i>William B Kangas</i>	<i>29-1-207700</i>	<i>786-2859</i>	<i>WILLIAM B. KANGAS</i>
15	<i>Robert C Hess</i>	<i>48124 -188th Ave</i>	<i>426-4227</i>	<i>ROBERT HESS</i>
16	<i>Judy Haussner</i>	<i>47124 198th Ave</i>	<i>426-3825</i>	<i>HAUSSNER, JUDY</i>
17	<i>John Grasmann</i>	<i>19561 484th St</i>	<i>763-757-4788</i>	<i>JOHN GRASMAN</i>
18	<i>Joe Szykulski</i>	<i>19571 484th St</i>	<i>651-462-5022</i>	<i>JOE SZYKULSKI</i>
19	<i>Tom Szykulski</i>	<i>19579 484th St</i>	<i>612-919-7096</i>	<i>TOM SZYKULSKI</i>
20	<i>Thomas D. Casota</i>	<i>19557 484 St</i>	<i>763-785-5195</i>	<i>THOMAS D. CASOTA</i>

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## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

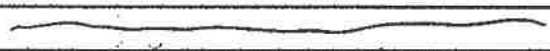

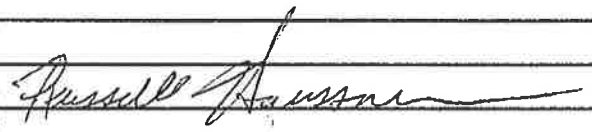
**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN. petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 25% plus one will show you that objection to this process has been met.

	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Owner County Change List
1		19852 472nd St..	426-3531	Grivna, Walter & Karen (Larry)
2	<del>Karen Sorenson (Olson)</del>	20102 Goshawk	320-272-4312	Karen Sorenson (Olson)
3	WON'T BE BACK TILL 8-23-12	48474 190th Pl.	952-404-3850	Duos, Evelyn (Shelley)
4		18478 483rd St.		Eric McKay or Dawn Smith (Rolf)
5		19679 485th Ln.	941-350-1425	Warner, James Trustee
6				(Barbara Warner Hoptner)
7		47926 207th Pl.	426-4997	Wiltz, Dickenson & Carol (Paul)
8		19436 469th St.	507-289-7919	Swanson, Ellen & Eugene
9		19107 484th St	426-3386	RUSSELL C. HAUSNER
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# S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

### WHY?

**NO VISION:** for improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

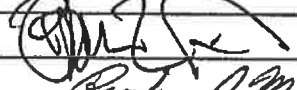
16-May-12

To: Aitkin Co. Board of Commissioners

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Print Name

Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1		47403 - 209 <sup>th</sup> Place.	651-226-1868 BRUCE TIMM
2	Richard M. Lund	48591-194 PL	218-426-3041 RICHARD BEVIL
3	Donald T Nelson	40537 194 TR PL	218 426-4397 DONALD NELSON
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

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*Print Name*

<i>Lk. Shore Owner</i> Signature (required into.)	<i>Lk. Shore</i> Address (required into.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1	<i>Judith A. Wings</i>	<i>18691-488<sup>th</sup> Lane, McCreary, MN 55360</i>	<i>218-426-4949</i>	<i>Judith A. Wings</i>
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## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

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**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

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*Budget, lots of questions*

Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
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1 <i>James E. Quinn (want to see study recommendation)</i>	48413 197 <sup>th</sup> AVE	612-387-5511	Tom Russ
2 <i>Eve Quinn</i>	19249 48 <sup>th</sup> ST.	218-426-3977	HELEN QUINN
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## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

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16-May-12

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	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	<del>Fred Jensen</del>	<del>1939 482nd McGregor</del>	<del>651-553-9195</del>	
2	Rachael Petersen	19279 484th McGregor	612.987.0358	RACHAEL PETERSEN
3	J. L. COOK	19283 484th McGregor	651-367-4703	Cell R & L COOK
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## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

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**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

To: Aitkin Co. Board of Commissioners

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN. petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 25% plus one will show you that objection to this process has been met.

	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	Randall J. Jorman	19391 484 <sup>th</sup> ST	426 3801	
2	Randall J. Cheshire	19359 484 <sup>th</sup> ST	651 7383202	
3	Jim Hiltman	19345 484 ST	952-881-7620	
4	Al Ball	19327 484 ST	62-210-8248	
5	John J. Jorman	48441 197 <sup>th</sup> AVE	651-214-4377	
6	Carol Haffelbeck	47293 188 <sup>th</sup> ST	952-210-6568	
7	Jean M. Loeck	48321 188 <sup>th</sup> ST	651-777-9280	
8	Seasons Store	48443 181 AVE	762-353-2747	
9	Arthur Johnson	19093 484 <sup>th</sup> ST.	218-426-3821	
10		29-0-055904	426-3074	
11	Brit Anderson	19356 486 <sup>th</sup> ST	763-248-5197	
12	Linnell Loeck	18782 483 <sup>rd</sup> ST.	507-663-7844	
13	Linnell Loeck	18756 483 <sup>rd</sup> ST.	507-663-7844	
14	Annabelle Linnell Loeck	29-1-267000	507-663-7844	
15	Terry Wagner	47795 188 <sup>th</sup> AVE	952-461-2275	
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1	<i>Tam DeLun</i>	<i>47353 209th PLACE</i>	<i>612-839-3616</i>	
2	<i>Henriette Colson</i>	<i>47304 209th Place</i>		
3		<i>(#29-1-472200)</i>		
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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16-May-12

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Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
✓ Richard Bennett	49310 - 209 <sup>th</sup> Place	426-3791	
✓ <del>John Wood</del>	47409 - 209 <sup>th</sup> Place	426-5066	
✓ Candace Bartel	47385 309 <sup>th</sup> Place	426-4580	
4 Chores Krund	18708 483 <sup>rd</sup> St	426-5208	
5 <del>John &amp; Ann</del>	19806 472 <sup>nd</sup> St	763-426-9819	
6 <del>Bob</del>	18590 483 <sup>rd</sup> (Hwy 1-206000)	715-579-5659	
7 Mary Gude	18597-488 <sup>th</sup> Lane	218-426-4696	
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S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)

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	Lk. Shore Owner Signature (required into.)	Lk. Shore Address (required into.)	Tele.#	Can you help SLAM w/your time (Y or N)
1	<i>Nancy Kargaball</i>	18089 490 St McGregor	218 426 4161	Print Name Nancy Kargaball
2	<i>John DeMaster</i>	18982 472nd St McGregor # 290046916	218 268 3453	John DeMaster
3	<i>JoAnn Darlow</i>		218 426 4320	JoAnn Darlow
4	<i>Tim Black</i>	47139 201 <sup>st</sup> PL N	612-409-8741	Tim Black
5	<i>LARRY GRUBER</i>	19802-472nd ST (Life Estate)	218-426-7531	LARRY GRUBER
6	<i>Bob McGregor</i>	18083 490 <sup>th</sup> St	218-232-0305	Bob McGregor
7	<i>Sandy Danmeier</i>	18177-490 St.	218 426-4626	Sandy Danmeier
8	<i>GARY DANMEIER</i>	18127-490 St. (Memory)		GARY DANMEIER
9	<i>GARY DANMEIER</i>	18199 490 <sup>th</sup> St McGREGOR		GARY DANMEIER
10	<i>PAM CLIFTON</i>	18674 488 <sup>th</sup> Lane, McGregor	651-797-3100	PAM CLIFTON
11	<i>LESLIE LEHNER</i>	18679 488 <sup>th</sup> Lane McGREGOR	218 426 0035	Leslie Lehner
12	<i>SCOTT FOSTER</i>	18669 488 <sup>th</sup> LANE MCGREGOR	218-426-0837	SCOTT FOSTER
13	<i>JAMES A. SPARKS</i>	48912 185 <sup>th</sup> PLACE MCGREGOR MN	612-655-1427	JAMES A. SPARKS
14	<i>Dolores Velsen</i>	20567-485 <sup>th</sup> St ✓ ✓	651-778 8478	Dolores Velsen
15	<i>Richard D/B 16</i>	26345-485 1st	952-212 7646	Richard D/B 16
16	<i>KANDY SVENINGSON</i>	20537 485 <sup>th</sup> St	763-755-6566	KANDY SVENINGSON
17	<i>BRAD BOURGEOIS</i>	485 <sup>th</sup> St	651-451-2514	BRAD BOURGEOIS
18	<i>BECKY LONGBAUGH</i>	20465 485 <sup>th</sup> St #291105400	763-561-5872	BECKY LONGBAUGH
19	<i>GREG STONE</i>	20257 485 <sup>th</sup> St	763-421-5161	GREG STONE
20	<i>DORAN PELKEY</i>	20291-485 <sup>th</sup> St	763-434 3790	DORAN PELKEY

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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

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	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
✓	Leroy Buser	18772 483 Rd ST.	507-364-5534	Y
✓	Wanell O. Stoyen	48395 ~ 188 ave	763-234-1448	N
✓	Winnie L. Ulrich	48421 197 <sup>th</sup> Ave.	218-426-3221	N
✓	Bill Nagel	48376 188 <sup>th</sup> AV	218-310-7851	N
✓	John Egenstat	19214 486 <sup>th</sup> ST	218-426-5132	N
✓	J. L. Fahl	18372 483 Rd ST	218-391-9300	Y
✓	Sandy Kukko	48307 188 <sup>th</sup> Ave - #291147800	218-624-2448	Y
✓	Marianne Sorenson	47821-188 <sup>th</sup> Ave	218-426-3935	N
✓	David Olson	20102 Goshawk	320-272-4312	N
✓	Rick Eld	20080 472 ND LANE	218-426-3237	
✓	Paul Campbell	19340 496 <sup>th</sup> St	218-426-4404	N
✓	David L. Olson	48479 197 <sup>th</sup> Ave	218-426-3060	N
✓	Marolyn Macturnan	17959 476 <sup>th</sup> St	218-426-3997	
✓	Carl Benson	48380 188 <sup>th</sup> Ave	218-426-4617	
✓	Jimm Weston	18771 483 <sup>rd</sup> St.	612-749-0929	Y
✓	Shelley Lantieri	48498 - 190 <sup>th</sup> PLACE	218-773-5525	25 N
✓	Jeanne C. Lastawich	48497- 190 <sup>th</sup> PLACE	218-426-3431	N
✓	Howard O. Thi	48489 190 <sup>th</sup> PLACE	218-426-3623	N
✓	Shelley & Duoss	48474 190 <sup>th</sup> PLACE	952-404-3880	Home N
✓	RON STURGEON	18786 483 St.	949-939-1601	

5 of 18 QB

**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
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1	<i>Shelby Timmins</i>	<i>19326 48th St - Menager</i>	<i>763-755-8115</i>	<i>Yes</i>
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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	Lk. Shore Owner Signature (required into.)	Lk. Shore Address (required into.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	<i>[Signature]</i>	17808 47th	218-426-4713	
2	<i>[Signature]</i>	17832 47th	612-262-3017	
3	<i>[Signature]</i>	17888 47th Ln	218-426-3238	
4	<i>[Signature]</i>	17954 47th lane	218-426-0216	
5	<i>[Signature]</i>	18422-483 rd st	218-426-3213	
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7 of 18 *[Signature]*



**S.La.M: (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

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	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	James Bradburn	18442 483RD ST.	426-5260	Y
2	Bob Lighter	18478 483rd St.	-	
3	John Eld	48302 188 <sup>th</sup> AVE	426-3266	Y
4	Monica Opatowski	48897 191st Place		
5	Janice Schuster	47377 209 <sup>th</sup> Place	426-3707	
6	Phillip Peterson	48130 182 <sup>nd</sup> AVE		
7	D. Hollan	18308 483 <sup>rd</sup> ST.	4263229	
8	Kirk Rudgill	483 <sup>rd</sup> ST #291207800	320515-0925	
9	FRANK Swider	18558 483 <sup>rd</sup> mcGregor mn	(612)209-9559	Y
10	John Clumet	18676 483	218-4264105	
11	Wally & Sharon Meinh	18664 483 <sup>rd</sup> St	218-426-0661	
12	Joyce & Sue Ohlund	18674 483rd St	218-4264262	
13	Tom & Louisa Wolfe	19194 446 <sup>th</sup> St	426-0394	Y
14	<del>John Clumet</del>	<del>19194 446<sup>th</sup> St</del>	<del>426-0394</del>	<del>Y</del>
15	Rob Clumet	19372 486 St	426-4581	
16	Wanda Lunnin	48477 197 <sup>th</sup> AVE	426-2065	
17	Tom NELSON	14551 494 <sup>th</sup> ST	763-427-0167	
18	John Bautch	18224 483rd St	763-786-6080	
19	Naryl R Ackerman	18268 483 <sup>rd</sup> St	763-360-3814	
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*JB*

**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN: petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 25% plus one will show you that objection to this process has been met.

Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1 ✓	<i>Condy Rupert</i>	48475 197th Ln.	651-451-3237	
2 ✓	<i>[Signature]</i>	17990 473rd st	218-427-1268	
3 ✓	<i>Pat Brauns</i>	17852 473 st	426-0212	
4 (4)	<i>[Signature]</i>	45315 185 ST - 501	651-487-3083	Week Reseatsh
5 (5)	<i>Bruce Berk</i>	48359 185th ST.	651-734-5988	"
6 ✓	<i>William [Signature]</i>	17874-473rd St, McGeer, MN 55120	218-421-4997	Perhaps
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## S.La.M. (Shoreline Lake Minnewawa) OWNERS AGAINST THE L.I.D. (Lake Improvement District)

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment



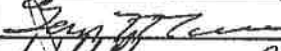

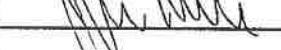
**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

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Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1	 (executor)	19911 485 <sup>th</sup> LN McGregor MN 55760	218-426-3154
2	 D. Hopson	19679 485 <sup>th</sup> Lane McGregor MN 55760	941-350-1425
3		19585 485 <sup>th</sup> LN, McGregor MN 55760	402-980-4423
4	 Chairman Business Point Inc	19855 485 <sup>th</sup> LN McGregor, MN 55760	612-599-0470
5		47932 209 <sup>th</sup> LN McGregor MN 55760	612-221-2800
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN. petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 26% plus one will show you that objection to this process has been met.

Print Name

Lk. Shore Owner Signature (required into.)	Lk. Shore Address (required into.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1	HENRIETTA CARLSON	47304 209 <sup>th</sup> Place	612-521-2667	Henrietta Carlson
2		- Resign missing Address	on last form.	
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4	<del>Stanley W. West</del>			
5	<del>Stanley W. West</del>	47409 209 <sup>th</sup> PLACE	218-426-5066	STANLEY W. WEST SR
6	<del>Tom Dellich</del>	47353 209 <sup>th</sup> PLACE	612-834-5616	TOM DELLICH
7	<del>Richard B. Berman</del>	47310 209 <sup>th</sup> PLACE	218-426-3791	Richard Berman Dup.
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

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*Print Name*

	Lk. Shore Owner Signature (required Info.)	Lk. Shore Address (required Info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
1	<i>Timothy Pierce</i>	17716 Gickhank S.I.	426-0990	Timothy Pierce
2	<i>Mary Tietz</i>	47129 199th PL	426-0077	MARY TIETZ
3	<i>Melvin J. Kootz</i>	20535 480th Ln	426-3652	Melvin J. Kootz
4	<i>Paul Wiltz</i>	47826 209th Pl.	426-4997	Paul Wiltz
5	<i>Anton M. Arrocks</i>	47111 199th PL	426-4660	ANTON M. ARROCKS
6	<del><i>Richard Traczyk</i></del>			Richard Traczyk
7	<i>Richard Traczyk</i>			
8	<i>Marian Beattie</i>	48702 187th Pl		MARIAN BEATTIE
9	<i>Katherine Starsha</i>	48721 187th Pl	426-4288	Katherine Starsha
10	<i>Steven Stimar</i>	20563 485th St.	752-1062	Steven Stimar
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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16-May-12

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*Print Name*

Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLAM w/ your time (Y or N)
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1	<i>Doreen Pelkey</i>	<i>20273 485th St.</i>	<i>763-434390</i>	<i>Doreen Pelkey</i>
2	<i>Jean Vorlicek</i>	<i>20010 472 Lane</i>	<i>426-3754</i>	<i>JEAN VORLICKY</i>
3	<i>Lester Zebro</i>	<i>20241 485th St</i>	<i>789-0106</i>	<i>Lester Zebro</i>
4	<i>Wyllis Ann Giordal</i>	<i>20215 485th St</i>	<i>763-571-740</i>	<i>Wyllis Ann Giordal</i>
5	<i>Bruce Mathison</i>	<i>2149 East Road #</i>	<i>21072200</i>	<i>Bruce Mathison</i>
6	<i>Marlo Grise</i>	<i>20163 485th St</i>	<i>(612) 926-2908</i>	<i>MARLO GRISE</i>
7	<i>Anthony Mann</i>	<i>20183 485th St</i>	<i>(218) 426-4979</i>	<i>ANTHONY MANN</i>
8	<i>Marlis Floe</i>	<i>48900 187th Pl</i>	<i>651-788-1343</i>	<i>MARLIS FLOE</i>
9	<del>Robert Christensen</del>	<del>19929 485th Lane</del>	<del>218-426-3699</del>	<del>Robert Christensen</del>
10	<i>Robert Christensen</i>	<i>19929 485 Lane</i>	<i>218-426-3699</i>	<i>Robert Christensen</i>
11	<i>Marjorie Holmgren</i>	<i>19923 485 Lane</i>	<i>218-426-3699</i>	<i>Marjorie Holmgren</i>
12	<i>Leo C. Hawley</i>	<i>19939 485th Lane</i>	<i>1-715-557-1904</i>	<i>LEO C. HAWLEY</i>
13	<i>Samuel W. Burt</i>	<i>Wild Oak Block 1, Lot 2 &amp; Lot 3 #</i>	<i>291513400</i>	<i>Samuel W Burt</i>
14	<i>Lee Sathor</i>	<i>19250 485th St</i>		<i>LEE SATHOR</i>
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*copy call*

**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

**NO VISION:** for Improving tourism and lake use by restoring the fishery and balance to the aquatic environment

**NO MORE TAXES:** unfair taxation affecting only the lakeshore owners

16-May-12

**To: Aitkin Co. Board of Commissioners**

We the undersigned property owners on Lake Minnewawa, Aitkin Co., MN. petition you to stop the process of a Lake Minnewawa Improvement District (L.I.D.). We understand that a 25% plus one will show you that objection to this process has been met.

	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	<i>[Signature]</i>	19250 <del>1950</del> GOSHAWK		
2	<i>[Signature]</i>	19436 469 <sup>th</sup> ST	507 289-7919	Y
3	<i>[Signature]</i>	47086 198 <sup>th</sup> Ave		
4	Dennis Hattenberg	47096 198 <sup>th</sup> Ave		
5	<i>[Signature]</i>	47108 " "		
6	<i>[Signature]</i>	47156 176 AVE		
7	<i>[Signature]</i>	19773 472 <sup>nd</sup> Melquist point		
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

**WHY?**

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16-May-12

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5/12

	Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
1	<i>John J. ...</i>	<i>19420 469th Street</i>	<i>651-206-3768</i>	<i>N</i>
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15 of 18

**S.La.M. (Shoreline Lake Minnewawa)  
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Lk. Shore Owner Signature (required info.)	Lk. Shore Address (required info.)	Tele.#	Can you help SLaM w/ your time (Y or N)
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1	<i>Marylene Hadley</i>	19072 484 <sup>TH</sup> ST MC GREGOR	218-426-4251
2	<i>Russell Davelle</i>	DEEDED ACCESS 18785 483 <sup>RD</sup> ST 29-1-223101	567-663-7844
3	<i>E.J. Kue</i>	48435 190 <sup>TH</sup> PL	<del>62</del> 206-755-1570
4	<i>Eloy A. Mueller</i>	13046 Lakeside Ave N	763 478 2446
5	<i>James Anderson</i>	48390-188 <sup>RD</sup>	218-426-3315
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**S.La.M. (Shoreline Lake Minnewawa)  
OWNERS AGAINST THE L.I.D. (Lake Improvement District)**

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Lk. Shore Owner Signature (required into.)	Lk. Shore Address (required into.)	Tele.#	Can you help SLaM w/ your time (Y or N)
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1	<i>Shore</i>	<i>18639 185th Shore McGregor, MN</i>	<i>952-240-3000</i>	<i>N</i>
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**S.La.M. (Shoreline Lake Minnewawa)  
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1	Paul & Gail Correll	18101 488 <sup>th</sup> Lane	612-269-6918	
2	Dawn & Steve Drechsel	18489 - 488 <sup>th</sup> Lane	480-577-3592	
3	Ann & Greg Cigron	18674 - 488 <sup>th</sup> Lane	651-797-3100	
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Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 8-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

East Central Regional Library Budget Discussion

Requested Meeting Date: 8-28-12 Estimated Presentation Time: 20 minutes

Presenter: Barb Misselt, Director

**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) Budget letter/correspondence

**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: East Central Regional Library Budget Discussion – Director Barb Misselt**

**DATE: August 21, 2012**

Barb Misselt, Director East Central Regional Library will be here to present her 2013 proposed budget, as attached.

Please call me if you have any questions.

AUG 15 2012



*Connecting and strengthening communities through  
the power of knowledge*

Headquarters: 244 South Birch Street  
Cambridge MN 55008  
Phone (763) 689-7390 FAX (763) 689-7389  
[www.ecrlib.org](http://www.ecrlib.org)

Branches in Aitkin, Chisago, Isanti,  
Kanabec, Mille Lacs, and Pine Counties

14 August 2012

County Administrators and Coordinators,

Would you please reply so that I know that you've received this and that it wasn't blocked by firewalls or filters?

I request on behalf of the Board of East Central Regional Library that your County Board take action to approve the ECRL 2013 budget and notify me of the action by 1 October 2012. The Joint Powers Agreement (quoted later in this document) requires that two thirds of the counties (four of six) approve the budget before it is official. We need to know what our budget is in time to accomplish sufficient planning before the new year begins.

The Board of Directors of East Central Regional Library approved the 2013 budget for the Library at its August 13<sup>th</sup> meeting. Three documents are attached to this E-mail.

1. 2013 Budget Request to Counties
2. 2013 County Assessment/Formula Charts
3. ECRL 2013 Budget Summary

The ECRL Budget Committee and Board are mindful of the counties' budget challenges. The total amount of the 2013 ECRL budget is \$2,906,118, the same amount it is in 2012. The counties' portion of the ECRL budget is 1,842,489 and represents 63.4% of the total ECRL budget. State funds account for 26.5% and the remaining 10.1% is from local funds and miscellaneous.

Please note that in 2012, the county portion of the ECRL budget was higher -- \$1,858,409. The reduction in the county portion for 2013 is due to an increase in state funds, known as Regional Library Basic System Support or RLBS. State funding is calculated annually, and is based on a complex formula. The increased amount of RLBS for ECRL in FY 2013 is due largely to decreased adjusted net tax capacity as compared to population in the region.

The county portion is apportioned according to the formula defined in the Joint Powers Agreement. According to the Joint Powers Agreement, Section II. 1: 1.

*A general operating budget shall be established annually and maintained as a single budget. Said budget shall be arrived at by consultation between members of the Joint Library Board, and shall be filed by the Joint Library Board with the County Auditors or Coordinators of said counties. The amount required to implement said budget shall be approved by each member county. The total amount budgeted shall then be prorated in equitable shares among the member counties according to the following formula:*

*Tax capacity 1/3*

*Population 1/3*

*Borrower circulation, by county of residence 1/3*

*beginning with the 2011 budget. When two thirds of the current members have approved the budget, it shall be considered implemented by the East Central Regional Library Board. Should any member approve lower than its required share of the approved budget, library service to that member shall be reduced correspondingly, so as not to restrict development of library services in the remaining member counties. The method of said limitation shall be arrived at by consultation between members of the Joint Library Board. Authorization of funds by member counties will at least meet the minimum state-federal requirements for securing available state-federal grants.*

The 2013 ECRL budget continues to be very lean and provides for basic maintenance of our existing services with increases only in areas where costs are rising and public usage is increasing. Personnel is our largest single expense and while projected step increases are included in the 2013 budget, there are no salary adjustment included for 2013. Budget line items generally remain the same in 2013 as compared to 2012, with minimal shifts to reflect costs.

We are proud to be part of the infrastructure of each county, partnering to provide information and enhance the quality of life in Aitkin, Chisago, Isanti, Kanabec, Mille Lacs, and Pine Counties. ECRL's mission is "Connecting and strengthening communities through the power of knowledge."

I am willing to make a report to the Board and present the budget if you wish. Please contact me if you have questions or if I can provide additional information.

Thank you for your support of libraries for the residents of east central Minnesota.



Barbara Misselt, Director



Headquarters: 244 South Birch Street  
 Cambridge MN 55008  
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,  
 Kanabec, Mille Lacs, and Pine Counties*

A		B	C	D
<b>2013 ECRL Budget Summary</b>				
1		2011 Budget	2012 Budget	2013 Budget
2				
3	Counties (Operations)	\$1,838,193	1,806,849	1,788,489
4	Counties (Capital)	\$46,500	51,560	54,000
5	Regional Basic Support (State)	\$587,424	753,923	769,282
6	Miscellaneous	\$192,145	192,600	216,500
7	Local Contracts	\$61,473	61,186	57,847
8	Transfer from previous year:	\$40,000	40,000	20,000
9	<b>TOTAL INCOME:</b>	<b>\$2,765,735</b>	<b>2,906,118</b>	<b>2,906,118</b>
10	Salaries and related expenses	\$1,974,500	2,068,117	2,085,160
11	Materials (Books, CDs, DVDs, etc.)	\$370,169	413,449	420,566
12	Vehicles (1 Outreach, 1 Delivery, 1 Staff)	\$37,000	32,500	33,000
13	Technical Services & library automation system	\$76,544	71,700	74,600
14	Headquarters building costs	\$73,422	56,592	56,592
15	Equipment & technology costs	\$11,500	12,500	12,500
16	Supplies, photocopiers, printers	\$43,000	53,000	55,000
17	Administrative/Miscellaneous	\$133,100	146,700	114,700
18	Capital - Vehicles	\$10,000	16,000	18,000
19	Capital - Computers	\$36,500	35,560	36,000
20	<b>TOTAL EXPENDITURES:</b>	<b>\$2,765,735</b>	<b>2,906,118</b>	<b>2,906,118</b>
21				
22	<b>2013 Budget approved by ECRL Board, 13 August 2012</b>			

Formula Calculation	B	C	D	E	F	G	H	I	J	K
2013 worksheet										
<b>2</b>	<b>1/3 Tax Capacity, 1/3 Population, 1/3 Circulation</b>									
<b>3</b>	<b>2013 Assessments</b>									
<b>4</b>	<b>Borrower Circulation</b>	<b>Net Tax Capacity</b>	<b>Population</b>							
<b>5</b>	<b>CY 2011</b>	<b>11, pay 13</b>	<b>2010 census</b>							
<b>6</b>										
<b>7</b>	<b>County:</b>				tax capacity	TF adjustment	population			
8	Aitkin	81563	29,335,956	16,202						
9	Chisago*	238912	41,937,322	52,911	42,722,689	785,567	41,937,322	53887	976	52911
10	Isanti	210278	26,861,769	37,816						
11	Kanabec	76085	10,898,335	16,239						
12	Mille Lacs	125960	18,368,680	26,397						
13	Pine	140870	26,630,495	28,328						
14	ECRL*	873,668	\$ 154,032,557	177,893						
15					*Chisago County adjusted to subtract Taylors Falls					
<b>16</b>	<b>County:</b>									
17	Aitkin	9.34%	19.05%	9.11%						
18	Chisago*	27.35%	27.23%	29.74%						
19	Isanti	24.07%	17.44%	21.26%						
20	Kanabec	8.71%	7.08%	9.13%						
21	Mille Lacs	14.42%	11.93%	14.84%						
22	Pine	16.12%	17.29%	15.92%						
23	ECRL*	100.00%	100.00%	100.00%						
24										
25										
26	Aitkin		12.496%							
27	Chisago*		28.105%							
28	Isanti		20.922%							
29	Kanabec		8.304%							
30	Mille Lacs		13.727%							
31	Pine		16.446%							
32			100.00%							
33										
34										
35										
<b>36</b>	<b>1/3 Tax Capacity, 1/3 Population, 1/3 Circulation</b>									
<b>37</b>	<b>2012 Assessments</b>									
<b>38</b>	<b>Borrower Circulation</b>	<b>Net Tax Capacity</b>	<b>Population</b>							
<b>39</b>	<b>CY 2010</b>	<b>10, pay 12</b>	<b>2010 census</b>							
<b>40</b>										
<b>41</b>	<b>County:</b>				tax capacity	adjustment	population			
42	Aitkin	90040	31,743,814	16,202						
43	Chisago*	288737	47,957,285	52,911	48,677,385	720,100	47,957,285	53887	976	52911
44	Isanti	227297	31,968,746	37,816						
45	Kanabec	98248	13,015,892	16,239						
46	Mille Lacs	142594	21,124,755	26,397						
47	Pine	143754	29,884,655	28,328						
48	ECRL*	990,670	\$ 175,695,147	177,893						
49					*Chisago County adjusted to subtract Taylors Falls					
<b>50</b>	<b>County:</b>									
51	Aitkin	9.09%	18.07%	9.11%						
52	Chisago*	29.15%	27.30%	29.74%						
53	Isanti	22.94%	18.20%	21.26%						
54	Kanabec	9.92%	7.41%	9.13%						
55	Mille Lacs	14.39%	12.02%	14.84%						
56	Pine	14.51%	17.01%	15.92%						
57	ECRL*	100.00%	100.00%	100.00%						
58										
59										
60	Aitkin		12.088%							
61	Chisago*		28.728%							
62	Isanti		20.799%							
63	Kanabec		8.818%							
64	Mille Lacs		13.752%							
65	Pine		15.815%							
66			100.00%							



Headquarters: 244 South Birch Street  
 Cambridge MN 55008  
 Phone (763) 689-7390 www.ecrlib.org

*Branches in Aitkin, Chisago, Isanti,  
 Kanabec, Mille Lacs, and Pine Counties*

2013 Budget Request to Counties - historical information										
County	2006	2007	2008	2009	2010	2011	2012	2013		
Aitkin	187,568	198,397	216,269	225,552	232,006	\$226,163	224,645	230,242		
Chisago	478,435	515,451	561,810	566,738	559,188	\$534,199	533,887	517,833		
Isanti	354,615	364,482	392,140	392,811	387,870	\$391,887	386,531	385,480		
Kanabec	143,711	150,449	158,772	158,687	146,064	\$170,142	163,875	153,004		
Mille Lacs	223,641	230,363	250,278	258,128	257,637	\$260,711	255,568	252,920		
Pine	268,259	278,139	299,507	303,276	301,928	\$301,592	293,903	303,010		
<b>Total</b>	<b>1,656,229</b>	<b>1,737,281</b>	<b>1,878,776</b>	<b>1,905,191</b>	<b>1,884,692</b>	<b>\$1,884,693</b>	<b>1,858,409</b>	<b>1,842,489</b>		
<b>Contractual Assessments</b>										
<b>Formula-50% Tax Capacity, 25% Population, 25% Registrations</b>										
<b>County</b>	<b>Year 2006</b>	<b>Year 2007</b>	<b>Year 2008</b>	<b>Year 2009</b>	<b>Year 2010</b>	<b>Year 2011</b>	<b>Year 2012</b>	<b>Year 2013</b>	<b>Formula - 1/3 Borrower circulation, 1/3 tax capacity, 1/3 population</b>	
Aitkin	11.33%	11.42%	11.51%	11.84%	12.31%	12.00%	12.09%	12.50%		
Chisago	28.89%	29.67%	29.90%	29.75%	29.67%	28.34%	28.73%	28.11%		
Isanti	21.41%	20.98%	20.87%	20.62%	20.58%	20.79%	20.80%	20.92%		
Kanabec	8.68%	8.66%	8.45%	8.33%	7.75%	9.03%	8.82%	8.30%		
Mille Lacs	13.50%	13.26%	13.32%	13.55%	13.67%	13.83%	13.75%	13.73%		
Pine	16.20%	16.01%	15.94%	15.92%	16.02%	16.00%	15.82%	16.45%		
8/13/12 bjm								100.00%		



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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/21/12

Via: Patrick Wussow, County Administrator

From: LAND Dept

Title of Item: 2013 proposed ALCO Budget

Requested Meeting Date: 8/28 Estimated Presentation Time: 15 min

Presenter: MARK JAWAS

**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) Budget spreadsheet + Summary

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.

**Mark Jacobs**

---

**From:** Mark Jacobs [mjacobs@co.aitkin.mn.us]  
**Sent:** Tuesday, August 21, 2012 10:28 AM  
**Cc:** 'Mark Jacobs'  
**Subject:** 2013 ACLD budget

To: County Board  
CC: County Administrator

Enclosed is the Land Department budget for 2013. The assumption is that Tax-forfeit land revenue (generated in 2012) will be down based on year-to-date comparisons of the past several years. Although we had the best 1<sup>st</sup> quarter in recent history, the bad weather conditions essentially shut down timber harvesting for most of the summer months. The Verso paper mill closure will likely impact timber revenue to some degree in 2012 and 2013.

Due to the possible revenue reductions we have changed a few things for 2013...

- Reduced reforestation projects
  - Shifted expenses (including some staff) to accounts with fund balances
  - Reduced capital purchases
- Overall budgeted expenses are below 2011 and 2012 levels.

These changes should enable the estimated tax-forfeit apportionment to the taxing districts (County-School-Town) to remain stable despite potential revenue shortfalls.

Thanks.



**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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# Land Department -2013

Mark Jacobs – Land Commissioner

## Funds/Departments:

Account #	Account Name	Revenue Source / General Comments	Fund
01-520	County Parks	FTS revenue apportioned for County park and recreation projects	D
10-921	County Development	% revenue from Con-Con area lands, may only be used in Con-Con area	D
10-922	Con-Con	Revenue from sale of Con-Con (State) lands	A
10-923	Forfeited Tax Sales	Annual revenue from County Tax Forfeited lands (CTFL)	A
11-924	Forest Resource	% PILT revenue for resource management on CTFL	D
11-925	Reforestation	FTS revenue apportioned for forest management projects on CTFL	D
11-934	Memorial Forest	FTS revenue apportioned for forest management on CTFL dedicated as Memorial Forest	D
11-935	Forest Road	% of gas tax revenue for County forest roads	D
11-936	Gravel	\$.15 per cubic yard revenue from County gravel leases for County owned gravel pit rehab fund	D
18-937	Env. Trust Fund	Revenue from sale of former State leased lots, interest may be spent on improvement of natural resources	D

**A = net funds annually apportioned to other accounts**

**D = dedicated account, unused funds remain in account**

## Activity Scope

*“To fulfill the County’s obligation as trustee for the local governmental jurisdictions of Aitkin County by being a responsible steward who sustains the forest for future generations, generates income for the County and local governmental jurisdictions, and properly utilizes the land base and renewable forest resources to sustain the region’s economic and social well being.”*

Like other county departments, the Aitkin County Land Department (ACLD) provides a service to the taxpayers and residents of Aitkin County. The service provided is the management of the 222,000 acres of County Tax Forfeited Lands (CTFL) which includes forest, recreation, and land asset management. Unlike most county departments the ACLD is not part of the local tax levy and the service provided generates revenue. ACLD operates on the revenue generated and the net revenue is invested into resource development for the future and is distributed to other applicable local units of government to aid them in providing their services.

Principal guiding state statues include MS 282.01-.40, MS 389.32-36, MS 459.06, MS 85A.51, MS 477A11-A15

**Departmental Tasks: Management of County Tax-Forfeited and other County owned lands**

**Forest Management**

- Timber Sales
- Reforestation
- Timber Stand Improvement
- Forest inventory/monitoring
- Forest roads

**Parks / Recreation management**

- Trails (motorized & non-motorized)
- Campgrounds
- Public accesses
- Long Lake Conservation Center

**Land Management**

- Land sales and exchanges
- Leases and Easements
- County ditch records
- Gravel resources

**Land Information (GIS/Survey)**

- Land parcel mapping/database
- E-911 addressing
- Global positioning (staff support)
- Survey corner relocation
- County survey records

<b>WORKLOAD DATA</b>	<b>2008</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>
Timber sale revenue	\$1,154,803	\$1,211,782	\$1,341,932	\$1,213,970
Timber harvest acres	3083	2845	2943	3198
Tree Planting (# trees)	105,500	109,500	105,000	101,500
Forest road maintenance (hours)	1324	1546	1747	2191
Forest re-inventory (acres)	10,275	11,177	24,814	14,818
Camping reservations (site/days)	253	342	326	306
Campground receipts	\$10,004	\$9,926	\$10,987	\$10,088
Survey corners relocated	274	100	182	288
Gravel receipts	\$2,205	\$23,097	\$4,739	\$3,918
Land sale revenue	\$136,038	\$138,795	\$140,560	\$198,740
E-911 addresses assigned	121	118	88	87
GIA ATV trails (miles)	137	137	154	154
GIA Snowmobile trails (miles)	612	612	612	612

## **Goals, Planned Activities and Changes for 2013**

### **Forest Management: 10-923, 11-925, 11-934, 11-935**

- Maintain timber harvest acres offered for sale with a focus on enhancing forest quality, diversity, and productivity.
- 5-year FSC certification reassessment (up for consideration in 2013)
- Forest inventory and monitoring with an emphasis on quality hardwoods, advanced conifer regeneration, invasive pests, and native plant communities.
- Purchase an ATV
- Monitor and develop policies to address emerging bio-mass markets
- Verify and potentially market carbon credits from ACLD managed forestlands

### **Parks/Recreation Management: 1-520, 11-925**

- Upgrade County campgrounds – focus on Aitkin, Jacobson
- Improve signage and trail-head parking on motorized recreation trails
- Better coordinate with trail clubs, stakeholders, agencies, businesses and landowners to monitor use and enhance Aitkin County trail systems
- Explore development of an ATV “park” in association with existing trail system
- Continue development of the Northwoods Regional ATV Trail system
- Develop, enhance, and promote new and existing non-motorized recreation opportunities

### **Land Management: 10-921, 10-923,**

- Ongoing classification of County Tax-Forfeited Lands per MS 282.01
- Continue to seek more efficient land sale/exchange procedures
- Continue the evaluation and mapping of gravel pits on CTFL
- Consolidate CTFL ownership (via exchange or purchase/sell)
- Continue to sell CTFL that does not fit into our land management plans
- Contribute funding for Economic Development/Forest Industry Coordinator (60%)

### **Land Information (GIS/Survey): 10-921, 10-923, 11-924**

- Training/software/hardware to facilitate e-government (web-fusion) initiative
- Continue facilitating E-911 addressing
- Focus survey crew workload to a County survey corner relocation program focused on public lands
- Contribute funding for Land Survey Coordinator (60%)
- Contribute funding for GIS Coordinator (60%)



object	Desc	Co Dev 10-921	FTS 10-923	Parks 01-520	Res Dev 11-924	For Dev 11-925	Mem For 11-934	Road 11-935	Gravel 11-936	ETF 18-937	Op Total	G-Total
5001	Taxes, Aids, In-Lieus, Taconite			\$ 15,000							\$ 15,000	\$ 15,000
5150	Sooline Rr Permits				\$ 1,000	\$ 2,000					\$ 3,000	\$ 3,000
5201	Mv Credit Ms Statute 273.1384										\$ -	\$ -
5220	Concon Apport Ms 84 A 51 Intergovernment	\$ 250,000									\$ -	\$ 250,000
5222	L79C303 Ms 477-A-11-14 Intergovernmental				\$ 142,000						\$ 142,000	\$ 142,000
5251	In Lieu Apportionments & Receipts	\$ 40,000									\$ -	\$ 40,000
5252	Forf Tax Sales Apportionment			\$ 125,000		\$ 187,000	\$ 92,000		\$ 1,500		\$ 405,500	\$ 405,500
5254	Forfeited Tax Sales		\$ 1,300,000								\$ -	\$ 1,300,000
5256	Intgov Rev Dnr-Public Access Maint			\$ 3,000							\$ 3,000	\$ 3,000
5301	Forest Road Grt Lw 1988Ch686							\$ 35,000			\$ 35,000	\$ 35,000
5396	Trail Grants-State			\$ 425,000							\$ 425,000	\$ 425,000
5510	Co Parks Campground Fees			\$ 10,000							\$ 10,000	\$ 10,000
5791	Interest Income									\$ 10,000	\$ 10,000	\$ 10,000
5840	Misc Receipts		\$ 3,000								\$ -	\$ 3,000
5866	Co Auction Proceeds		\$ -								\$ -	\$ -
<b>Total</b>		<b>\$ 290,000</b>	<b>\$ 1,303,000</b>	<b>\$ 578,000</b>	<b>\$ 143,000</b>	<b>\$ 189,000</b>	<b>\$ 92,000</b>	<b>\$ 35,000</b>	<b>\$ 1,500</b>	<b>\$ 10,000</b>	<b>\$ 1,048,500</b>	<b>\$ 2,641,500</b>
6101	Salaries-Full Time	\$ 115,469	\$ 315,091	\$ 63,814	\$ 94,794	\$ 126,870	\$ 42,952				\$ 328,430	\$ 758,990
6102	Salaries-Part Time			\$ 12,500		\$ 10,000		\$ 27,500			\$ 50,000	\$ 50,000
6108	Meals (Not Overnight)										\$ -	\$ -
6109	Overtime										\$ -	\$ -
6124	Medicare-Employer	\$ 1,674	\$ 4,570	\$ 926	\$ 1,375	\$ 1,840	\$ 623				\$ 4,764	\$ 11,008
6149	Employer Deduct Contribution-Veba	\$ 2,000	\$ 8,100	\$ 2,500	\$ 3,200	\$ 3,500	\$ 1,500				\$ 10,700	\$ 20,800
6150	Health Insurance Employer	\$ 16,800	\$ 65,101	\$ 19,824	\$ 25,704	\$ 28,224	\$ 12,012				\$ 85,764	\$ 167,665
6152	Life Insurance-Employer	\$ 132	\$ 410	\$ 110	\$ 139	\$ 183	\$ 73				\$ 505	\$ 1,046
6154	Long Term Disability-Employer	\$ 347	\$ 729	\$ -	\$ -	\$ -	\$ -				\$ -	\$ 1,076
6159	Pera Co	\$ 8,372	\$ 22,844	\$ 4,627	\$ 6,872	\$ 9,198	\$ 3,114				\$ 23,811	\$ 55,027
6165	Fica-Employer	\$ 7,159	\$ 19,536	\$ 3,956	\$ 5,877	\$ 7,866	\$ 2,663				\$ 20,362	\$ 47,057
<b>Total</b>		<b>\$ 151,953</b>	<b>\$ 436,381</b>	<b>\$ 108,256</b>	<b>\$ 137,961</b>	<b>\$ 187,681</b>	<b>\$ 62,937</b>	<b>\$ 27,500</b>			<b>\$ 524,335</b>	<b>\$ 1,112,668</b>
6205	Postage		\$ 2,000								\$ -	\$ 2,000
6208	Training/Education		\$ 1,000		\$ 500	\$ 500	\$ 1,500				\$ 2,500	\$ 3,500
6230	Printing, Publishing & Adv	\$ 2,500	\$ 2,500	\$ 2,500							\$ 2,500	\$ 7,500
6231	Services, Labor, Contracts	\$ 150,000	\$ 9,750	\$ 20,000	\$ 35,000	\$ 20,000	\$ 30,000				\$ 105,000	\$ 264,750
6240	Dues	\$ 2,500	\$ 1,500								\$ -	\$ 4,000
6243	License Fee			\$ 1,000							\$ 1,000	\$ 1,000
6250	Telephone		\$ 500	\$ 500	\$ 900			\$ 500			\$ 1,900	\$ 2,400
6254	Utilities		\$ 1,000	\$ 15,000							\$ 15,000	\$ 16,000
6255	Garbage										\$ -	\$ -
6267	Unemployment Compensation					\$ 1,000					\$ 1,000	\$ 1,000
6272	Physical Examinations		\$ 500								\$ -	\$ 500
6273	Timber Improvement				\$ 5,000	\$ 5,000	\$ 40,000				\$ 50,000	\$ 50,000
6280	State Deed Forfeited Tax Sales		\$ 250								\$ -	\$ 250
6282	State Deed Repurchase		\$ 50								\$ -	\$ 50
6311	Sales Tax		\$ 250	\$ 500	\$ 250	\$ 250					\$ 1,000	\$ 1,250
6312	Sales Tax Adjustment										\$ -	\$ -
6330	Transportation & Travel		\$ 1,000								\$ -	\$ 1,000
6332	Hotel / Motel Lodging		\$ 319								\$ -	\$ 319
6340	Meals Reimbursed Non-Taxable										\$ -	\$ -
6350	Per Diem			\$ 1,000	\$ 2,000						\$ 3,000	\$ 3,000
6352	Insurance	\$ 500	\$ 4,500								\$ -	\$ 5,000
6353	Workers Compensation Insurance	\$ 750	\$ 1,500	\$ 2,250	\$ 1,000	\$ 1,500	\$ 2,000				\$ 6,750	\$ 9,000
6356	License Fees										\$ -	\$ -
6360	Miscellaneous-Services										\$ -	\$ -
6361	Road Construction Service					\$ 5,000	\$ 25,000				\$ 30,000	\$ 30,000
6374	Auto & Trailer License			\$ 200							\$ 200	\$ 200
6405	Office Supplies		\$ 10,000		\$ 2,000						\$ 2,000	\$ 12,000
6406	Field Supplies				\$ 3,000		\$ 3,000				\$ 6,000	\$ 6,000
6450	Small Tools			\$ 1,500							\$ 1,500	\$ 1,500
6511	Gas And Oil			\$ 25,000	\$ 20,000			\$ 5,000			\$ 50,000	\$ 50,000
6515	Culverts	\$ 15,000					\$ 5,000				\$ 5,000	\$ 20,000
6590	Repair & Maintenance Supplies	\$ -	\$ 15,000	\$ 5,000	\$ 5,000		\$ 5,000	\$ 10,000			\$ 25,000	\$ 40,000
6610	Equipment										\$ -	\$ -
6620	Auto, Trailers, Snowmobiles						\$ 10,000				\$ 10,000	\$ 10,000
6630	Miscellaneous-Capital Outlay										\$ -	\$ -
6801	Appropriations	\$ 100,000									\$ -	\$ 100,000
6802	Trail Grants			\$ 375,000							\$ 375,000	\$ 375,000
6818	Apportionments		\$ 715,000								\$ -	\$ 715,000
6820	Refunds & Reimbursements		\$ 50,000		\$ 1,000						\$ 1,000	\$ 51,000
6900	Transfers									\$ 10,000	\$ 10,000	\$ 10,000
6901	Incidental Transfers		\$ 50,000								\$ -	\$ 50,000
<b>Total</b>		<b>\$ 271,250</b>	<b>\$ 866,619</b>	<b>\$ 449,450</b>	<b>\$ 75,650</b>	<b>\$ 33,250</b>	<b>\$ 121,500</b>	<b>\$ 15,500</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 705,350</b>	<b>\$ 1,843,219</b>
<b>Grand Total</b>		<b>\$ 423,203</b>	<b>\$ 1,303,000</b>	<b>\$ 557,706</b>	<b>\$ 213,611</b>	<b>\$ 220,931</b>	<b>\$ 184,437</b>	<b>\$ 43,000</b>	<b>\$ -</b>	<b>\$ 10,000</b>	<b>\$ 1,229,685</b>	<b>\$ 2,955,887</b>
<b>Net</b>		<b>\$ (133,203)</b>	<b>\$ 0</b>	<b>\$ 20,294</b>	<b>\$ (70,611)</b>	<b>\$ (31,931)</b>	<b>\$ (92,437)</b>	<b>\$ (8,000)</b>	<b>\$ 1,500</b>	<b>\$ -</b>	<b>\$ (181,185)</b>	<b>\$ (314,387)</b>
	res 6/30/12	\$ 272,000	\$ -	\$ 86,300	\$ 200,405	\$ 659,000	\$ 227,000	\$ 70,200	\$ 64,000		\$ 1,316,905	\$ 1,588,905

**2013 ACLD Budget Summary**

<b>Forfeited Tax Sales</b>	<b>10-923</b>	<b>Comments</b>	<b>2013</b>
<b>Income</b>	<b>\$ 1,303,000</b>		
timber sales	\$ 1,100,000		
land sales	\$ 190,000		
leases-easements-etc.	\$ 10,000		
misc	\$ 3,000	(a) mailings, notices,	
<b>Expenses</b>	<b>\$ 1,303,000</b>	supplies, bldg demo,	
Salary/Benefits	\$ 436,000	telephone, copier, fund	
Apportionment	\$ 715,000	transfers, repairs	
misc (a)	\$ 152,000		
<b>Co Development</b>	<b>10-921</b>	<b>Comments</b>	<b>Co Dev Res (7/31/12)</b>
<b>Income</b>	<b>\$ 290,000</b>		\$ 241,000
		(a) 40 % econ dev, GIS,	
<b>Expenses</b>	<b>\$ 423,200</b>	survey,	<b>\$ (133,200)</b>
Salary/Benefits (a)	\$ 152,000	(b) SWCD, P&Z , Sheriff,	
transfers (b)	\$ 105,000	Assessor	
Projects (c)	\$ 166,200	(c) roads, ditches,	
		bridges/culverts, rec	
		trails, etc	
<b>Operational</b>	<b>various*</b>	<b>Comments</b>	<b>Op reserves (7/31/12)</b>
<b>Income</b>	<b>\$ 1,049,500</b>	County Parks (01-520)	\$ 68,400
FTS (01-520, 11-925, 11-934)	\$ 405,000	Forest Resources (11-924)	\$ 191,800
Forest Road (11-935)	\$ 35,000	Reforestation (11-925)	\$ 619,650
PILT (11-924)	\$ 142,000	Memorial Forest (11-934)	\$ 227,000
campground rec (01-520)	\$ 10,000	Forest Road (11-935)	\$ 63,000
ETF interest (11-937)*	\$ 10,000	Gravel (11-936)	\$ 64,000
Trail Grants (01-520)	\$ 425,000	ETF (18-937)*	\$ 480,000
misc	\$ 22,500		
<b>Expenses</b>	<b>\$ 1,230,000</b>	<b>\$ (180,500)</b>	
Salary/Benefits	\$ 525,000	(a) tree planting, TSI,	
Projects/contracts (a)	\$ 180,000	forest inventory, park	
supplies (b)	\$ 130,000	maint, FSC assess, forest	
recreation trails	\$ 375,000	road/trails, etc	
LLCC loan (11-937)*	\$ 10,000	(b) computers (2), fuel,	
capital purchases (c)	\$ 10,000	park supplies	
		(c) ATV	
* interest only			

<b>INCOME</b>	<b>\$</b>	<b>2,642,500</b>
<b>EXPENSE</b>	<b>\$</b>	<b>2,956,200</b>
<b>RESERVES</b>	<b>\$</b>	<b>313,700</b>

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Maven Perspectives – LLCC Phase II

Requested Meeting Date: 8-28-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator and 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)
- 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) Phase I Marketing Report & Phase II Proposal

**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: Maven Perspectives – LLCC Phase II**

**DATE: August 21, 2012**

On August 14<sup>th</sup> the County Board held a workshop at Long Lake Conservation Center to hear the results of the Phase I marketing study conducted by Maven Perspectives. A copy of the report is attached. Following the workshop, staff met to discuss the results and comments made during the workshop.

Staff recommendation is to present the Phase II proposal for Board discussion. With the Board having two weeks to consider the presentation staff feels it is appropriate to review the Phase II option.

Please call me if you have any questions.

2012

*Maven*  
PERSPECTIVES<sup>LLC</sup>



# Marketing Report

Phase I

August 14, 2012

Submitted By

Maven Perspectives LLC

## LONG LAKE CONSERVATION CENTER

## Executive Summary

In 1963, Aitkin County accepted the donation of 200 acres of land from the St. Louis Park Kiwanis Club for the purpose of creating a residential environmental learning center for area students, the Long Lake Conservation Center (LLCC). This pristine location and facility is located on Long Lake and is center stage for wildlife observation, collection of microscopic specimens, canoeing, and outdoor learning. Long Lake Conservation Foundation (LLCF) was established in 1981 to support environmental education and the mission of LLCC.

2012 will celebrate the Long Lake Conservation Center's (LLCC) 49th anniversary with nearly 200,000 youth, teachers, and adults having enjoyed a variety of memorable learning opportunities. The memories of their time spent at LLCC have a lasting impression that brings smiles and excitement to their recollection even after 20 years.

All environmental education experiences are valuable; few have as much impact as a several-day visit to one of Minnesota's Residential Environmental Learning Centers (RELC). This immersion in nature is considered by students to be the highlight of their entire primary educational experience. Parents and teachers alike agree that spending several days of environmental learning about natural systems and cooperative behavior adds a depth of understanding and a measure of maturity that simply cannot be achieved in the traditional classroom setting.

Maven Perspectives LLC was retained by Aitkin County in May 2012 to conduct a market research study about how the facility is viewed internally and externally, privately and publicly, and by funders, County Commissioners, former clients and community members, LLCC staff and management team, educational representatives, city mayors, and Chambers of Commerce.

The purpose of this report is to identify the current perception and market position of the facility, identify new market possibilities, and re-evaluate programs, age groups serviced, and activities. Marketing materials, website design, destination signage, social media presence and promotional strategies were also reviewed and recommendations are presented herein.

Research methodology was comprised of gathering relevant data from specific documents, computer databases, online surveys, face-to-face interviews with County Commissioners, community members, business owners, former clients, major funders, teachers, LLCC staff, and the former Director of LLCC.

To ascertain a more complete understanding of the history, current situation, internal and external climate and the possibilities for LLCC, data was collected and analyzed to fully understand the following:

- Level of LLCC's awareness in and outside the community
- Cognitive relationship with County and the community
- Positive/negative personification
- Suggestions
- Direction/mission

LLCC is a facility that is enjoyed and praised by current and past clients, schools, teachers, and staff. Interviews have revealed that there is a serious awareness problem. Most people interviewed had either

never heard of LLCC or had heard of it but were unaware of what went on there. The perception among most is that it is a private, invitation only, stuffy "state facility," and has been losing money since 2000. There seems to be a disconnection between the founding agreement, LLCC, the County, the constituents, and the public. Currently, LLCC is considered to be a sub-department of the Aitkin County Land Department however it is not supported up front by the County. Originally, LLCC was not intended to be a profit making entity but rather a service to the community. Also identified is that LLCC is considered a part of the County park system but the public does not feel welcome. The lack of directional and destination signage, link to the Aitkin County website, and the name of the facility do not encourage people to use it.

LLCC was the first and now the oldest RELC, yet it is far behind in progressiveness, activities offered, website management, social media, brochure design, promotion, community involvement, and public image.

Also in need of bolstering are future sustainability, securing additional and continual funding, support for the faculty and developing a stronger more active Long Lake Conservation Foundation to support the mission, goals and purpose of the LLCC. Foundation volunteers are continually working to provide family activities at LLCC throughout the year. Contributions fund some of these activities as well as maintaining and providing quality environmental education for students from Minnesota that visit. The Long Lake Conservation Foundation is designated as a 501(c)3 nonprofit and contributions are tax-deductible.

Maven Perspectives offers the following recommendations intended to increase the awareness and use of the LLCC thereby affecting future sustainability of the facility. For details, see full report.

1. Redefine the mission of LLCC to more clearly reflect the activities, programming, and purpose

2. Secure alternative programming and client markets

There exists a wealth of alternative market opportunities and interests available to LLCC in the areas of:

- School Programming
- Summer Camp Programming
- Adult/Family Programming
- County Park Functions
- Community Programming

Further exploration into these new programming opportunities should be completed to determine feasibility, develop contact information, secure training, assist in the implementation of new legislation, and identify key partnerships that need to be cultivated and nourished for the good of LLCC now and in the future. (Phase II)

3. Employ bold marketing strategies

Several marketing strategies were identified which will enhance the image of LLCC, will assist in reinventing current programming and enhance future programming, and will ensure future sustainability and profitability.

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# Acknowledgments

A special thank you is extended to the following people who helped bring this comprehensive marketing study together.

*Aitkin County Commissioners*

*Long Lake Conservation Foundation Members*

*Staff of Long Lake Conservation Center*

*Long Lake Conservation Center Management Team*

*Local business owners*

*School staff*

*On-line survey respondents*

*Todd Roggenkamp, former LLCC Director*

*Paul Oberg, Jeffers Foundation- Major contributor*

*...and many others who shared their time and concern to contribute to this study*

## Forward

In 1963, Aitkin County accepted the donation of 200 acres of land from the St. Louis Park Kiwanis Club for the purposes of creating a residential environmental learning center for area students, the Long Lake Conservation Center (LLCC). This pristine location and facility is located on Long Lake and is center stage for wildlife observation, collection of microscopic specimens, canoeing, and outdoor learning. Long Lake Conservation Foundation (LLCF) was established in 1981 to support environmental education and the mission of LLCC.

2012 will celebrate the Long Lake Conservation Center's (LLCC) 49th anniversary with nearly 200,000 youth, teachers, and adults having enjoyed a variety of memorable learning opportunities. The memories of their time spent at LLCC have a lasting impression that brings smiles and excitement to their recollection even after 20 years.

All environmental education experiences are valuable; few have as much impact as a several-day visit to one of Minnesota's Residential Environmental Learning Centers (RELC). This immersion in nature is considered by students to be the highlight of their entire primary education experience. Parents and teachers alike agree that spending several days of environmental learning about natural systems and cooperative behavior adds a depth of understanding and a measure of maturity that simply cannot be achieved in the traditional classroom setting.

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The purpose of this report is to identify the current perception and market position of the facility, identify new market possibilities, and re-evaluate programs, age groups serviced, and activities. Marketing materials, website design, destination signage, social media presence, and promotional strategies were also reviewed and recommendations are presented here.

## Internal/External Analysis

Maven Perspectives conducted an extensive review of internal and external factors, influences, and possible threats that currently and/or potentially could affect the short and long term viability of the Long Lake Conservation Center.

**Internal Analysis:** Utilizing a SWOT (Strengths, Weaknesses, Opportunities, and Threats) analysis approach, a more comprehensive understanding of LLCC's historical and current situation, internal and external climate and the possibilities for the LLCC was ascertained. Data was collected and analyzed to fully understand the following :

- Level of LLCC's awareness inside and outside the community
- Cognitive relationship with county/community
- Positive/negative personification
- Market opportunities
- Direction/mission

An on-line survey together with face-to-face and hard copy interviews with targeted questions regarding name recognition, awareness, function, demographics, and perceptions were conducted. Including the on-line survey, personal, and telephone interviews with previous clients, teachers, school superintendents, County Commissioners, LLCC staff and management team, funders and County residents, a total of 697 individuals were interviewed for this study. See Appendix A and B.

STRENGTHS	WEAKNESSES
Great food Long term dedicated staff Beautiful location, nice buildings Economic development Supports the community Dark Sky site Wildlife Cookies Great staff Staff easy to work with and very accommodating Staff very thorough Love the MN Zoo Traditions Great staff and programs – all good! Educational Wonderful, life changing experience for kids LLCC reinvests in the community Creates jobs	Very remote Bunk bed situation Not open to the public Awareness Issues within the local communities Can't compete with county businesses Rising cost of operations (food, etc.) Operates from May to September for kids only Seen as a losing proposition by tax payers Without funding, we couldn't afford to come Would like to see some new programs Security Issues when kids are there No air conditioning No cell phones Lack of awareness Lack of promotion No internet service Too far away No zip line, rock climbing wall, or skeet shoot Poor website Lack of promotion



OPPORTUNITIES	THREATS
<p>All ages like nature            Don't limit to 5 – 6<sup>th</sup> graders            Get involved in the community            Capture professional associations            Capture state agencies            Expand market            More K – 12            More adult and seniors programs            More family/community events</p>	<p>Local opposition to competition            Misconception about LLCC impact in the area            Offer more local citizens events            Cost prohibitive for many            Food and gas prices            Current economy            Being shut down due to funding cuts            Losing local citizen's support            Losing county government support            Negative perception            Not profitable            County Board            Public pressure            Limited Staff</p>

**External Analysis:** A political, economical, social and technological Influences (PEST) analysis was completed to identify external constraints and concerns.

**Political:**

The relationship between the LLCC and the County is unclear and indecisive. There exists confusion around the LLCC being a sub-department of the Aitkin County Land Department and making a profit. (Service vs. Profit Center)

**Economical:**

The marketing budget for LLCC is \$0.00 with no up-front support from the County and designated funding is limited for improving programming and activities.

**Social:**

There exists little support from the community, County and business owners. However, if approached, businesses and are willing to do so. The facility is viewed as non-community friendly and an uninviting facility. The name does not accurately describe what happens at LLCC.

**Technological:**

Currently, the website and online presence is limited. Internal processes need to be automated. Technology needs to be enhanced and staff training is needed.

## Survey Results *(see Appendix A for raw data)*

Maven Perspectives conducted an online survey, random face-to-face interviews and telephone interviews to establish the current level of LLCC's awareness inside and outside of the Aitkin County community, the facility's cognitive relationship with the county and community members, and its positive or negative personification. It also assisted Maven Perspectives in gathering insight on what or if changes could be made at the facility as well as how important and what affect a new mission statement and direction would have on the profitability of LLCC and the impact on the community.

It is important to note that there was a wide split in recommendations and attitudes between those who had attended the facilities and those who had not. Maven Perspectives intentionally diversified those interviewed to achieve a full, unbiased response to our questions. Those who had attended were nearly 100% for the continuation and improvement of the facility. Those who had not heard of it did not have an idea of what LLCC represents. Ironically, some of the school superintendents did not fully understand the significance of LLCC because teachers were assigned to the task of taking the children to the facility.

Another revealing and notable aspect of the survey results was the overwhelming consensus that LLCC has an incredible, knowledgeable, dedicated staff who, if given the time and resources, is committed to continuing the most revered and established "service" that it provides to the children, adults, teachers, and the community of Aitkin County. One final and very important mention, the food, kitchen staff, and the Long Lake Conservation Center cookies are AAA+.

### Survey highlights include:

- There were 239 respondents to the online survey
- 82% of respondents claimed that LLCC was very important to the Aitkin county area
- The highest response age group was 35-50 years old
- The vast majority of respondents who have been to LLCC love it and want to see it continue to operate

### Face-to-Face interviews and telephone Interviews:

Maven Perspectives conducted personal impromptu interviews with individuals and business owners in order to get a sense of how the general public viewed the facility and what if any value LLCC had to Aitkin County.

Of those interviewed, 90% had never heard of LLCC; 4% have heard of LLCC but had never been there and didn't know what they do; 6% had heard of it because a friend or relative had been there. Once the function of LLCC was explained to the businesses, they were very impressed and willing to put LLCC brochures in their places of business. Of importance to note is that all businesses solicited did not view LLCC as a competitor.

## Challenges

As a result of the research conducted both internally and externally, it was revealed that the Long Lake Conservation Center is facing a variety of challenges from internal operational and staffing challenges to how the facility is viewed by the public and by Aitkin County. Each of these challenges must be investigated and a comprehensive action plan to overcome them should be developed.

### Internal Challenges:

- Short staffed
- No time or money to develop new programs/activities
- Low morale
- High overhead costs (*the largest portion is paid into the County's employee retirement fund*)
- Recognized as a sub-department of the Aitkin County Land Department but not financially supported as such upfront
- Limited resources such as funding for a marketing budget, ability to offer new recreational and educational opportunities and the time to explore and develop this new programming

### External Challenges:

- Awareness
- Community support/ownership
- Public park status questioned
- County support
- Limited updated programming meeting interests and enthusiasm of a new generation of youth
- Constraints and lack of clarity surrounding the original transfer and donation of the LLCC property and use of the property
- Name recognition/connotations
- In its beginning, LLCC was not rolled out as a community asset. For example, the library is a department of the County and is supported as such. LLCC is an "educational service" on behalf of/for Aitkin County. LLCC is not designated as a for-profit entity.

## Competitive Analysis

Currently there are five Residential Environmental Learning Centers (RELC'S) in Minnesota. Created in 1963, LLCC was the first RELC in Minnesota. The other residential learning centers include Laurentian, Wolf Ridge, Audubon and Deep Portage. Each center provides the opportunity for young students to immerse themselves in outdoor, environmental learning that stresses the importance of stewardship and the bountiful knowledge we can learn from nature.

A comprehensive competitive analysis proved to be a challenge because of different age groups serviced, programming offered, public and school clientele served, length of stay and public/private programs offered and accommodations available at each of the RELC's that were investigated.

Basic provisions of the RELC's were compared with no serious deviations in services or cost. Overwhelmingly, however, the lack of cell phone, internet and air conditioning services was the same. There was an identified gap in the recreational offerings between the facilities. Observation towers, zip lines, climbing walls, skeet shooting, to name a few, set LLCC apart from the rest and at a disadvantage.

With proper funding, the shortcomings of LLCC could become assets and strengths to draw the new generation of students, parents, teachers, as well as meeting planners, special occasion planners that will set LLCC apart from the others.

	Age Groups	Open to Public	# of Beds	Length of Stay	Cost of Summer Program	Climbing Wall	Programs		
LLCC	11-15	No/Yes?	230	1-5 Days	\$150	No	25 Min.		
Laurentian	K-12		160	3-4 Days	\$147	Yes	25 Min.		
Wolf Ridge	K-12	Yes	350	3-4 Days	\$126	Yes	25 Min		
Audubon	K-12	No	150	3-4 Days	\$147	Yes	25 Min		
Deep Portage	K-12	No	175	3-4 Days	\$147	Yes	25 Min		
	On a Lake	Open Yr. Round	Internet	Cell Phone Reception	Air Conditioned	Day Camp	Winter Activities	Adult & Family	
LLCC	Yes	Yes	Limited	Limited	No	Yes	Yes	Yes	
Laurentian	Yes	Yes	Great	Limited	No	Yes	Yes	Yes	
Wolf Ridge	Yes	Yes	Great	Limited	No	Yes	Yes	Yes	
Audubon	Yes	Yes	Great	Good	No	Yes	Yes	Yes	
Deep Portage	Yes	Yes	Great	Good with AT&T	No	Yes	Yes	Yes	

## Market Strategy and Recommendations

Although the Long Lake Conservation Center has been under scrutiny since 2000 due to the bottom line performance, Maven Perspectives is convinced that this perception can be changed and public opinion reversed through sharing of information and a proactive redistribution of County funds and LLCC administrative responsibilities.

Markets, attitudes, economies and marketing methods are constantly changing and will require LLCC to revisit, review, revise and revitalize its mission statement to reflect and protect the current marketplace position and the direction they wish to take. This will require altering the marketing plan to increase awareness, name recognition, brand recognition and reputation in and out of the community.

Maven Perspective recommends an overall goal of retaining the integrity of the basic premise of LLCC and its mission and goals as well as employing new age technology and techniques to disseminate this information and support increased attendance, support and funding opportunities.

Although the Long Lake Conservation Center is facing several challenges such as growth pains, funding problems, lack of respect, awareness, identification, and acceptance issues, they are the first and most long standing Residential Environmental Learning Center (RELC) in Minnesota. Maven Perspectives has made far-reaching recommendations that will positively affect the public persona, acceptability and financial wellbeing of the LLCC as well as cultivating favorable relationships with Aitkin County, supporters, funders and constituents of Aitkin County.

### General recommendations:

#### **Revisit, Review, Revise, and Revitalize the Mission Statement**

The current mission statement is long, cumbersome and does not encompass the true mission of the LLCC. Once a new mission and direction are established, all paper, electronic, billboard advertising and programming should stem from this basic foundation. The mission statement carries the responsibility of framing up the core essence of why an organization exists and what they are trying to accomplish.

Over time, well established facilities such as LLCC, need to reflect and revisit their mission to better reflect the changing attitudes in the area of political, economical, social, technological advances without changes to basic founding principles.

#### **Name Change**

The current name does not adequately convey what the LLCC does and a name change should be considered. The name should incorporate words like "environmental" and/or "outdoor or learning". The new name should also reflect a sense of "community" and "stewardship" to help engage supporters and Aitkin County citizens.

### **New Logo**

A logo change should be considered. The current logo is of the wolf and forest scenery background. The current logo lacks color and the background behind the wolf gives an out-of-date feeling. The symbol of the wolf lacks clear direction. When visiting LLCC, the wolf is not a strong symbol of what the LLCC is about.



### **Awareness /Public Relations Campaign**

There exists a name recognition problem and a misunderstanding of what the function of the LLCC is. There is also confusion as to whether it is a public park or not. If indeed it is designated as a public park, Maven Perspectives recommends that it be listed on the Aitkin County park website and on the Aitkin County website under “things to do”. LLCC appears to have an identity crisis that does not lean toward achieving a status of being a respected, fully utilized and profitable service provider in Aitkin County. A fully developed campaign that involves staff, Aitkin County officials, Long Lake Conservation Foundation members and volunteers, past visitors and clients, and funders should be conducted.

### **Community Involvement, Ownership, and Outreach**

LLCC needs to cultivate a better relationship with the surrounding communities to show a connection and willingness to get involved and in turn creating a need for the community to take ownership and pride in the facility. LLCC management team, staff and supporters are lacking the respect and appreciation deserved to fully realize its potential. An immersion of staff and supporters as LLCC representatives within the community will cultivate pride and ownership by increasing LLCC visibility. Speaking at civic organizations, town hall meetings, city meetings, county meetings, Chambers of Commerce functions, mayoral meetings, and community gatherings is essential.

### **Signage**

Whether it is a school bus driver, parent drivers or the general public, signage is a key factor in getting the LLCC name in front of potential users while allowing them clear access to the facility. A lack of destination signage to LLCC exists from all directions. Directional signage should be placed on main trunk thoroughfares with added signage marking turning spots. The lack of destination signage could be a contributing factor to the idea that LLCC is an “invitation only” facility.

### **Billboards**

Getting people to LLCC is paramount in creating a solid supporter and client base. Once seen, the land and the facility will speak for itself. Maven Perspectives recommends that private billboards be strategically placed in areas with dense traffic both within Aitkin County and along

routes that lead to Aitkin County. The billboards should elicit an inviting, fun, and environmental learning atmosphere as well as emphasizing and inviting public use.

#### **Printed materials**

Consistently branding LLCC includes every item that is sent out into the community from LLCC. Items that are sent into a community reflect the organization. Maven Perspectives recommends that brochures, rack cards, employee business cards and other printed materials be updated with added color, crisp photographs, and include a clearly stated mission and logo. Brochures and/or rack cards should be strategically placed at wayside rests, in businesses, in grocery and convenience stores, hotels, professional offices, Chambers of Commerce, city and county offices, hospitals and clinics, and visitor destination sites throughout Aitkin County. Additionally, utilizing supporters and LLCF members to assist with distribution is encouraged.

#### **Media, Newspaper, Radio**

Also recommended is a consistent presence of an identified list of activities and happenings at LLCC. These should be placed in all Aitkin County papers, on community calendars, and dispersed to radio and television stations along with website and social media outlets. LLCC staff interviews both on radio and television stations citing events at the facility is encouraged. Maintaining monthly contact with media outlets will build relationships, hence goodwill and increased users from both within and outside the greater Aitkin County Area. Press releases should be submitted describing the recaps of events and activities. Engaging readers with an interesting, thought provoking question is a good way to encourage return readership and response.

### **Social Media Recommendations**

The world of marketing has drastically changed over the last five to ten years. With the creation of social media sites, blogs, and flourish of the internet in general, technology is driving the world. More than half of all people in the United States over the age of 12 have set up a social media profile, Facebook has over 845 million users, and Twitter now has 110 million users and is adding 300,000 members a day. ~*Fortune 500 Social media Statistics*

Social media is user-generated content on the internet. It's created with free or inexpensive technology, is easy to update, and can reach a niche audience or millions. It can be mere words in a blog, but also user-generated videos, photos, and audio. It can be interactive with unfiltered comments from visitors. Social media reaches the masses while remaining inexpensive yet effective.

It is Maven Perspectives recommendation to use social media outlets available to them to:

- Build awareness
- Strengthen relationships with clients, prospects, and influencers
- Better understand your customers
- Improve customer service
- Identify new product ideas
- Increase web site traffic
- Improve search engine rankings
- Generate growth

Some ways Maven Perspectives recommends the Long Lake Conservation Center does this are the following.



### Facebook

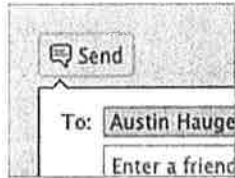
Perhaps the LLCC's most useful social media tool is Facebook. It is free and reaches the masses. The LLCC currently has a Facebook page. As of May 24, 2012 the page has forty-six individuals that "Like" the page, simply stating they show support for the center. The LLCC's page contains pictures of the facility and is good about listing the upcoming events happening at LLCC. Maven Perspectives recommends the continuation of listing events and posting pictures. It is important to post information about the events after they happen and post pictures of them taking place.

The Long Lake Conservation Center's page started in July of 2011 and today only has forty-six people that like the page. The most important thing to the growth of marketing through Facebook is increased support. The LLCC page must generate new individuals that like the page. To do so: first, an email contact list needs to be created, which is found under the 'Build Audience' tab in the administrator's resources. LLCC should be inviting teachers, parents, staff, etc. to 'like' them on Facebook. It is important to note that individuals under the age of thirteen cannot currently have a Facebook page.





The second resource to build audience is the 'Send' button. This allows current LLCC Facebook users to invite their friends to also 'Like' the LLCC page. Encourage your users to invite their friend to 'Like' the page.



### Send Button

The Send button allows your users to easily send your content to their friends.

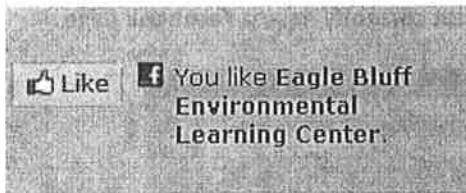
Another recommendation is to utilize the "Like" button directly on the Long Lake Conservation Center website. This allows website users to "Like" the LLCC Facebook page without needing to look up the Center on Facebook. With one click of a button a user "Likes" your page.

Social plugins let you see what your friends have liked, commented on or shared on sites across the web.



### Like Button

The Like button lets users share pages from your site back to their Facebook profile with one click.



All of the plug-ins are easy to start using by logging in as the administrator of the LLCC Facebook page and going to the social plug-in area. It is critical that the Long Lake Conservation Center expand the number of people supporting their Facebook page. Updating the page with events and photos does nothing if people are not seeing it.

### Twitter:

Currently, the LLCC does not have a Twitter account. Maven Perspectives recommends creating a Twitter account. Twitter is another free and easy way to reach customers. An individual can follow the Long Lake Conservation Center and know what is going on at the camp in real time. This is done by a LLCC administrator sending "Tweets"- instant messages to the individuals following. It is fun and engaging. A "Follow us on Twitter" link can be placed under the "Follow us on Facebook" link and users can subscribe to both quickly with two clicks of the mouse.

### YouTube

Customers like to see the facility they may be attending or have interest in. YouTube allows an organization to post videos of what they would like customers to see. Promotional videos or footage of people having fun at the Long Lake Conservation Center can be posted on YouTube to draw people in. If the Long Lake Conservation Center decides to utilize this resource it is important to list the LLCC YouTube link on their website. This is free and again, easy to do.

## Flickr

Maven Perspectives recommends the Long Lake Conservation Center start to use Flickr. Flickr is an easy way to post pictures online and then utilize throughout all your social media devices- Your blog, Twitter, and Facebook. It puts your photos in one place for you to use. The LLCC can use its Facebook account to sign up for Flickr and they will easily be intertwined.

### Upload

More ways to get your photos online.

Multiple ways to upload your photos to Flickr—through the web, your mobile device, email or your favorite photo applications.

### Discover

See what's going on in your world.

Keep up with your friends and share your stories with comments & notes. Add rich information like tags, locations & people.

### Share

Your photos are everywhere you are.

Upload your photos once to Flickr, then easily and safely share them through Facebook, Twitter, email, blogs and more.

Long Lake Conservation Center has so many beautiful scenes that should be easily shared with people; Flickr is an easy way to do this. A Flickr Link should be placed on the LLCC website right by the Facebook, Twitter, and YouTube links.

## Website Development

The Long Lake Conservation Center's website can be considered busy and overwhelming to the customer. There are several heading tabs that lead to little information. For example, the "Retreat" tab leads a person to the same page as the "Overview" tab and this particular page gives little information about the facility or the retreats. More information and pictures need to be provided.

When an individual goes to the website there is little information on the homepage that tells a person what the center does. The first page needs to draw people in and inform them on the purpose of the center.

A major addition to the LLCC's website needs to be online enrollment. The site needs to be current on all events, provide valid and up-to-date information and allow an individual to register online via the website.

The website in general has an out-of-date feeling to it. The photos are blurry in general and do not have a focal point. The text, pictures, and colors need to be updated. Vibrant colors and exciting pictures that tell the LLCC's story need to be integrated to catch people's attention.



The Long Lake Conservation Center's website provides little information about what the purpose of the center is and how a person can attend events and retreats.

### **Online Newsletter/Blog**

The Long Lake Conservation Center at one time put out a monthly newsletter. The last one written is from 2009 and yet still appears on the LLCC website. The newsletter provided information about upcoming events, new news from the center, and educational information from staff members. Removing the old newsletter from the website is recommended.

It is important to continue to inform people of the happenings and news from Long Lake Conservation Center. Maven Perspectives recommends the creation of a Long Lake Conservation Center blog. When writing a blog it is important to have a passionate subject to talk about. The Long Lake Conservation Center's mission is to promote wise use of our vital natural resources. That is a passionate subject to talk about. Student retreats and other events at the LLCC are not meaningful if we do not remember why we are doing them. It is Maven Perspectives recommendation to start an LLCC blog and relate events to forest conservation. Talk about how a retreat or community event relates to forest conservation. It is also important to make a blog interesting and engaging to the individual reading it. Having personal stories about the students/staff or individual community members experiences is interesting and fun. Wordpress is the easiest application to use when starting a blog. The link to the blog should be clear on the LLCC website as well as linked to the LLCC Facebook page.

## **Educational Programming Recommendations**

The Long Lake Conservation Center has a strong and lasting tradition of providing fun, interactive and educational programming which former attendees talk about years later. The programs however, run the risk of becoming stale and not as well received by current student's attention capacity. These programs are tried and true and should be maintained with an updated twist that includes excitement and challenge.

Maven Perspectives also recommends that new programs be designed and implemented continuing to focus on meeting educational standards set forth by law. Focusing on curricular areas such as math, science, engineering, and technology or (STEM) yields greater potential for funding possibilities.

### **Short Term Programming Recommendations**

To jump start and enhance interest and attendance in LLCC, Maven Perspectives recommends that certain opportunities be explored immediately. These include:

#### **School Programming (K-9, 12?)**

- Add new recreational activities to the current programming menu
- Encourage Community Education programs
- Include adult programming
- Entice family activities
- Promote LLCC as a County Park
- Review the mission statement
- Consider a name and logo change (recreation, learning, community, "fun")
- Reinforce county and community support
- Seek to have both the community and Aitkin County embrace to take ownership of the facility and support it
- Contact state agencies for meetings, licensures, certifications, training, etc.
- Establish cross-departmental County support
  - Advertising in tax statements
  - Links on the County website
  - Provide website design services
  - Training in social media

#### **Training opportunities**

- Diversity training
- Facebook and social media training
- Blogging
- Internet security

## Long Term Programming Recommendations

LLCC should prepare for the future sustainability of the facility by creating a solid foundation for growth and continued success. Maven Perspectives recommends that in order to obtain this status the following will need to happen:

- Explore new markets
- Cultivate a more active Long Lake Conservation Foundation to establish a sustainable base
- Research grant/scholarship opportunities for new and existing clients
- Market to more schools
- Develop a strategic plan for the future
- Hire additional staff to accommodate new programming
- Provide staff training in outreach/communications, social media, writing blogs, etc.

### Explore and Prioritize Alternative Markets including:

#### School Programming

- K-grades 9 or 12
- Home school organizations
- College programs
- Offer continuing education units (CEU's) for teacher re-licensure

#### Adult Programming

- Outdoor fitness programs
- Art classes
- Workshops
- Saddle clubs
- 55 Alive classes
- Date Night

#### Children's Programming

- Day camps
- Girl Scouts/Boy Scouts
- Youth for Christ
- Space Camp
- Fishing Camp – summer and winter
- Junior Leadership Program
- 4-H Clubs

#### Senior Programming

- Day camps
- Bingo
- Senior fishing programs
- AARP courses

### Family/Community Events

- Antique snowmobile show
- Dog obedience and agility course
- Movie night (indoors and out)
- Skating parties
- Geo-caching
- Winter camping
- Church functions/picnics
- Family hikes
- School dances/Proms
- Father/daughter dances
- Community picnics
- Sleigh rides and hay rides
- Super Bowl Party – outside
- Farmer’s market - local producers only
- “Made in Aitkin County” Fair
- Holiday carnival – Santa
- Winter carnival
- Winter bonfires
- 4<sup>th</sup> of July celebration with fireworks
- Iron man challenge course
- Alumni weekends
- Disk golf
- Volleyball
- Mini golf
- Holiday crafting and shows
- Upward Bound Program
- Start a memorial forest
- October pumpkin patch/carving and maze
- Early Childhood and Family Education
- Create a community library with donated books
- Community Education “Fabulous Field Trips”
- “Terrific Tuesday” trips
- Church services
- Local choir/musical/performing arts performances
- Special Olympics
- Quilting and scrapbooking groups

### Other

- Outreach programs
- Energy conferences
- Conservation leadership academy
- Camp session for the disabled
- Veteran’s meetings/support groups
- Camp session for underprivileged/inner city kids

- Leadership programs for forestry, conservation
- Computer classes
- County Chambers of Commerce meetings
- Promote as a County park/open to the public
- University of MN Extension programs

### **Capacity Building Recommendations**

LLCC has a committed and knowledgeable staff and supporter base supplying programming, facility upkeep, educational resources, and food preparation among others. Throughout the research and analysis of writing this report, Maven Perspectives recognized a need to address internal functions that when put in place, will yield the results aspired to. These additional recommendations are offered because they are acutely connected to the overall success of the LLCC and its marketing endeavors.

Internal staffing capacity and skill sets are needed in the areas of:

**Executive Director:** An Executive Director should be strongly considered to lead the organization and fulfill the goals which Aitkin County has set forth for LLCC. He/She should accept and agree with the basic premise that you need “to work on your business, rather than in your business” *Gerber (1995)* and should possess the following skill set.

- Business management/marketing background
- Leadership skills that include communication, marketing, promotion, accessibility.
- Superior communications skills
- Willing to get involved with the community and small businesses to work together for the benefit of all
- Forward thinking with a “can do” attitude
- Inclusiveness
- Open to suggestions from everyone
- Fundraising experience

**Social Media/Website Staff Member:** The Long Lake Conservation Center needs to decide the best individual to take on the task of social media for the organization. You want someone who has:

- Deep knowledge of your customers and the organization
- Exemplifies the personality of your organization
- Integrity
- Good people and communication skills
- A quick study on technology
- Very strong work ethic

Current LLCC educational staff (at minimum 1 staff person) should obtain adjunct faculty status with a MN college or university to offer teacher CEU and graduate level credit.

#### Strengthen the Long Lake Conservation Foundation

Board member recruitment should be accomplished inviting those:

- With strong connections respective to their communities
- From both within Aitkin County and outside of the greater Aitkin County area who have a keen interest in environmental education
- Who represent each community in Aitkin County
- Who are exceptional at "Doing the ASK"
- Who have effective fundraising experience

Periodic board member training should be considered to ensure quality skill development over the long term.

#### Explore reliable wireless and cell phone service options

Wireless/cell service is considered a basic staple. Most people from metropolitan and most rural areas assume and expect that service is always available and prefer the "choice" to be without it (i.e. they choose to turn off their cell phone as opposed to the choice being made for them by limited or no wireless/cell service). This was also noted as a limiting factor for market niches that require reliable wireless/cell service to visit the facility i.e. those in top leadership positions, parents, teachers, etc.

Begin conversations with wireless and cell phone service providers to create reliable cell/smart phone services at the facility.

#### Maintain safe, secure, and beautiful buildings and grounds

#### Explore adult rooming/sleeping options with air conditioning

#### Create teacher incentives

- Create incentives for teachers to bring students by appealing to the teacher's self-interests. Some teachers indicated that they do not visit RELC's due to non-payment of the full number of hours worked over the stay (for instance, teachers get paid for 7.5 hours per day however when at RELC's, they work 24/7). Create built-in opportunities for them to obtain continuing education units (CEU's) and graduate level credit during both school and summer student programming.
- Consider creating a teacher's academy with stipends/scholarships, CEU's and graduate credit offerings during the summer months.

#### Identify, solidify and utilize funding sources

- Ex: The Jeffers Foundation has been a long time supporter of LLCC. They have been providing scholarship monies to schools and individuals to attend the summer and school programs who would otherwise not be able to afford it. They were established in March 2005 for the following purpose: "...to provide for direct primary education and the development of primary education principles, models, and curricula aimed at teaching young people the value of wise stewardship of

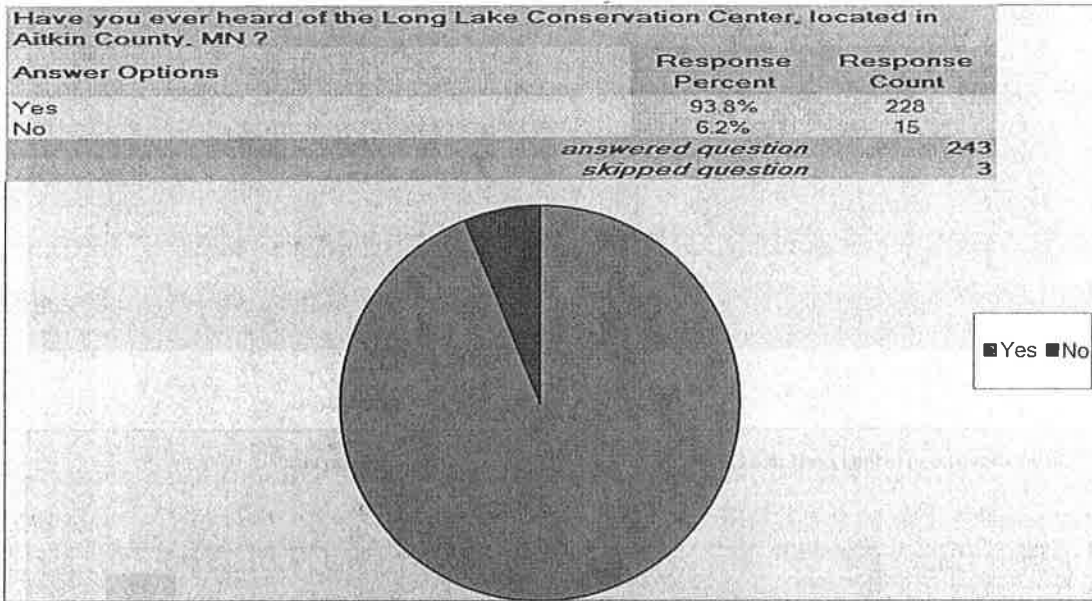


natural resources... and insuring the conservation and preservation of natural resources for the use and enjoyment of present and future generations." Jeffers seeks opportunities to work with individuals, both educators and others, who have an interest in environmental education (EE). They work with schools at all levels to develop and share programs aimed at helping students learn sound principles of environmental stewardship. Jeffers seeks to produce programs and products aimed at making the generalist teacher more comfortable in teaching EE stewardship principles. They also seek meaningful partnerships with others of common interests, the synergy of like minds and diverse means. Recommendations include:

- Build and maintain a stronger relationship with the Jeffers Foundation
- Take full advantage of the free support materials for teachers and schools
- A representative from Jeffers is available to talk about the benefits of outdoor learning to teachers, school boards, civic groups, county boards, parents and superintendents – This is all offered free of charge.
- Become active with [www.familiesoutdoors.org](http://www.familiesoutdoors.org) – another free service of the Jeffers Foundation that encourages and promotes family togetherness, healthy lifestyle and environmental learning and stewardship.

# Appendix A – Online Survey Raw Data

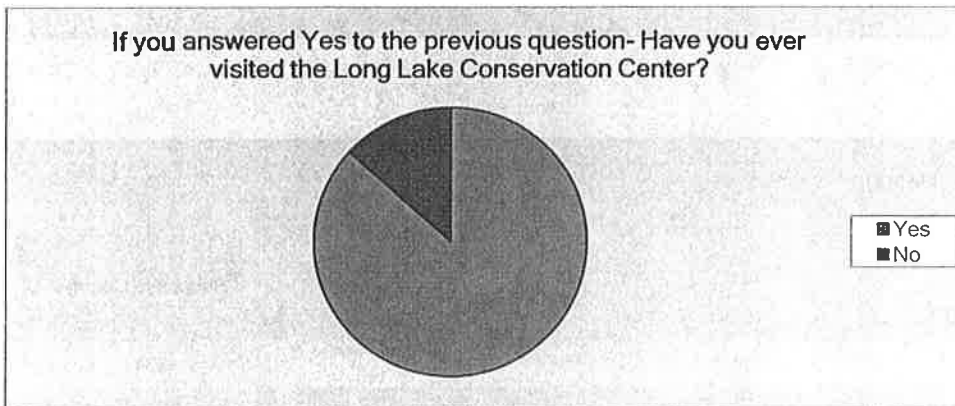
## On-line Survey – Question #1



## Question #2

If you answered "Yes" to the previous question- Have you ever visited the Long Lake Conservation Center?

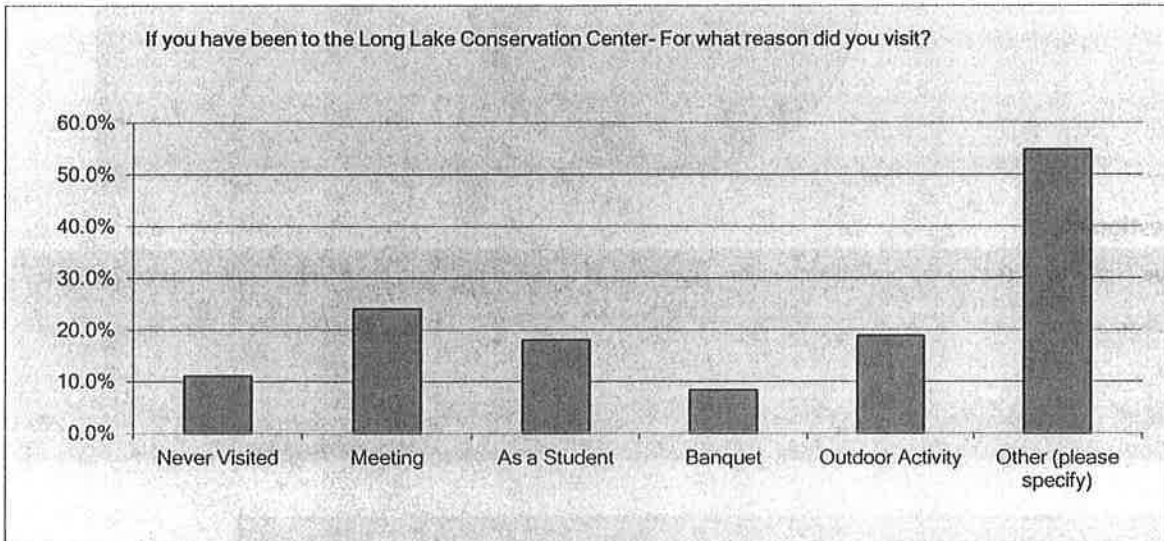
Answer Options	Response Percent	Response Count	
Yes	86.6%	200	
No	13.4%	31	
		<i>answered question</i>	231
		<i>skipped question</i>	15



### Question #3

If you have been to the Long Lake Conservation Center- For what reason did you visit?

Answer Options	Response Percent	Response Count
Never Visited	11.0%	25
Meeting	24.1%	55
As a Student	18.0%	41
Banquet	8.3%	19
Outdoor Activity	18.9%	43
Other (please specify)	54.8%	125
<i>answered question</i>		228
<i>skipped question</i>		18



### Question #4

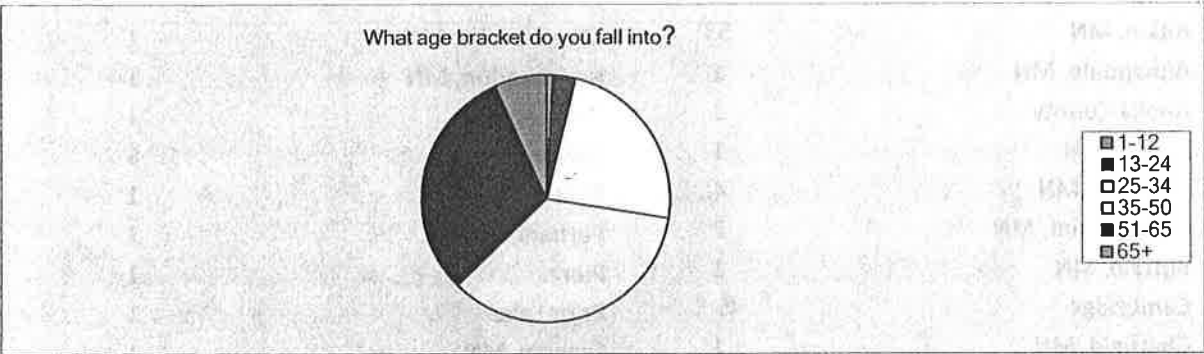
What community do you reside in?

Answer Options	Response Count
	234
<i>answered question</i>	234
<i>skipped question</i>	12

Aitkin, MN	53	Minnewasha, MN	1
Annandale, MN	1	New London, MN	1
Anoka County	2	Omaha, NE	1
Anoka, MN	1	Palisade, MN	8
Brainerd, MN	4	Pensacola, FL	1
Breezy Point, MN	2	Perham, MN	1
Buffalo, MN	1	Pierz	1
Cambridge	5	Prior Lake	1
Chatfield, MN	1	Scandia, MN	1
Crosby	1	Shorewood, MN	1
Crow Wing County	1	St. Michaels	1
Crow Wing, MN	1	Stearns County	1
Deerwood, MN	1	Steven's Point, WI	1
Duluth MN	2	Tamarack	1
Fairfax, VA	1	Waconia, MN	1
Grand Rapids, MN	13	Waseca, MN	1
Isle, MN	3	Wealthwood	1
Koochiching County	1	White Bear Lake	1
Lawler, MN	1	Wisconsin	1
Lino Lakes, MN	1	Worthington, MN	1
Little Falls, MN	1		
Malmo, MN	1		
McGrath, MN	1		
McGregor	2		
Minneapolis	3		

#### Question #5

What age bracket do you fall into?		
Answer Options	Response Percent	Response Count
1-12	0.8%	2
13-24	3.0%	7
25-34	23.7%	56
35-50	35.2%	83
51-65	30.5%	72
65+	6.8%	16
	<i>answered question</i>	236
	<i>skipped question</i>	10



Question #6

How important do you feel the Long Lake Conservation Center is to Aitkin County?

Answer Options	Very Unimportant	Unimportant	Neutral	Important	Very Important	Rating Average	Response Count
Your Rating:	18	4	27	68	119	4.13	236
						<i>answered question</i>	236
						<i>skipped question</i>	11

Question #7

What other activities/events would you like to see at the facility?

Answer Options	Response Count
	142
	<i>answered question</i> 142
	<i>skipped question</i> 104

Retreats, Receptions, Wedding	6
We love it the way it is	72
Great Staff	25
More Adult Programs	15
More Day Camp Opportunities	21
No Suggestions	3

Question #8

Is there anything else you would like us to know about the Long Lake Conservation Center?

Answer Options	Response Count
	118
<i>answered question</i>	118
<i>skipped question</i>	128

No	21
Keep it going!	35
Great Place	37
Where is it?	12
Great staff	13

## Appendix B: Aitkin County Demographics

*\*Collected from the Aitkin county website at [www.co.aitkin.mn.us/](http://www.co.aitkin.mn.us/)*

### Aitkin County, Minnesota

People Quick Facts	Aitkin County	Minnesota
<b>i</b> Population, 2011 estimate	NA	5,344,861
<b>i</b> Population, 2010	16,202	5,303,925
<b>i</b> Population, percent change, 2000 to 2010	5.9%	7.8%
<b>i</b> Population, 2000	15,301	4,919,479
<b>i</b> Persons under 5 years, percent, 2010	4.8%	6.7%
<b>i</b> Persons under 18 years, percent, 2010	18.0%	24.2%
<b>i</b> Persons 65 years and over, percent, 2010	27.2%	12.9%
<b>i</b> Female persons, percent, 2010	49.4%	50.4%
<hr/>		
<b>i</b> White persons, percent, 2010 (a)	95.6%	85.3%
<b>i</b> Black persons, percent, 2010 (a)	0.4%	5.2%
<b>i</b> American Indian and Alaska Native persons, percent, 2010 (a)	2.4%	1.1%
<b>i</b> Asian persons, percent, 2010 (a)	0.2%	4.0%
<b>i</b> Native Hawaiian and Other Pacific Islander, percent, 2010 (a)	Z	0.0%
<b>i</b> Persons reporting two or more races, percent, 2010	1.3%	2.4%
<b>i</b> Persons of Hispanic or Latino origin, percent, 2010 (b)	0.9%	4.7%
<b>i</b> White persons not Hispanic, percent, 2010	95.0%	83.1%
<hr/>		
<b>i</b> Living in same house 1 year & over, 2006-2010	90.8%	85.5%
<b>i</b> Foreign born persons, percent, 2006-2010	1.1%	7.0%
<b>i</b> Language other than English spoken at home, pct age 5+, 2006-2010	3.2%	10.3%



High school graduates, percent of persons age 25+, 2006-2010	88.1%	91.3%
Bachelor's degree or higher, pct of persons age 25+, 2006-2010	14.4%	31.4%
Veterans, 2006-2010	2,367	395,262
Mean travel time to work (minutes), workers age 16+, 2006-2010	24.8	22.4
Housing units, 2010	16,029	2,347,201
Homeownership rate, 2006-2010	81.1%	74.2%
Housing units in multi-unit structures, percent, 2006-2010	4.9%	21.5%
Median value of owner-occupied housing units, 2006-2010	\$177,900	\$206,200
Households, 2006-2010	7,903	2,085,917
Persons per household, 2006-2010	2.05	2.45
Per capita money income in past 12 months (2010 dollars) 2006-2010	\$22,966	\$29,582
Median household income 2006-2010	\$40,226	\$57,243
Persons below poverty level, percent, 2006-2010	13.5%	10.6%

Business Quick Facts	Aitkin County	Minnesota
Private nonfarm establishments, 2009	430	146,453 <sup>2</sup>
Private nonfarm employment, 2009	3,128	2,417,174 <sup>2</sup>
Private nonfarm employment, percent change 2000-2009	-2.0%	0.9% <sup>2</sup>
Non-employer establishments, 2009	1,104	362,739

Manufacturers shipments, 2007 (\$1000)	0 <sup>1</sup>	107,563,060
Merchant wholesaler sales, 2007 (\$1000)	53,507	82,878,056
Retail sales, 2007 (\$1000)	147,509	71,384,103
Retail sales per capita, 2007	\$9,211	\$13,751
Accommodation and food services sales, 2007 (\$1000)	19,708	10,423,660
Building permits, 2010	112	9,840
Federal spending, 2009	176,837	44,338,124 <sup>2</sup>

Geography Quick Facts	Aitkin County	Minnesota
Land area in square miles, 2010	1,821.66	79,626.74
Persons per square mile, 2010	8.9	66.6
FIPS Code	001	27
Metropolitan or Micropolitan Statistical Area	None	



## Reference

Gerber, Michael E. (1995), *The E-Myth Revisited*, (2<sup>nd</sup> Edition) Harper Collins Publications, Inc.



**PROPOSAL FOR  
LONG LAKE CONSERVATION CENTER (LLCC) MARKETING PROJECT – PHASE II  
AITKIN COUNTY**

**Date of Submission:** August 16, 2012

**Proposal Submitted by:**



Maven Perspectives LLC  
PO Box 612, Grand Rapids, MN 55744  
218.259.1215, [paula@mavenperspectives.com](mailto:paula@mavenperspectives.com)  
[www.mavenperspectives.com](http://www.mavenperspectives.com)

This proposal is intended to reflect and build upon the work completed and recommendations made during Phase I of the Long Lake Conservation Center Project. The Long Lake Conservation Center Marketing Report was submitted to Aitkin County on August 14, 2012.

The goal of Phase II is to ensure that the Long Lake Conservation Center is poised and ready to begin implementation of key marketing and communications endeavors resulting in a viable and recognized service to the communities within the greater Aitkin County area. It will accomplish the following:

- Updated mission, name, and logo built by/with and for community partners
- Modified programming that reflects the new ideals and direction while promoting lean operations that create time for staff and partners to focus on new client markets and expanded programming opportunities
- Contact listing for potential new users of LLCC
- Increased online presence for LLCC
- Corresponding staff training and LLCC board member recruitment and fundraising planning
- Relationships built with philanthropic organizations that support the mission and goals of LLCC
- A marketing/communications implementation timeline and budget correlated to the ideals and direction of the new mission

## **Services Provided**

Maven Perspectives LLC will provide the services defined below for the AITKIN COUNTY LONG LAKE CONSERVATION CENTER PROJECT Phase II.

### **Facilitation and Funding Services:**

We will:

- Explore partnership and funding opportunities and submit to LLCC.
- Prepare for and conduct facilitated work session for mission, name and logo review. (may bring in facilitator from Blandin Foundation)
- Establish a marketing/communications implementation timeline.

### **Capacity Building & Client Relations Services**

We will:

- Compile a new market segments contact list by contacting potential clients to determine expectations for meals, lodging, meeting space, and programming, etc.
- Recommend service and programming modifications to LLCC staff to ensure lean in-house operations and high impact related to refined mission.
- Assist Long Lake Conservation Foundation with establishment of a board member recruitment and activity plan.
- Respond to clients via email and phone and participate in meetings, as requested, including meetings with LLCC teams and/or business/client organizations, County Board meetings and work sessions as deemed appropriate.

### **Marketing and Training Services:**

We will:

- Create a staff training plan for social media and website management in conjunction with Aitkin County and utilizing in-County organizations where possible.
- Create printed materials budget based upon refined mission, name, and logo and submit to Aitkin County for fundraising and budgeting purposes.
- Explore costs associated with signage, billboards, radio, and television and create a budget for such submitting to Aitkin County for fundraising and budgeting purposes.



## Fee Proposal

Based on the scope of work as defined in this proposal, Maven Perspectives LLC offers the client a guarantee of quality work within the specified timeline and the following budget:

	Time and Talent	Travel -TBD	Outside vendors
Facilitation & Funding Services	\$7,000	\$TBD	\$0
Capacity Building & Client Relations Services	\$6,500	\$TBD	\$0
Marketing and Training Services	\$6,000	\$TBD	Costs will be billed directly
Estimated Project Total	\$19,500	\$ TBD	

- A not-to-exceed budget for travel and program materials will be established jointly with Aitkin County upon award of the project to Maven Perspectives LLC.
- Mileage is billed at the current IRS rate. Other travel related costs will be direct billed.
- Materials will be billed direct.
- Services will be billed monthly for services rendered during the previous month. Submitted invoices will detail services rendered with time spent, dates of services, and personnel handling said services with the fee for services clearly stated.



# Long Lake Conservation Center-Phase II

## Goal #1: Facilitation & Funding

Strategy #1 Collaboration & Planning				\$7,000
% Done	Action	Due By	Person(s) Responsible	Budget
0%	Explore partnership & funding opportunities & submit to LLCC	1-Sep-12	Paula & Jane	2500
0%	Prep for & conduct facilitated work session for mission, name & logo review	Sept/Oct 12	Paula & Jane	3500
0%	Establish marketing/ communications implementation timeline	12-Oct-12	Paula & Jane	1000

## Goal #2: Capacity Building

Strategy #1 Capacity Building and Client Relations				\$ 6,500
% Done	Action	Due By	Person(s) Responsible	Budget
0%	Provideservice & programming modifications for lean operations & high impact	Sept/Oct 12	Paula	1000
0%	Respond to clients via email & phone, Prepare for & attend relevant meetings	On-going	Paula &/or Jane	2000
0%	Compile a new market segments contact list	Sept/Oct 12	Jane	2500
0%	Assist LLCF with board member recruitment plan	Sept/Oct 12	Paula	1000

Strategy #2 Marketing & Training				\$6,000
% Done	Action	Due By	Person(s) Responsible	Budget
0%	Create budget for printed materials updating	Sept/Oct 12	Jane & Paula	2000
0%	Create staff training plan for social media & website management	Sept/Oct 12	Paula	1000
0%	Prepare budget for signage, billboards, radio, television	Sept/Oct 12	Jane & Paula	2000

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



To: Chairperson, Aitkin County Board of Commissioners Date: 8/22/2012

Via: Patrick Wussow, County Administrator

From: Steve Bennett - IT

Title of Item:

Mobile Recording System

Requested Meeting Date: 8/28/2012 Estimated Presentation Time: 10 minutes

Presenter: Steve Bennett

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

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

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

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

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

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



**Supporting Attachment(s)**

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

**Provide (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.**

# Memo

**To:** Patrick Wussow  
**From:** Steve Bennett - IT  
**Date:** 8/22/2012  
**Re:** Mobile Recording System

---

Attached find the cost estimate for a mobile recording system. This system can be used to deliver sound at a remote Board meeting as well as to record the proceedings.

The system has six gooseneck table microphones plus a wired microphone connected to a mobile lectern. An audio mixer receives input from the microphones and sends output to the recording device and to the amplified speakers which provides sound to the audience. A mobile case with casters houses the equipment.

The system is capable of expansion in the future – wireless components, additional speakers, integral PC.

Existing equipment – laptop, recording software, speaker cables – will be utilized in addition to the purchased items.

## Mobile Recording System

<u>Item</u>	<u>Description</u>	<u>Quantity</u>	<u>Cost/Each</u>	<u>Total</u>
Audio Mixer	AudioBox1818 VSL	1	\$499.95	\$499.95
Microphone	Shure MX412	7	\$254.75	\$1,783.25
Mic Cable	GSL Audio Patch Cord - 12'	6	\$12.99	\$77.94
Mic Cable	GSL Audio Patch Cord - 25'	1	\$14.99	\$14.99
Surge Protector	Cyberpower CPS-1212RM	1	\$38.24	\$38.24
Speaker	Roland Cube Monitor/PA	2	\$219.00	\$438.00
Extension Cord	16AWG Power Cord - 25'	2	\$16.74	\$33.48
Case	Gator G-Tour Rack Road Case	1	\$539.99	\$539.99
Lectern	K-Log Mobile Podium	1	\$244.00	\$244.00
Misc	Hardware, Foam Packing	1	\$100.00	\$100.00
				\$3,769.84
	Shipping - est			\$40.00
	Tax			\$259.18
<b>Total</b>				<b>\$4,069.02</b>



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 8-17-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Lakes & Pines Board of Director's Annual Meeting

Requested Meeting Date: 8-28-12      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) Invitation

**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

**Patrick Wussow, County Administrator**

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

TO: County Commissioners  
FROM: Sue Bingham, Administrative Assistant  
DATE: August 17, 2012  
RE: Lakes & Pines Board of Director's Annual Meeting

The Lakes & Pines Board of Director's Annual Meeting is scheduled for Monday, October 1, 2012. The invitation/agenda is attached.

Please review the attached information and let me know if you plan to attend. Commissioner Niemi has indicated he will be attending. I will RSVP for all who attend.

The deadline is September 14, 2012.

Thank you.

# *Lakes and Pines Community Action Council, Inc.*



## *Annual Board Meeting*

### *Celebrating 47 Years*

*Monday, October 1, 2012*

*5:00pm: Registration and Fellowship*

*5:30pm: Dinner (Reservation Required)*

*6:00pm: Entertainment: Tim Gabrielson, Comic Magician*

*7:00pm: Official Board Meeting with Award Ceremony*

*Silent Auction held throughout the evening.*

*Bowe's*

*118 Railroad Avenue NE*

*Mora, MN 55051*

*RSVP by September 14, 2012*

*Lakes and Pines CAC, Inc.*

*1700 Maple Avenue East*

*Mora, MN 55051*

*320-679-1800 800-832-6082*

*lap@lakesandpines.org*

*Registration Card Enclosed.*

*Sorry, late registrations cannot be accepted.*

*Partnering to End Poverty*

*Serving: Aitkin, Carlton, Chisago, Isanti, Kanabec, Mille Lacs and Pine Counties*

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 8-17-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

AMC Fall Policy Committee Meetings

Requested Meeting Date: 8-28-12      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)
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- 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) Tentative agenda, lodging information

**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

**Patrick Wussow, County Administrator**

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

TO: County Commissioners  
FROM: Sue Bingham, Administrative Assistant  
DATE: August 17, 2012  
RE: AMC Fall Policy Committee Meetings

The AMC Fall Policy Committee Meetings are scheduled for Thursday, September 27<sup>th</sup> and Friday, September 28<sup>th</sup> at Cragun's on Gull Lake, Brainerd. A tentative agenda is attached.

Please review the attached information and let me know if you plan to attend. I will register you for the meetings. The deadline for preferred lodging is August 29.

Thank you.



## Fall Policy Committee Meetings

### September 27 – 28, 2012 | Cragun's on Gull Lake, Brainerd

\*You are responsible for making your own [lodging reservations](#). Preferred lodging held until August 29, 2012. Please see [required Cragun's Reservation form](#) for details. Visit [www.craguns.com](http://www.craguns.com) for directions.

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**Meeting Fee: \$75 per attendee. [Register](#) for the meeting online today.**

#### Tentative Agenda

#### Thursday, September 27, 2012

- 10:00 a.m. – 12:00 p.m. **Indian Affairs Task Force  
Rural Affairs Advisory Committee**
- 12:30 p.m. **Registration Begins**
- 1:00 – 2:30 p.m. **General Session**  
The AMC Executive Committee will provide membership updates, including plans for continuing work on the MAGIC Act, as well as defining priorities for the next legislative session.
- 2:30 – 4:30 p.m. **Policy Committee Meetings Begin**
- Environment & Natural Resources
  - General Government
  - Health & Human Services
  - Public Safety
  - Transportation
- 5:00 p.m. **Social Time & Dinner**

#### Friday, September 28, 2012

- 7:30 a.m. **Breakfast Buffet**
- 8:30 – 11:30 a.m. **Policy Committee Meetings Continue**
- 11:30 a.m. **Adjourn**

**PREFERRED LODGING HELD UNTIL  
August 29, 2012**

(Room Rates honored after August 29 but  
room AVAILABILITY is NOT GUARANTEED)

**\$116.49 deposit required with reservation**

(Reservation will not be processed without deposit)

No deposit required with Voucher or Purchase Order

Name \_\_\_\_\_

Street \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone(\_\_\_\_\_) \_\_\_\_\_

Arrive /Depart Dates: \_\_\_\_\_ / \_\_\_\_\_ to \_\_\_\_\_ / \_\_\_\_\_

E-mail Address \_\_\_\_\_

**Please print clearly**

Confirmations will be sent to the above address.

(E-mail address will not be sold, but may be used for special offers by Cragun's)

Please do NOT send me e-mail specials from Cragun's

**SPECIAL REQUESTS:**

(i.e. Room Accessibility, Service Animal, Dietary, etc.)

Wheelchair Accessible  Limited Accessibility

Impaired Mobility  Impaired Vision  Hearing

Please Explain: \_\_\_\_\_

**INDICATE DEPOSIT METHOD OF PAYMENT**

Voucher/Purchase order Send with form.

Check (Send with form - Payable to Cragun's)

Credit Card (Card charged upon receipt of form)

Debit Card (Card charged upon receipt of form)

Upon check-in, the debit card will be charged for the remainder of your stay.

**Visa, MasterCard, American Express, Discover cards accepted**

\$ \_\_\_\_\_ Deposit amount to be charged to:

Card # \_\_\_\_\_ Exp / \_\_\_\_\_

Cardholder's Name: \_\_\_\_\_

**MAIL OR FAX FORM (No phone reservations)**

Cragun's Resort & Hotel on Gull Lake

11000 Craguns Drive, Brainerd, MN 56401

Fax Number: (218) 825-1995

Website: www.craguns.com

Questions? Email lbourassa@craguns.com

Guaranteed Check-In 5:00pm - Check-Out by 12:00 noon

**CRAGUN'S LODGING RESERVATION**

Association of Minnesota Counties – September 26 – 28, 2012

**ONE-NIGHT PACKAGE INCLUDES**

- Thursday nights' lodging
- MN sales tax

**\$116.49 per room per night single/double occupancy**

**SELECT LODGING TYPE:**

Please indicate room preference. Rooms assigned first come, first served.

**Fireplace Room:** Balcony overlooks Gull Lake, fireplace, refrigerator, microwave, coffeemaker two queens or one king (All non-smoking rooms)

**Poolside Room:** Patio or balcony level overlooks indoor pool, refrigerator, microwave, coffeemaker, 2 double beds. (All non-smoking rooms)

**Cabins:** 1-5 bedroom units outside the main lodge; with 1-3 bathrooms, kitchen facilities, separate living and dining area, deck overlooking Gull Lake. (Package rate applied per room, e.g. 2 bedroom cabin is twice \$116.49)

**EARLY ARRIVAL / STAYOVER:** (Based on availability)

I will be arriving **Wednesday** \$116.49 Per Night, Per Room Single or Double Occupancy. **Rate includes MN sales tax.**

I will also be staying **Friday** \$154.97 Per Night, Per Room Single or Double Occupancy. **Rate includes MN sales tax.**

**All Rooms are Non-Smoking  
\$300.00 charge for smoking anywhere inside**

**MEETINGS ONLY / NO LODGING**

I will not be staying overnight but attending activities on the following day(s):

Thursday  Friday

Facility usage fee is \$10.00 per day, service charge and sales tax included. No meals included.

**Entire prepayment must accompany this form.**

**ROOMMATE(S)**

**List names of people in room**

**CHILDREN RATES**

The per night rate for children 13 and older is \$16 per night, sales tax included. No meals included. Children 12 and under stay free – meals are extra.

Number of children: \_\_\_\_\_

Name and age of each child: \_\_\_\_\_

**GOLF INFORMATION & TEE TIMES**

To guarantee availability of tee times or to make Reservations at the Legacy Courses at Cragun's call 1-800-272-4867 ext. 8100 or (218) 825-2800.

**Cancellation/Refund Policy:**

1. Less than 30 days prior to arrival-NO DEPOSIT REFUND
2. At 30 days or more prior to arrival-REFUND less \$40 processing fee.
3. When using a Voucher or Purchase Order, Cancellation /Refund Policy will apply.

10920/MZ/JW

**CRAGUN'S HAS A NO PET POLICY  
And A No Jetskis / Waverunners Policy  
PRIOR NOTIFICATION OF  
CERTIFIED SERVICE ANIMALS REQUIRED**

**Complete 1 Form Per Person or Couple.  
Make A Copy Of This Form For Your Records.**

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 8-15-12

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 8-28-12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator or Bobbie Danielson, HR Manager

**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)
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- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

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




# AITKIN COUNTY HUMAN RESOURCES

---

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

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

To: County Commissioners  
From: Bobbie Danielson, HR Manager   
Date: August 14, 2012  
Subject: Personnel Committee Recommendations

The Personnel Committee met on August 14, 2012, and unanimously recommends refilling the following position:

**Long Lake Conservation Center**

1 part-time Instructor/Naturalist, Grade N, \$15.71 to \$17.19/hour starting. Wage scale maximum = \$28.31 per hour. Teacher licensed by the MN Department of Education preferred. This is a budgeted position, previously held by Marie Norman. Over the past 12 months (8/1/11 – 7/31/12, she worked 904.527 hours (includes holiday pay, personal, vacation, and sick leave hours used). Her last day was 8/14/2012.

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

**JOB TITLE: Instructor/Naturalist**

---

Reports to: Instruction Coordinator  
Classification: Class N  
FLSA: Non-exempt  
Union: No  
Supervision Exercised: Limited

Department: Land  
Site: Long Lake Conservation Center  
Section: Education  
Date: March 2000; Updated 2/22/05; Updated  
09/04/09

---

**JOB SUMMARY:** Under limited supervision, lead students, teachers and parents in conservation education programs and activities. Conducts programs for students and adults in environmental education and outdoor recreation. Oversees and cares for resident live animals.

**MAJOR JOB FUNCTIONS:** \*Duties that are essential to "getting the job done."

- \*1. Lead and teach participants in environmental education activities and outdoor recreation programs. (65%)
- \*2. Research and develop new curriculum. (10%)
- \*3. Oversee and care for resident live animals. (5%)
- \*4. Maintain educational equipment and helps maintain facilities. (10%)
- \*5. Conclude program activities by cleaning and storing all equipment. (5%)
- \*6. Maintain current first aid & CPR knowledge. (5%)

**ADDITIONAL RESPONSIBILITIES:**

- 1. Assist other departments when needed.
- 2. Attend environmental education workshops.
- 3. Provide supervision and training of Seasonal Naturalists to maintain efficient operation of the Center and to ensure the goals and objectives of the Center are met.

**EDUCATION, EXPERIENCE AND SKILLS REQUIRED:**

- 1. B.A. or B.S. degree in natural science, environmental education, recreation or related field.
- 2. Knowledge of curriculum and activities in the above fields, current educational techniques, laws and requirements of student and adult education.

3. Skills in teaching, public speaking, outdoor activities; first aid/CPR; using audio visual equipment; computers and other office equipment; and care/handling of live specimens.
4. Ability to:
  - \* Lead, instruct and evaluate programs and activities to carry out the objectives and goals of the Conservation Center.
  - \* Deal tactfully but firmly while supervising students.
  - \* Employ positive public relations both on and off the Conservation Center.
  - \* Communicate with co-workers, students and the general public.
  - \* Establish and maintain effective working relationship with co-workers, supervisors, students and the general public.
  - \* Create, evaluate, and update curriculum.
  - \* Issue and follow oral and written instructions.
  - \* Endure adverse weather conditions and hazardous and annoying insects.

**WORKING CONDITIONS/PHYSICAL REQUIREMENTS:**

This position requires both indoor office work using office equipment (computer, copy machines, etc.) and outdoor work. Enduring adverse weather conditions and hazardous and annoying insects.

Must possess the physical ability to hear, see, walk, talk, read, use hands, push, pull, lift, carry, stoop, bend over, twist, turn, stretch, etc. Have mental ability to figure, calculate, coordinate, tolerate, use good judgment.

**OTHER:**

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

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

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



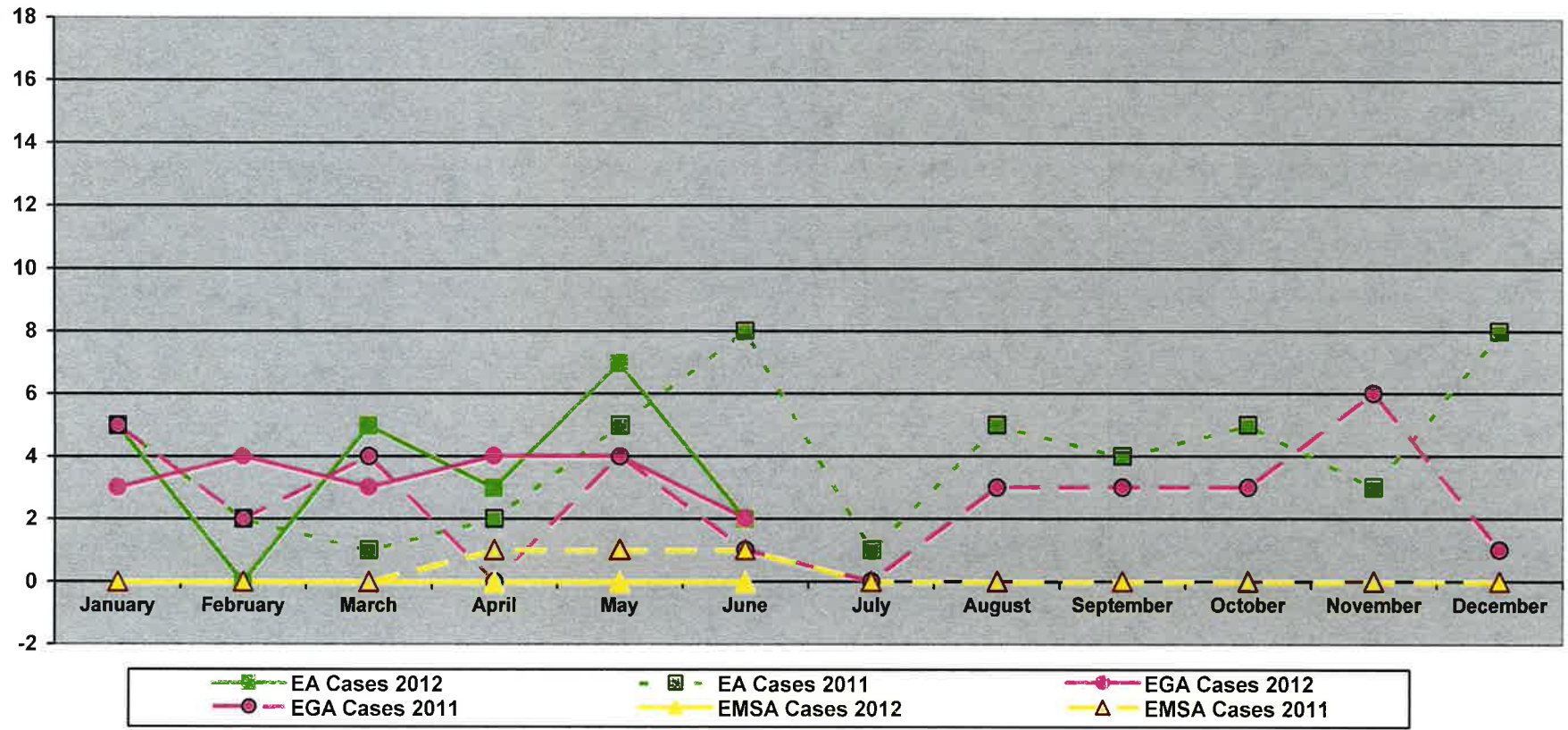
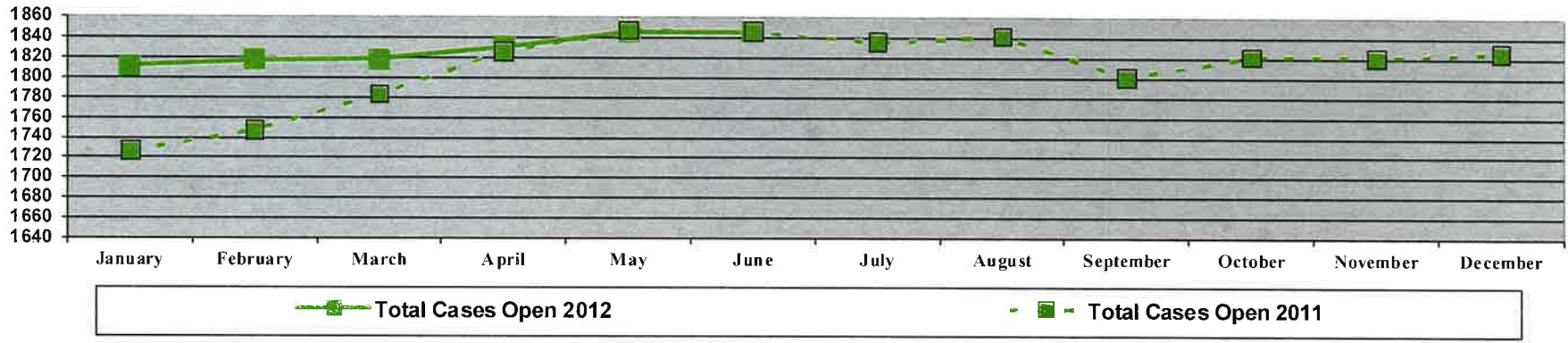
# INCOME MAINTENANCE CASELOAD STATISTICS

2011 - 2012+A2 Page # 2

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
GR - Cases - 2012	56	57	57	58	60	61							
GR - Cases - 2011	58	60	65	64	64	65	65	63	59	61	61	60	62
Food Support - Cases - 2012	917	923	930	930	939	926							
Food Support - Cases - 2011	834	861	868	881	891	889	894	920	865	887	891	911	883
DWP - 2012	16	10	12	13	15	16							
DWP - 2011	21	19	15	13	12	13	16	11	11	13	13	16	14
WB (Work Benefit) - 2012	27	25	36	20	25	21							
WB (Work Benefit) - 2011	27	22	31	19	20	23	30	32	36	41	41	32	30

# INCOME MAINTENANCE CASELOAD STATISTICS

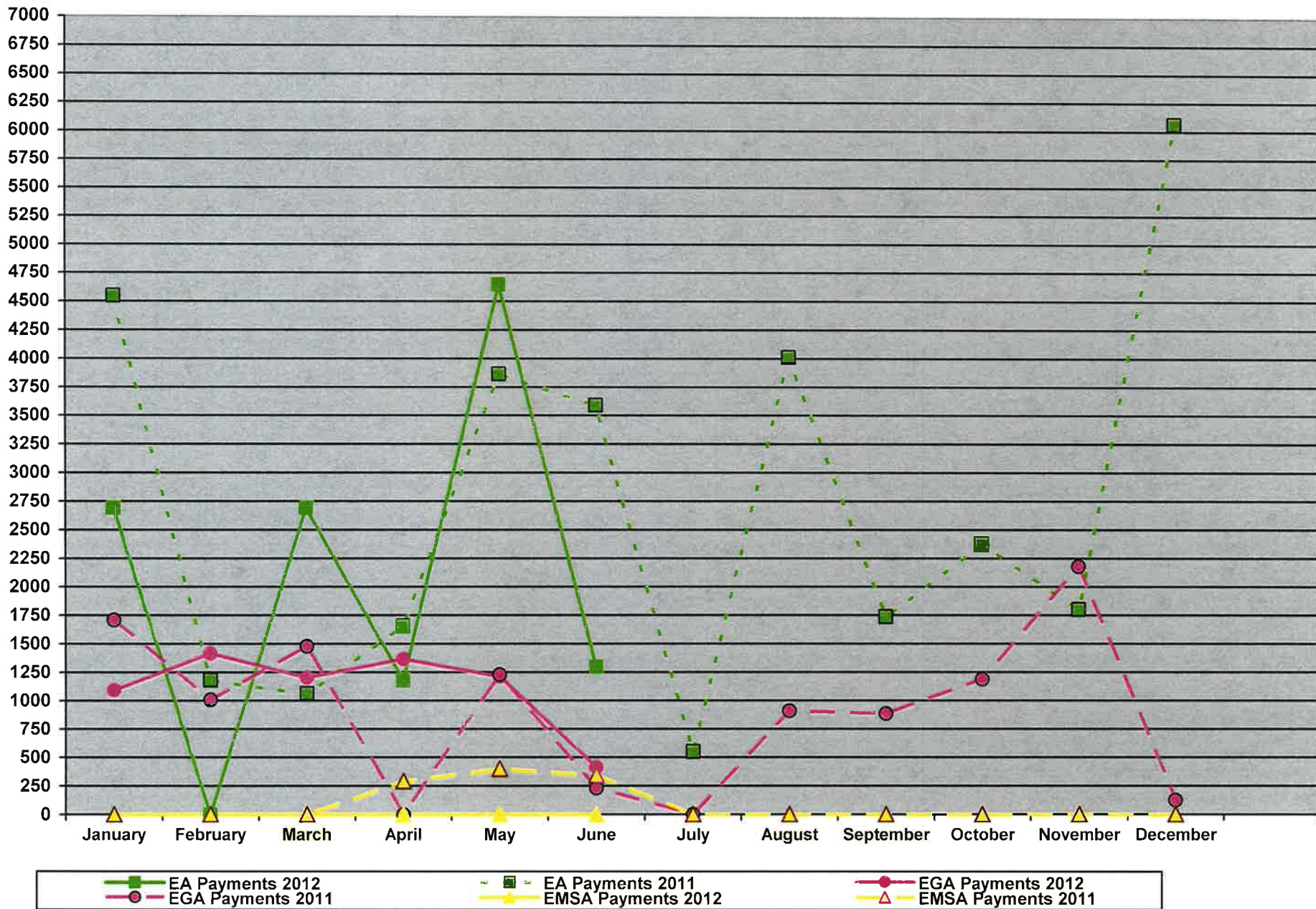
Chart 1





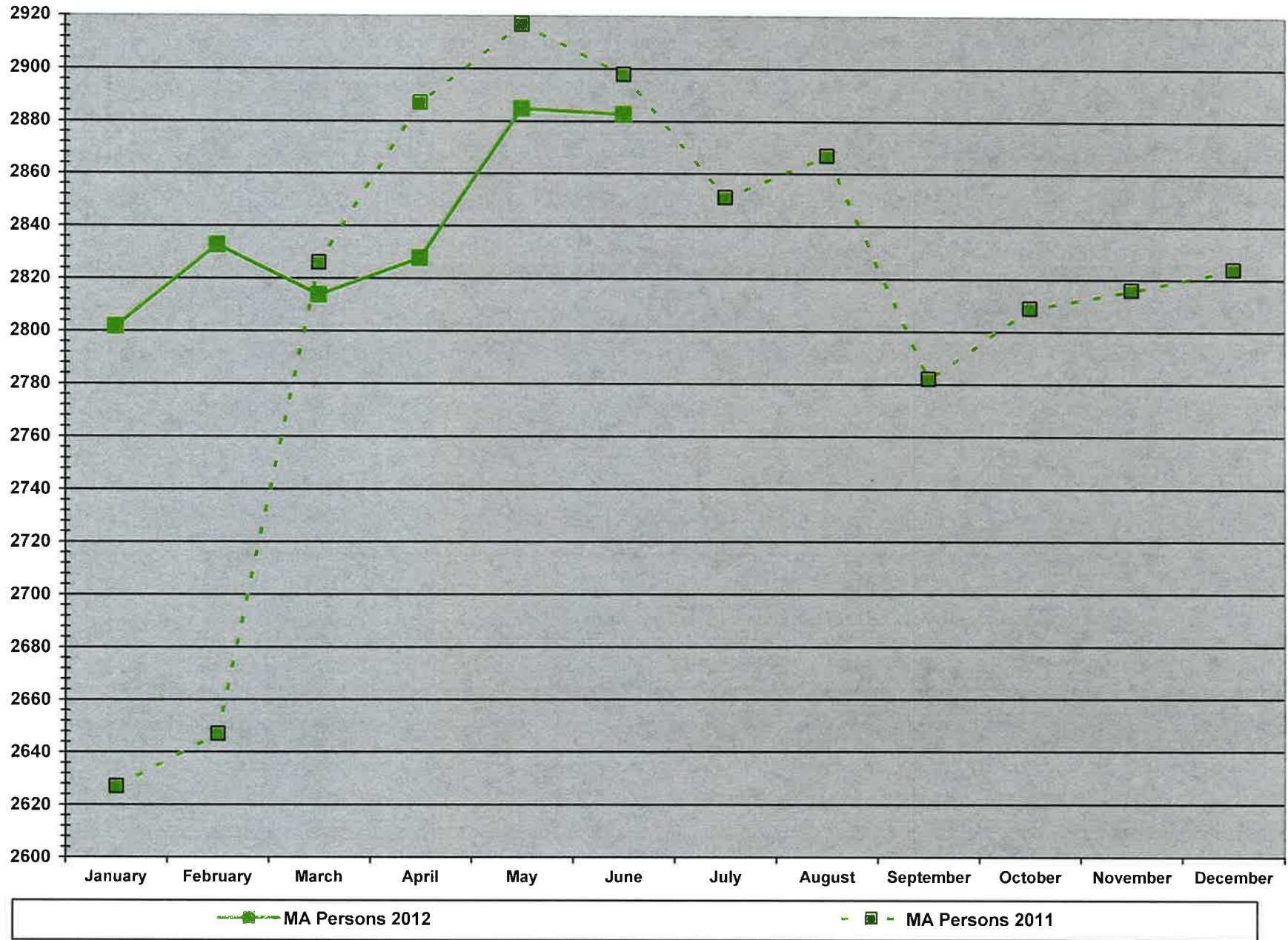
# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 2



# INCOME MAINTENANCE CASELOAD STATISTICS

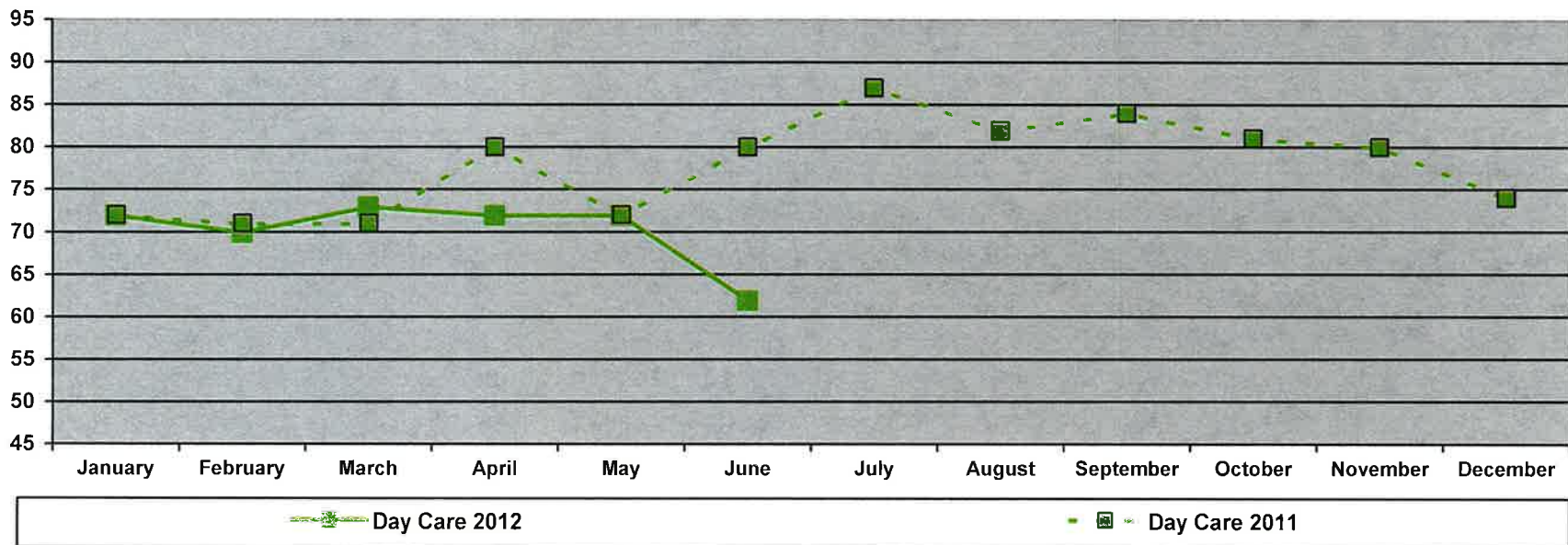
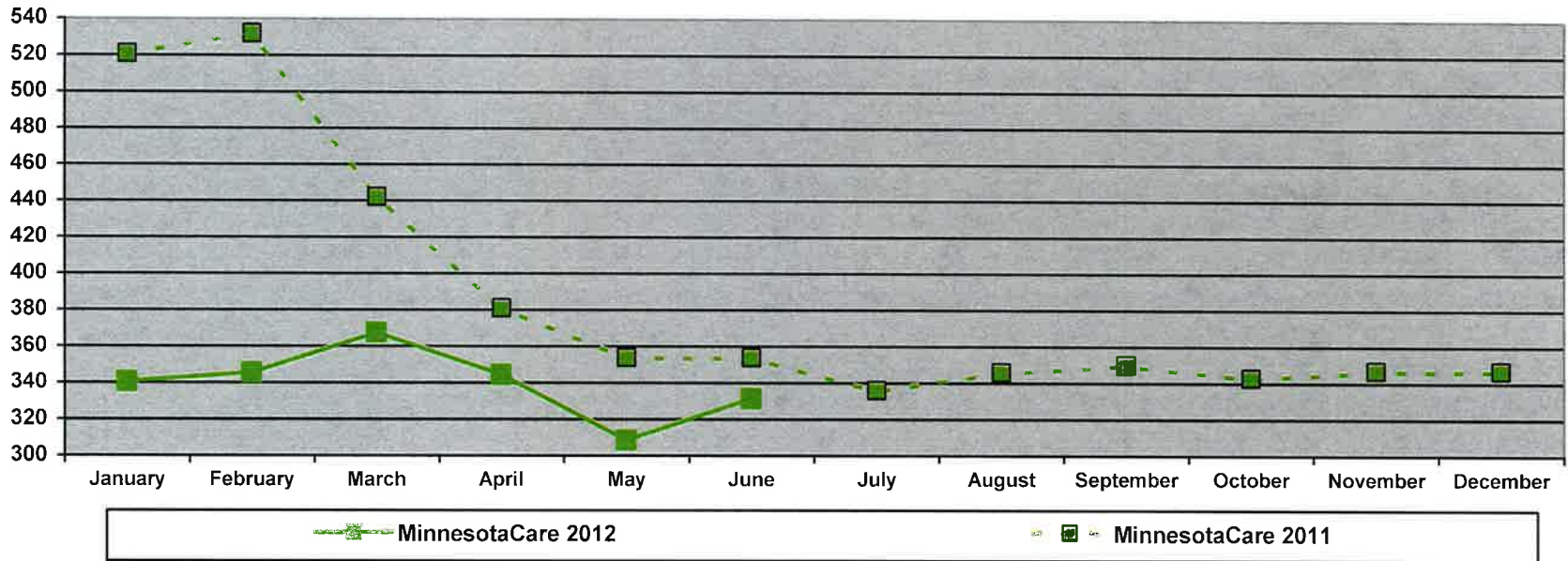
Chart 3





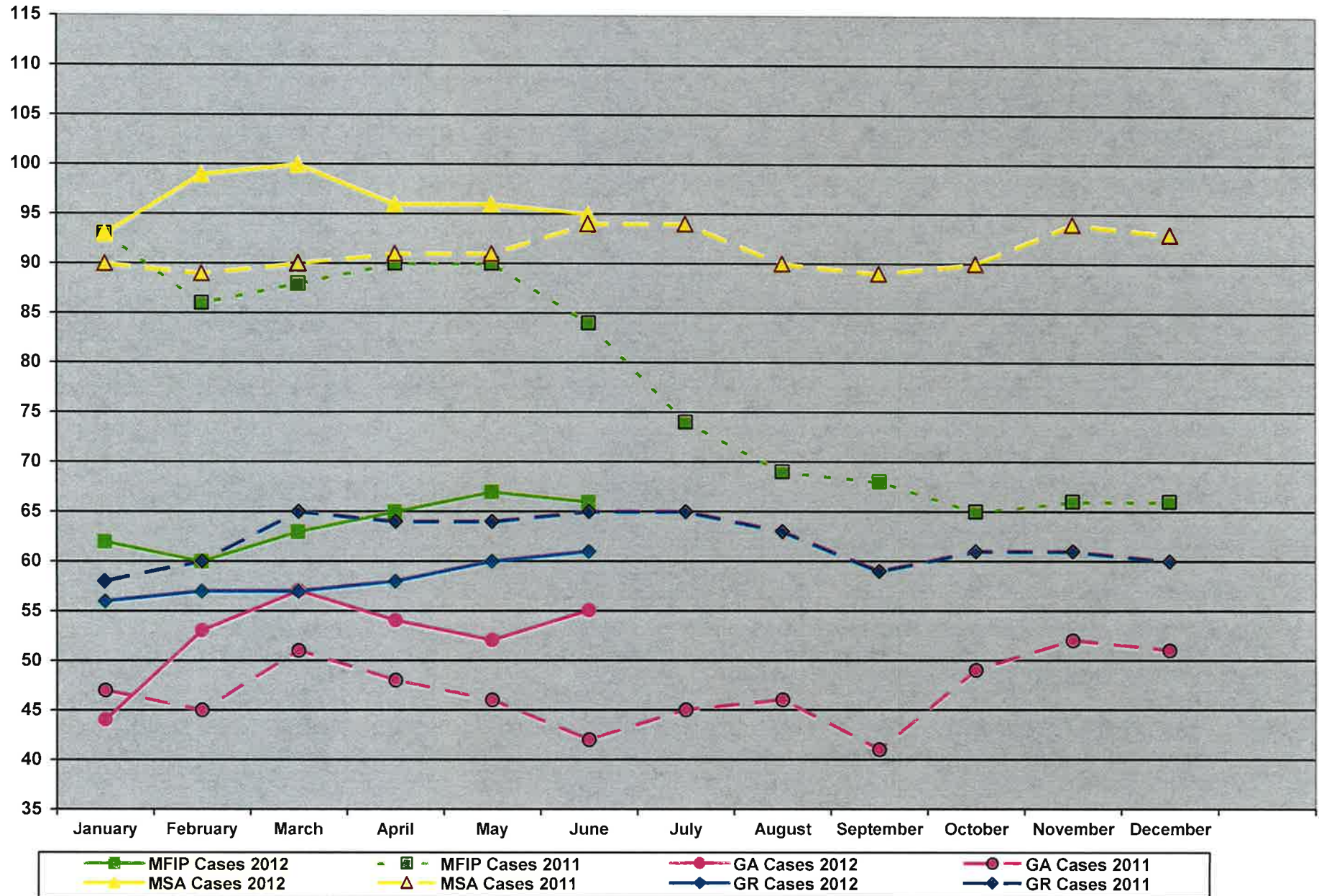
# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 4



# INCOME MAINTENANCE CASELOAD STATISTICS

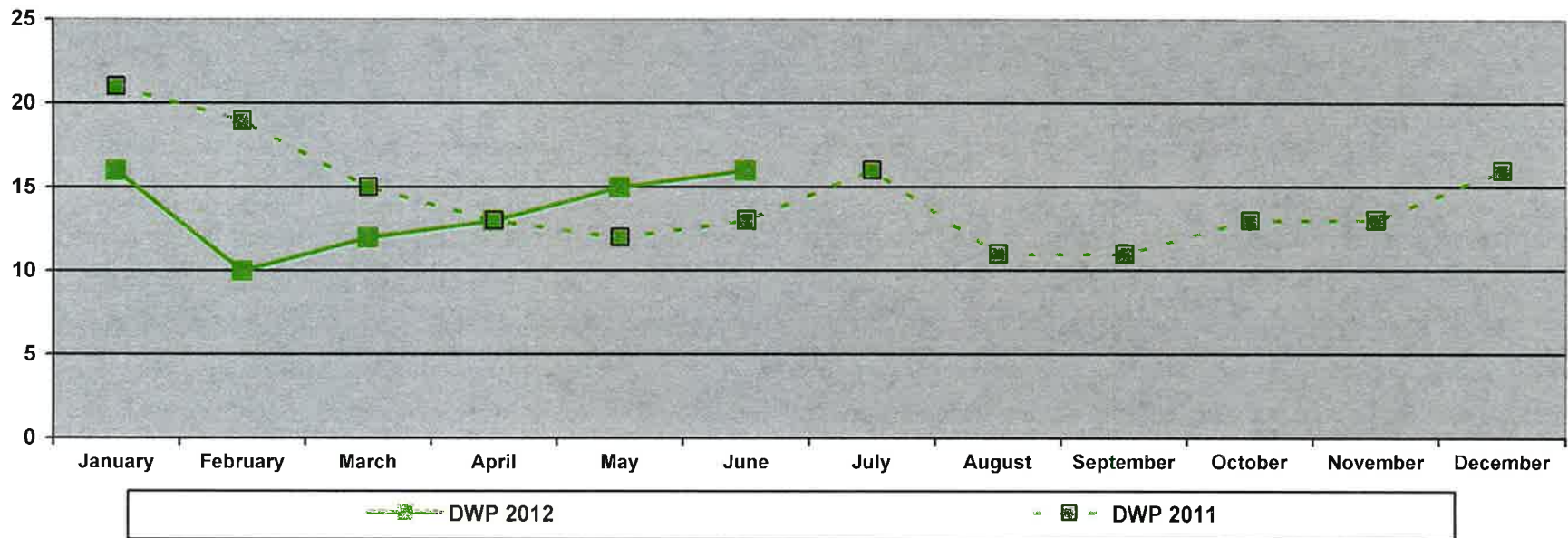
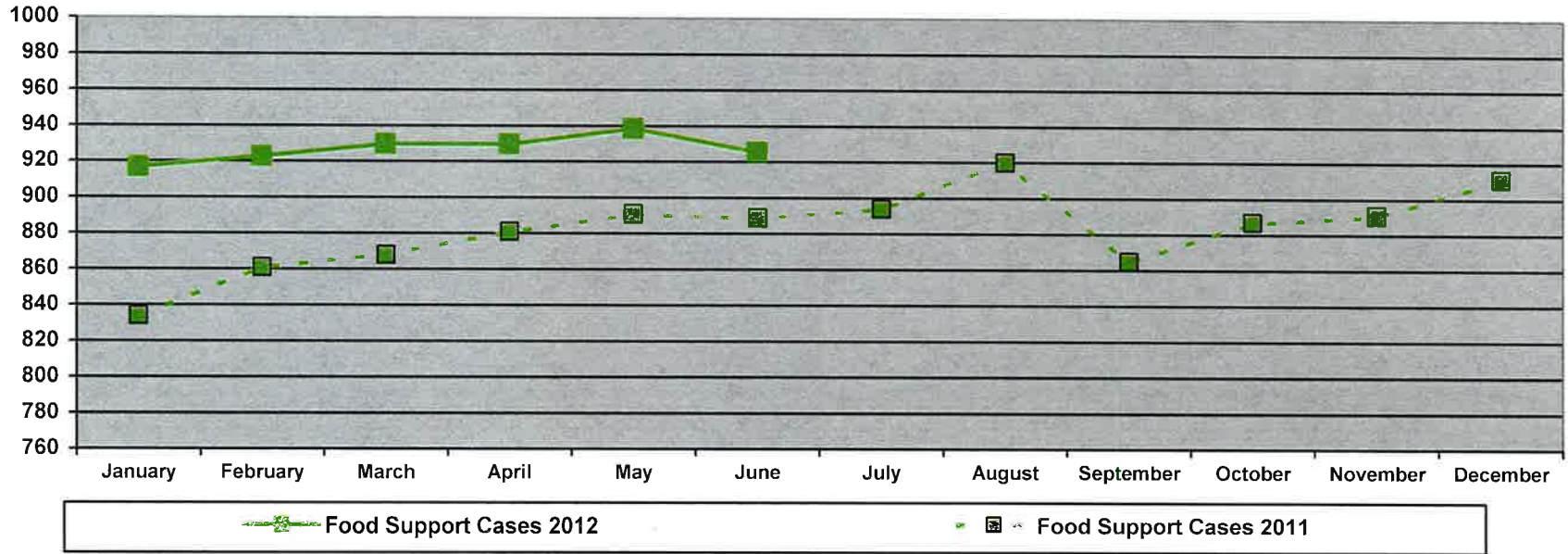
Chart 5





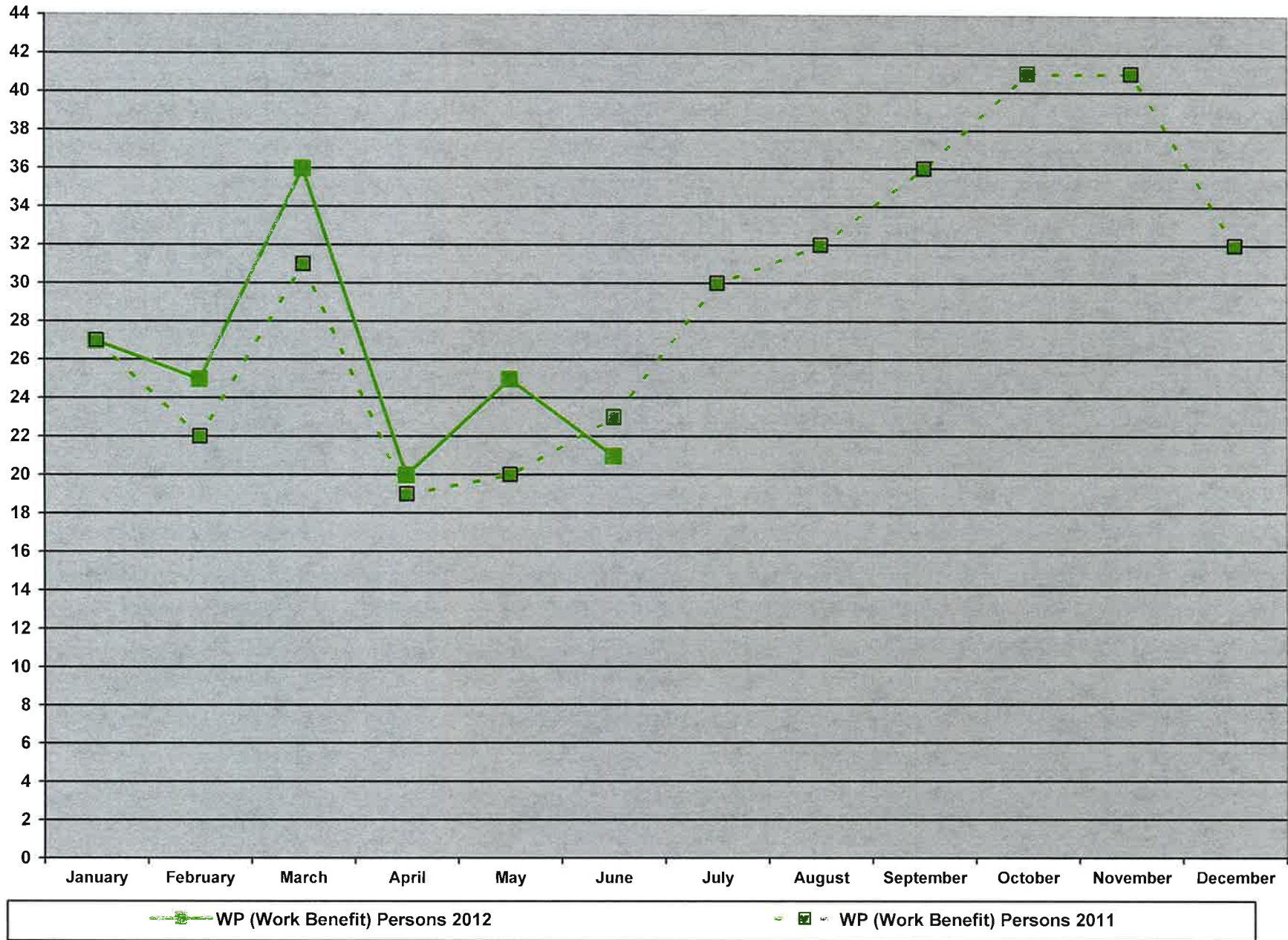
# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 6



# INCOME MAINTENANCE CASELOAD STATISTICS

Chart 7







# PUBLIC HEALTH CASELOAD STATISTICS

## Monthly Essential Local Activities Report

2011 - 2012 - Page # 2

	Staff	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg	Totals
<b>Injury Prevention</b>															
Car Seats Distributed - 2012	NL/EM	2	4	5	3	3	1								
Car Seats Distributed - 2011	NL/EM	3	1	6	9	0	4	4	1	3	4	0	2	3	37
<b>PREVENT THE SPREAD OF INFECTIOUS DISEASE</b>															
<b>Disease Prevention &amp; Control (DP&amp;C)</b>															
Office Visits (Blood Pressure Checks, Lice Checks, Temperature Checks, Ear Checks, Weight Checks, Hearing or Vision Checks) - 2012	JW	70	79	74	48	39	1								
Office Visits (Blood Pressure Checks, Lice Checks, Temperature Checks, Ear Checks, Weight Checks, Hearing or Vision Checks) - 2011	JW	125	109	98	93	87	3	2	4	2	1	1	0	44	525
<b>Immunizations</b>															
Childhood, Adult, Flu, H1N1, etc. - 2012	JW	20	1	7	3	5	0								
Childhood, Adult, Flu, H1N1, etc. - 2011	JW	6	3	1	2	8	0	0	0	598	855	204	17	141	1694
<b>PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS</b>															
Radon Kits Distributed - 2012	LP	1	1	2	0	No longer selling short/long term radon kits									
Radon Kits Distributed - 2011	LP	5	1	1	0	1	1	1	0	0	0	0	2	1	12
Lead Screenings - 2012	JW	1	1	0	0	0	0								
Lead Screenings - 2011	JW	0	0	0	0	0	0	0	0	4	0	0	0	0	4
<b>PREPARE FOR AND RESPOND TO DISASTERS AND ASSIST COMMUNITIES IN RECOVERY</b>															
Health Alerts - 2012	SR	0	1	0	0	0	0								
Health Alerts - 2011	SR	0	0	4	1	0	1	0	1	0	0	0	0	1	7
Health Advisories - 2012	SR	0	0	0	0	1	0								
Health Advisories - 2011	SR	1	3	0	0	1	2	1	2	0	0	0	0	1	10
Exercises - 2012	SR	0	3	0	0	0	0								
Exercises - 2011	SR	0	0	1	2	3	2	0	0	1	5	1	1	1	16
<b>ASSURE THE QUALITY OF ACCESSIBLE HEALTH SERVICES</b>															
Community Based Services (CBS) Caseload -2012	JP	175	176	176	176	183	183								
Community Based Services (CBS) Caseload -2011	JP	187	186	187	187	185	187	183	180	175	175	174	174	182	
CBS Billable Units - 2012	JP	1134	1087	1170	1031	1353	1097								
CBS Billable Units - 2011	JP	1084	1174	1242	1326	1160	1304	1261	1004	1023	1036	954	1148	1143	

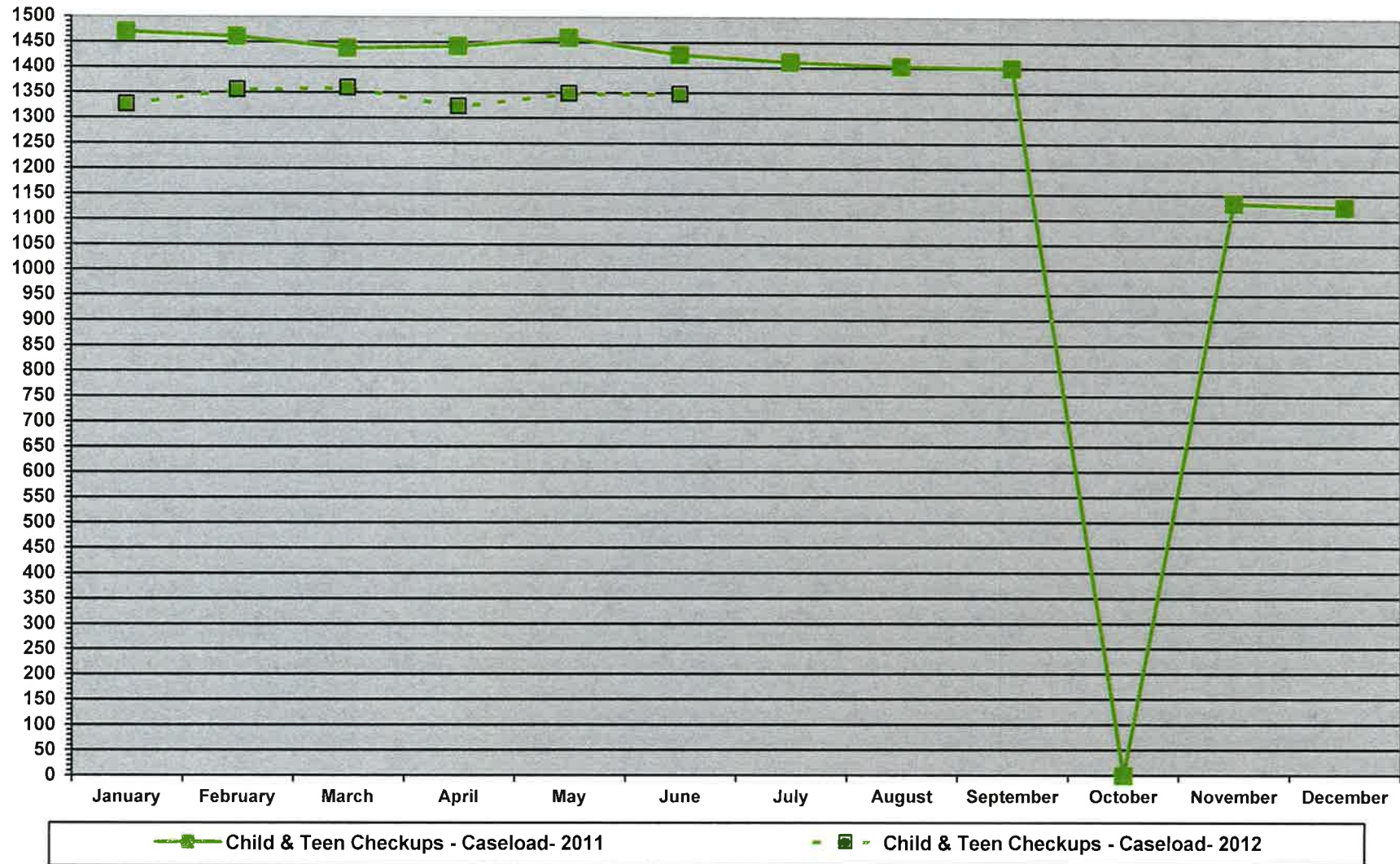


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 1

### Child & Teen Checkups (C&TC) Outreach - Caseloads





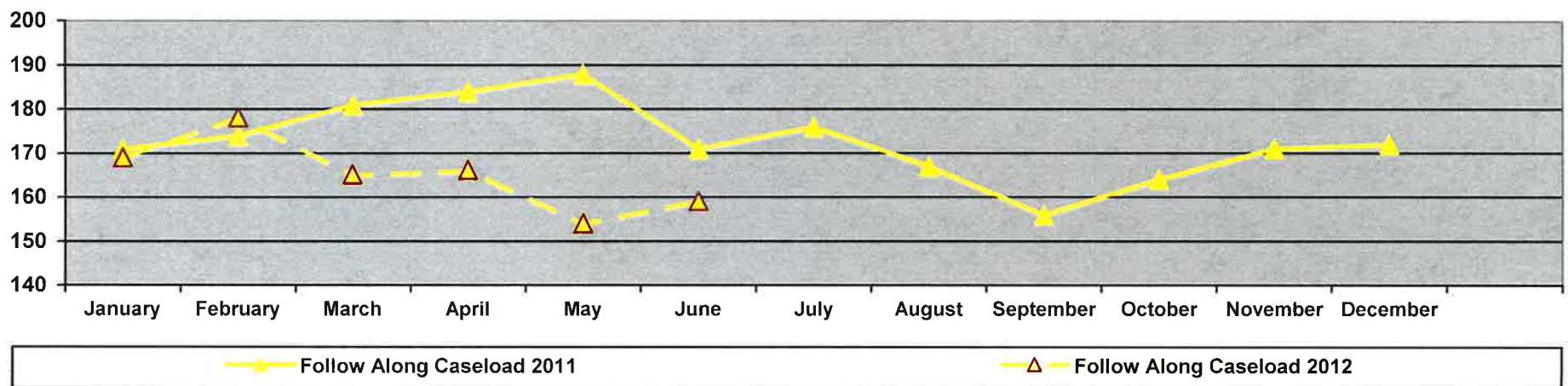
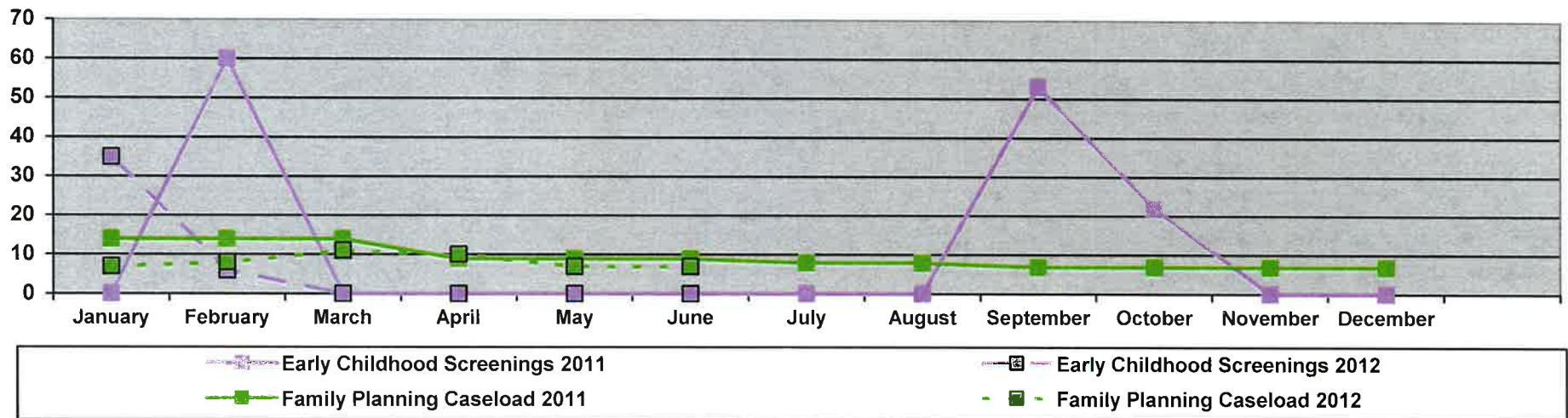
# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 2

## Family Health

Early Childhood Screening (ECS) / Family Planning / Follow Along



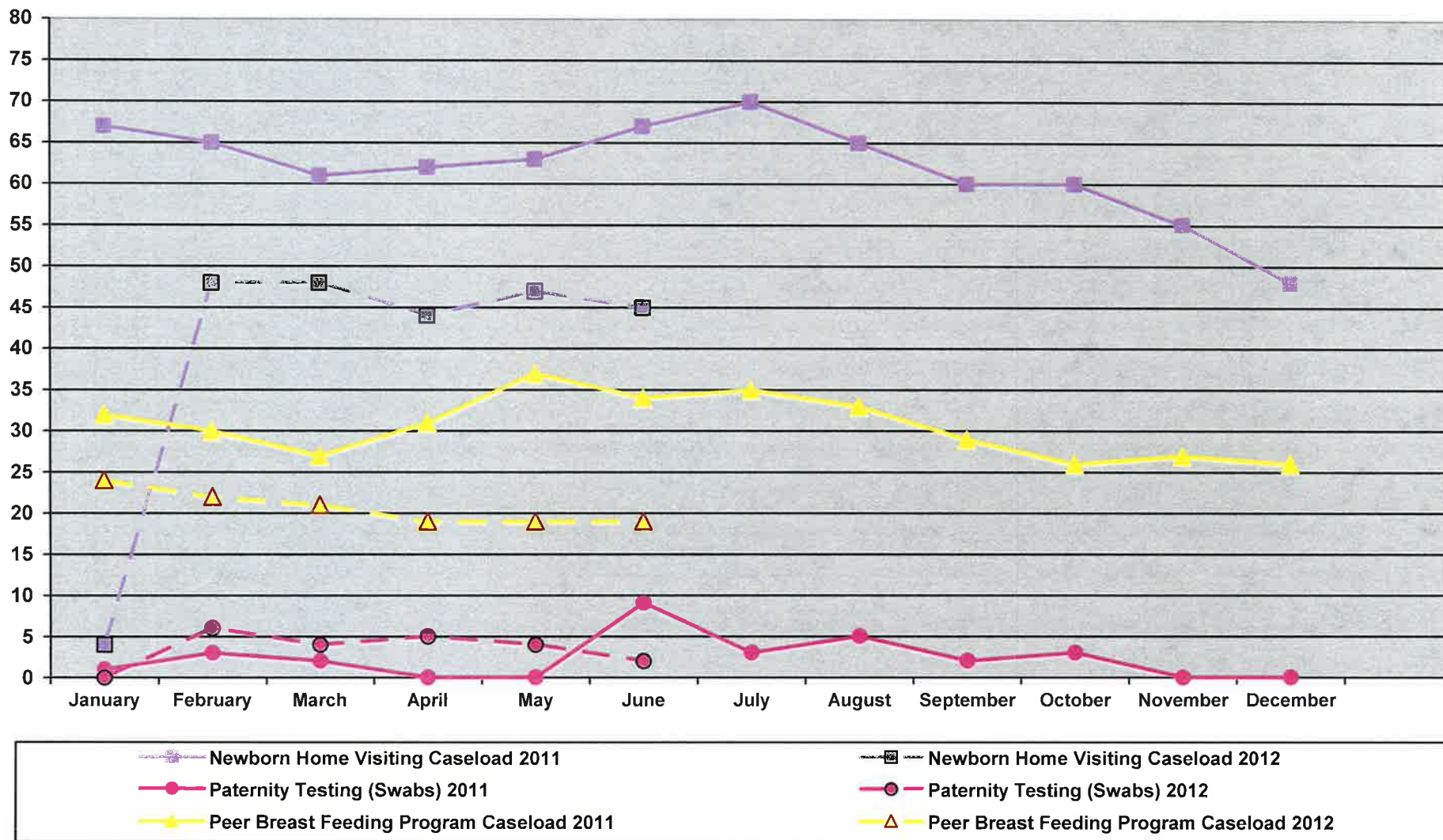
# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 3

## Family Health

Newborn Home Visiting / Paternity Testing / Peer Breast Feeding Program

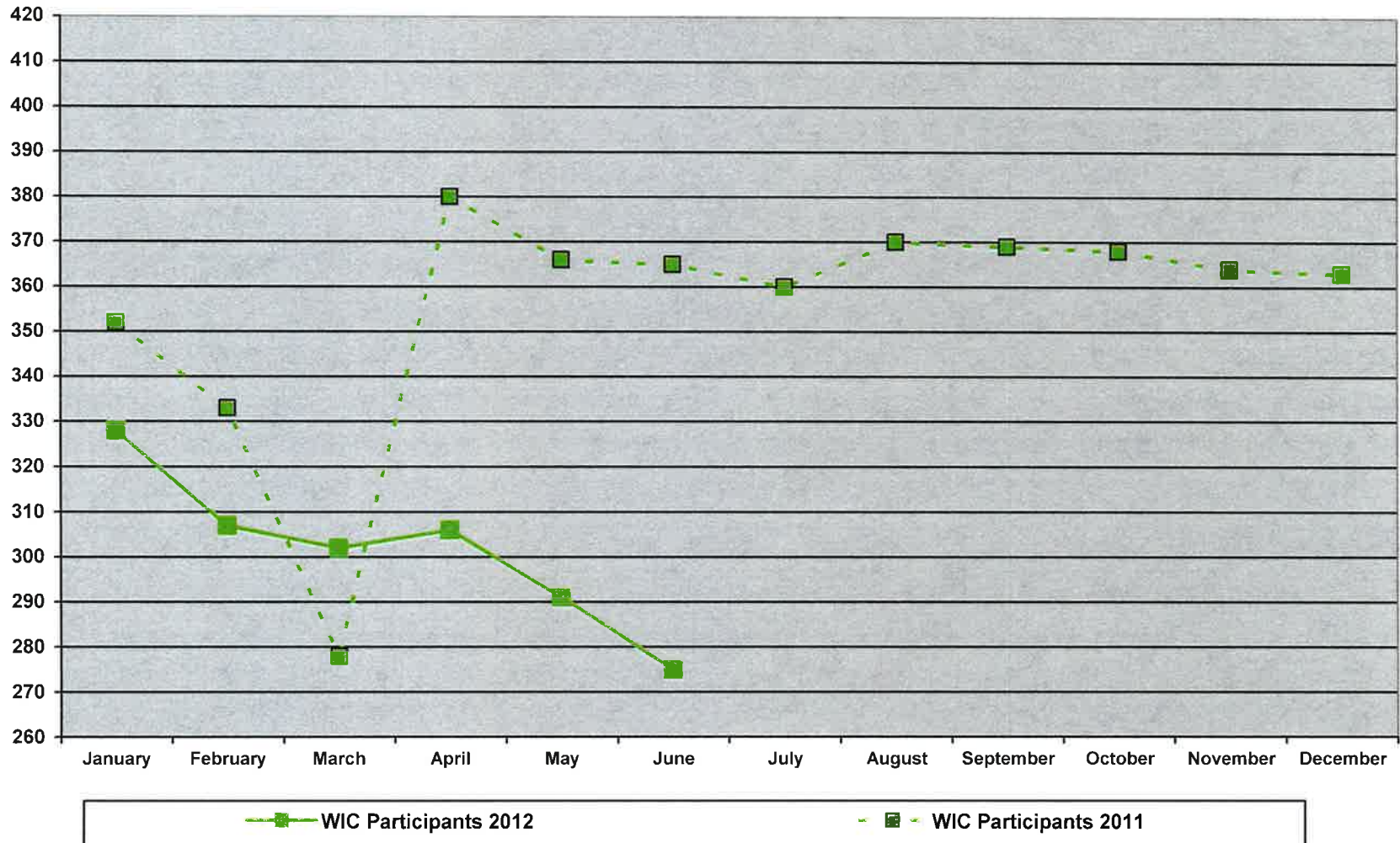


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 4

## WIC (Women, Infants and Children) Participants



Conversion to a new system in March 2011 – Current Figures Not Available



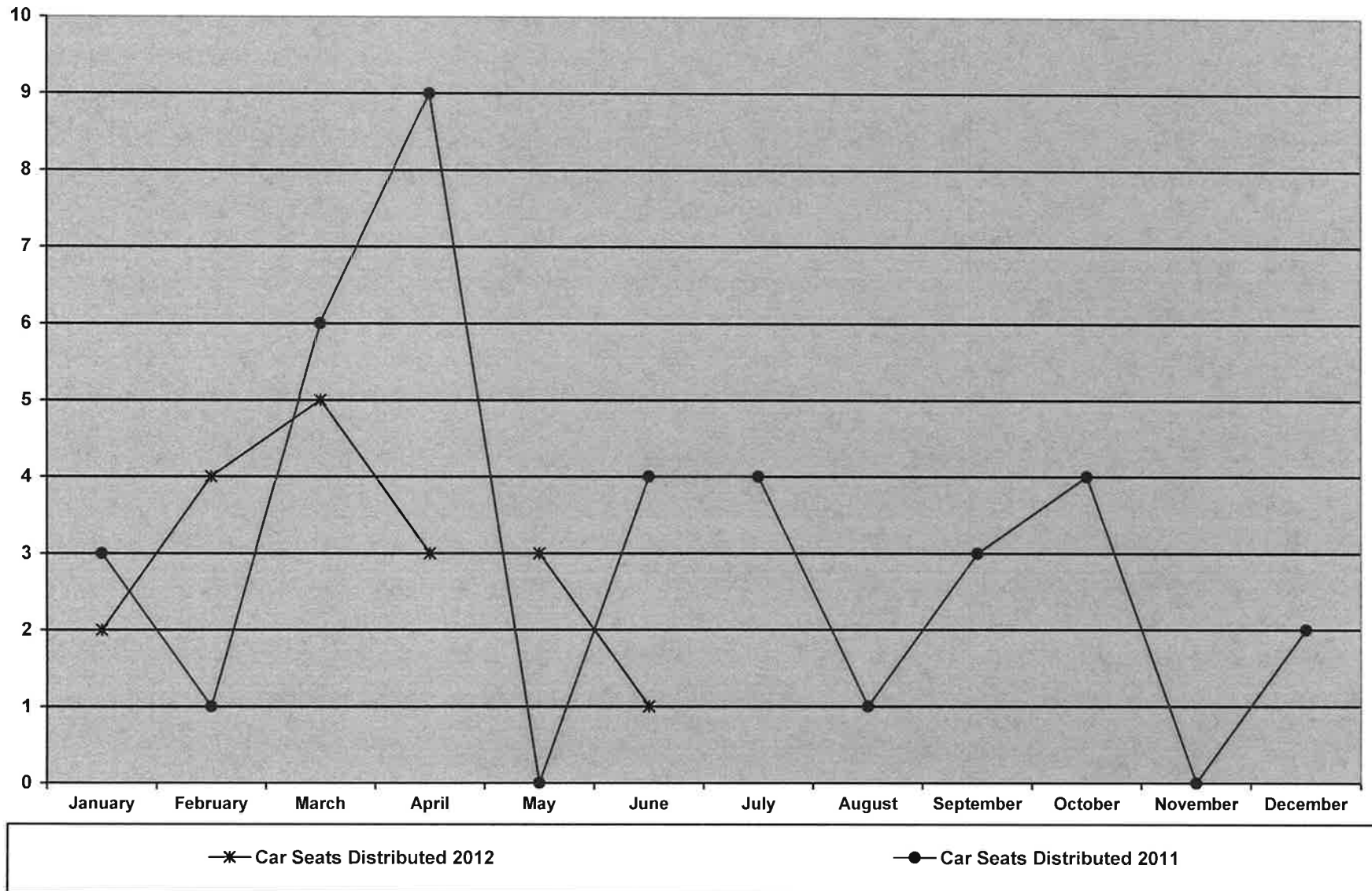


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 6

## Injury Prevention – Car Seat Distribution

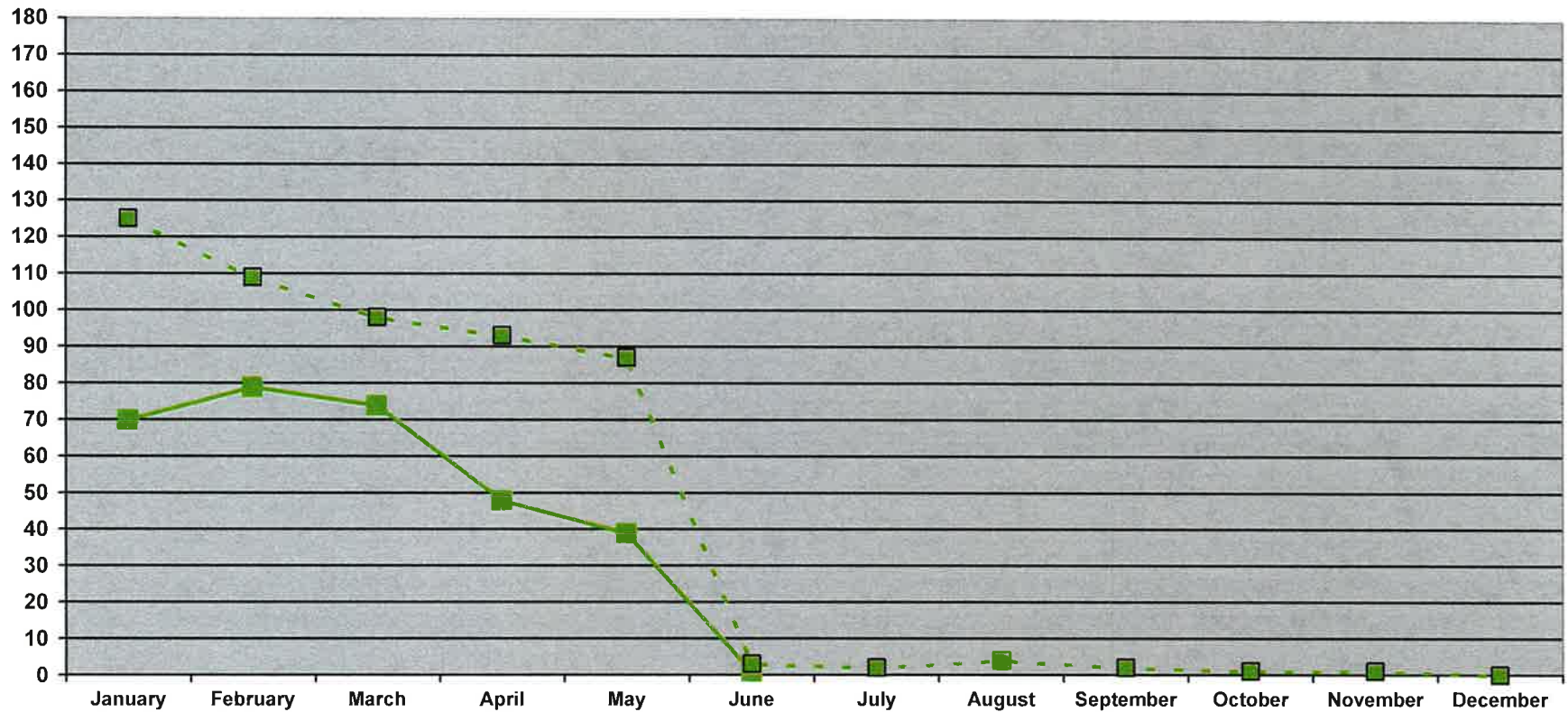


# PUBLIC HEALTH STATISTICS

PROMOTE HEALTHY COMMUNITIES & HEALTHY BEHAVIORS

Chart 7

**Disease Prevention & Control (DP&C) - Office Visits**  
Includes: Blood Pressure Checks, Lice Checks, Temperature Checks, Ear Checks, Weight Checks, Hearing or Vision Checks



—■— DP&C Office Visits 2012

- -■ - DP&C Office Visits 2011

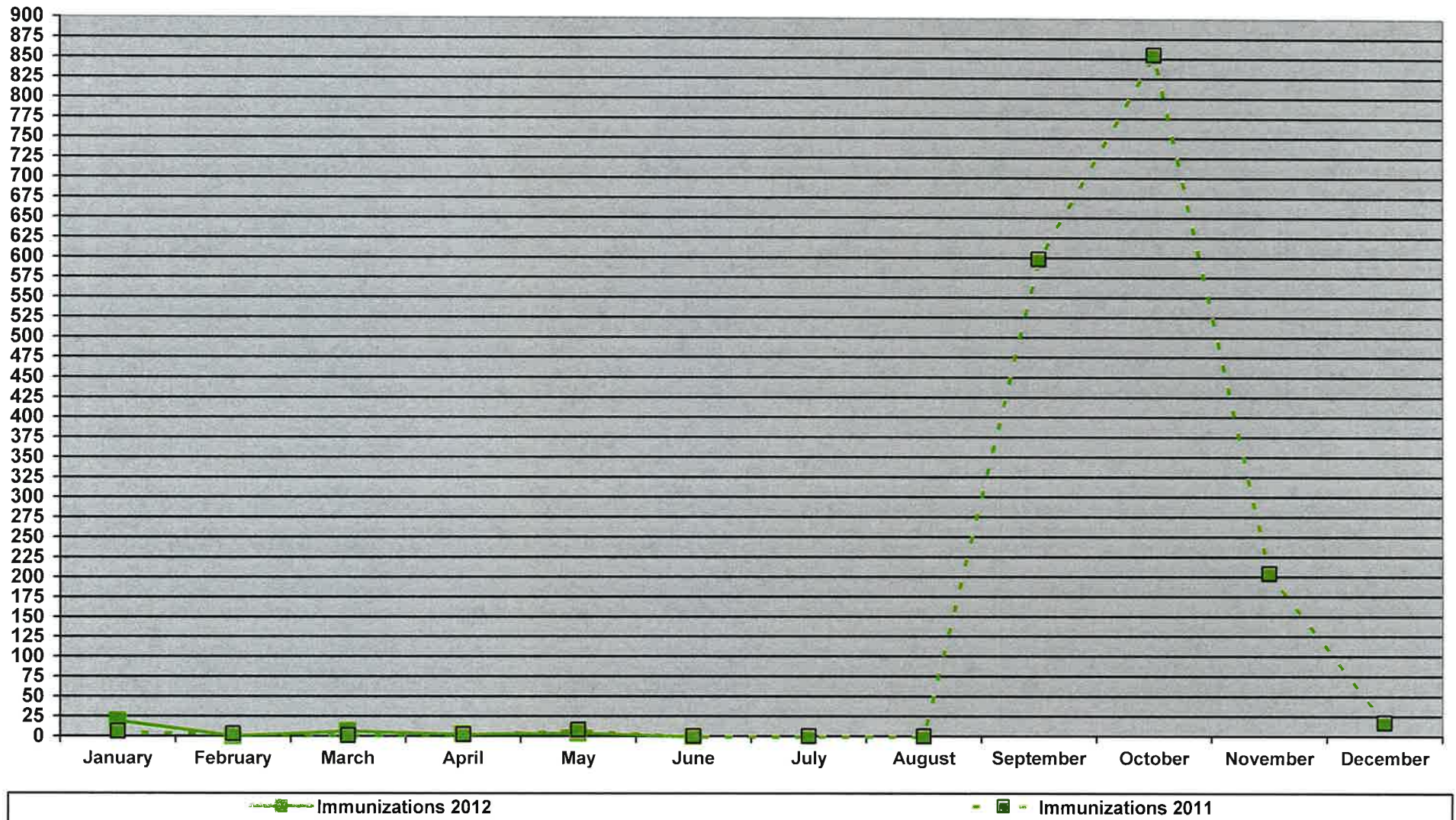


# PUBLIC HEALTH STATISTICS

PREVENT THE SPREAD OF INFECTIOUS DISEASE

Chart 8

**Immunizations – Childhood/Adult/Flu/TB**  
**Trainings (Blood Borne Pathogens, Lyme Disease, Infection Control, Sexually Transmitted Disease/Infections)**

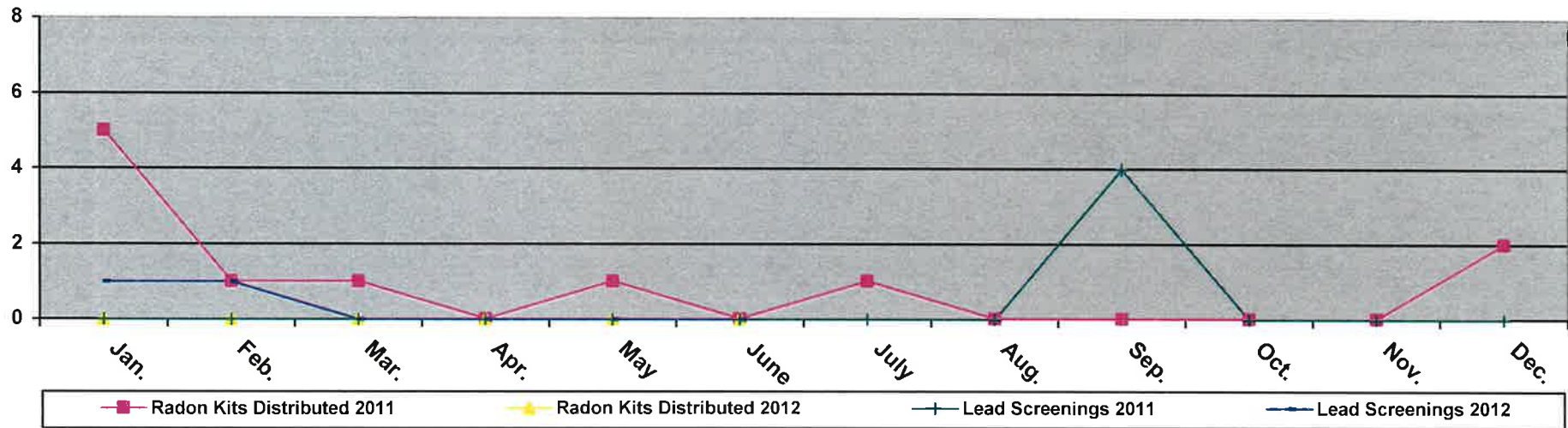


# PUBLIC HEALTH STATISTICS

## PROTECT AGAINST ENVIRONMENTAL HEALTH HAZARDS

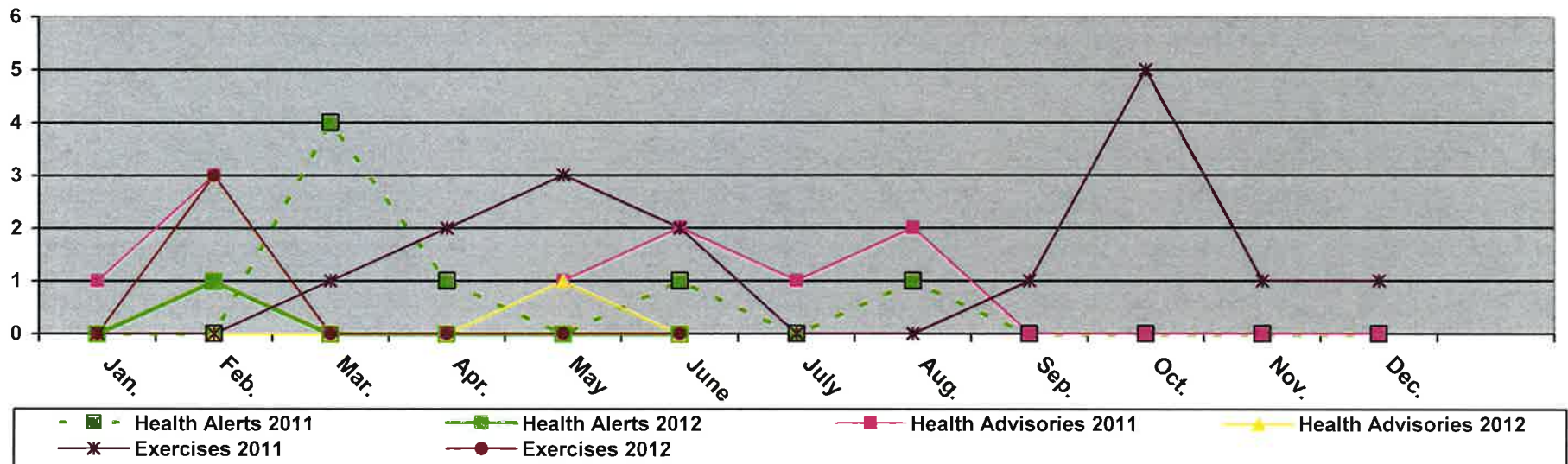
Chart 9

Includes: Radon Kits Distributed / Lead Screenings



## PREPARE FOR AND RESPOND TO DISASTERS AND ASSIST COMMUNITIES IN RECOVERY

Includes: Health Alerts / Health Advisories / Exercises





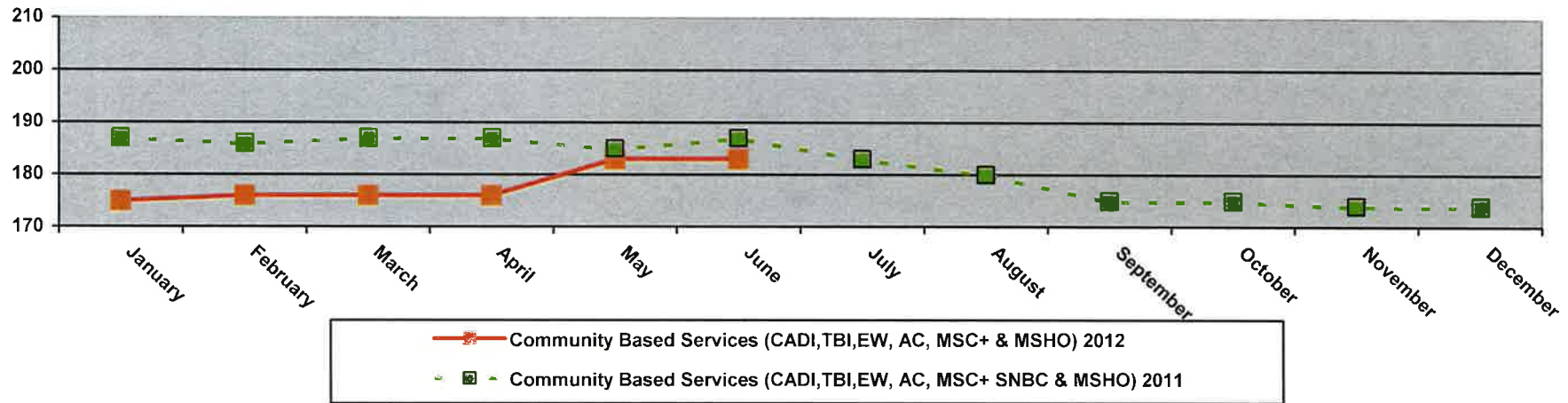
# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY OF ACCESSIBLE HEALTH SERVICES

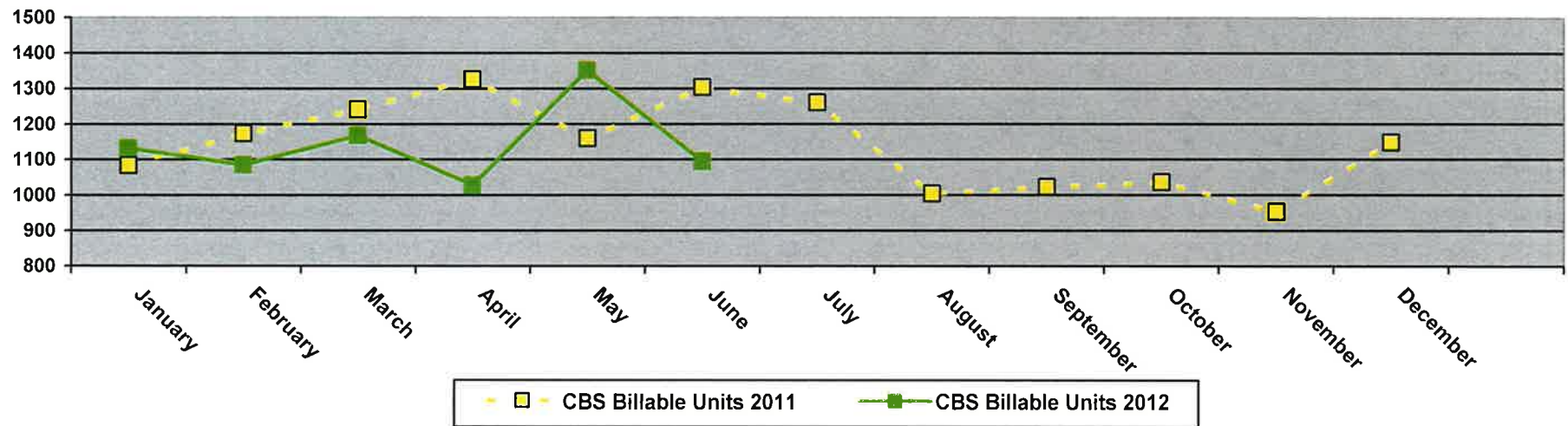
Chart 10

## Community Based Services (CBS)

**Includes: Community Alternative for Disabled Individuals (CADI), Traumatic Brain Injury (TBI), Elderly Waiver (EW), Alternative Care (AC), Minnesota Senior Care Plus (MSC+), Minnesota Senior Health Options (MSHO), Special Needs Basic Care (SNBC)**



## Community Based Services (CBS) - Billable Units



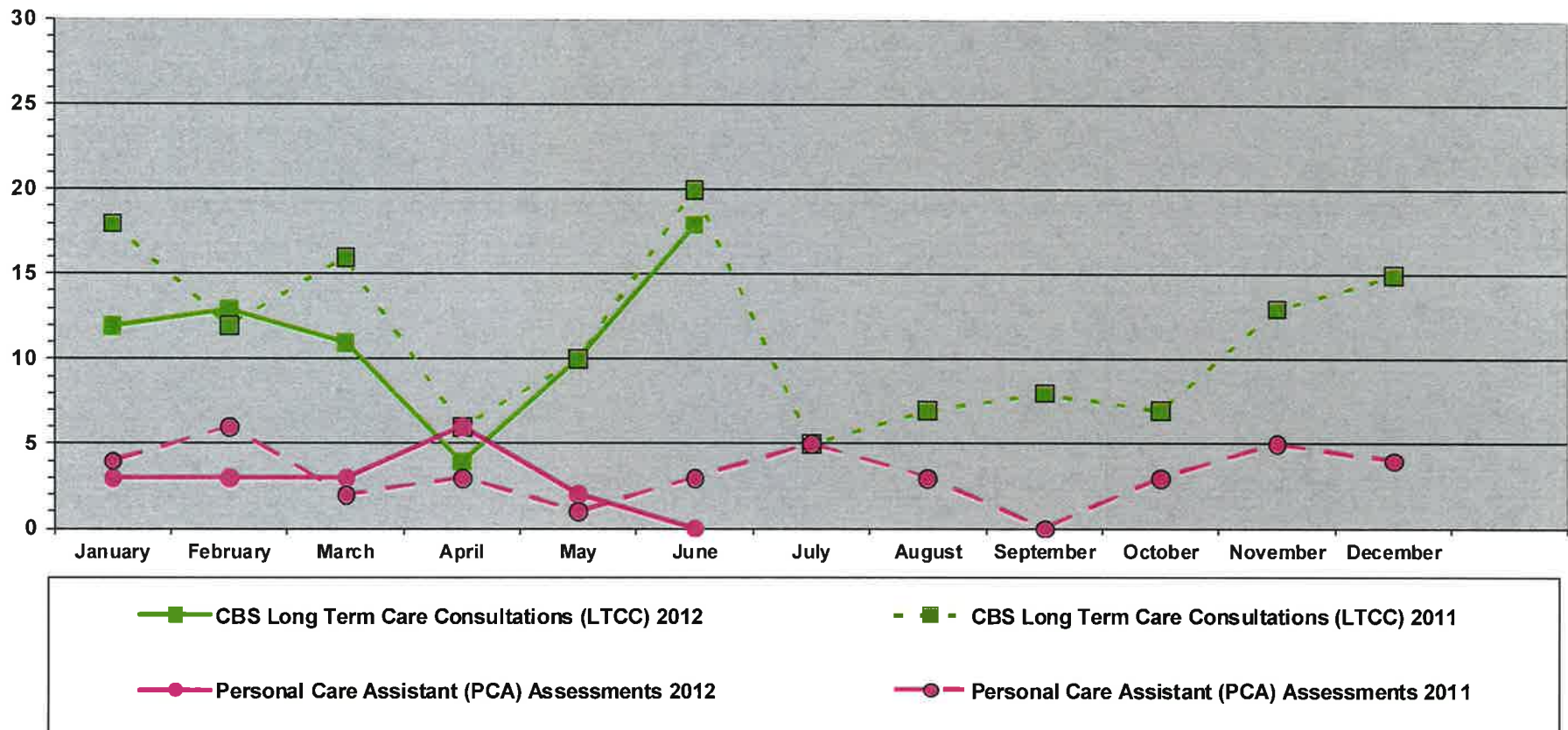
# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY OF ACCESSIBLE HEALTH SERVICES

Chart 11

## Community Based Services (CBS)

### CBS Long Term Care Consultations (LTCC) Personal Care Assistant (PCA) Assessments

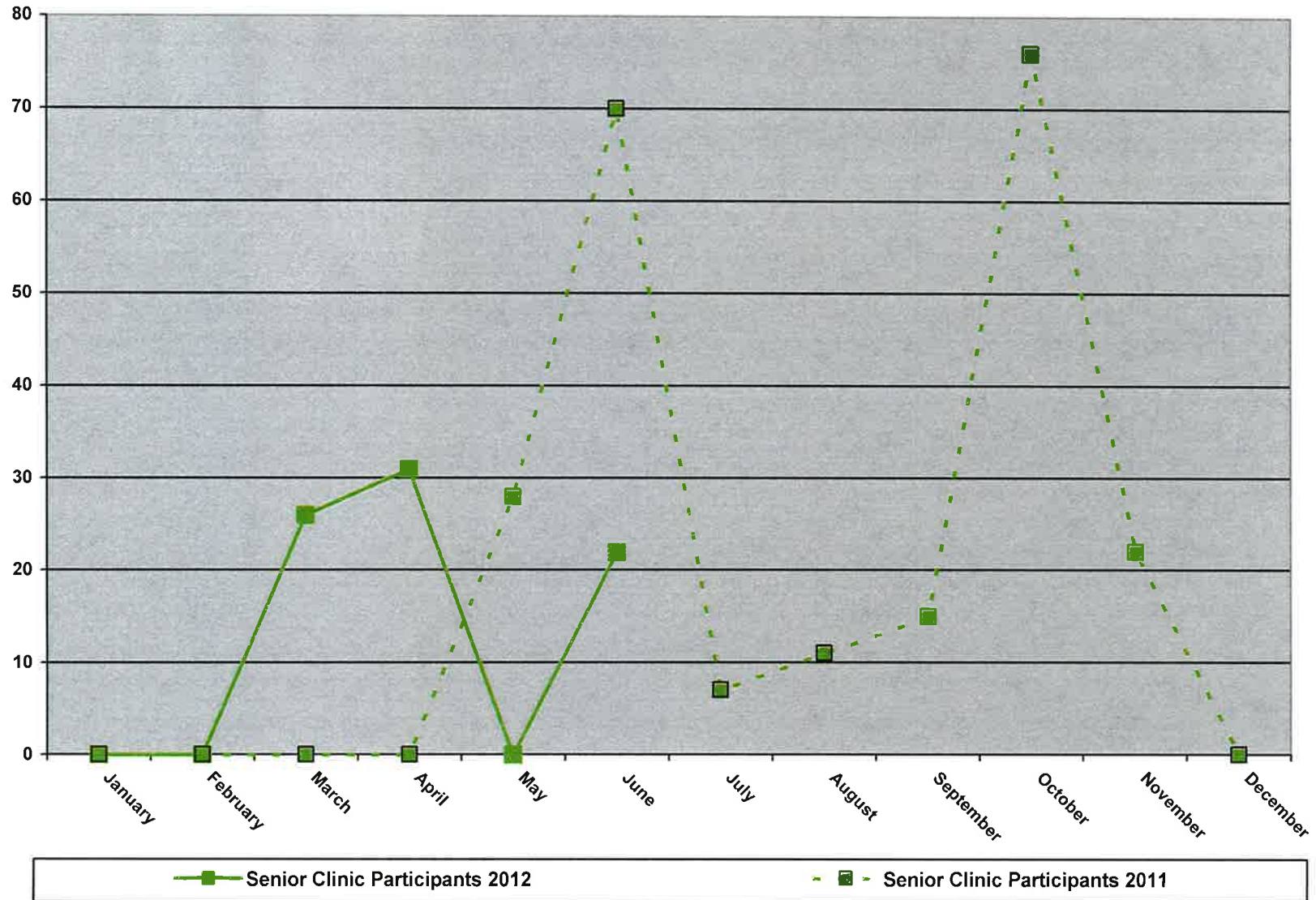


# PUBLIC HEALTH STATISTICS

ASSURE THE QUALITY OF ACCESSIBLE HEALTH SERVICES

Chart 12

## Senior Clinics







# SOCIAL SERVICE CASELOAD STATISTICS

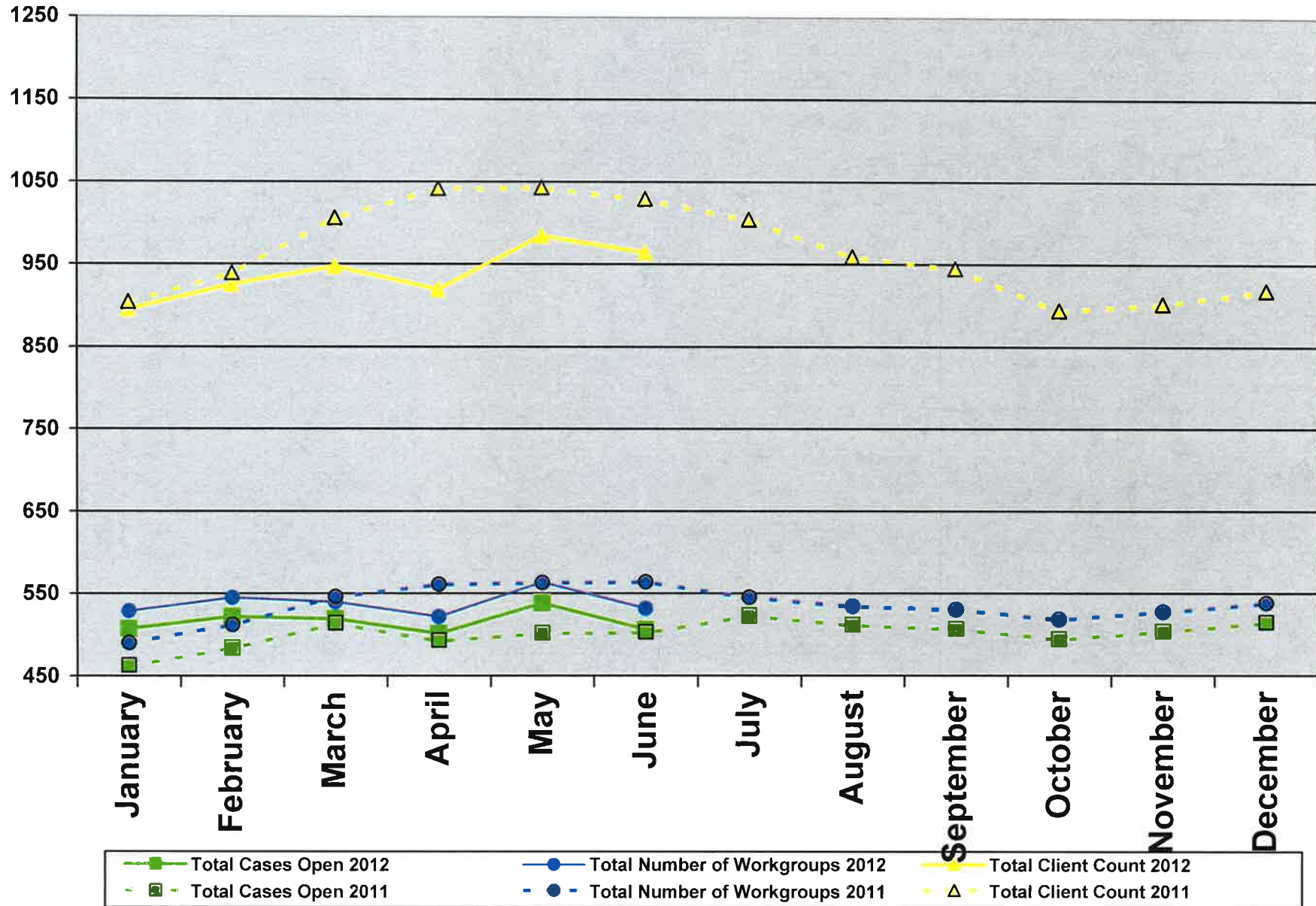
2011 - 2012 - Page # 2

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Avg
Changes in Placements Away From Home - 2012	5	3	8	10	2	3							5
Changes in Placements Away From Home - 2011	9	4	4	12	5	8	0	11	3	8	4	2	6
Court Appearances - 2012	9	1	7	19	8	15							10
Court Appearances - 2011	28	12	14	17	15	19	7	16	16	13	8	15	15
Day Care Homes - Total # Licensed - 2012	24	24	25	27	29	30							27
Day Care Homes - Total # Licensed - 2011	27	27	28	28	28	27	27	26	25	25	25	24	26
Child Foster Care Homes - Total # Licensed - 2012	6	6	6	6	6	6							6
Child Foster Care Homes - Total # Licensed - 2011	12	12	12	12	12	11	10	9	8	8	7	6	10
Adult Foster Care Homes - Total # Licensed - 2012	10	10	10	10	10	10							10
Adult Foster Care Homes - Total # Licensed - 2011	10	10	10	10	10	10	10	10	10	10	10	10	10
Corporate Foster Care Homes - 2012	14	14	14	14	14	14							14
Corporate Foster Care Homes - 2011	15	15	15	15	15	15	15	15	14	14	14	14	15
Maltreatment Screenings - Adult - 2012	17	9	5	6	7	9							9
Maltreatment Screenings - Adult - 2011	9	5	3	3	2	10	12	12	11	7	5	6	7
Maltreatment Screenings - Children - 2012	6	11	10	10	6	8							9
Maltreatment Screenings - Children - 2011	18	13	14	12	14	11	8	5	7	11	9	10	11

# SOCIAL SERVICE CASELOAD STATISTICS

Chart 1

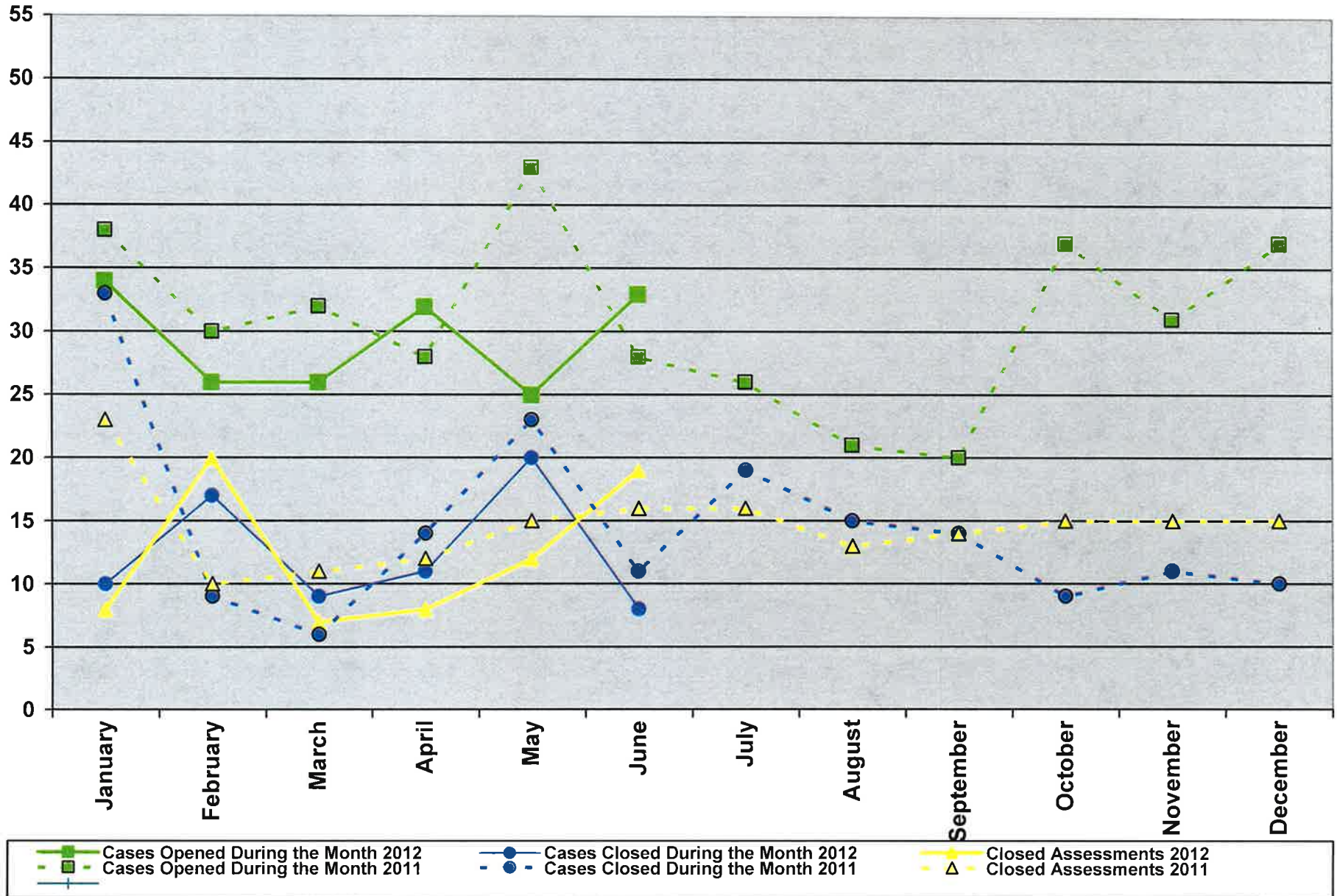
Total Cases Open / Total Number of Workgroups / Total Client Count



# SOCIAL SERVICE CASELOAD STATISTICS

Chart 2

Cases Opened During the Month / Cases Closed During the Month / Closed Assessments

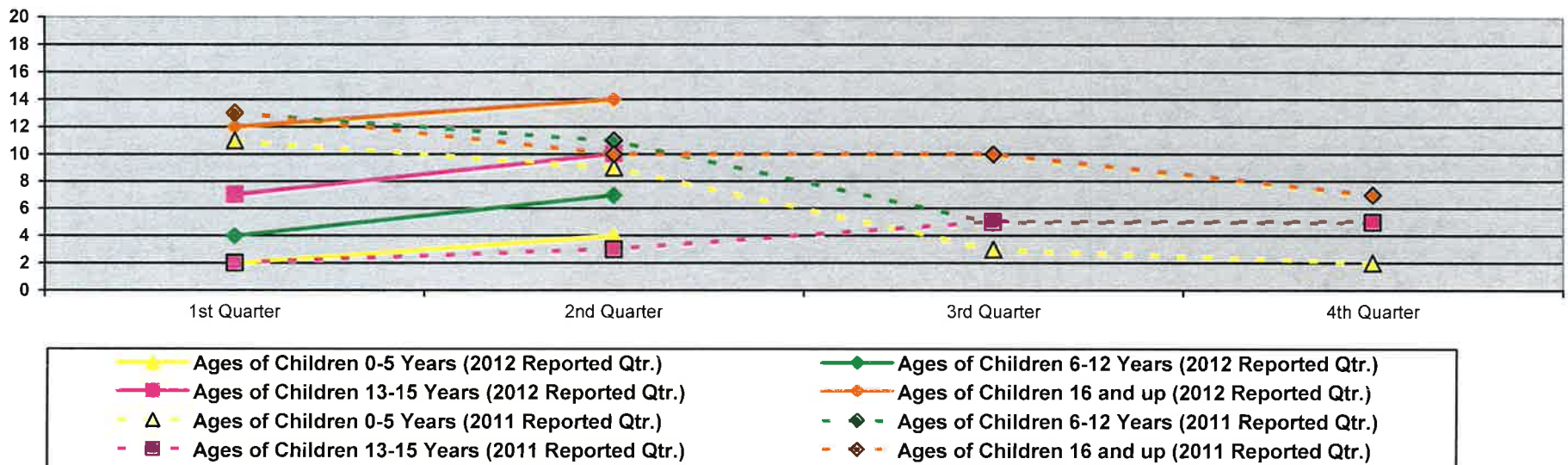
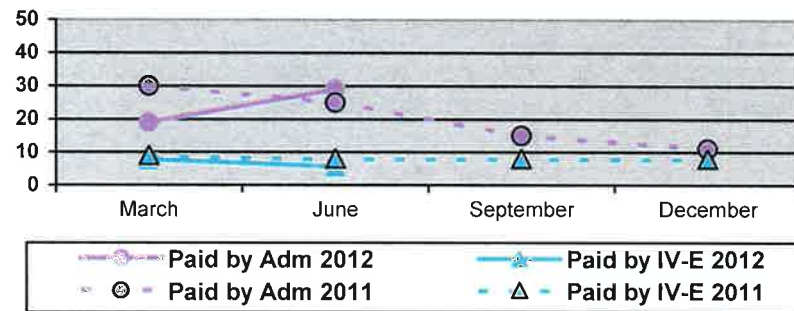
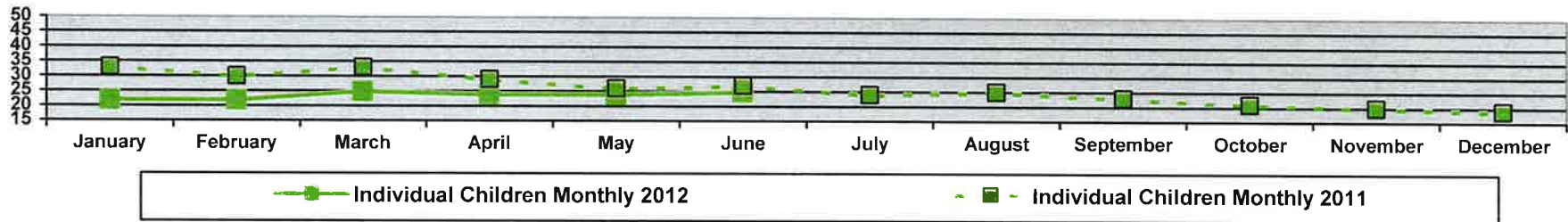




# SOCIAL SERVICE CASELOAD STATISTICS

## Children in Out of Home Placements

Chart 3

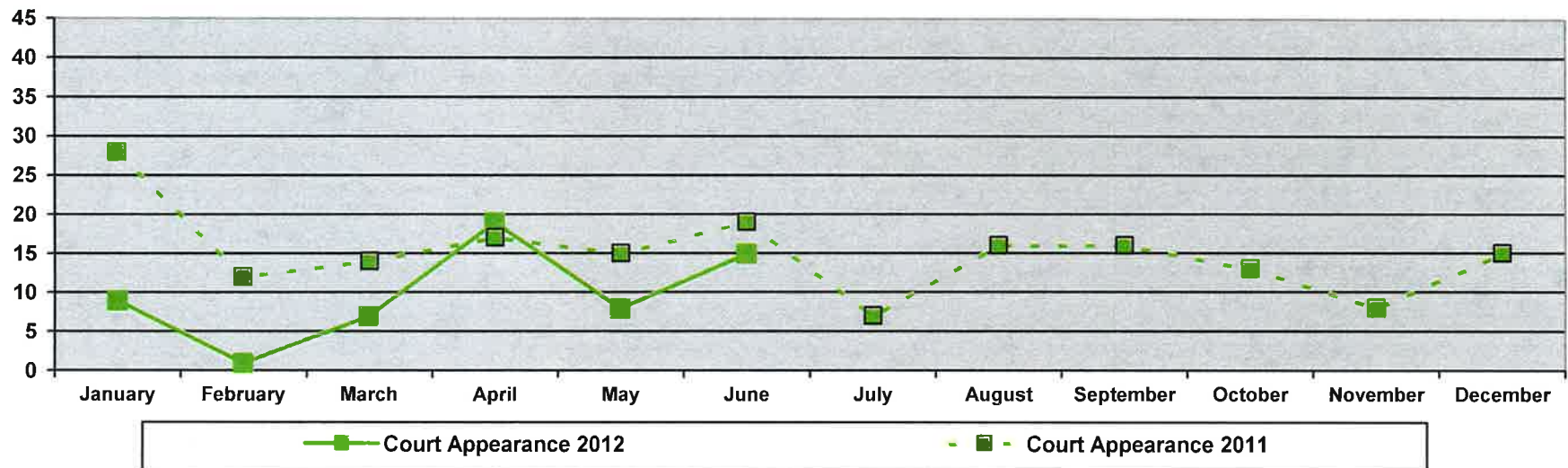
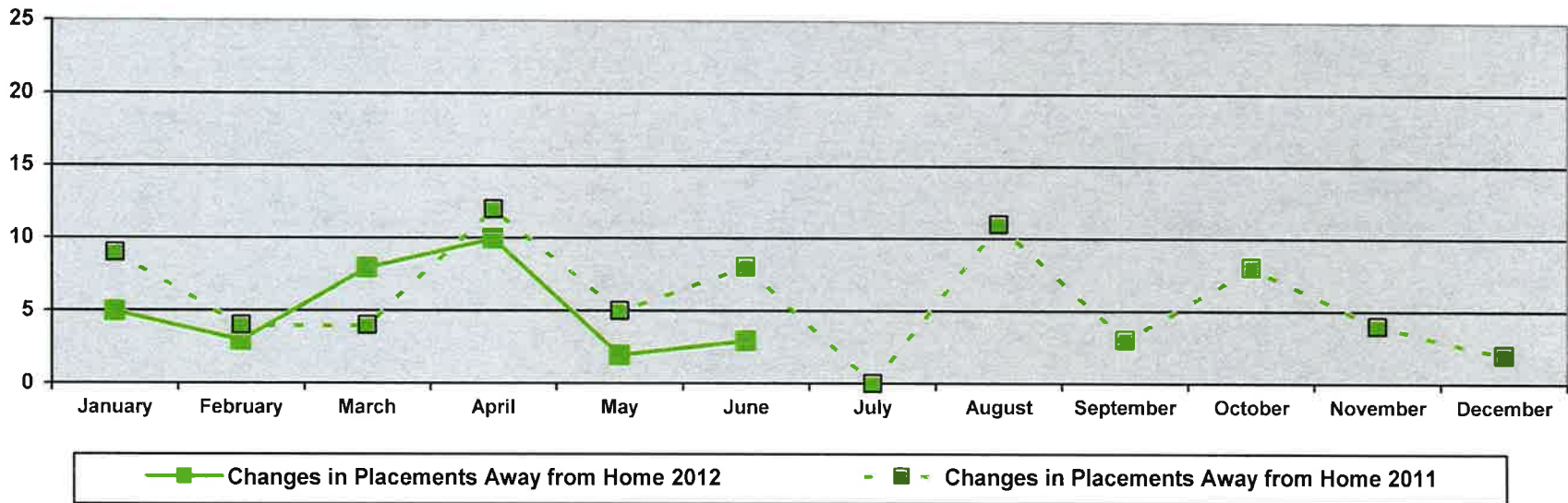




# SOCIAL SERVICE CASELOAD STATISTICS

Chart 4

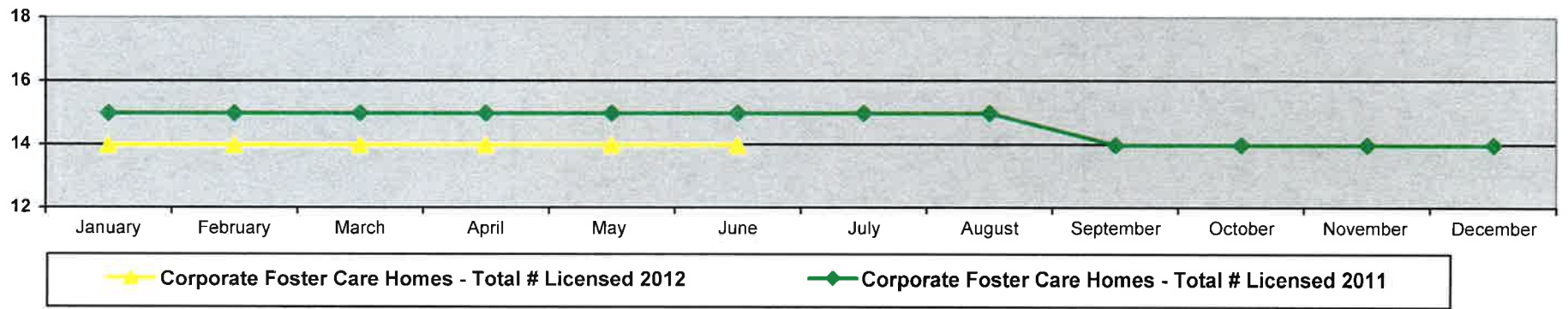
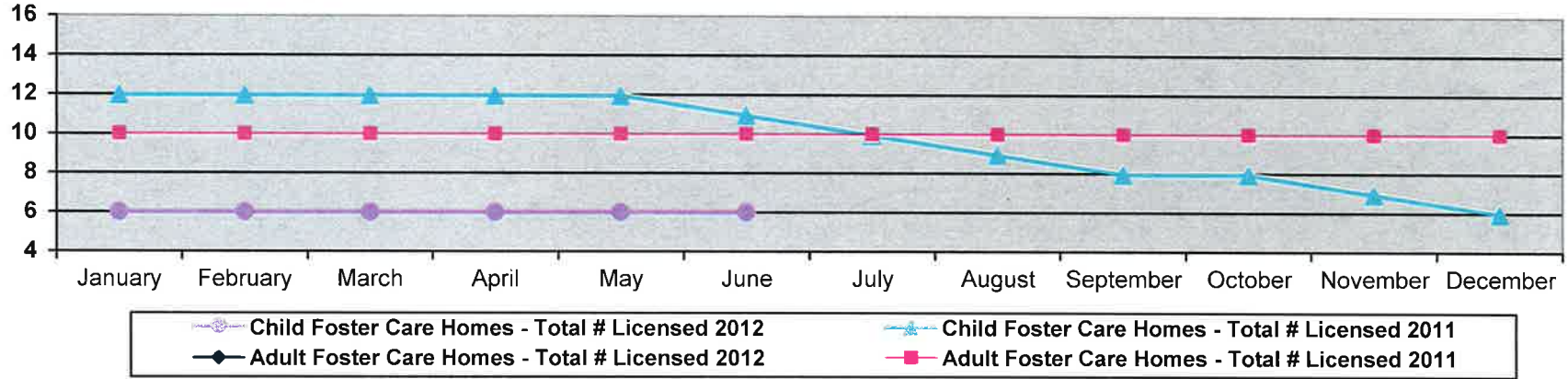
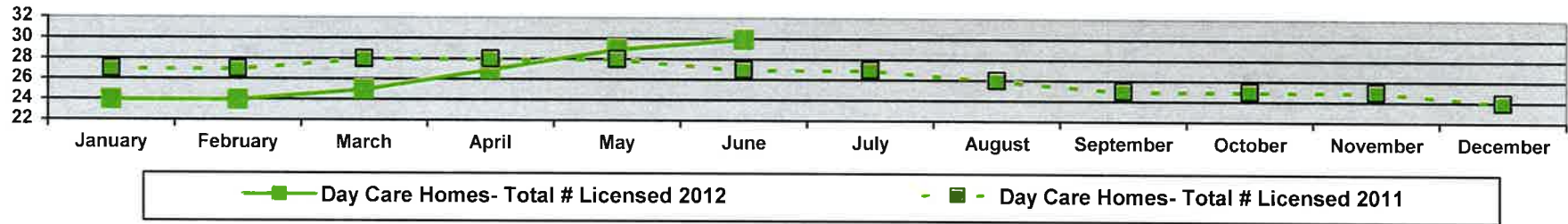
Changes in Placements Away from Home / Court Appearances



# SOCIAL SERVICE CASELOAD STATISTICS

## Licensed Day Care Homes, Child, Adult & Corporate Foster Care Homes

Chart 5



# SOCIAL SERVICE CASELOAD STATISTICS

Chart 6  
Maltreatment Screenings - Adult / Children

