

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 13, 2012 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
E) Citizens' Public Comment*
- 2) Consent Agenda
A) Correspondence File November 6, 2012 – November 12, 2012
B) Approve 11/6/12 County Board Minutes
C) Approve October Manual Warrants
D) Approve Communications Facility Use Agreement – Sheriff's Dept.
E) Approve Emergency Management Performance Grant – Sheriff's Dept.
F) Approve Request to Sell Vehicles – Land Dept.
- 9:05 3) Ross Wagner, Economic Development & Forest Industry Coordinator
A) 2012 MAPCED/AMC Economic Development Award
B) Approve Aitkin County Tourism Grants
- 9:25 4) Patrick Wussow, County Administrator
A) Approve Draft Newspaper Bid Specifications for 2013
B) Approve Resolution – Corner Club Liquor License
C) Review County Credit Card Policy
- 10:00 5) Board Discussion
Mark Wedel –
Laurie Westerlund – CMCC Advisory Board, Park Board
Don Niemi –
Brian Napstad – NEMOJET
Anne Marcotte – H&HS
- 11:00 6) Adjourn

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

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

AITKIN COUNTY BOARD

November 6, 2012

The Aitkin County Board of Commissioners met this 6th day of November, 2012 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the November 6, 2012 amended agenda. The following items were added: 7C) Grant Monies Available for Cleaning or Sealing Flooded Wells, 7D) MCIT Voting Representative Designation, 7E) County Credit Card Use

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 23, 2012 – November 6, 2012; B) Approve County Board Minutes: October 23, 2012; C) Approve Commissioner Warrants: General Fund \$810,814.34, Road & Bridge \$110,826.13, Health & Human Services \$105.60, Trust \$4,106.40, Forest Development \$9,186.43, Long Lake Conservation Center \$8,436.09 for a total of \$943,474.99; D) Approve Auditor Warrants – School Advance: Agency \$1,055,592.15; E) Approve Auditor Warrants – Real Estate Tax Overpays: Taxes & Penalties \$8,150.86 ; F) Acknowledge and Accept McGregor Area Lions Club Donation to STS - \$1,500.00; G) Approve Fire Protection Contract with Ball Bluff Township; H) Approve Resolution – Set Timber Sale Dates

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

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale on a public oral bid auction, without the sale of land at 8:30 a.m. on December 10th, 2012 at Long Lake Conservation Center, Palisade, MN.

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale on a public oral bid auction, without the sale of land at 9:00 a.m. on May 6th, 2013 at Long Lake Conservation Center, Palisade, MN.

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale on a public sealed bid auction, without the sale of land at 1:00 PM on August 21, 2013 at the Aitkin County Courthouse Boardroom, Aitkin, Mn.

BE IT HEREBY RESOLVED, that certain tracts of timber on tax-forfeited land in Aitkin County will be offered for sale on a public oral bid auction, without the sale of land at 10:00 a.m. on December 9th, 2013 at Long Lake Conservation Center, Palisade, MN.

Patrick Wussow, County Administrator recognized employees for their years of service.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Advance Payment of 2013 State-Aid:

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**RESOLUTION
110612-108
SET TIMBER SALE
DATES**

**EMPLOYEE
RECOGNITION**

AITKIN COUNTY BOARD

November 6, 2012

WHEREAS, the County of Aitkin has implemented County State Aid Street Projects in 2012 which will require State Aid funds in excess of those available in its State Aid Regular Construction Account, and

WHEREAS, said County has proceeded with the construction of said projects through the use of an anticipated advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

| | |
|---|-------------|
| Account Balance as of 10-31-12: | \$ 513,084 |
| Less estimated disbursements: | |
| S.P 001-603-012 | \$ 700,000 |
| S.A.P. 001-632-004 | \$1,304,309 |
| S.A.P. 001-605-009 | \$ 419,719 |
| Total Estimated Disbursements | \$2,424,028 |
| Advance Amount (amount in excess of acct balance) | \$1,910,944 |

WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway Project(s) of the County of Aitkin in an amount up to \$1,910,944 in accordance with Minnesota Rules 8820.1500, Subp. 9. I hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Partial Vacation of CR 85 Right-of-Way:

WHEREAS, Aitkin County acquired right-of-way on Aitkin County Road No. 85 as a Trunk Highway Turnback from the Minnesota Department of Transportation, and

WHEREAS, portions of excessively wide right-of-way can restrict a landowner's ability to improve the property, and

WHEREAS, a landowner has requested the vacation of the outer 40 feet of right-of-way through his property to reduce the right-of-way width from 100 feet to 60 feet, measured from the centerline of County Road No. 85, and

WHEREAS, it has been determined that the right-of-way is excessively wide in this area and therefore can be reduced to a width of 60 feet from the centerline of County Road No. 85.

NOW THEREFORE, BE IT RESOLVED, in accordance with Minnesota Statute 163.11,

**RESOLUTION
110612-109
ADVANCE
PAYMENT OF 2013
STATE-AID**

**RESOLUTION
110612-110
PARTIAL
VACATION OF CR
85 RIGHT-OF-WAY**

Subd. 1 and 4 that the portion of Aitkin County Road No. 85 right-of-way hereinafter described is hereby vacated so that the property reverts to the owner of said property.

That portion of the existing right-of-way of County Road No.85 (Pike Avenue) also known as Old US Highway 169, said existing right-of-way having been previously established at 100 feet in width, as per the Final Certificate filed in Book "64" of Deeds, page 53 in the office of the Aitkin County Recorder, that lies within the Northeast Quarter of the Southwest Quarter (NE 1/4 of SW 1/4) of Section Six (6), Township Forty-four (44), Range Twenty-seven (27), lying East of 455th Avenue (Round Lake Road), as that road is defined and described in the Judgment recorded in Book "59" of Deeds, page 456, and lying Northwesterly of the following described line; Commencing at the Northeast corner of said NE 1/4 of the SW 1/4; thence on an assumed bearing of South 00 degrees 50 minutes 36 seconds East, along the east line of said NE ¼ of the SW 1/4, a distance of 611.28 feet to the point of beginning of the line herein described; thence South 41degrees 01 minutes 29 seconds West, 660.31 feet; thence South 42 degrees 36 minutes 57 seconds West, 150.74 feet to the centerline of said Round Lake Road and there terminating.

It is the intent of this vacation to establish a new right-of-way width on the northerly side of this portion of County Road No. 85, said new right-of-way being 60 feet in width, being parallel with and 60 feet northwesterly of the existing centerline of said County Road No. 85.

Lori Grams, County Treasurer reviewed the 2012 Third Quarter Investment Report with the Board.

3rd QUARTER INVESTMENT REPORT

Rich Courtemanche, Assistant Land Commissioner gave a Power Point Presentation to the Board on Geocaching.

GEOCACHING PRESENTATION

Patrick Wussow, County Administrator discussed 2013 Budget - Appropriations, dues, and tourism grant with the Board. The Board directed staff to reduce the tourism grant from \$20,000.00 to \$12,800.00, to eliminate the \$1,000.00 donation to H.A.R.T. and redirect the \$1,000.00 to C.A.R.E., to eliminate the \$15,000.00 appropriation to First Responders as it cannot be paid per MN statute, and to give \$10,000.00 to the Ag Society for capital improvements at the Fairgrounds. This will result in a \$13,200.00 reduction to the 2013 levy:

2013 BUDGET DISCUSSION

| | <u>September 11, 2012</u> | <u>November 6, 2012</u> |
|-----------------------|---------------------------|-------------------------|
| Tourism | 20,000.00 | 12,800.00 |
| H.A.R.T. | 1,000.00 | 0.00 |
| First Responders | 15,000.00 | 0.00 |
| Aitkin Airport | 7,000.00 (add'l) | 7,000.00 |
| C.A.R.E. | 2,000.00 (add'l) | 2,000.00 |
| Ag C.I.P. | 0.00 | 10,000.00 |
| Levy reduction | <u>0.00</u> | <u>13,200.00</u> |
| Total | 45,000.00 | 45,000.00 |

AITKIN COUNTY BOARD

November 6, 2012

| | |
|---|---|
| <p>Patrick Wussow, County Administrator presented Personnel Committee recommendations to the Board.</p> | PERSONNEL COMMITTEE |
| <p>Patrick Wussow, County Administrator, and Mark Jacobs, Land Commissioner discussed the concerns and need to fill part-time cook position at Long Lake Conservation Center. This is a budgeted position that is open due to a resignation. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to fill the position.</p> | PART-TIME COOK LONG LAKE CONSERVATION CENTER |
| <p>Patrick Wussow, County Administrator, and Mark Jacobs, Land Commissioner discussed the concerns and need to hire a full-time Recreation Specialist for the Land Department. This position has been newly created and replaces the Recreation Forester position, which was open due to a resignation. This is a budgeted, non-levy position. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to fill the positions.</p> | RECREATION SPECIALIST – LAND DEPT |
| <p>Steve Hughes, Aitkin County Soil & Water gave an update to the Board on the well cleaning or closure funds available to landowners through the Minnesota Department of Health.</p> | FUNDS FOR CLEANING OR SEALING FLOODED WELLS |
| <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to appoint Commissioner Marcotte as Aitkin County's MCIT voting representative.</p> | MCIT VOTING DELEGATE |
| <p>Commissioner Anne Marcotte discussed Aitkin County credit card policy with the Board, and requested this be put on the Board agenda at a later date for further discussion and clarification of County policy and state statute.</p> | COUNTY CREDIT CARD USE |
| <p>Commissioner Don Niemi left at 11:04 a.m.</p> | NIEMI LEAVES |
| <p>Break: 11:04 a.m. to 11:12 a.m.</p> | BREAK |
| <p>During the meeting the Board discussed: i) AMC District One Mtg., ii) Forest Advisory, iii) Arrowhead, iv) MRCC, v) Environmental and Natural Resources Policy Committee Mtg., vi) 2013 Legislative Priorities, vii) Extension, viii) Airport, ix) Historical Society, x) McGregor Airport Commission, xi) Mtg with Army Corp, xii) EQB, xiii) Mtg at LLCC</p> | BOARD DISCUSSION |

Patrick Wussow, County Administrator discussed the timeline for adopting the 2013 budget with the Board, and provided a handout.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Niemi absent), all members voting yes to adjourn the meeting at 12:00 p.m. until Tuesday, November 13, 2012 at 9:00 a.m.

**2013 BUDGET
TIMELINE**

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
11/08/2012

9:07AM

Aitkin County

WARRANT REGISTER



October

Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|---|---------------|------------------------------|-----------------------------|------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| 793 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 793 Total | 200.00 | 27- 1- 065400 NSF PER.2 | 13- 943- 000- 0000- 2001 | JUHL | |
| | | | 200.00 | Date 10/1/12 | | | |
| 794 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 794 Total | 5.00 | 21- 0- 017800 chargeback fee | 01- 042- 000- 0000- 5524 | EMERY | |
| | | | 5.00 | Date 10/1/12 | | | |
| 795 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 795 Total | 1,771.34 | CLAIMS | 01- 044- 904- 0000- 6360 | 9/24/12 | 9/27/12 |
| | | | 1,771.34 | Date 10/3/12 | | | |
| 796 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 796 Total | 15.00 | Campground Reserv.fee R943 | 01- 520- 000- 0000- 6231 | LEMIEUX | |
| | | | 15.00 | Date 10/8/12 | | | |
| 797 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 797 Total | 5,456.00 | CLAIMS | 01- 044- 904- 0000- 6360 | 10/1/12 | 10/5/12 |
| | | | 5,456.00 | Date 10/10/12 | | | |
| 798 | 5462 | Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431 | | | | | |
| | | | 20.00 | Reg.Fee/MACA,MCHRMA | 01- 052- 000- 0000- 6241 | | |
| | | | 62.64 | McGregor School SRTS | 05- 400- 450- 0451- 6405 | | |
| | | | 34.06 | McGregor School AFHK | 05- 400- 450- 0451- 6405 | | |
| | | | 211.62 | Hotel/MFWCAA Conf. | 05- 420- 600- 4800- 6330 | 9/19/12 | 9/20/12 |
| | | | 284.63 | Hotel/gas- MFWCAA Conf. | 05- 420- 600- 4800- 6330 | 9/19/12 | 9/21/12 |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|---|------------------|-----------------------------|---------------------------------|------------------|-----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | | 50.90 | SHIP- SRTS- SUPPLIES | 05- 400- 450- 0451- 6405 | 10/03/12 | |
| | | | 89.00 | Notary Ttng- Eastman | 05- 430- 700- 4800- 6208 | 10/25/12 | |
| | | | 99.00 | Skillpath Seminar- Gansen | 01- 122- 000- 0000- 6208 | 12/13/12 | |
| | | | 8.18 | door alarms | 19- 522- 000- 0000- 6416 | Amazon | |
| | | | 77.52 | McGregor School SRTS | 05- 400- 450- 0451- 6405 | armbands | |
| | | | 30.00 | critter food | 19- 522- 000- 0000- 6416 | Bug Company | |
| | | | 28.35 | - refund 15 pencil packs | 01- 391- 000- 0000- 6800 | Crestline | |
| | | | 61.59 | - return window film | 01- 252- 000- 0000- 6590 | Menards | |
| | | | 6.99 | card reader | 01- 049- 000- 0000- 6402 | Newegg.com | |
| | | | 19.22 | disposable wipes | 01- 252- 000- 0000- 6405 | Shopko | |
| | | | 6.40 | postage | 19- 521- 000- 0000- 6205 | USPS | |
| | | | 16.02 | Meal/MACA,MCHRMA | 01- 052- 000- 0000- 6340 | Wussow | |
| | | | | | | 10/3/12 | 10/5/12 |
| | | Warrant # 798 Total | 926.24 | Date 10/11/12 | | | |
| 799 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 799 Total | 106.90 | CREDIT CARD FEE | 19- 522- 000- 0000- 6217 | | |
| | | | 106.90 | Date 10/11/12 | | | |
| 800 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 800 Total | 25.00 | Special Fuel License | 03- 303- 000- 0000- 6513 | | |
| | | | 25.00 | Date 10/17/12 | | | |
| 801 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | | 858.82 | Claims | 01- 044- 904- 0000- 6360 | | |
| | | Warrant # 801 Total | 858.82 | Date 10/17/12 | | 10/8/12 | 10/12/12 |
| 802 | 780 | Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431 | | | | | |
| | | | 29,100.23 | Sept. Deed Tax | 09- 000- 000- 0000- 2025 | | |
| | | | 37,761.60 | Sept. Mtg Reg | 09- 000- 000- 0000- 2026 | | |
| | | Warrant # 802 Total | 66,861.83 | Date 10/19/12 | | | |
| 803 | 8410 | Bremer Bank | | | | | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|---|---------------|---------------------------------|-----------------------------|------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 803 Total | 1,107,542.91 | State Gen. Tax | 09-000-000-0000-2058 | | |
| | | | 1,107,542.91 | Date 10/23/12 | | | |
| 804 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | |
| | | Warrant # 804 Total | 1,998.82 | Claims | 01-044-904-0000-6360 | 10/15/12 | 10/19/12 |
| | | | 1,998.82 | Date 10/24/12 | | | |
| 805 | 5462 | Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431 | | | | | |
| | | | 25.00 | Monthly iPad Data Plan | 01-049-000-0000-6231 | | |
| | | | 30.81 | Meals- St Louis Conf.- Leslie | 05-430-700-4800-6330 | 10/8-10/9 | |
| | | | 12.86 | Meals- St Louis Conf.- Jessi S | 05-430-700-4800-6330 | 10/8-10/9 | |
| | | | 247.16 | Room- St Louis Conf.- Jessi S | 05-430-700-4800-6330 | 10/8-10/9 | |
| | | | 77.91 | Lancets, Glucose test strips | 01-252-000-0000-6262 | Amazon | |
| | | | 30.79 | ink cartridge | 19-521-000-0000-6405 | Amazon | |
| | | | 95.99 | Fax Machine | 19-521-000-0000-6405 | Amazon | |
| | | | 55.34 | 15 Pond Guides | 19-521-000-0000-6400 | bookcloseouts | |
| | | | 30.00 | critter food | 19-522-000-0000-6416 | Bug Company | |
| | | | 291.60 | CAFAS System Order | 05-430-740-3070-6020 | Forms | |
| | | | 149.00 | Seminar- Excel Pivot Tables | 10-923-000-0000-6208 | Fred Pryor | |
| | | | 93.10 | Hotel- AMC Fall Mtg- Westerlund | 01-001-000-0000-6332 | GrandSuperior | |
| | | | | | | 10/25/12 | 10/26/12 |
| | | | 93.10 | Hotel- AMC Fall Mtg- Marcotte | 01-001-000-0000-6332 | GrandSuperior | |
| | | | | | | 10/25/12 | 10/26/12 |
| | | | 93.10 | Hotel- AMC Fall Mtg- Napstad | 01-001-000-0000-6332 | GrandSuperior | |
| | | | | | | 10/25/12 | 10/26/12 |
| | | | 93.10 | Hotel- AMC Fall Mtg- Wussow | 01-052-000-0000-6332 | GrandSuperior | |
| | | | | | | 10/25/12 | 10/26/12 |
| | | | 250.57 | Hotel/MACPZA- Neff,Gansen | 01-391-000-0000-6332 | Mankato | |
| | | | | | | 10/2/12 | 10/5/12 |
| | | | 41.50 | Hotel/MACPZA- Neff,Gansen | 01-391-000-0000-6511 | Mankato | |
| | | | | | | 10/5/12 | 10/5/12 |
| | | | 60.92 | Secretary Handbook | 01-090-000-0000-6406 | Mariposa | |
| | | | 75.81 | Hotel/MRCC Mtg- A.Marcotte | 01-001-000-0000-6332 | Thunderbirdlod | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| Warr # | Vendor # | Vendor Name | Amount | Description | | Account Number | Invoice # | PO # |
|--------|----------|--|-----------------|-------------------------------|----------------------|--------------------------|----------------|----------|
| | | | | OBO# | On- Behalf- of- Name | | | |
| | | | 108.78 | Hotel/MRCC Mtg- Napstad | | 01- 001- 000- 0000- 6332 | ThunderbirdLod | 10/16/12 |
| | | | 97.79 | Hotel/Mn Rural Co's Caucus | | 10- 923- 000- 0000- 6332 | Thunderbirdlod | 10/16/12 |
| | | | 516.40 | Prestamped Envelopes | | 01- 252- 252- 0000- 6408 | USPS | 10/16/12 |
| | | | 55.31 | OTC Meds | | 01- 252- 000- 0000- 6262 | Walmart | |
| | | | 13.93 | Storage Tote | | 01- 252- 000- 0000- 6405 | Walmart | |
| | | | 149.86 | Cake Mixes | | 01- 252- 000- 0000- 6418 | Walmart | |
| | | Warrant # 805 Total | 2,789.73 | Date 10/25/12 | | | | |
| 806 | 8410 | Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431 | | | | | | |
| | | | 110.78 | Claims | | 01- 044- 904- 0000- 6360 | | |
| | | Warrant # 806 Total | 110.78 | Date 10/31/12 | | | 10/22/12 | 10/25/12 |
| 27748 | 11010 | Gardas/Jerry 135 172ND LANE NE HAM LAKE, MN 55304 | | | | | | |
| | | Warrant # 27748 Total | | | | | | |
| | | | 2.00 | VOID- O/S> 3 YRS- \$ TO STATE | | 13- 943- 000- 0000- 2001 | | |
| | | | 2.00 | Date 10/10/12 | | | | |
| 27751 | 11012 | Laplante/Sandra PO BOX 2036 SOUTH PADRE ISLAND, TX 78597 | | | | | | |
| | | Warrant # 27751 Total | | | | | | |
| | | | 10.00 | VOID- O/S> 3 YRS- \$ TO STATE | | 13- 943- 000- 0000- 2001 | | |
| | | | 10.00 | Date 10/10/12 | | | | |
| 27753 | 11013 | Morris/Lucy 720 85TH LANE NW COON RAPIDS, MN 55433 | | | | | | |
| | | Warrant # 27753 Total | | | | | | |
| | | | 2.00 | VOID- O/S> 3 YRS- \$ TO STATE | | 13- 943- 000- 0000- 2001 | | |
| | | | 2.00 | Date 10/10/12 | | | | |
| 27755 | 11015 | Rickhoff/Henry 3931 COON RAPIDS BLVD,APT 104 COON RAPIDS, MN 55433 | | | | | | |
| | | Warrant # 27755 Total | | | | | | |
| | | | 7.36 | VOID- O/S> 3 YRS- \$ TO STATE | | 13- 943- 000- 0000- 2001 | | |
| | | | 7.36 | Date 10/10/12 | | | | |
| 40342 | 12076 | Wold/Patrick | | | | | | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> <u>OBO#</u> | <u>Account Number</u> <u>On- Behalf- of- Name</u> | <u>Invoice #</u> <u>From Date</u> | <u>PO #</u> <u>To Date</u> |
|---------------|-----------------|---|---------------|-----------------------------------|--|--------------------------------------|-------------------------------|
| | | 5745 180th Ave NW Ramsey, MN 55303- 7700 | | | | | |
| | | Warrant # 40342 Total | 137.00- | Per 2 void 31- 0- 013001 | 13- 943- 000- 0000- 2001 | Wold | |
| | | | 137.00- | Date 10/22/12 | | | |
| 41841 | 12171 | Hand Construction/Duwayne 2645 230th Ct NW St. Francis, MN 55070 | | | | | |
| | | Warrant # 41841 Total | 174.00- | 26- 0- 007000 void 41841 P2 | 13- 943- 000- 0000- 2001 | Hand Construct | |
| | | | 174.00- | Date 10/30/12 | | | |
| 44308 | 935 | Mn Department Of Commerce UNCLAIMED PROPERTY PROGRAM 85 7TH PLACE EAST SUITE 500 ST PAUL, MN 55101- 2198 | | | | | |
| | | Warrant # 44308 Total | 194.99 | O/S CHECKS- 3 OR MORE YRS | 01- 044- 000- 0000- 6231 | | |
| | | | 21.36 | O/S CHECKS- 3 OR MORE YRS | 13- 943- 000- 0000- 2001 | | |
| | | | 216.35 | Date 10/10/12 | | | |
| 44309 | 9026 | MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164- 0193 | | | | | |
| | | Warrant # 44309 Total | 296.46 | October Participant fees | 01- 044- 904- 0000- 6231 | 899237 | |
| | | | 296.46 | Date 10/17/12 | | | |
| 44310 | 8499 | R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386 | | | | | |
| | | Warrant # 44310 Total | 225,808.57 | Partial Payment | 03- 307- 000- 0000- 6262 | SAP 001- 632004 | |
| | | | 225,808.57 | Date 10/18/12 | | | |
| 44311 | 10891 | Roth Construction 22615 STATE HWY 65 MCGRATH, MN 56350 | | | | | |
| | | Warrant # 44311 Total | 241,818.78 | Partial Payment | 03- 307- 000- 0000- 6262 | SAP 001- 605009 | |
| | | | 241,818.78 | Date 10/18/12 | | | |
| 44312 | 12279 | Harmon/Ron or Christina 36189 380th Ave Aitkin, MN 56431 | | | | | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| Warr # | Vendor # | Vendor Name | Amount | Description | | Account Number | Invoice # | PO # |
|--------|----------|--|--------------|------------------|----------------------|----------------------|----------------|------|
| | | | | OBO# | On- Behalf- of- | | | |
| | | | 76.00 | 31-0-039502 | adjust.Per 2 | 13-943-000-0000-2001 | Harmon | |
| | | | 44.00 | 31-0-039502- | Adj. 2011 (per 2) | 13-943-000-0000-2004 | Harmon | |
| | | | 44.00 | 31-0-039502- | Adj. 2010 (per 2) | 13-943-000-0000-2004 | Harmon | |
| | | Warrant # 44312 | Total | 164.00 | Date 10/23/12 | | | |
| 44313 | 12280 | Gebhard/Max 34513 370th Ave Aitkin, MN 56431 | | | | | | |
| | | | 104.00 | 31-0-065300- | Adj. 2012 (per 2) | 13-943-000-0000-2001 | Gebhard | |
| | | | 104.00 | 31-0-065300- | Adj. 2011 (per 2) | 13-943-000-0000-2004 | Gebhard | |
| | | Warrant # 44313 | Total | 208.00 | Date 10/23/12 | | | |
| 44314 | 12281 | Sedlock/Nancy or Scott 17076 232nd Ave NW Big Lake, MN 55309 | | | | | | |
| | | | 24.00 | 18-0-024101- | Adj. 2012 (per 2) | 13-943-000-0000-2001 | Sedlock | |
| | | | 22.00 | 18-0-024101- | Adj. 2011 (per 2) | 13-943-000-0000-2004 | Sedlock | |
| | | | 42.00 | 18-0-024101- | Adj. 2010 (per 2) | 13-943-000-0000-2004 | Sedlock | |
| | | Warrant # 44314 | Total | 88.00 | Date 10/23/12 | | | |
| 44315 | 12187 | Bailey Construction PO Box 87 Stillwater, MN 55082 | | | | | | |
| | | | 30,000.00 | Aitkin Salt Shed | | 03-307-000-0000-6262 | CP 01-090-23 | |
| | | Warrant # 44315 | Total | 30,000.00 | Date 10/24/12 | | | |
| 44316 | 7050 | Anderson Bros Construction Co PO BOX 668 BRAINERD, MN 56401 | | | | | | |
| | | | 23,175.21 | Final Payment | | 03-307-000-0000-6262 | 20117 | |
| | | Warrant # 44316 | Total | 23,175.21 | Date 10/24/12 | | | |
| 44317 | 7050 | Anderson Bros Construction Co PO BOX 668 BRAINERD, MN 56401 | | | | | | |
| | | | 7,968.43 | Final Payment | | 03-307-000-0000-6262 | SAP-001-600015 | |
| | | Warrant # 44317 | Total | 7,968.43 | Date 10/24/12 | | | |
| 44318 | 12282 | Dechantal Excavating, LLC | | | | | | |

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> <u>OBO#</u> | <u>Account Number</u> <u>On- Behalf- of- Name</u> | <u>Invoice #</u> <u>From Date</u> | <u>PO #</u> <u>To Date</u> |
|---------------|-----------------|--|---------------|--|--|--------------------------------------|-------------------------------|
| | | 12209 State Highway 18 Brainerd, MN 56401 | | | | | |
| | | Warrant # 44318 Total | 299,170.78 | Partial Payment Date 10/29/12 | 03- 307- 000- 0000- 6262 | 20129 | |
| 44319 | 12171 | Hand Construction/Duwayne 2645 230th Ct NW St. Francis, MN 55070 | | | | | |
| | | Warrant # 44319 Total | 5.00 | 26- 0- 007000 overpay Per 2 Date 10/30/12 | 13- 943- 000- 0000- 2001 | Hand Construct | |
| 44320 | 7050 | Anderson Bros Construction Co PO BOX 668 BRAINERD, MN 56401 | | | | | |
| | | Warrant # 44320 Total | 30,369.70 | Partial Payment Date 10/31/12 | 03- 307- 000- 0000- 6262 | 20122 | |
| 44321 | 12121 | Ulland Brothers, Inc. PO Box 340 Cloquet, MN 55720 | | | | | |
| | | Warrant # 44321 Total | 19,950.40 | Partial Payment Date 10/31/12 | 03- 307- 000- 0000- 6262 | SP 001- 603012 | |
| 44322 | 12150 | Eagle Construction Inc. 515 9th Avenue NW Little Falls, MN 56345 | | | | | |
| | | Warrant # 44322 Total | 161,460.90 | Partial Payment Date 10/31/12 | 03- 307- 000- 0000- 6262 | SP 001- 090002 | |
| 76874 | 91054 | Schuety/Vicki 250 2ND AV SW APT 12 AITKIN, MN 56431 | | | | | |
| | | Warrant # 76874 Total | 10.05 - | VOID- O/S> 3 YRS- \$ TO STATE | 05- 430- 700- 4800- 6803 | | |
| | | | 25.00 - | VOID- O/S> 3 YRS- \$ TO STATE | 05- 430- 700- 4800- 6803 | | |
| | | | 35.05 - | Date 10/10/12 | | | |

DKB1
11/08/2012

9:07AM

Aitkin County

WARRANT REGISTER



Manual Warrants

| <u>Warr #</u> | <u>Vendor #</u> | <u>Vendor Name</u> | <u>Amount</u> | <u>Description</u> | <u>Account Number</u> | <u>Invoice #</u> | <u>PO #</u> |
|---------------|-----------------|-----------------------|---------------|--------------------|-----------------------------|------------------|----------------|
| | | | | <u>OBO#</u> | <u>On- Behalf- of- Name</u> | <u>From Date</u> | <u>To Date</u> |
| | | Final Total... | 2,229,001.54 | 84 | Transactions | | |

Aitkin County



Warr # Vendor #

RECAP BY FUND

| <u>FUND</u> | <u>AMOUNT</u> | <u>NAME</u> |
|-------------|---------------|-------------------------------|
| 1 | 12,526.89 | General Fund |
| 3 | 1,039,747.77 | Road & Bridge |
| 5 | 1,357.75 | Health & Human Services |
| 9 | 1,174,404.74 | State |
| 10 | 246.79 | Trust |
| 13 | 354.00 | Taxes & Penalties |
| 19 | 363.60 | Long Lake Conservation Center |
| | 2,229,001.54 | TOTAL |

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 11/06/12

Via:

From: Sheriff Scott Turner

Title of Item: Communications Facility Use Agreement

Requested Meeting Date: 11/13/2012 Est. Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

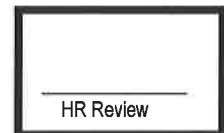
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners Date: November 6, 2012

From: Sheriff Scott Turner Re: Communications Facility Use Agreement

Attached is a copy of the "Communications Facility Use Agreement" from the State of Minnesota for the use of their towers and shelters. The agreements are all similar, but differ by location of the facility: Glen, Lawler, Logan, Quadna, Sandy Lake, and White Pine. These are the locations where we will be co-locating our simulcast VHF paging system for the fire and EMS emergency responders in Aitkin County.

It is a standard practice from the State of Minnesota for the use of their communications facilities. A copy of one of the agreements has been reviewed by County Attorney Ratz. The annual cost to use these 6 towers, with the cost being based on the number of base stations, will be \$1900 annually. This cost is a tremendous savings from having to build our own tower sites.

I am looking for board authorization to enter into these agreements with the State of Minnesota for the use of the above mentioned communications facilities.

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

STATE OF MINNESOTA
COMMUNICATIONS FACILITY
USE AGREEMENT

Agreement #02330
Glen Tower

THIS AGREEMENT, by and between State of Minnesota, Department of Transportation, hereinafter referred to as Mn/DOT, and County of Aitkin, hereinafter referred to as COUNTY;

WHEREAS, the Commissioner of Transportation is empowered by Minnesota Statute 174.70, Subd. 2 to enter into agreements to permit non-state owned communications equipment on Mn/DOT owned communications towers, land, buildings or other structures which are under the jurisdiction of the Commissioner of Transportation, and

WHEREAS, the State of Minnesota owns and the Commissioner of Transportation has custodial responsibility for a communications tower, shelter, and land on which the tower is located, herein referred to respectively as the "Communications Facility," located at 30694 State Hwy. 47 near the City of Glen, which is more fully described in Exhibit A2, attached hereto, and

WHEREAS, MN/DOT has determined that said tower and shelter have excess capacity which is surplus to its needs and MN/DOT is willing and able to provide space on the Tower and in Shelter to COUNTY under certain terms and conditions, and

WHEREAS COUNTY requires space on this Tower and in Shelter to install and maintain COUNTY'S communications equipment as described in the attached Exhibit B1.

NOW, THEREFORE, in consideration of the foregoing and in consideration of the mutual covenants herein contained, which each of the parties hereto acknowledge as adequate and sufficient, it is hereby agreed as follows:

1. COMMUNICATIONS FACILITY

MN/DOT grants and COUNTY accepts this "Agreement" for the use of Antenna space and shelter space on or within Mn/DOT's Glen Communications Facility located in the County of Aitkin, Minnesota, more fully described on attached Exhibit A2.

2. TERM

The term of this Agreement is for ten (10) years, commencing on December 1, 2012, and expiring November 30, 2022

- 2.1 This Agreement shall renew automatically on the expiration date at the same terms and conditions as described herein, unless otherwise terminated by one or both parties as set forth in paragraphs 2.2 and 5 of this Agreement.
- 2.2 In the event that either party elects not to renew this Agreement or renegotiate the terms of the agreement before the expiration date, that party shall give written notice to the other party informing that they wish to terminate or renegotiate the Agreement. Said notice must be received forty-five (45) days prior to the expiration date.

3. USE

- 3.1 Mn/DOT hereby grants COUNTY a non-exclusive right to install, use and maintain COUNTY'S communications equipment on the Communications Facility, subject to the terms and conditions described herein. Mn/DOT reserves the right to allow Mn/DOT'S Property to be used by others and make additions, deletions and modifications to Mn/DOT'S communications equipment, if any, located on Mn/DOT'S Property.
- 3.2 Placement of Antenna(s): COUNTY shall, at COUNTY'S expense, mount COUNTY'S antenna(s) only in such location(s) on the Communications Tower as described in Exhibit B1, attached hereto.
- 3.3 Placement of Communications Equipment: COUNTY shall, at COUNTY'S expense, locate and install their Communications Equipment only in such location(s) inside Mn/DOT's shelter as described in Exhibit B3 and conform to the installation instructions in Exhibit B3.
- 3.4 COUNTY may not add additional equipment or antennas from that described in Exhibits B1, attached hereto without the written approval of Mn/DOT, which shall be granted only in the form of a written amendment hereto.

4. ELECTRICAL SERVICES FEE

- 4.1 COUNTY agrees to pay to Mn/DOT for three (3) base station(s), for the Term of the Agreement the sum of four hundred dollars and zero cents (\$400.00), payable annually. Rates applied as noted below:

| | |
|--------------------|---------------------|
| 1 to 2 Stations | = \$300.00 per year |
| 3 to 4 Stations | = \$400.00 per year |
| 5 or more Stations | = \$500.00 per year |

- 4.2 If this Agreement is terminated at any time other than on the first day of a month, the fee shall be prorated, beginning on the first day of the next month, as of the date of termination, and all prepaid fees shall be reimbursed to COUNTY.

- 4.3 COUNTY agrees to pay Mn/DOT the ANNUAL fee set forth above upon execution of this Agreement, and then annually upon receiving an invoice on anniversary date of this Agreement. Payment will be mailed or delivered to the address provided below unless otherwise instructed on the invoice:

Minnesota Department of Transportation
Financial Operation MS 215
395 John Ireland Blvd.
St. Paul, MN 55115-1899

All correspondence and telephone calls concerning billing issues should be directed to the address provided above.

5. **TERMINATION**

- 5.1 COUNTY may terminate this Agreement for any reason at any time upon giving thirty (30) days written notice of such termination to the Mn/DOT.
- 5.2 COUNTY may terminate this Agreement if COUNTY is unable to obtain the required governmental and Federal Communications Commission approvals to operate at the Communications Facility.
- 5.3 Mn/DOT may terminate this Agreement for the following reasons:
- a. In the event of any failure of COUNTY to pay any fee due under this Cooperative Agreement within a reasonable amount of time. Or, any failure to perform any other of the terms, and conditions of this Agreement to be observed or performed by COUNTY for more than thirty (30) days after written notice of such default has been given to COUNTY. Upon such termination, COUNTY shall quit and surrender the Communications Facility to Mn/DOT; and by such repossession, Mn/DOT shall not be deemed to have waived its right (if any) to collect fees due (if any) from COUNTY hereunder or to enforce the other obligations of COUNTY hereunder.
 - b. Property is needed for governmental services, including but not limited to: tower space, shelter space, ground space, Highway requirements, or other required governmental services.
- 5.4 Upon termination, COUNTY shall have one hundred eighty (180) days from the date of delivery of notice of termination to remove all of COUNTY'S equipment from the Communications Facility and MN/DOT'S Property. COUNTY'S failure to remove such equipment within one hundred eighty (180) days of expiration or termination of this Cooperative Agreement shall be deemed to be abandonment of the improvements and Mn/DOT may possess, remove and dispose of the equipment at will and charge COUNTY for the reasonable cost of removal and disposal thereof.

- 5.5 Upon termination and at Mn/DOT'S written request, COUNTY shall restore any painted surfaces disturbed by COUNTY'S occupancy to their original condition.
- 5.6 Mn/DOT and COUNTY hereby agree that COUNTY shall not be reimbursed by Mn/DOT for any investment or expense incurred by COUNTY as a result of this Agreement upon termination of the Agreement.

6. DUTIES OF MN/DOT

- 6.1 Mn/DOT shall provide for the general maintenance of Mn/DOT'S Property, and Communications Facility, including obstruction lights, if any, inspections and any other measures necessary to maintain the safety and utility of Mn/DOT'S Property. Mn/DOT agrees to maintain Mn/DOT'S Property in strict accordance with all local, state and federal rules and regulations. This shall include, but not be limited to, weed control, tower lights, tower lighting alarm system, lighting monitoring and any other FCC or FAA mandated codes.
- 6.2 Mn/DOT shall, upon execution of this Agreement, provide COUNTY with the name, address and telephone numbers of Mn/DOT'S Authorized Agent, who shall be COUNTY'S day-to-day contact person for resolution of equipment issues and other technical issues that may arise during the term of the Agreement. This information is also provided in Exhibit C attached hereto.
- 6.3 Mn/DOT hereby grants to COUNTY non-exclusive right of access to the Communications Facility as necessary to install and maintain COUNTY'S equipment.
- 6.4 Mn/DOT shall provide COUNTY with a method of access to the Communications Facility as described in Exhibit C, attached hereto.
- 6.5 Mn/DOT shall furnish and provide electrical services, including emergency back-up power to COUNTY for its use.
- 6.6 Mn/DOT hereby grants to COUNTY easement rights to connect to services that are available from third party vendors.
- 6.7 Mn/DOT shall approve all electrical and telephone wiring routes inside Mn/DOT'S shelter prior to installation by COUNTY or COUNTY'S contractors, which approval shall not be unreasonably withheld.
- 6.8 Mn/DOT shall have no liability to COUNTY for interruptions of electricity or telephone service by third party vendors or any other interruptions beyond Mn/DOT'S direct control.

7. DUTIES OF COUNTY

- 7.1 COUNTY warrants that COUNTY'S use of the Communications Facility shall not interfere with any of Mn/DOT'S communications equipment or any other users that are on Mn/DOT'S Property prior to the effective date of this Cooperative Agreement. In the event there is interference, COUNTY shall promptly shut down that portion of its equipment causing the interference, except for intermittent testing, until the interference is corrected. If at any time there is future use of Mn/DOT'S Property by any other communications users, Mn/DOT shall have the responsibility to order the operator of the newly-added equipment to shut down that portion of its equipment causing the interference, except for intermittent testing, until the interference is corrected.
- 7.2 COUNTY shall in no way alter, disrupt, modify or damage existing drainage patterns and systems affecting the Communications Facility.
- 7.3 COUNTY, its employees, contractors or consultants shall not perform any construction or any physical modifications of the Communications Facility, including the tower and tower grounds, without first obtaining Mn/DOT'S written consent.
- 7.4 Prior to installing, replacing or modifying any equipment on the Communications Facility, COUNTY shall notify Mn/DOT'S Authorized Agent and secure written approval from Mn/DOT'S Authorized Agent to proceed.
- 7.5 All wiring shall conform to the existing wiring method used at the Communications Facility and shall conform to the National Electrical Code. COUNTY shall obtain, or require its contractors to obtain, any necessary permits from applicable units of local government.
- 7.6 COUNTY shall notify Mn/DOT'S Authorized Agent of any scheduled access or emergency access to the Communications Facility as described in Exhibit C "Site Access" attached hereto.
- 7.7 COUNTY shall install and maintain COUNTY'S antennas and equipment in accordance with standard engineering practices and in accordance with Mn/DOT'S technical standards, if any. COUNTY'S communications equipment shall be installed operated and maintained in conformance with 47 Code of Federal Regulations 1.1310, regulating radio frequency radiation exposure levels, and in conformance with all applicable rules and regulations established by the Federal Communications Commission.
- 7.8 COUNTY shall not cause any mechanic or materialmen's liens to be placed on Mn/DOT'S Property as a result of COUNTY'S occupancy of said Communications Facility.

7.9 COUNTY hereby agrees that COUNTY'S access to the Communications Facility shall be limited to personnel qualified to perform equipment installation, maintenance of electrical and other specialized equipment, and other work as necessary to maintain the COUNTY'S communications system in proper working order in and around the Communications Facility and tower.

8. **CHANGES TO COUNTY'S EQUIPMENT** Any future changes to COUNTY'S antenna, cabling, or related equipment, as well as any changes of wattage, frequency, or functionality of COUNTY'S equipment, whether or not said alterations affect the fees payable under this Use Agreement or require one-time payments for engineering studies, plan review, modifications to MN/DOT'S property or any other reason, shall be included herein by Amendment hereto.

9. **INSURANCE** COUNTY and Mn/DOT agree that each party, and all subcontractors, will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of any others and the results thereof. COUNTY, and subcontractors, agree to maintain self insurance or acquire at its sole expense during the term of this Agreement, commercial general liability insurance.

COUNTY, and its subcontractors, agree to provide proof of insurance if requested by Mn/DOT.

10. **PERSONAL PROPERTY** Any fixtures or equipment attached to, or installed in any part of the Communications Facility by COUNTY shall remain the personal property of COUNTY with right of replacement or removal at all reasonable times during the term of this Use Agreement, or any extension thereof.

11. **DESTRUCTION OF THE COMMUNICATIONS FACILITY** If the Communications Facility is destroyed or damaged by fire, tornado, flood, civil disorder or any other cause so that the Communications Facility are rendered unusable, the electrical fee shall be abated from the date of such damage, and if MN/DOT fails to restore the Communications Facility to a safe, operational condition within thirty (30) days, this Cooperative Agreement shall be deemed terminated, thus releasing both parties of all obligations hereunder.

12. **NOTICES** All notices or communications between COUNTY and Mn/DOT shall be sent in writing to the following:

Mn/DOT:

Minnesota Department of Transportation
Office of Electronic Communications
Attn: Lease Manager
1500 West County Road B2 MS-730
Roseville, Minnesota 55113
(651) 234-7947 or (651) 234-7977

COUNTY:

Aitkin County Sheriff's Department
Attn: Sheriff Scott Turner
217 2nd St NW, Room 185
Aitkin, MN 56431
(218) 927 - 7435

- 13. MODIFICATIONS/AMENDMENTS** Any alterations, variations, modifications, or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing and signed by the authorized representatives of the COUNTY and Mn/DOT. This Agreement shall supersede all other oral and written agreements prior to execution of this document. IN WITNESS WHEREOF, the parties have set their hands on the date(s) indicated below intending to be bound thereby.
-

LIST OF EXHIBITS

EXHIBIT A1: Tower Registration (ASR)

EXHIBIT A2: Location Map

EXHIBIT B1: Tower Diagram with COUNTY Antenna location

EXHIBIT B2: Compound Layout Diagram

EXHIBIT B3: Installation Instructions

EXHIBIT C: Site Access

EXHIBIT D: Statement of Structural Analysis Requirement

COUNTY:

AITKIN COUNTY

COUNTY certifies that the appropriate person(s) have executed the Use Agreement on behalf of COUNTY as required by applicable articles, bylaws, resolutions or ordinances

By _____

Print Name: _____

Title: _____
(Print or type)

Date: _____

By _____

Print Name: _____

Title: _____
(Print or type)

Date: _____

By _____

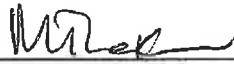
Print Name: _____

Title: _____
(Print or type)

Date: _____

Mn/DOT:

STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
OFFICE OF ELECTRONIC COMMUNICATIONS

By 
Mukhtar Thakur

Title Director

Date OCT 25 2012



UNITED STATES OF AMERICA
FEDERAL COMMUNICATIONS COMMISSION
ANTENNA STRUCTURE REGISTRATION



OWNER: MINNESOTA, STATE OF

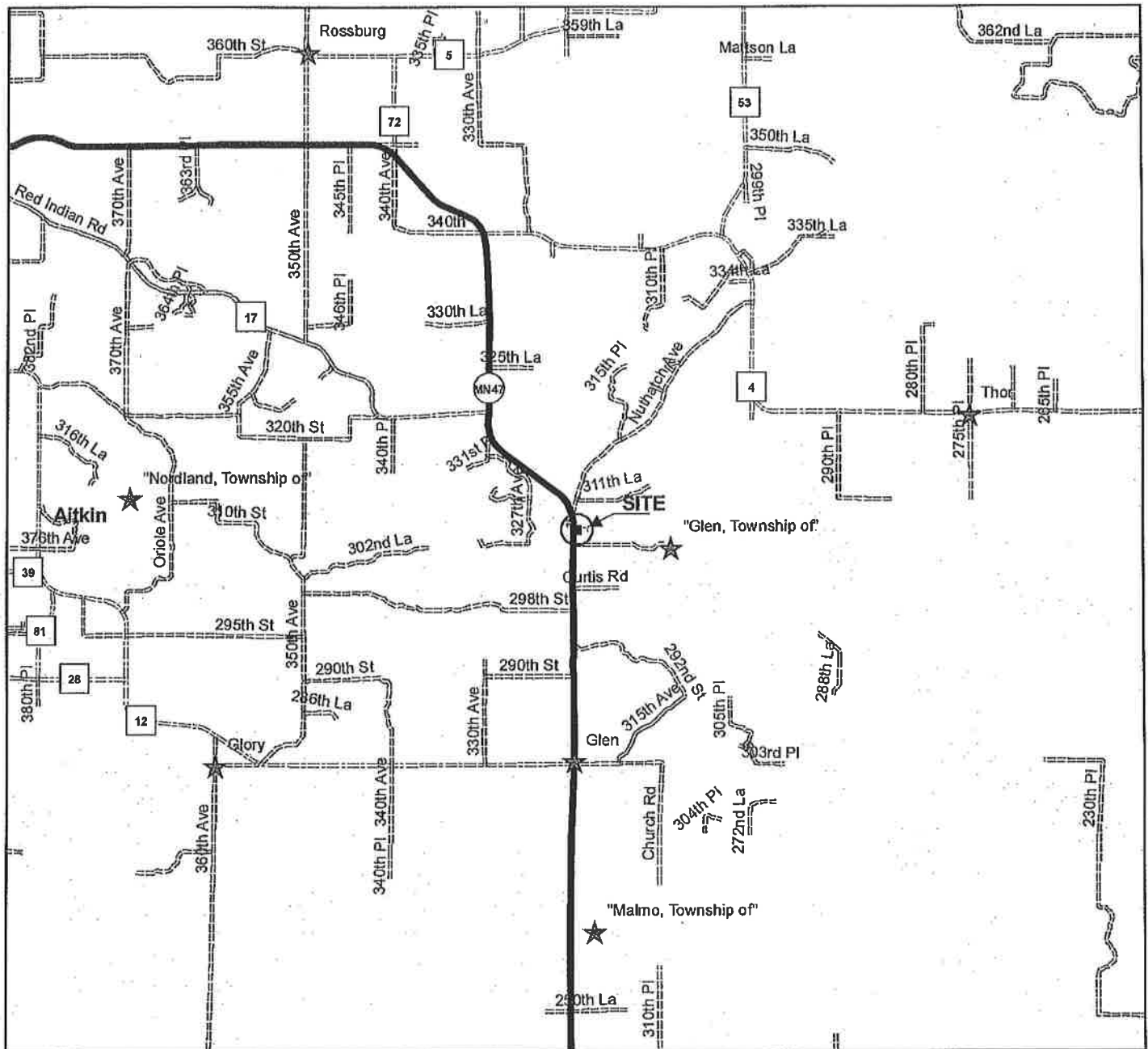
FCC Registration Number (FRN): 0002608115

| | |
|--|---|
| ATTN: OFFICE OF ELECTRONIC COMMUNICATIONS MINNESOTA, STATE OF 395 JOHN IRELAND BLVD., MS730 SAINT PAUL, MN 55155 | Antenna Structure Registration Number 1277374 |
| | Issue Date 01-12-2011 |
| Location of Antenna Structure .317 mi north of intesection of state hi Glen, MN | Ground Elevation (AMSL) 422.1 meters |
| | Overall Height Above Ground (AGL) 106.7 meters |
| Latitude 46-27-25.0 N Longitude 093-30-53.4 W NAD83 | Overall Height Above Mean Sea Level (AMSL) 528.8 meters |
| Painting and Lighting Requirements: FAA Chapters 4, 8, 12 Paint and Light in Accordance with FAA Circular Number 70/7460-1K | |
| Conditions: | |

This registration is effective upon completion of the described antenna structure and notification to the Commission. **YOU MUST NOTIFY THE COMMISSION WITHIN 24 HOURS OF COMPLETION OF CONSTRUCTION OR CANCELLATION OF YOUR PROJECT**, please file FCC Form 854. To file electronically, connect to the antenna structure registration system by pointing your web browser to <http://wireless.fcc.gov/antenna>. Electronic filing is recommended. You may also file manually by submitting a paper copy of FCC Form 854. Use purpose code "NT" for notification of completion of construction; use purpose code "CA" to cancel your registration.

The Antenna Structure Registration is not an authorization to construct radio facilities or transmit radio signals. It is necessary that all radio equipment on this structure be covered by a valid FCC license or construction permit.

You must immediately provide a copy of this Registration to all tenant licensees and permittees sited on the structure described on this Registration (although not required, you may want to use Certified Mail to obtain proof of receipt), and *display* your Registration Number at the site. See reverse for important information about the Commission's Antenna Structure Registration rules.



COMPOUND LAYOUT

DIMENSIONS

TEMPORARY EASEMENT

285' X 300' = 85,500 Sq Ft

LESS 17,175 (less access drive)

TOTAL 68,325 Sq Ft 1.57 Acres

PERMANENT EASEMENT

Compound Area = 125' x 125' = 15,625 Sq Ft

Access Drive = 25' x 62' = 1,550 Sq Ft

TOTAL = 17,175 Sq Ft 0.39 Acres

**DISTANCE FROM TOWER CENTER TO:
Center Line Hwy 47 = 190 feet**

Ver 4, 9-13-10



Glen Tower - TEC364

Parcel ID # 09-0-035806

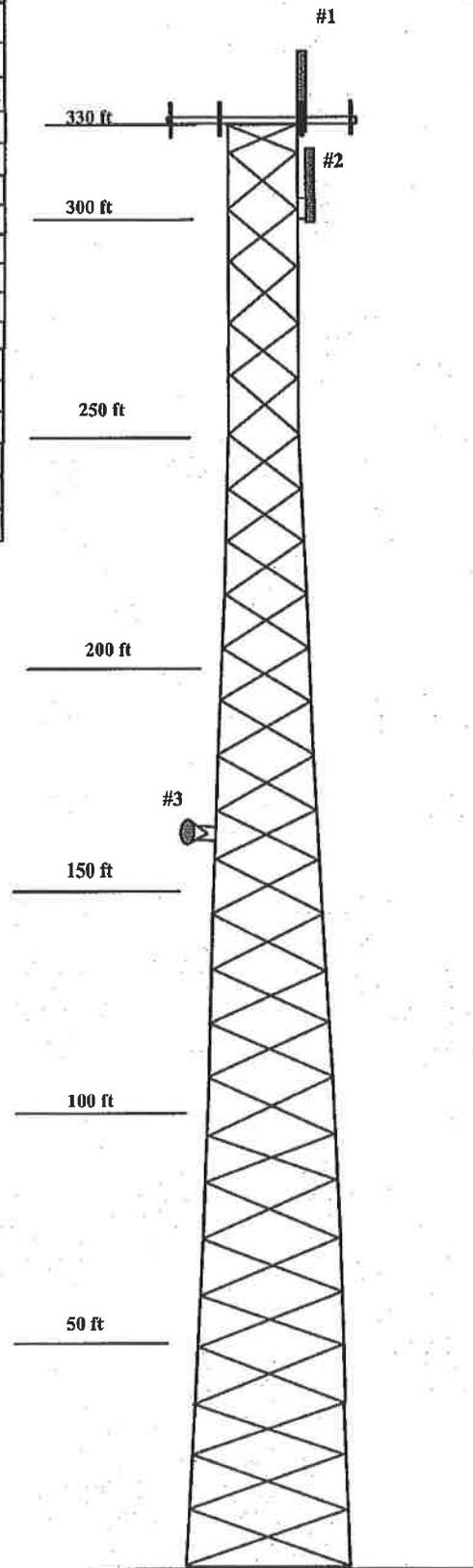
**SW of the NW Quarter, Section 21
T46, R25, Glen Township,
Aitkin County, MN**

TOWER CENTER

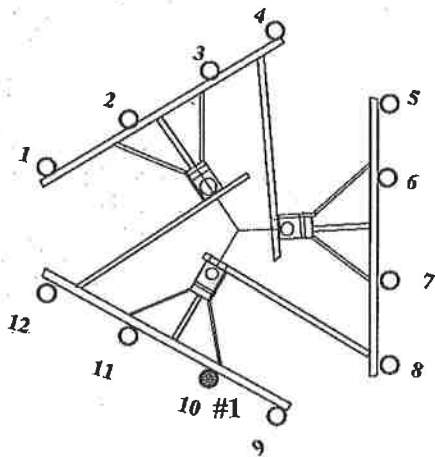
Latitude: 46-27-24.71N

Longitude: 93-30-53.39W NAD83

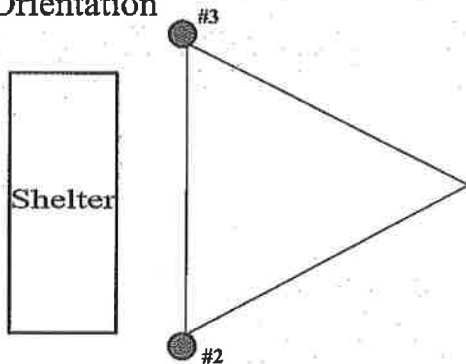
| ANTENNA KEY - Aitkin County Antennas | | | | |
|--------------------------------------|----------------------|------------------------|-------------------|-------------|
| # | Model | Ht to Tip | Pipe or Leg | Coax |
| 1 | Sinclair SC229SFXSNM | 350' | Pipe 10 | 7/8" Heliax |
| 2 | Sinclair SC229SFXSNM | 320' | Leg SW | 7/8" Heliax |
| 3 | HP4-11 4 ft. dish | 160' CL | Leg NW | EW90 |
| EQUIPMENT IN SHELTER - Aitkin County | | | | |
| Equip. | Description | | | |
| Motorola Base Station | GTR3000 VHF Base | | | |
| Motorola Base Station | MTR3000 VHF Base | | | |
| Exalt 11 GHz | EX-11i - 11 GHz | | | |
| FREQUENCY INFORMATION | | | | |
| Transmit = 154.44500 Mhz | Tone/Code = 141.3 | Receive = 156.2480 Mhz | Tone/Code = 141.3 | |
| Transmit = 155.0100 Mhz | Tone/Code = TBD | Receive = 156.8300 Mhz | Tone/Code = TBD | |
| Transmit = 11 GHz | Tone/Code = N/A | Receive = 11 GHz | Tone/Code = N/A | |
| | | | | |
| | | | | |



T-Boom Mounting Detail @ 330'



Tower Orientation



Glen Tower

Minnesota Department of Transportation

October 11, 2012
 Agreement #02330
 Aitkin County

Exhibit B1

Tower Elevation

Scale = None



Glen Tower - TEC364
 Owner: Kory Abell
 10254 367th Street
 North Branch, MN 55056
 (320) 684-2247
 Parcel ID # 09-0-035806

SW of the NW Quarter, Section 21
 T46, R25, Glen Township,
 Aitkin County, MN

TOWER CENTER
 Latitude: 46-27-24.71N
 Longitude: 93-30-53.39W NAD83

COMPOUND LAYOUT

DIMENSIONS

TEMPORARY EASEMENT

285' X 300' = 85,500 Sq Ft

LESS 17,175 (less access drive)

TOTAL 68,325 Sq Ft 1.57 Acres

PERMANENT EASEMENT

Compound Area = 125' x 125' = 15,625 Sq Ft

Access Drive = 25' x 62' = 1,550 Sq Ft

TOTAL = 17,175 Sq Ft 0.39 Acres

DISTANCE FROM TOWER CENTER TO:
 Center Line Hwy 47 = 190 feet

Ver 5, 9-23-10



Exhibit B2

Installation Instructions

RACK SPACE:

Aitkin County (COUNTY) or its contractor shall arrange for rack space with the Radio Maintenance Supervisor (RMS) in accordance with Exhibit B3.

If no Mn/DOT space is available, COUNTY will have to provide a rack to install in shelter. Rack type and installation location shall be approved by RMS.

InterMod Panel:

COUNTY shall install an Intermod Suppression Panel. This item is a requirement at all Mn/DOT towers and of all VHF radio users. A Sinclair PC2213 or equivalent. This item is necessary due to the close proximity of the County frequencies used at the site and the frequencies used by other public safety agencies.

Grounding

COUNTY or its contractor installation work shall be R56 compliant.

Entrance Panel

COUNTY or its contractor shall arrange the entrance panel location with the RMS.

Coax Management

COUNTY or its contractor shall arrange the cable management location with the RMS.

RMS
Radio Maintenance Supervisor
Keith Holmstrom
(218) 846-7974
(218) 850-9467 Cellular

"Site Access"

MN/DOT-OEC will provide a designated Aitkin County (COUNTY) individual (or their designee) with a key to the Glen Tower compound (fence gate). If necessary, the Radio Maintenance Supervisor (RMS), will be the Mn/DOT person who will arrange to have the key delivered (picked-up) to/by County.

Contact Information

Radio Maintenance Supervisor

Keith Holmstrom

(218) 846-7974

(218) 850-9467 Cellular

County shall have unlimited 24 hour, 365 days access to the facility to conduct necessary maintenance of their equipment. County and or its contractors will be responsible for securing the compound gate when leaving the premise. Failure to do so could result in termination of this Agreement.

Site Entry Notification

County or its designee must provide Mn/DOT with at least 24 hour notice of intent to enter the facility. County or its designee must call the Mn/DOT RMS cited above. If no answer at either number, County should leave a message at one of the numbers that includes: site name, date and time of anticipated entry, nature of site visit and a return phone number. A Mn/DOT representative may or may not return the call to the designated County personnel to acknowledge their request to enter. A return call by Mn/DOT is only necessary when there may be a conflict, or unusual circumstances occurring at the Communications Facility that may be of interest to County. County or its designees do not have to delay their scheduled visit if they do not receive a return phone call.

In the case where the site visit is unscheduled, County or its designee must notify the RMS cited above on the next regularly scheduled work day. In the event that there is no answer, the County individual or designee should leave a message that includes: individuals name, site name, date and time of entry and departure, nature of site visit and a return telephone number.

Agreement No. 02330
Aitkin County
Glen Tower

A structural analysis report is not required for this Lease Agreement.

The Aitkin County antenna loading as requested will not require a structural analysis.

Exhibit D

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/05/12

Via:

From: Sheriff Scott Turner

Title of Item: Emergency Management Performance Grant

Requested Meeting Date: 11/13/2012 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: 280-5390
- 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) Grant Agreement

Provide eleven (11) copies of supporting documentation NO LATER THAN Wednesday at 8:00am to make the Board's agenda for the following Tuesday. Items WILL NOT be placed on the Board agenda unless complete documentation is provided for mailing in the Board packets. (see reverse side for details)

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners Date: November 6, 2012

From: Sheriff Scott Turner Re: 2012 EMPG

Attached is a copy of the 2012 Emergency Management Performance Grant (EMPG). This is an annual grant that helps fund the Emergency Management Activities within Aitkin County. This is an annual grant that comes to Aitkin County from the federal government via the Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

I request board authorization for Aitkin County to enter into this agreement. In the past it has been done by consent.

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



| | |
|---|--|
| Minnesota Department of Public Safety ("State") Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101 | Grant Program: Emergency Management Performance Grant 2012 Grant Agreement No.: A-EMPG-2012- AITKINCO-00001 |
| Grantee: Aitkin County 209 Northwest 2nd Street, Aitkin County Courthouse Aitkin, Minnesota 56431 | Grant Agreement Term: Effective Date: 1/1/2012 Expiration Date: 12/31/2012 |
| Grantee's Authorized Representative: Scott Turner, Sheriff 217 Northwest 2nd Street, Suite 185 Aitkin, Minnesota 56431 Phone: (218) 927-7420 Email: scott.turner@co.aitkin.mn.us | Grant Agreement Amount: Original Agreement \$19,645.00 Matching Requirement \$19,645.00 |
| State's Authorized Representative: Ann Kuzj, Grants Specialist Homeland Security and Emergency Management Division 445 Minnesota Street, Suite 223 St Paul, Minnesota 55101 Phone: 651-201-7422 Email: Ann.Kuzj@state.mn.us | Federal Funding: CFDA 97.042 State Funding: None Special Conditions: None |

Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant agreement.

Term: Effective date is the date shown above or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to the Payment clause of this grant agreement. Reimbursements will only be made for those expenditures made according to the terms of this grant agreement. Expiration date is the date shown above or until all obligations have been satisfactorily fulfilled, whichever occurs first.

The Grantee, who is not a state employee will:

Perform and accomplish such purposes and activities as specified herein and in the Grantee's approved Emergency Management Performance Grant 2012 Application ("Application") which is incorporated by reference into this grant agreement and on file with the State at 445 Minnesota Street, Suite 223, St Paul, Minnesota 55101. The Grantee shall also comply with all requirements referenced in the Emergency Management Performance Grant 2012 Guidelines and Application which includes the Terms and Conditions and Grant Program Guidelines (<https://app.dps.mn.gov/EGrants>), which are incorporated by reference into this grant agreement.

Budget Revisions: The breakdown of costs of the Grantee's Budget is contained in Exhibit A, which is attached and incorporated into this grant agreement. As stated in the Grantee's Application and Grant Program Guidelines, the Grantee will submit a written change request for any substitution of budget items or any deviation and in accordance with the Grant Program Guidelines. Requests must be approved prior to any expenditure by the Grantee.

Matching Requirements: (If applicable.) As stated in the Grantee's Application, the Grantee certifies that the matching requirement will be met by the Grantee.

Payment: As stated in the Grantee's Application and Grant Program Guidance, the State will promptly pay the



Grantee after the Grantee presents an invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services and in accordance with the Grant Program Guidelines. Payment will not be made if the Grantee has not satisfied reporting requirements.

Certification Regarding Lobbying: (If applicable.) Grantees receiving federal funds over \$100,000.00 must complete and return the Certification Regarding Lobbying form provided by the State to the Grantee.

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Grant Agreement No. A-EMPG-2012-AITKINCO-00001 / PO # 3000015324

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: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

Budget Summary

| EMPG: Aitkin County Emergency Management | | | |
|--|--|-------------|-------------|
| Budget Category | | Award | Match |
| Planning | | | |
| All Emergency Management activities for Aitkin County for the year 2012. | | \$19,645.00 | \$19,645.00 |
| Total | | \$19,645.00 | \$19,645.00 |
| Total | | \$19,645.00 | \$19,645.00 |
| Allocation | | \$19,645.00 | \$19,645.00 |
| Balance | | \$0.00 | \$0.00 |

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

2F
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 11-7-12

Via: Patrick Wussow, County Administrator

From: Mark Jacobs, Land Commissioner

Title of Item:

Request to Sell Vehicles – Land Dept.

Requested Meeting Date: 11-13-12 Estimated Presentation Time: n/a

Presenter: _____

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.

AITKIN COUNTY LAND DEPARTMENT

Aitkin County Courthouse
209 Second Street N.W.
Aitkin, MN 56431
218-927-7364
Fax: 218-927-7249

TO: Aitkin County Board of Commissioners
FROM: Mark Jacobs, Land Commissioner
RE: Request to Sell Vehicles – Land Dept.
DATE: November 7, 2012

Staff is requesting approval to sell the following vehicles:

- 1995 Ford F-150 4x4 Pick-up
- 1994 GMC ½ ton 4x4 Pick-up
- 1996 Ford Bronco XL 4x4

Please contact me with questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/06/12

Via: Patrick Wussow, County Administrator

From: Ross Wagner, Economic Development & Forest Industry Coordinator

Title of Item: 2012 MAPCED/AMC Economic Development Award

Requested Meeting Date: November 13, 2012 Estimated Presentation Time: 5 Minutes

Presenter: Ross Wagner

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 Approve under Consent Agenda
- 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) Applications

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 Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: November 7, 2012

SUBJECT: AMC/MN Association of Professional County Economic Developers Award

As you are aware, Aitkin and Mille Lacs Counties won the MAPCED Outstanding Economic Development Achievement Award for the Hawkins Sawmill Road Upgrade. The award will be presented at the 2012 Annual AMC Conference, December 3rd in St Cloud.

I need to know who from Aitkin County will be attending so I can coordinate with Sue Bingham and AMC on getting registrations sent in. If you would like to attend but are not registered for the AMC Conference, there is a \$30.00 banquet fee. Please let Sue or I know if you are attending. As of now, the Mille Lacs County Engineer, Administrator and a Commissioner will be at the banquet.

Attached is the email from AMC and registration form for additional information.

Ross Wagner

From: Laurie Klupacs [LKlupacs@mncounties.org]
Sent: Sunday, November 04, 2012 2:34 PM
To: rwagner@co.aitkin.mn.us
Cc: gail.leverson@co.cass.mn.us; Nancy Hoffman
Subject: Outstanding Economic Development Award
Attachments: Banquet Attendance Form.docx

Importance: High



DATE: November 4, 2012

TO: Ross Wagner
Economic Development & Forest Industry Coordinator

FROM: Laurie Klupacs
AMC Deputy Director

RE: MAPCED Award Application

Congratulations! The MAPCED Awards Committee has selected the ***Aitkin & Mille Lacs Counties Hawkins Sawmill Road Upgrade*** as a project that is worthy of recognition and has chosen it to receive an Outstanding Economic Development Achievement Award that will be presented at the 2012 AMC Annual Conference!

The Awards will be presented at the Awards Banquet on Monday, December 3, 2012 at the St. Cloud Rivers Edge Convention Center, 10 Fourth Ave S, St. Cloud MN. The Banquet will begin at 6:00 p.m. in Carlson Hall and the awards will be presented immediately following dinner. County officials attending the conference or people not registered for the conference but interested in attending the banquet are encouraged to share a table at the banquet.

To ease facilitation, please complete the attached banquet attendance form (include the names of all people who will share your table) and return it to Suzanne LaPalm at AMC no later than Monday, November 26th. Please note that anyone attending the Banquet who is not registered for the conference will be a guest of the county and there will be a \$30 per person meal ticket charge. Tables will be reserved in the front of the banquet room for award recipients and their guests.

We look forward to presenting the 2012 County Achievement Award to Aitkin and Mille Lacs Counties for the ***Hawkins Sawmill Road Upgrade*** project!



2012 AMC Awards Banquet

**Monday, December 3, 2012
6:00 p.m.**

**St. Cloud River's Rivers Edge Convention Center
10 Fourth Avenue S, St. Cloud, MN**

Awards Banquet Attendance Form:

Please list below **all** names of the people who will be joining your county at the Awards Banquet on Monday, December 3rd. Your county will be billed \$30 for each person attending the Banquet who is **not** registered for the conference. Non-registered Banquet guests need to pick up their meal ticket at the AMC registration desk on Monday, December 3rd. Tables will be reserved in the front of the Banquet room for award winners. Each banquet table seats 10 people.

County: _____

County contact: _____

| Name | Registered for Conference? (Y/N) | Not Registered/Bill \$30 |
|------|----------------------------------|--------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

*Please complete this form and return to
Suzanne LaPalm
Association of Minnesota Counties
Fax: 651-224-6540 or email: <mailto:lapalm@mncounties.org>
Information must be received at AMC no later than
Monday, November 26, 2012
Questions? Call Laurie Klupacs at AMC (651-789-4329)*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/06/12

Via: Patrick Wussow, County Administrator

From: Ross Wagner, Economic Development & Forest Industry Coordinator

Title of Item: Aitkin County Tourism Grants

Requested Meeting Date: November 13, 2012 Estimated Presentation Time: 15 Minutes

Presenter: Ross Wagner

Type of Action Requested (check all that apply)

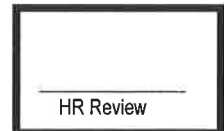
- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position Approve under Consent Agenda
- 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) Applications Grants Applications, History of Grants

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 Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: November 7, 2012

SUBJECT: Aitkin County Tourism Grants

Aitkin County received three grant applications for the Aitkin County Tourism Grant Fund. The applications and recommendations are listed below; there is \$2,044.00 in the fund.

- Hill City Lions Club, \$1,000.00 for the 2013 Fishing Contest
 - Aitkin Chamber of Commerce, \$5,000.00 for the 2013 Sports and Commerce Show
 - Hill City Chamber of Commerce, \$1,000.00 for the 2013 4th of July Celebration
-
- Hill City Lions Club requested \$1,000.00 to advertise and promote the 2013 Ice Fishing contest the recommendation of the committee is to approve this grant for the full amount. This event has not received tourism funds in the past and the goal for the Lions is to increase attendance through increased advertising.
 - Aitkin Chamber of Commerce requested \$5,000.00 to promote the 2013 Sports and Commerce Show. The recommendation of the committee is to deny the request as this event previously has received tourism funds for the same purpose.
 - Hill City Chamber of Commerce requested \$1,000.00 to advertise and promote the 2013 Fourth of July Celebration. The recommendation from the committee is to grant the remaining \$1,044.00. The advertising budget far exceeds the amount requested, thus the extra \$44.00. It was also noted that the Chamber is attempting to grow the event and make it a draw for a larger area.

Attached are the applications, list of grants and a discussion sheet used by the committee for your information, it is similar to the discussion at the November 6th Board meeting.

Aitkin County Tourism Grant Advisory Committee
Application for Tourism Development and Promotion Grants
January 1, 2012 - December 31, 2012

DEADLINE: Grant requests may be submitted at any time to ACTGAC c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St. N.W., Aitkin, MN 56431. Each will be considered at the next quarterly meeting of the Aitkin County Tourism Grant Advisory Committee following its receipt. Application Deadlines: February 1st, May 1st, July 1st and November 1st. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism related events that occur within Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County. Events eligible for funding include: community recreational and informational events such as races, rides, tournaments, shows, educational programs, etc.; community celebrations; logistic and materials support for tourism related information booths; radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and media promotion. General Criteria for funding annual events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for promoting and to get it off to a good start. Annual events may be considered if the event changes in some significant way or if the event wants to try new advertising/promotion activities to reach a new market. Tourism funds are not intended to be used as an annual subsidy or line item budget amount. Tourism grant funds shall not be used to pay for salaries, awards, prizes or gifts. Maximum grant amount is \$5,000.00 minimum is \$100.00.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Hill City area Lions Club Ice Fishing Contest

Date(s) of Program: 9 February, 2013 **Location of Program:** Hill Lake, Hill City, MN

Organization/Community Name: Hill City Lions Club

Person in Charge of Project: Duane Niesen

Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):

P.O.Box 57 Hill City MN 55748

Contact Person's Phone #: 218-697-8104

Legal Status of Organization: _____ Unit of Government (for example cities, townships etc.)

_____ Non-profit Tourism Association

X _____ Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? yes

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization Lions Club, provide support to the community and it's people, our focus is on the youth and community activities.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000.00
(Minimum \$100.00, maximum request is \$5,000.00)

Amount of your organization's match \$ 100.00

Total projected budget \$1100.00

3. **PROJECT/EVENT DESCRIPTION:** Be concise and complete; attach additional or supporting information if needed.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Our goal is to provide the community with a FUN day of Ice Fishing on Hill Lake, we as the lions club donate approximately \$2500.00 worth of prizes to be given out during the contest and we ask the local businesses to help sponsor our rod and reel giveaway to all children under 12. The grant funds would be used strictly for advertisement on the Radio and in the News Paper, al of our posters are made for us by the Hill City School Professionals Class.

Explain how your project will bring visitors to Aitkin County.

Every year we have people come home to their families for the contest, we have had people come from North Carolina, North Dakota, the cities and all over the area. The event is catered toward family and friends and people love the day on the Ice. The day of the contest it is hard to find bait in the bait store as it is all bought out early, after the contest people head to town to warm up and have a burger and conversation at all the local establishments.

Please list media you intend to use, if any.

We intend to use KKin and KMFY Radio stations also we would like to advertise in the Aitkin Age and the Harold Review.

List target markets:

Where – geographic areas (s)

Aitkin and Grand Rapids areas

List target audience:

Who – type of group or activity

All people of all ages especially families.

Please estimate what percentage will come from: Your local community and surrounding area: 75%
 From other communities in Minnesota: 23%
 From outside of Minnesota: 2%

Please estimate the number of people who will come from: Your local community and surrounding area:200
 From other communities in Minnesota 75
 From outside of Minnesota: 20

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event, a specific budget for ACTGAC Funds is on the last page.

| Category | ACTGAC Funds | Local Funds | Total |
|------------------------------|------------------|------------------|------------------|
| L&M Dorr Prizes | | \$2000.00 | \$2000.00 |
| Ben's Bait Door Prizes | | \$750.00 | \$750.00 |
| DNR Permit | | \$120.00 | \$120.00 |
| Biggest Fish Prize money | | \$350.00 | \$350.00 |
| DJ | | \$50.00 | \$50.00 |
| Gobble Portable Toilets | | \$150.00 | \$150.00 |
| County Permit | | \$10.00 | \$10.00 |
| Radio Adds KKin and KMFY | \$250.00 | | \$250.00 |
| News Paper Adds Age & Harold | \$750.00 | \$100.00 | \$850.00 |
| TOTALS | \$1000.00 | \$3530.00 | \$4530.00 |

Add both columns

NOTE: A written evaluation must be completed and returned to the Aitkin County Tourism Grant Advisory Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTGAC, c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St NW, Aitkin, MN 56431. .

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name: *Duane Niesen* Date: 6 August 2012

5. **ACTGAC BUDGET:** In the spaces below, list each use or vendor your ACTGAC funds will be used for, use additional space if necessary, we would like to see specifically where and how ACTGAC funds will be used. A sample budget is provided below, totals for ACTGAC must equal the amount listed in #4.

| Category | ACTGAC Funds | Local Funds | Total |
|---------------------------|------------------|-----------------|------------------|
| Advertising KKIN | \$125.00 | | \$125.00 |
| Advertising KMFY | \$125.00 | | \$125.00 |
| Advertising Aitkin Age | \$425.00 | | \$425.00 |
| Advertising Harold Review | \$325.00 | \$100.00 | \$425.00 |
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| | | | |
| Totals | \$1000.00 | \$100.00 | \$1100.00 |

Sample ACTGAC Budget

| | | | |
|----------------------------------|-------------------|-----------------|-------------------|
| Advertising, Aitkin Age | \$235.00 | \$100.00 | \$335.00 |
| Advertising, Duluth News Tribune | 556.00 | | 556.00 |
| Promotion, Posters printing | 150.00 | | 150.00 |
| Mailing, Posters | 59.00 | | 49.00 |
| Promotion, Web update | 500.00 | | 500.00 |
| | | | |
| TOTALS | \$1,500.00 | \$100.00 | \$1,600.00 |

HILL CITY AREA LIONS CLUB ICE FISHING CONTEST
Application for Aitkin County Tourism Development and Promotion Funds

To: Aitkin County Board of Commissioners

From: Hill City Lions Club

WHEREAS, the Hill City Area Lions Club (hereafter the "Applicant" is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to Advertise on the Radio and in the News Paper for the Hill City Area Lions Club Ice Fishing Contest on the 9th of February, 2013. (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTGAC Fund grant for \$ 1000.00 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTGAC Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1000.00 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant Duane Niesen Contest Organizer and President of the Hill City Area Lions Club is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that Duane Niesen is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: 6 August, 2012

By: Hill City Area Lions Club Ice Fishing Contest

Its: Duane Niesen

(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the (insert the full name of the organization here) on the (insert the date on which the Resolution was adopted by the organization), 2012.

By: *Duane Niesen*

Its Secretary

Aitkin County Tourism Grant Advisory Committee
Application for Tourism Development and Promotion Grants
January 1, 2012 - December 31, 2012

DEADLINE: Grant requests may be submitted at any time to ACTGAC c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St. N.W., Aitkin, MN 56431. Each will be considered at the next quarterly meeting of the Aitkin County Tourism Grant Advisory Committee following its receipt. Application Deadlines: February 1st, May 1st, July 1st and November 1st. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism related events that occur within Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County. Events eligible for funding include: community recreational and informational events such as races, rides, tournaments, shows, educational programs, etc.; community celebrations; logistic and materials support for tourism related information booths; radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and media promotion. General Criteria for funding annual events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for promoting and to get it off to a good start. Annual events may be considered if the event changes in some significant way or if the event wants to try new advertising/promotion activities to reach a new market. Tourism funds are not intended to be used as an annual subsidy or line item budget amount. Tourism grant funds shall not be used to pay for salaries, awards, prizes or gifts. Maximum grant amount is \$5,000.00 minimum is \$100.00.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Aitkin Chamber Commerce & Sports Show
Date(s) of Program: March 2-3, 2012 **Location of Program:** Aitkin High School
Organization/Community Name: Aitkin Area Chamber of Commerce
Person in Charge of Project: Matthew Hill, Executive Director, Aitkin Area Chamber of Commerce
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
P.O. Box 127 Aitkin, MN 56431
Contact Person's Phone #: 218-927-2316
Legal Status of Organization: _____ **Unit of Government (for example cities, townships etc.)**
 X **Non-profit Tourism Association**
 _____ **Non-profit Association**

Is your organization registered as a nonprofit corporation with the Secretary of State? Yes
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization The Aitkin Area Chamber of Commerce represents over 200 businesses in the County of Aitkin. The Chamber is dedicated to Community Development, Increasing Tourism and offering Marketing and Networking Opportunities for our members.

2. FUNDING:

| | |
|---|---------------------------|
| Amount requested from Aitkin County Tourism (ACTGAC) (Minimum \$100.00, maximum request is \$5,000.00) | \$ 5,000.00 |
| Amount of your organization's match | \$ <u>100.00</u> |
| Total projected budget | \$ <u>5,100.00</u> |

3. **PROJECT/EVENT DESCRIPTION:** Be concise and complete; attach additional or supporting information if needed.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

By being the host of the Sports & Commerce Show, we are trying to give our local Aitkin County businesses an opportunity to showcase their business and products to the large number of people who attend. The Sports & Commerce show will host over 100 different businesses and each business will prepare a display in the manor that they choose which best showcases their product or service. We would utilize the County Tourism dollars to market the event to the public so more people or potential shoppers can see what the Aitkin County businesses can offer which would in-turn increase business locally.

Explain how your project will bring visitors to Aitkin County.

By advertising the Sports & Commerce Show, we will bring awareness to more target markets and target audiences whom may not have visited the Aitkin Area before or know what it has to offer.

Please list media you intend to use, if any.

Radio, Newspaper, Internet, TV, Shoppers

List target markets:

Where – geographic areas (s)

Aitkin and surrounding Counties, including
Crow Wing, Kanabec, Itasca, Carlton, Pine,
St Louis, Mille Lacs and Cass

List target audience:

Who – type of group or activity

Families of various ages, sportsmen and women

Please estimate what percentage will come from:

Based on June 2009 Market Area Profile Study

By John Bennett @ U of M Extension office

Please estimate the number of people who will come from:

Your local community and surrounding area: 80%

From other communities in Minnesota: 19%

From outside of Minnesota: 1%

Your local community and surrounding area: 2,400

From other communities in Minnesota: 600

From outside of Minnesota: 10

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event, a specific budget for ACTGAC Funds is on the last page.

| Category | ACTGAC Funds | Local Funds | Total |
|-----------------------------|-----------------|-----------------|------------------|
| AHS custodial staff | | 1145.00 | 1145.00 |
| Sertoma Club pipe and drape | | 3885.00 | 3885.00 |
| Advertising | 5000.00 | 100.00 | 5100.00 |
| Signs/banners | | 700.00 | 700.00 |
| | | | |
| | | | |
| | | | |
| | | | |
| TOTALS | 5,000.00 | 5,110.00 | 10,110.00 |

Add both columns

NOTE: A written evaluation must be completed and returned to the Aitkin County Tourism Grant Advisory Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTGAC, c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St NW, Aitkin, MN 56431. .

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name

Markus [Signature]

Date:

10/31/12

5. **ACTGAC BUDGET:** In the spaces below, list each use or vendor your ACTGAC funds will be used for, use additional space if necessary, we would like to see specifically where and how ACTGAC funds will be used. A sample budget is provided below, totals for ACTGAC must equal the amount listed in #4.

| Category | ACTGAC Funds | Local Funds | Total |
|-----------------------------------|-----------------|---------------|-----------------|
| Advertising, Aitkin Age | 150.00 | 100.00 | 250.00 |
| Advertising, Brainerd Dispatch | 750.00 | | 750.00 |
| Advertising, Bargain Hunter | 300.00 | | 300.00 |
| Advertising, Mille Lacs Messenger | 350.00 | | 350.00 |
| Advertising, the Advertiser | 250.00 | | 250.00 |
| Advertising, Northland Press | 250.00 | | 250.00 |
| Advertising, KKIN | 250.00 | | 250.00 |
| Advertising, WJJY | 360.00 | | 360.00 |
| Advertising, KLIZ | 288.00 | | 288.00 |
| Advertising, KBLB | 288.00 | | 288.00 |
| Advertising, KUAL | 214.00 | | 214.00 |
| Advertising, KLKS | 300.00 | | 300.00 |
| Advertising, 3WI | 300.00 | | 300.00 |
| Advertising, KOZY | 250.00 | | 250.00 |
| Herald Review | 700.00 | | 700.00 |
| | | | |
| | | | |
| Totals | 5,000.00 | 100.00 | 5,100.00 |

Sample ACTGAC Budget

| | | | |
|----------------------------------|-------------------|-----------------|-------------------|
| Advertising, Aitkin Age | \$235.00 | \$100.00 | \$335.00 |
| Advertising, Duluth News Tribune | 556.00 | | 556.00 |
| Promotion, Posters printing | 150.00 | | 150.00 |
| Mailing, Posters | 59.00 | | 49.00 |
| Promotion, Web update | 500.00 | | 500.00 |
| | | | |
| TOTALS | \$1,500.00 | \$100.00 | \$1,600.00 |

Application for Aitkin County Tourism Development and Promotion Funds

TO: Aitkin County Board of Commissioners

FROM: Aitkin Area Chamber of Commerce

WHEREAS, the Aitkin Area Chamber of Commerce (hereafter the "Applicant") is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to promote and market the "Sports and Commerce Show" a major tourism piece to attract visitors and encourage visitor spending in the Aitkin area; and

WHEREAS, the applicant has determined that it will need an ACTGAC Fund grant for \$5,000.00 in order to do the project; and

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTGAC Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$5,000.00 to provide funds to do the project; and

BE IT FURTHER RESOLVED that the Applicant's President, Jeff Tidholm, is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or the application for it; and

BE IT FURTHER RESOLVED that Matthew Hill, Executive Director, is hereby designated as the person who will supervise the Project and successfully complete the project in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

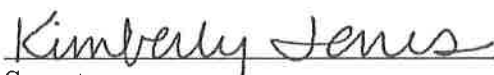
Adopted: October 31st, 2012

By: 

Its: President/Chairman of the Board

CERTIFICATION

I, the undersigned Secretary of the Applicant organization, hereby certify that the above resolution is a true copy of or the Resolution duly passed, adopted, and approved by the Board of Directors of the Aitkin Area Chamber of Commerce.


Secretary

October 31st, 2012
Date

Aitkin County Tourism Grant Advisory Committee
Application for Tourism Development and Promotion Grants

January 1, 2012 - December 31, 2012

DEADLINE: Grant requests may be submitted at any time to ACTGAC c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St. N.W., Aitkin, MN 56431. Each will be considered at the next quarterly meeting of the Aitkin County Tourism Grant Advisory Committee following its receipt. Application Deadlines: February 1st, May 1st, July 1st and November 1st. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism related events that occur within Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County. Events eligible for funding include: community recreational and informational events such as races, rides, tournaments, shows, educational programs, etc.; community celebrations; logistic and materials support for tourism related information booths; radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and media promotion. General Criteria for funding annual events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for promoting and to get it off to a good start. Annual events may be considered if the event changes in some significant way or if the event wants to try new advertising/promotion activities to reach a new market. Tourism funds are not intended to be used as an annual subsidy or line item budget amount. Tourism grant funds shall not be used to pay for salaries, awards, prizes or gifts. Maximum grant amount is \$5,000.00 minimum is \$100.00.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: 4th of July
Date(s) of Program: _____ **Location of Program:** _____
Organization/Community Name: Hill City Chamber
Person in Charge of Project: Bill Klennert
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
P.O. Box 10 Hill City 55748 MN
Contact Person's Phone #: Bill Klennert
Legal Status of Organization: _____ **Unit of Government (for example cities, townships etc.)**
_____ **Non-profit Tourism Association**
 Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? _____
If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization Tourism Promotion

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000.00
(Minimum \$100.00, maximum request is \$5,000.00)

Amount of your organization's match \$ 100%

Total projected budget \$ 34,000.00

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach additional or supporting information if needed.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

109th 4th July Celebration, 4 Days, Family Fun, we have several new features this year

Explain how your project will bring visitors to Aitkin County.

4 Days of festivities, will bring new activities and new people from all over the state.

Please list media you intend to use, if any.

KDZH KKin Kozy Aitkin age Grand Rapids Herald, News Hopper, Pine Cone Express several web sites

List target markets:

Where - geographic areas (s)

All of Minnesota

List target audience:

Who - type of group or activity

our activities target All ages, family oriented

Please estimate what percentage will come from: Your local community and surrounding area: 50%

From other communities in Minnesota: 50%

From outside of Minnesota: NA

Please estimate the number of people who will come from: Your local community and surrounding area: 6,000

From other communities in Minnesota: 6,000

From outside of Minnesota: Na

4. PROJECT BUDGET: in the space below, provide a budget for the entire event, a specific budget for ACTGAC Funds is on the last page.

| Category | ACTGAC Funds | Local Funds | Total |
|-------------------|--------------|-------------|-------------|
| KDZH | 400 | 600 | 1000 |
| KKin | 400 | 400 | 800 |
| Kozy | 200 | 600 | 800 |
| Aitkin age | | 500 | 500 |
| GR Herald | | 500 | 500 |
| News Hopper | | 300 | 300 |
| Pine Cone Express | | 300 | 300 |
| flyers | | 2000 | 2000 |
| TOTALS | 1000 | 6200 | 6200 |

Add both columns

NOTE: A written evaluation must be completed and returned to the Aitkin County Tourism Grant Advisory Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTGAC, c/o Ross Wagner, Aitkin County Courthouse, 209 2nd St NW, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Bill Klennert Date: 10-16-12

Hill City 4th of July 2013

Projected Expenses:

| | |
|---------------------------------------|---------------------|
| White Side Walls Band Plus lodging | \$5,000.00 |
| Shack Shakers | 2,000.00 |
| Bottom Line Band | 1,500.00 |
| Local musicians | 1,000.00 |
| Fire Works | 3,500.00 |
| Ledger Racing Pigs | 3,500.00 |
| Squeaks the Clown | 550.00 |
| Kirps Caricatures Plus lodging | 750.00 |
| Simple Guys | 450.00 |
| Games Galour (3 days) | 9,000.00 |
| Tractor Pull | 1,500.00 |
| Triathlon | 3,000.00 |
| Total dollar projection | \$ 31,750.00 |



HILL CITY CHAMBER OF COMMERCE

HILL CITY AREA CHAMBER OF COMMERCE

P.O. Box 51

Hill City MN 55748

www.hillcitymnareachamber.wordpress.com

hillcitymnchamber@yahoo.com

| TIME | ACTIVITY |
|---------------------|---|
| | Hill City's 4th of July Celebration 2013 |
| | Thru. July 4th |
| All day | Flea market around town |
| 7 am - 11 pm | Pancake Breakfast at Trinity Lutheran Church |
| 10:30 am - 11:30 am | Parade on Lake Avenue |
| 11am - 1 pm | Dinner at Methodist Church |
| After parade | Face painting, characture drawings, 3 roving clowns |
| 12 pm - 7pm | Games Galore in Bear Park |
| 12 pm - 7pm | Mechanical bull |
| 12pm - 2pm | Street games : egg toss races 3 legged races turtle races pudding eating contest hot dog eating contest saw dust piles by age group, etc |
| 2 pm - 3 pm | Soap Box Derby |
| 2 pm - 3 pm | Pie auction by majorettes |
| 7pm - 11pm | White Sidewalls concert/dance |
| Dusk | Fire Works over Hill Lake |
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Aitkin County Tourism Grant Advisory Committee

Discussion of 2013 Tourism Fund Uses;

Take a portion of Tourism Funds to promote Aitkin County as a Destination for;

- Northwoods ATV Trail and ATVing as a destination.
- Geocaching promotion, expand ACLD Challenge.
- Promote Aitkin County's public land resource, public accesses and Trail Town friendly communities with family activities.....see second approach below.

Above to be accomplished through traditional advertising venues such as Outdoor News, MN Off Road, Mn Explorer as well as targeted promotions such as Media/Fam Tours, Geocaching and ATV web sites. An annual marketing and promotions plan would be developed in January and submitted to the County Board for approval.

A second approach to promoting and marketing Aitkin County and its many assets is to participate in the Northwest Sportshow in March or a similar show. Aitkin County through the Tourism Fund would provide a booth, county wide materials and would be present at the show. Individual Chambers, Communities and possibly tourism related businesses could sign up to take turns at the booth, promoting the county as well as their individual communities. All organizations and tourism related businesses would be welcome to supply brochures.

The third approach is to continue the tourism grant program essentially as is with some tweaks and less of the allotment going towards the grant program. Some suggestions for tweaks to the fund; capping the amount per event as well as the organization or community; in order to insure the grant funds are used to promote the event outside of Aitkin County, grants could be restricted to non-local advertising and promotions. Under a scenario like this, grants could be accepted twice a year versus four times per year as it is now.

Aitkin County Tourism Development and Promotion Grant Award History

| Year Granted | Grant # | Organization | Grant Amount | Purpose |
|-----------------|------------|--------------------------------------|-----------------|--|
| 1995 | 1 | Aitkin County Historical Society | 7,500 | Recreation and Tourism Guide Books |
| 1995 | 2 | Hill Lake Trail Association | 1,000 | Trail |
| 1995 | 3 | McGregor Chamber of Commerce | 4,500 | Tourism Booth |
| 1995 | 4 | Aitkin Chamber of Commerce | 600 | Phone System Upgrade to handle tourism calls |
| 1995 | 5 | Aitkin Chamber of Commerce | 5,000 | Printing and distribution of brochures |
| 1995 | 6 | City of Hill City | 500 | Printing and distribution of brochures |
| 1995 | 7 | | | |
| 1995 | 8 | McGregor Chamber of Commerce | 4,000 | Tourism Booth |
| 1995 | 9 | Aitkin Chamber of Commerce | 7,500 | Advertising and 800# |
| 1995 | 10 | Aitkin County Historical Society | 500 | Archaeology Week |
| 1997 | 11 | Aitkin Chamber of Commerce | 4,838.85 | Snowmobile Marketing |
| 1997 | 12 | Mid-Minnesota 150 Sled Dog Race | 1,000 | Sled Dog Race |
| 1997 | 13 | Aitkin Chamber of Commerce | 900 | Corn Feed Ad |
| 1997 | 14 | Aitkin Chamber of Commerce | 7,100 | Print Brochure and Advertising |
| 1997 | 15 | Aitkin Chamber of Commerce | 4,868.50 | Snowmobile Promotion and Advertising |
| 1997 | 16 | McGregor Chamber of Commerce | 4,000 | Tourism Booth |
| 1997 | 17 | McGregor Chamber of Commerce | 2,000 | Tourism Coordinator |
| 1998 | 18 | Aitkin Chamber of Commerce | 1,807.73 | County Snowmobile Promotion |
| 1998 | 19 | Mid-Minnesota 150 Sled Dog Race | 1,000 | Sled Dog Race |
| 1998 | 20 | Aitkin Chamber of Commerce | 7,000 | Advertising |
| 1998 | 21 | McGregor Chamber of Commerce | 4,000 | Tourism Booth |
| 1998 | 22 | Jaques Art Center | 2,030 | Superimpressionism Exhibit |
| 1998 | 23 | Mille Lacs Area Tourism | 720 | Tourism Marketing Video |
| 1998 | 24 | Aitkin County Rivers and Lakes Fair | 1,300 | Promotion |
| 1999 | 25 | City of McGregor | 1,600 | Airport Dedication |
| 1999 | 26 | Mid-Minnesota Dog Sled Race | 1,000 | Sled Dog Race |
| 1999 | 27 | Central Cattlemen's Association | 475 | 4-H Beef Show |
| 1999 | 28 | Aitkin Chamber of Commerce | 750 | Riverboat Days |
| 1999 | 29 | Aitkin Chamber of Commerce | 5000 | Advertising |
| 1999 | 30 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 1999 | 31 | Tamarack Activities Club | 750 | Hey Days Promotion |
| 1999 | 32 | Aitkin Chamber of Commerce | 2000 | Snowmobile Promotion Advertising |
| 1999 | 33 | Aitkin County Rivers and Lakes Fair | 700 | Promotion |
| 1999 | 34 | City of Palisade | 500 | Brochures |
| 1999 | 35 | Aitkin County Historical Society | 540 | Advertising |
| 1999 | 36 | Aitkin Jaycee's | 1,750 | Fishing Contest Promotion |
| 2000 | 37 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 2000 | 38 | McGregor Jaycee's | 1,000 | Just Plane Fun and Up North Days |
| 2000 | 39 | Aitkin Chamber of Commerce | 7,500 | Advertising and Marketing |
| 2000 | 40 | City of Hill City | 477.30 | Community Profile |
| 2000 | 41 | Central Minnesota Cattleman's Assoc. | 175 | 4-H Beef Show |
| 2000 | 42 | Aitkin Chamber of Commerce | 1,597.70 | Snowmobile Advertising |
| 2000 | 43 | Aitkin Jaycee's | 2,500 | Fishing Contest |
| 2000 | 44 | City of Palisade | 120 | Web Site Development |

| | | | | |
|------|----|-----------------------------------|----------|---|
| 2001 | 45 | Aitkin Chamber of Commerce | 7,500 | Advertising and Marketing |
| 2001 | 46 | Aitkin Chamber of Commerce | 3,000 | Snowmobile Advertising |
| 2001 | 47 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 2001 | 48 | Aitkin County Historical Society | 550 | Post Cards and Web Site |
| 2001 | 49 | Aitkin Chamber of Commerce | 1,500 | Fish House Parade |
| 2001 | 50 | Aitkin Jaycees | 1,750 | Fishing Contest |
| 2002 | 51 | Mid-Minnesota 150 Sled Dog Race | 1,500 | Sled Dog Race |
| 2002 | 52 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 2002 | 53 | Aitkin Chamber of Commerce | 7,500 | Advertising and Marketing |
| 2002 | 54 | Aitkin Chamber of Commerce | 3,500 | Snowmobile Advertising |
| 2002 | 55 | Aitkin Chamber of Commerce | 3,000 | Crappie USA Tourney |
| 2003 | 56 | Palisade Mid-Winter Festival | 300 | Mid-Winter Festival |
| 2003 | 57 | Aitkin Jaycees | 1,350 | Fishing Contest |
| 2003 | 58 | Mid-Minnesota 150 Sled Dog Race | 1,000 | Sled Dog Race |
| 2003 | 59 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 2003 | 60 | Aitkin Chamber of Commerce | 7,500 | Advertising and Marketing |
| 2003 | 61 | Tamarack Hey Days | 300 | Hey Days |
| 2003 | 62 | Palisade Mid-Winter Festival | 400 | Mid-Winter Festival |
| 2003 | 63 | Aitkin Chamber of Commerce | 2,366.70 | Snowmobile Advertising |
| 2004 | 64 | Jaques Art Center | 300 | Fresh Fish Exhibit |
| 2004 | 65 | Aitkin Chamber of Commerce | 7,500 | Advertising and Marketing |
| 2004 | 66 | McGregor Chamber of Commerce | 7,500 | Tourism Booth |
| 2004 | 67 | Mid-Minnesota 150 Sled Dog Race | 850 | Sled Dog Race |
| 2004 | 68 | McGregor Chamber of Commerce | 1,473 | Brochure Development |
| 2004 | 69 | Aitkin Chamber of Commerce | 1,473 | Snowmobile Advertising |
| 2004 | 70 | Hill City Chamber of Commerce | 800 | Wild Game – Fishing Contest |
| 2004 | 71 | Jaques Art Center | 250 | Juried Art – Ex – Fowl Play |
| 2005 | 72 | Jaques Art Center | 2,000 | 2005 Advertising Campaign |
| 2005 | 73 | Hill City Chamber of Commerce | 2,500 | Tourism booth, signage, website |
| 2005 | 74 | McGregor Chamber of Commerce | 2,500 | Tourism booth |
| 2005 | 75 | Tamarack Hey Days | 500 | Banners |
| 2005 | 76 | Jaques Art Center | 1,500 | Adv. Riverboat Art Fest |
| 2005 | 77 | Aitkin Chamber of Commerce | 3,773 | Snowmobile Advertising |
| 2005 | 78 | Palisade Community Improvement C. | 500 | Midwinter Festival |
| 2005 | 79 | Friends of Rice Lake Refuge | 2,500 | Aitkin County Bird Trail Brochure |
| 2005 | 80 | Wild Encounters | 2,000 | 1 st Annual Birding Festival |
| 2005 | 81 | Ball Bluff Township | 375 | Vintage Snowmobile Run |
| 2006 | 82 | McGregor Area Historical Society | 150 | Brochure, Adv. For Wild Rice Day Booth |
| 2006 | 83 | McGregor Chamber of Commerce | 2,500 | Advertising, Wild Rice Days |
| 2006 | 84 | Aitkin Chamber of Commerce | 5,000 | 2006 County Marketing Campaign |
| 2006 | 85 | Jaques Art Center | 1,060 | Distribution of 2006 Program Booklet |
| 2006 | 86 | Aitkin Chamber of Commerce | 3,709.50 | 2006/2007 Snowmobile Advertising |
| 2006 | 87 | Jaques Art Center | 3,000 | Billboard Advertising |
| 2007 | 88 | Aitkin Chamber of Commerce | 3,000 | Tourism Advertising |
| 2007 | 89 | McGregor Chamber of Commerce | 2,000 | Fishing Contest Promotion |
| 2007 | 90 | McGregor Chamber of Commerce | 3,000 | Travel Information Center |
| 2007 | 91 | Jaques Art Center | 2,500 | Twin City Advertising Campaign |
| 2007 | 92 | Aitkin Area Chamber of Commerce | 1,800 | Snowmobile Advertising |

| | | | | |
|------|-----|--------------------------------------|-------|--|
| 2007 | 93 | Advancing Rural Talents (ARTS) | 400 | McGregor Music Festival |
| 2008 | 94 | Palisade Community Improvement Co. | 500 | 20 th Mid Winter Festival |
| 2008 | 95 | McGregor Chamber of Commerce | 5,000 | WSA Pro Ice Racing |
| 2008 | 96 | Hill City Chamber of Commerce | 3,000 | All Class Reunion |
| 2008 | 97 | Dwelling in the Woods | 1,500 | Wetland Nature Walk Days |
| 2008 | 98 | McGrath Historical Committee | 200 | Promote McGrath Centennial Book |
| 2008 | 99 | McGrath Historical Committee | 550 | Promote 4 th of July and Historical |
| 2008 | 100 | Aitkin County Ag Society | 1,200 | Promote County Fair Rodeo |
| 2008 | 101 | City of Tamarack | 250 | Promote 4 th of July |
| 2008 | 102 | Hill City Chamber of Commerce | 1,050 | Arts in the Park |
| 2008 | 103 | Tamarack Activity Club | 1,433 | Expand Hey Day Advertising |
| 2008 | 104 | Aitkin Chamber of Commerce | 3,000 | Snowmobile Advertising |
| 2008 | 105 | Jaques Art Center | 4,600 | 2009 Advertising Campaign |
| 2008 | 106 | Aitkin Co. Economic Development | 3,900 | Market Area Profiles |
| 2009 | 107 | Aitkin Chamber of Commerce | 1,500 | MN Gateways Advertising |
| 2009 | 108 | Hill City Chamber of Commerce | 5,000 | Summer Events Advertising |
| 2009 | 109 | McGregor Chamber of Commerce | 3,800 | Web Site Mgmt. Postage & Distribution |
| 2009 | 110 | McGrath Historical Committee | 1,750 | Museum Exhibit Promotion |
| 2009 | 111 | Palisade Community Improvement | 500 | River Fest Promotion |
| 2009 | 112 | Tamarack Activity Club | 1,200 | Hey Day Advertising/Promotion |
| 2009 | 113 | City of McGregor | 600 | Fly In Promotion, Trail Signage |
| 2009 | 114 | Aitkin Jaycees | 1,000 | Ice Fishing Contest |
| 2009 | 115 | Upper Miss. Cert. Wood Prod. Group | 750 | Living Green Expo Booth |
| 2009 | 116 | Jaques Art Center | 1,181 | 2010 Advertising |
| 2009 | 117 | Tourism Committee, Aitkin County | 2,330 | Snowmobile Advertising |
| 2010 | 118 | Aitkin Area Chamber of Commerce | 2,850 | Commerce and Sport Show Promotions |
| 2010 | 119 | City of Tamarack | 630 | 4 th of July Advertising |
| 2010 | 120 | Aitkin County Ag Society | 1,200 | 2010 County Fair Adv, Promo |
| 2010 | 121 | McGrath Historical Committee | 1,750 | 4 th of July, Threshing Show Exhibit Adv. |
| 2010 | 122 | Aitkin County Historical Society | 650 | New Brochures |
| 2010 | 123 | Aitkin County | 4,635 | Snowmobile Advertising |
| 2010 | 124 | Tamarack Activities Club | 3,000 | 50 th Annual Hey Day Promotion |
| 2010 | 125 | Aitkin Riverboat Capt. & Queen Assoc | 550 | Renovate Riverboat Float |
| 2010 | 126 | McGrath Historical Committee | 2,000 | Promote Events, brochure printing |
| 2010 | 127 | Aitkin Area Chamber of Commerce | 2,735 | Fish House Parade promotion, advertising |
| 2011 | 128 | Aitkin Area Chamber of Commerce | 2,500 | 2011 Aitkin Area Sports & Commerce Show |
| 2011 | 129 | Aitkin County Historical Society | 485 | 2011 Discovery Rack Subscription |
| 2011 | 130 | Jaques Art Center | 1,800 | Century of Service Birthday Party |
| 2011 | 131 | City of Tamarack | 1,885 | 4th of July Celebration |
| 2011 | 132 | Tamarack Activities Club | 2,000 | Annual Hey Days |
| 2011 | 133 | Aitkin Area Chamber of Commerce | 3,550 | Riverboat Days Advertising |
| 2011 | 134 | McGrath Historical Committee | 1,210 | Promote Display at Logging & Threshing Show |
| 2011 | 135 | Aitkin County Economic Development | 2,060 | Signage & Advertising Northwoods ATV |
| 2011 | 136 | Aitkin Area Chamber of Commerce | 4,510 | 2011 Fish House Parade Promotion |

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-6-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Draft Newspaper Bid Specifications for 2013

Requested Meeting Date: 11-13-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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: Draft Newspaper Bid Specifications for 2013

DATE: November 6, 2012

Attached is a proposed draft bid specification document that would be used to obtain bids for Aitkin County's "official newspaper." In 2008 the County Board revised the process for obtaining bids by incorporating surrounding counties bid forms into Aitkin County's process.

The following time line is suggested:

November 13th – The County Board reviews and approves a form to obtain bids.

November 14th – County Staff mails out bid specifications to *Newshopper*, *Aitkin Independent Age*, and *Voyager Press*.

December 21st – bids are received and tabulated.

January 8th – County Board designates the County's Official Publication (Newspaper) at the organizational meeting in January 2013.

Please review the proposed document and contact me with questions.

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

November 14, 2012

Aitkin Independent Age
213 Minnesota Avenue N.
Aitkin, MN 56431

Voyageur Press
PO Box 59
McGregor, MN 55760

NewsHopper
2215 South 6th Street
Brainerd, MN 56401

Re: 2013 Newspaper Bid Specifications

Please see the attached information requesting 2013 newspaper advertising bids.

The deadline for submitting your bid is Noon on Friday, December 21st. We look forward to receiving your bid.

Please contact Patrick Wussow at 927-7276 or Kirk Peysar at 927-7354 if you have any questions or concerns.

Sincerely,

Sue Bingham
Administrative Assistant

(Draft for discussion Only)
**CALENDAR YEAR 2013 BID SPECIFICATIONS
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2013:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Patrick Wussow, Aitkin County Administrator
(218) 927-7276

(Draft for discussion Only)

CALENDAR YEAR 2013 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2013 will be received in the **Aitkin County Administrator's Office**, 217 2nd Street NW - Room 130, Aitkin, MN 56431, until **Noon on Friday, December 21, 2012** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2013 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 8, 2013**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Friday, December 21, 2012.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276.

II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice.
- B. Bids must be submitted using the attached form.
- C. Types of legal notices to which bids are requested.
 - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
 - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.

(Draft for discussion Only)

CALENDAR YEAR 2013 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2013 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

III. BID AWARD CRITERIA

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2013 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statue 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2013

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ _____ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ _____ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ _____ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ _____ per column inch

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly circulation within the boundaries of Aitkin County = _____

Subscription cost per individual customer within Aitkin County for 1 year = _____

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

Signature in Ink of Submitter

Date

copy

JAMES P. RATZ
AITKIN COUNTY ATTORNEY
217 SECOND STREET N.W.
AITKIN, MINNESOTA 56431

TELEPHONE (218) 927-7347
TOLL FREE 1-888-422-7347
FAX (218) 927-7365

SENIOR ASSISTANT COUNTY ATTORNEY
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS
SARAH WINGE
BENJAMIN M. SMITH
REBECCA A. TRAPP

PARALEGALS
MICHELE J. MOTHERWAY
TAMMY K. SPELDRICH

CRIME VICTIM COORDINATOR
JESSICA L. SUNDQUIST
TELEPHONE (218) 927-7446

MEMORANDUM

TO: Patrick Wussow, Aitkin County Administrator
FROM: James P. Ratz, Aitkin County Attorney *JPR*
DATE: 12/29/2009
RE: Newspaper Bids for 2010

In response to your December 29, 2009 memorandum, inquiring as to whether the NewsHopper is a qualified newspaper, the short answer is yes. The NewsHopper has a court judgment stating it is a qualified newspaper. To my knowledge, no other qualified newspaper or interested person has subsequently challenged the NewsHopper's status as a qualified newspaper.

Two further questions of equal or greater importance focus on the issue of priority of designation and if there is a valid exception to the designation priority. Minn.Stat. §331A.04.

First, if the NewsHopper does not have a known or secondary office in the County, it appears it would a qualified newspaper of general circulation in the County. Other qualified newspapers in the county with a known office or a secondary office would have priority (in that order) over one that does not have an office in the County.

Minnesota Statutes section 331A.04, subdivision 6, does provide for an exception to the designation priority upon the fulfillment of four conditions. The four conditions that must be met are as follows:

- (1) the newspaper is a qualified medium of official and legal publication;
- (2) it must have circulation of not fewer than 75 percent of the households in the County;
- (3) it must provide regular coverage of County Board hearings and meetings; and
- (4) the County Board votes unanimously to designate the newspaper.

If you have any questions, please feel free to contact my office.

2012 Minnesota Statutes

331A.01 DEFINITIONS.

Subdivision 1. **Scope.** As used in sections 331A.01 to 331A.11, the terms defined have the meanings given them except as otherwise expressly provided or indicated by the context.

Subd. 2. **Known office of issue.** "Known office of issue" means the newspaper's principal office devoted primarily to business related to the newspaper, whether or not printing or any other operations of the newspaper are conducted at or from the office. A newspaper may have only one known office of issue.

Subd. 3. **Political subdivision.** "Political subdivision" means a county, municipality, school district, or any other local political subdivision or local or area district, commission, board, or authority.

Subd. 4. **Municipality.** "Municipality" means a home rule charter or statutory city or town.

Subd. 5. [Repealed, 2004 c 182 s 33]

Subd. 6. **Proceedings.** "Proceedings" means the substance of all official actions taken by the governing body of a political subdivision at any regular or special meeting, and at minimum includes the subject matter of a motion, the persons making and seconding a motion, the roll call vote on a motion, the character of resolutions or ordinances offered, including a brief description of their subject matter, and whether defeated or adopted.

Subd. 7. **Public notice.** "Public notice" means every notice required or authorized by law or by order of a court to be published by a qualified newspaper, and includes:

(1) every publication of laws, ordinances, resolutions, financial information, and proceedings intended to give notice in a particular area;

(2) every notice and certificate of election, facsimile ballot, notice of referendum, notice of public hearing before a governmental body, and notice of meetings of private and public bodies required by law;

(3) every summons, order, citation, notice of sale or other notice which is intended to inform a person that the person may or shall do an act or exercise a right within a designated period or upon or by a designated date; and

(4) this subdivision contains no independent requirement for the publication of any public notice.

Subd. 8. **Qualified newspaper.** "Qualified newspaper" means a newspaper which complies with all of the provisions of section 331A.02. The following terms, when found in laws referring to the publication of a public notice, shall be taken to mean a qualified newspaper: "qualified legal newspaper," "legal newspaper," "official newspaper," "newspaper," and "medium of official and legal publication."

Subd. 9. **Secondary office.** "Secondary office" means an office established by a newspaper in a community other than that in which its known office of issue is located, in the same or an adjoining county, open on a regular basis to gather news and sell advertisements and subscriptions, whether or not printing or any other operations of the newspaper are conducted at or from the office.

Subd. 10. **Summary.** "Summary" means an accurate and intelligible abstract or synopsis of the essential elements of proceedings, ordinances, resolutions, financial statements, and other official actions. It shall be written in a clear and coherent manner, and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at a designated location or by standard or electronic mail. A summary published in conformity with this section shall be deemed to fulfill all legal publication requirements as completely as if the entire matter which was summarized had been published. No liability shall be asserted against a political subdivision in connection with the publication of a summary or agenda.

History: 1984 c 543 s 20; 1986 c 444; 2004 c 182 s 3-7

2012 Minnesota Statutes

331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

(a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;

(b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;

(c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;

(d) be circulated in the political subdivision which it purports to serve, and either have at least 400 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 400 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;

(e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;

(f) file a copy of each issue immediately with the State Historical Society;

(g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;

(h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;

(i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and

(j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2.[Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. **Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. **Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

History: 1984 c 543 s 21; 1985 c 174 s 1; 1Sp1985 c 13 s 315; 1987 c 30 s 1; 1987 c 286 s 1; 1988 c 682 s 42; 1990 c 395 s 1; 1991 c 205 s 17; 1997 c 137 s 13; 2001 c 38 s 1; 2004 c 182 s 8-11; 2009 c 152 s 5

2012 Minnesota Statutes

331A.03 WHERE NOTICE PUBLISHED.

Subdivision 1. **Generally.** Except as provided in subdivision 2, a public notice shall be published in a qualified newspaper, and except as otherwise provided by law, in one that is likely to give notice in the affected area or to whom it is directed. When a statute or other law requires publication in a newspaper located in a designated political subdivision or area and no qualified newspaper is located there, publication shall be made in a qualified newspaper likely to give notice unless the particular statute or law expressly provides otherwise. If no qualified newspaper exists, then publication is not required.

Subd. 2. **Exception; certain cities of the fourth class.** A public notice required to be published by a statutory or home rule charter city of the fourth class located in the metropolitan area defined in section 473.121, subdivision 2, is not required to be published in a qualified newspaper if there is no qualified nondaily newspaper of general circulation in the city, provided the notice is printed in a newsletter or similar printed means of giving notice that is prepared by the city and either mailed or delivered to each household in the city.

Subd. 3. **Alternative dissemination of bids and requests.** (a) In addition to or as an alternative to the statutory requirements for newspaper publication, a political subdivision may disseminate solicitations of bids, requests for information, and requests for proposals by a means authorized in paragraph (b), if the political subdivision simultaneously publishes, either as part of the minutes of a regular meeting of the governing body or in a separate notice published in the official newspaper, a description of all solicitations or requests so disseminated, along with the means by which the dissemination occurred.

(b) A political subdivision may use its Web site or recognized industry trade journals as an alternative means of dissemination. A dissemination by alternative means must be in substantially the same format and for the same period of time as a publication required by this chapter.

(c) For the first six months after a political subdivision designates an alternative means of dissemination, it must continue to publish solicitation of bids, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official newspaper must indicate where to find the designated alternative method. After the expiration of the six-month period, an alternative means of dissemination satisfies the publication requirements of law for solicitation of bids, requests for information, and requests for proposals.

History: 1984 c 543 s 22; 1991 c 53 s 1; 2004 c 182 s 12, 13

2012 Minnesota Statutes

331A.04 DESIGNATION OF A NEWSPAPER FOR OFFICIAL PUBLICATIONS.

Subdivision 1. **Priority.** The governing body of a political subdivision, when authorized or required by statute or charter to designate a newspaper for publication of its public notices, shall designate a qualified newspaper in the following priority.

Subd. 2. **Known office in locality.** If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.

Subd. 3. **Secondary office in locality.** When no qualified newspaper has a known office of issue located in the political subdivision, but one or more qualified newspapers maintain a secondary office there, one of them shall be designated.

Subd. 4. **General circulation in locality.** When no qualified newspaper has its known office of issue or a secondary office located within the political subdivision, then a qualified newspaper of general circulation there shall be designated.

Subd. 5. **Other situations.** If a political subdivision is without an official newspaper, or if the publisher refuses to publish a particular public notice, matters required to be published shall be published in a newspaper designated as provided in subdivision 4. The governing body of a political subdivision with territory in two or more counties may, if deemed in the public interest, designate a separate qualified newspaper for each county.

Subd. 6. **Exception to designation priority.** (a) Notwithstanding subdivisions 1 to 3, the governing body of a political subdivision may designate any newspaper for publication of its official proceedings and public notices, if the following conditions are met:

(1) the newspaper is a qualified medium of official and legal publication;

(2) the publisher of the newspaper furnishes a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year ending no earlier than 60 days before designation of the newspaper, stating that the newspaper's circulation reaches not fewer than 75 percent of the households within the political subdivision;

(3) the newspaper has provided regular coverage of the proceedings of the governing body of the political subdivision and will continue to do so; and

(4) the governing body votes unanimously to designate the newspaper.

(b) If the circulation of a newspaper designated under this subdivision falls below 75 percent of the households within the political subdivision at any time within the term of its designation as official newspaper, its qualification to publish public notices for the political subdivision terminates.

Subd. 7. **Joint bidding.** A bid submitted jointly by two or more newspapers for the publication of public notices must not be considered anticompetitive or otherwise unlawful if the following conditions are met:

(1) all of the qualified newspapers in the political subdivision participate in the joint bid;

(2) the existence of the joint bid arrangement is disclosed to the governing body of the political subdivision before or at the time of submission of the joint bid; and

(3) the board is free to reject the joint bid and, if it does, individual qualified newspapers do not refuse to submit separate bids owing to the rejection of the joint bid.

History: 1984 c 543 s 23; 2003 c 59 s 1; 2004 c 182 s 14

2012 Minnesota Statutes

331A.05 FORM OF PUBLIC NOTICES.

Subdivision 1. **English language.** All public notices shall be printed or otherwise disseminated in the English language.

Subd. 2. **Time of notice.** Unless otherwise specified by law, or by order of a court, publication of a public notice shall be as follows:

(a) the notice shall be published once;

(b) if the notice is intended to inform the public about a future event, the last publication shall occur not more than 30 days and not less than seven days before the event;

(c) if the notice is intended to inform the public about a past action or event, the last publication shall occur not more than 45 days after occurrence of the action or event.

Subd. 3. **Type face.** Except as otherwise directed by a particular statute requiring publication of a public notice or by order of a court, a public notice shall be printed in a type face no smaller than six point with a lowercase alphabet of at least 90 points. Larger type faces may be used.

Subd. 4. **Title or caption.** Every public notice shall include a bold face title or caption in a body type no smaller than brevier or eight point referring to the content of the notice. Larger type faces may be used.

Subd. 5. **Local options.** The governing body of a political subdivision may, to better inform the public, increase the frequency of publication of a public notice beyond the minimum required by a particular statute. It may use forms and styles for the notice as it deems appropriate, including the use of display advertisements and graphics. In addition to publication in the newspaper required to be designated under section 331A.04, it may publish or disseminate the notice in other newspapers and by means of standard and electronic mail. Regardless of whether a particular statute specifies "legal notice," "public notice," "notice," or uses similar terms, the governing body may use whatever form for the published notice that it deems appropriate in order to adequately inform the public, subject to the requirements of sections 331A.01 to 331A.11. Nothing in the foregoing provisions of this subdivision shall require the governing body of a political subdivision to use the options described.

Subd. 6. **Conflict of laws.** Nothing in this section shall invalidate or affect any statutory or charter provision imposing additional or special qualifications for publication of particular notices or proceedings.

Subd. 7. **Errors in publication.** If through no fault of the political subdivision, an error occurs in the publication of a public notice, the error shall have no effect on the validity of the event, action, or proceeding to which the public notice relates.

Subd. 8. **Notice regarding published summaries.** If a political subdivision elects to publish a summary of the political subdivision's financial statement or proceedings as authorized by other law, it must include with the published summary a notice stating that a copy of the full version of the financial statement or proceedings other than attachments to the minutes is available without cost at the offices of the political subdivision or by means of standard or electronic mail.

History: 1984 c 543 s 24; 1997 c 56 s 1; 2004 c 182 s 15-19; 2008 c 154 art 10 s 4

2012 Minnesota Statutes

331A.06 RATES FOR PUBLICATION.

Subdivision 1. **Maximum rate.** The maximum rate charged for publication of a public notice shall not exceed the lowest classified rate paid by commercial users for comparable space in the newspapers in which the public notice appears, and shall include all cash discounts, multiple insertion discounts, and similar benefits extended to the newspaper's regular customers.

Subd. 2. **Rate increases.** Notwithstanding subdivision 1, no newspaper may increase its rates for publication of public notices by more than ten percent per year, as compared to the maximum rate actually charged by the newspaper in the previous year for publication of public notices, and in any case the new rate shall not exceed the rate described in subdivision 1. Nothing in this section shall be interpreted to mean that such an increase is required.

Subd. 3. **Rate from competitive bidding.** When the governing board of a political subdivision awards a contract for the publication of public notices based on competitive bidding, the rate established by the competitive bidding shall be the rate charged for publication of the public notices.

Subd. 4. **Publication at legal rate.** When a statute refers to publication of a public notice at the legal rate the maximum rate shall be as provided in this section.

Subd. 5. **Multiyear publication contracts.** Notwithstanding other law, a political subdivision may enter into multiyear contracts with a qualified newspaper for publication of the political subdivision's public notices. No multiyear contract may be for a term longer than three years.

History: 1984 c 543 s 25; 1985 c 174 s 2; 1994 c 465 art 2 s 18; 2004 c 182 s 20,21

2012 Minnesota Statutes

331A.12 WEB SITE ADVERTISEMENT FOR BIDS.

Subdivision 1. **Definitions.** (a) The terms defined in this subdivision and section 331A.01 apply to this section.

(b) "Web site" means a specific, addressable location provided on a server connected to the Internet and hosting World Wide Web pages and other files that are generally accessible on the Internet all or most of the day.

Subd. 2. **Designation.** At the meeting of the governing body of the local public corporation at which the governing body must designate its official newspaper for the year, the governing body may designate in the same manner publication of transportation projects on the local public corporation's Web site. Publication on the Web site may be used in place of or in addition to any other required form of publication. Each year after designating publication on the Web site for transportation projects, the local public corporation must publish in a qualified newspaper in the jurisdiction and on the Web site, notice that the local public corporation will publish any advertisements for bids on its Web site.

Subd. 3. **Form, time for publication same.** A local public corporation that publishes on its Web site under this section must post the information in substantially the same format and for the same period of time as required for publication in an official newspaper or other print publication.

Subd. 4. **Record retention.** A local public corporation that publishes notice on its Web site under this section must ensure that a permanent record of publication is maintained in a form accessible by the public.

History: 1Sp2003 c 19 art 2 s 56

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-7-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Liquor License – Corner Club

Requested Meeting Date: 11-13-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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.

By Commissioner: xx

111312-1xx

Corner Club Liquor License

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the following liquor license for a period ending December 31, 2012:

"ON", "OFF" and "SUNDAY" Sale:

WB Hay Point, Inc., dba **Corner Club** - Macville Township

This establishment has an address of 60967 U.S. Hwy 169, Hill City, MN 55748

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 13th day of November 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 13th day of November 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: 11-7-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Credit Card Policy

Requested Meeting Date: 11-13-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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: County Credit Card Policy

DATE: November 7, 2012

Attached are copies of the County's Credit Card Purchasing Policy, and the County's Meal Reimbursement Policy.

Staff will review these policies with the Board at Tuesday's meeting.

Please contact me if you have questions.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.14 CREDIT CARD PURCHASING POLICY

Effective: 11/28/00

PURPOSE:

The purpose of this policy and procedure is to provide detailed information regarding the use of credit cards assigned to selected Aitkin County employees to purchase goods and services for Aitkin County.

A. SCOPE:

This policy and procedure applies to all County divisions and agencies that have selected employees to use credit cards.

B. GENERAL:

The purchasing policy and procedure recognizes the establishment of a Aitkin County Central Services and further recognizes that the County Administrator may delegate to other specific individuals the responsibility for the performance of some credit duties at a departmental level.

C. BACKGROUND:

The County has used various methods to purchase goods and services. To improve acquisition cycle time, to establish a more efficient, cost-effective method of requisitioning, purchasing, and payment for small dollar transactions, Central Services is initiating a credit card program to replace the existing methods of reimbursements for merchandise purchases. A number of unique controls have been developed for a program that does not exist in a traditional credit card environment. These controls ensure that the card can be used only for specific purposes and within specific dollar limits. In addition, purchase information will be provided in sufficient detail to allow for verification by the approving official before payment is made to the vendor.

D. CREDIT CARD PURCHASING POLICY AND PROCEDURE:

This policy is intended to accomplish the following:

- To ensure that credit cards are used in accordance with Aitkin County policies.
- To ensure internal controls for authorized credit.
- To ensure that the County bears no legal liability from inappropriate use.
- To provide a convenient credit method and reduction of paperwork.
- To empower employees, increase productivity, flexibility, and efficiency.

Credit Card Authorization

1. The card will have the County's name, individual's name, County service code, and expiration date.
2. The credit card vendor will have no individual cardholder information other than the County's mailing address; no personal credit records, social security numbers, or other personal information is maintained.
3. Purchase information is transmitted electronically to the card issuer for authorization.

All transactions require authorization regardless of the amount. Since the County, not the individual employee, will pay for the purchases made with the credit card, additional controls have been added to these accounts. When the

merchant seeks authorization for the purchase, the credit card system will check each individual cardholder's single daily purchase limit and 30-day limit before authorization for that transaction is granted.

Cardholder Spending Limits

The delegation of authority that has been provided to each cardholder sets the maximum dollar amount for each Single Daily Purchase Limit, and a total for all purchases made with a credit card within a given 30 Day Limit billing cycle. Each time a cardholder makes a purchase with their credit card, these limits will be checked, and the authorization request will be approved or declined. The Aitkin County limits are as follows:

- Single Daily Purchase Limit - \$999.99 and no greater than the Aitkin County Board approved capital asset amount of \$1,000.00
- Thirty Day Limit - \$5,000.00

Department Heads may establish lower limits for their cardholders.

Occasionally, a unique situation may require a purchase exceeding the cardholders' limits. These purchases will not be allowed on the Department's credit card; however they will be considered capital asset purchases and require the formal approval of the County Board.

Use of Credit Card

1. The credit card shall be used for County business purchases only.
2. The credit card has a broad range of acceptance by retailers, service stations, and travel services.
3. Cardholder responsibility - The credit card is issued in the name of a specific cardholder with their name embossed on the card. No other person is authorized to use the card.
4. Conditions for use - Use of the card shall be under the following conditions:
 - The total of a single daily purchase may be comprised of multiple items and cannot exceed \$999.99 and no greater than the Aitkin County Board approved capital asset amount of \$1,000.00.
 - Purchase authorization will be denied if the single daily purchase limit is exceeded.
 - Purchases over the counter - all items purchased over the counter must be immediately available and cannot be backordered.
 - Telephone Orders - all items purchased by telephone must be carefully monitored to be sure of prompt delivery prior to payment.
5. Clearly instruct the vendor to include the following delivery information:
 - Cardholder name
 - Department
 - Building name and room number
 - Street Address
 - City
 - State
 - Nine-Digit Zip Code
6. A telephone log should be used to document or record telephone credit card orders. The log should be held until the monthly billing statement is received and reconciled. The log should then be included with the billing statement and forwarded to accounts payable.
7. It is the cardholder's responsibility to notify the merchant if items appear on the statement, but shipment has not been received.

Documentation, Reconciliation, and Payment Procedures

1. Documentation must be retained as proof of purchase whenever using the credit card.

2. For purchases over the counter, the cardholder must obtain a customer copy of the charge slip, reconcile the monthly statement, and submit it to Accounts Payable with the monthly statement. These documents will be used to verify purchases shown on the cardholder's monthly statement.
3. If, for some reason, the cardholder is missing documentation of the transaction, they must attach an explanation that includes a description of the item, date of purchase, merchant's name, and the reason for missing documentation.
4. The telephone log, customer copies of charge slips, and monthly statement will be reconciled by the department and forwarded to the Auditor's office for payment within seven (7) working days or within the terms and conditions of the vendor.
5. The department head must review all documentation and ensure that all purchases are valid and appropriate prior to approving the claims for payment.

Requests for Credit Cards

1. The department head/manager and County Administrator must approve credit cards.
2. All requests for a credit card will be done by submitting a Request for Credit Card form (Attachment 8B).
3. The form will be processed by Central Services with the credit card provider.
4. Upon issuance of the credit card, the cardholder will personally sign for their credit card.
5. The Central Services Department will distribute the credit card and add to the cardholder's personnel inventory list.

Inventory of Credit Cards

On an annual basis the County Auditor will conduct a physical inventory of credit cards and provide a report to the County Board.

Lost/Stolen Credit Cards

Contact information of the credit card issuer will be provided to the cardholder.

Should any employee lose or have their credit card stolen, it is their responsibility to immediately notify, within 24 hours, the credit card issuer and the Central Services Department.

Disputes Regarding Credit Cards

In case of a dispute with a vendor, the cardholder must complete, within five working days, a Cardholder Statement of Questioned/Disputed Item form (Attachment 8C).

Attachment 8B

REQUEST FOR CREDIT CARD

TO: Central Services

FROM: (Department/Agency)

RE: Request for Credit Card

The following employee is authorized to be issued an Aitkin County Credit Card for the department/service code indicated.

Full Name (print): _____

Sample Signature: _____

Title: _____

Department: _____

Service Code: _____

Single Purchase Limit (not to exceed \$999.99): \$50.00 \$100.00 \$250.00
\$500.00 \$999.99

30-Day Limit (not to exceed \$5,000.00): \$250 \$500 \$750
\$1000 \$2500 \$5000

Restrictions (other restrictions not in Aitkin County policy and procedures):

- Gas/oil/Roadside service Departmental Supplies
 Hotel/Motel/Meals Travel: Reservations – Airline/Hotel

Signature of Department Head/Manager Date

County Administrator Date

Attachment 8C

CARDHOLDER STATEMENT OF QUESTIONED/DISPUTED ITEM

TO: Central Services
THROUGH: (Approving Department Head or Manager)
FROM: (Cardholder)
RE: Questioned Item on Credit Card Statement

The following item(s) listed on Statement of Account is disputed.

Date of Statement of Account:

Item(s) Disputed:

Reason: (Provide information as to why item(s) does not meet your requirements. Indicate actions requested of merchant, reasons merchant refused to correct dispute, and any other information that is available to assist Central Services to negotiate dispute.)

- Action Requested:
- Return item and obtain credit
 - Exchange for same item
 - Exchange for different model, brand, etc. with applicable deduction/increase in cost. (This action will require prior approval from cardholder if cost increase is required.)

Other comments:

Signature of Cardholder

Date

Signature of Department Head/Manager

Date

ARTICLE 8 ORGANIZATION STANDARD AND RULES

SUBJECT: 8.9 MEAL REIMBURSEMENT

Effective: 11/28/00, revised 6/25/2002, revised 8/10/04

PURPOSE:

To define the meal reimbursement procedures for County employees, elected officials, and authorized representatives for expenses incurred while conducting business on behalf of Aitkin County as required by the County.

Aitkin County will provide reimbursement for meal expenses when such expenses are necessarily incurred while conducting County business. The Department Head must approve all requests prior to incurring reimbursable expenses. The actual cost of meals, not to exceed \$33.00 per day, while traveling outside of the County will be reimbursed. The following daily amounts shall be followed:

Breakfast: \$8.00 Lunch: \$10.00 Dinner: \$15.00

Employees who meet the eligibility requirements for two (2) or more consecutive meals, shall be reimbursed for the actual cost of the meals up to the combined maximum reimbursement amount.

Reimbursements may be claimed by the individual if they depart from the work location in an assigned travel status before 6:00 a.m. or if the individual is away from home overnight.

Individuals may claim reimbursement if they are not within the County boundaries during the regular scheduled lunch period.

Reimbursement may be claimed by the individual if they are away from their normal work location in a travel status overnight or required to remain in a travel status until after 7 p.m.

The Department Head must authorize meetings with a meal charge in excess of the approved meal allowance.

When meals are part of a tuition or registration fee, no additional reimbursement request for such meals can be claimed.

Expenses for alcoholic beverages are not reimbursable.

Tips or gratuities are only reimbursable up to 20% of the meal allowance when dictated by a restaurant receipt.

The reimbursement for meals, lodging, parking, and other related County expenses will occur only upon submittal of receipts. Pursuant to federal law, meal reimbursement without overnight lodging will be included as income and subject to income tax withholding and FICA deduction. Reimbursement for out of state travel shall be made at the Federal CONUS rate at the time of travel.

If meals are included as part of a conference, seminar fee, or airline ticket and are not separately identified, they are not taxable income.