

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 27, 2012 – BOARD AGENDA

- 10:30** 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 13, 2012 – November 26, 2012
B) Approve 11/13/12 County Board Minutes
C) Approve Auditor Warrants – October Sales & Use Tax
D) Approve Amendment to County Administrator Employment Agreement
E) Approve Resolution – All Terrain Vehicle Trail Funding
F) Accept \$100 Donation to STS - United Methodist Church
G) Approve PSAP Grant
H) Approve Commissioner Warrants
- 10:35** 3) **Kirk Peysar, County Auditor**
A) 2011 Audit Review
- 11:05** 4) **Patrick Wussow, County Administrator**
A) Approve Salaried & Professional Group Recommendations
B) 2013 Budget Follow-Up
C) Legislative Update
D) Approve Cancellation of December 4, 2012 Regular County Board Meeting
- 12:00** Break
- 1:00** 5) **Terry Neff, Environmental Services Director**
A) Approve Food, Beverage and Lodging Fee Schedule
B) FEMA & State Reimbursement for Debris Removal
C) Approve Aitkin County Lake Improvement District Policy
- 1:30** 6) **Mike Dangers, County Assessor**
A) Approve Electronic Certificates of Real Estate Value (eCRV)
- 1:45** 7) **Board Discussion**
Mark Wedel – CMCC
Laurie Westerlund – CMCC Joint Powers, DAC, Mille Lacs Watershed, HRA
Don Niemi – Lakes & Pines, ARDC
Brian Napstad –
Anne Marcotte – Arrowhead
- 2:30** 8) **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.**

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AITKIN COUNTY BOARD

November 13, 2012

The Aitkin County Board of Commissioners met this 13th 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 13, 2012 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 6, 2012 – November 12, 2012; B) Approve County Board Minutes: November 6, 2012; C) Approve October Manual Warrants: General Fund \$12,526.89, Road & Bridge \$1,039,747.77, Health & Human Services \$1,357.75, State \$1,174,404.74, Trust \$246.79, Taxes & Penalties \$354.00, Long Lake Conservation Center \$363.60 for a total of \$2,229,001.54; D) Approve Communication Facility Use Agreement – Sheriff's Dept.; E) Approve Emergency Management Performance Grant – Sheriff's Dept.; F) Approve Request to Sell Vehicles – Land Dept.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve Communications Facility Use Agreements with locations in Glen, Lawler, Logan, Quadna, Sandy Lake, and White Pine at a cost of \$1,900.00 annually for all six facilities.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve \$19,645.00 federal grant via Minnesota Department of Public Safety, Division of Homeland Security and Emergency Management.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the sale of the following Land Department vehicles: 1995 Ford F-150 4x4 pickup, 1994 GMC ½ ton 4x4 pickup, and 1996 Ford Bronco XL 4x4.

Ross Wagner, Economic Development & Forest Industry Coordinator discussed the MAPCED Outstanding Economic Achievement Award won by Aitkin and Mille Lacs Counties for the Hawkins Sawmill Road Upgrade. The award will be presented at the 2012 Annual AMC Conference on December 3, 2012 in St. Cloud.

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

\$1,000.00 – Hill City Lions Club
\$1,044.00 – Hill City Chamber of Commerce
\$2,044.00

CALL TO ORDER

**APPROVED
AGENDA**

CONSENT AGENDA

**COMMUNICATIONS
FACILITY USE
AGREEMENTS**

**2012 EMERGENCY
MANAGEMENT
PERFORMANCE
GRANT**

**LAND DEPT. –
SALE OF
VEHICLES**

**OUTSTANDING
ECONOMIC
ACHIEVEMENT
AWARD**

**AITKIN COUNTY
TOURISM GRANT
APPROVAL**

AITKIN COUNTY BOARD

November 13, 2012

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve 2013 newspaper bid specifications and mail to the appropriate parties.

NEWSPAPER BID SPECIFICATIONS

Patrick Wussow, County Administrator, Kirk Peysar, County Auditor and Wes Catlin, Owner of Corner Club discussed the liquor license renewal for Corner Club. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve resolution – Corner Club Liquor License:

**RESOLUTION
111312-111
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

Patrick Wussow, County Administrator reviewed the County credit card policy, meal reimbursement policy, and motor pool use with the Board.

COUNTY CREDIT CARD POLICY

During the meeting the Board discussed: i) NEMOJET, ii) Hill City School Blandin Leadership Program, iii) CMCC Advisory Board, iv) Community Meal, v) BSLA, vi) Cragun's meeting - Truth and Taxation, vii) H&HS – Sept. 5th

BOARD DISCUSSION

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 10:18 a.m. until Tuesday, November 27, 2012 at 10:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
11/14/12 11:12AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

October Sales & Use Tax

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

Explode Dist. Formulas: Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
40	DEPT		Auditor		
	89991 Bremer Bank				
1	01-040-000-0000-5517		Receipt Nbr 973 10/01/2012		Fees For Services
2	01-040-000-0000-5517		Receipt Nbr 975 10/15/2012		Fees For Services
3	01-040-000-0000-5517		Receipt Nbr 977 10/23/2012		Fees For Services
4	01-040-021-0000-5840		Receipt Nbr 785 10/01/2012		Misc Receipts
5	01-040-021-0000-5840		Receipt Nbr 785 10/01/2012		Misc Receipts
6	01-040-021-0000-5840		Receipt Nbr 785 10/01/2012		Misc Receipts
7	01-040-021-0000-5840		Receipt Nbr 787 10/08/2012		Misc Receipts
108	01-040-000-0000-6405		OCTOBER SALES TAX ADJUSTMENT		Office & Computer Supplies
	89991 Bremer Bank		8 Transactions		
40	DEPT Total:		Auditor	1 Vendors	8 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	DEPT		Treasurer		
	89991 Bremer Bank				
8	01-042-000-0000-5840	0.10	Receipt Nbr 2798 10/01/2012		Misc Receipts
9	01-042-000-0000-5840	0.32	Receipt Nbr 2798 10/01/2012		Misc Receipts
10	01-042-000-0000-5840	0.19	Receipt Nbr 2798 10/01/2012		Misc Receipts
11	01-042-000-0000-5840	0.39	Receipt Nbr 2802 10/03/2012		Misc Receipts
12	01-042-000-0000-5840	0.12	Receipt Nbr 2803 10/04/2012		Misc Receipts
13	01-042-000-0000-5840	0.13	Receipt Nbr 2804 10/05/2012		Misc Receipts
14	01-042-000-0000-5840	0.06	Receipt Nbr 2804 10/05/2012		Misc Receipts
15	01-042-000-0000-5840	0.39	Receipt Nbr 2805 10/08/2012		Misc Receipts
16	01-042-000-0000-5840	0.31	Receipt Nbr 2807 10/09/2012		Misc Receipts
17	01-042-000-0000-5840	0.26	Receipt Nbr 2807 10/09/2012		Misc Receipts
18	01-042-000-0000-5840	0.19	Receipt Nbr 2809 10/10/2012		Misc Receipts
19	01-042-000-0000-5840	0.13	Receipt Nbr 2809 10/10/2012		Misc Receipts
20	01-042-000-0000-5840	0.06	Receipt Nbr 2809 10/10/2012		Misc Receipts
21	01-042-000-0000-5840	0.02	Receipt Nbr 2810 10/11/2012		Misc Receipts
22	01-042-000-0000-5840	0.13	Receipt Nbr 2810 10/11/2012		Misc Receipts
23	01-042-000-0000-5840	0.77	Receipt Nbr 2810 10/11/2012		Misc Receipts
24	01-042-000-0000-5840	0.13	Receipt Nbr 2812 10/12/2012		Misc Receipts
25	01-042-000-0000-5840	0.77	Receipt Nbr 2813 10/15/2012		Misc Receipts
26	01-042-000-0000-5840	0.13	Receipt Nbr 2813 10/15/2012		Misc Receipts
27	01-042-000-0000-5840	0.39	Receipt Nbr 2813 10/15/2012		Misc Receipts
28	01-042-000-0000-5840	0.13	Receipt Nbr 2813 10/15/2012		Misc Receipts
29	01-042-000-0000-5840	0.13	Receipt Nbr 2813 10/15/2012		Misc Receipts
30	01-042-000-0000-5840	0.13	Receipt Nbr 2813 10/15/2012		Misc Receipts
31	01-042-000-0000-5840	0.26	Receipt Nbr 2817 10/18/2012		Misc Receipts
32	01-042-000-0000-5840	0.13	Receipt Nbr 2826 10/26/2012		Misc Receipts
33	01-042-000-0000-5840	0.06	Receipt Nbr 2829 10/30/2012		Misc Receipts
	89991 Bremer Bank	5.83	26 Transactions		
42	DEPT Total:	5.83	Treasurer	1 Vendors	26 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 11/14/12 11:12AM
 1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
43	DEPT			Assessor	
	89991 Bremer Bank				
34	01-043-000-0000-5840		4.82	Receipt Nbr 696 10/12/2012	Misc Receipts
	89991 Bremer Bank		4.82	1 Transactions	
43	DEPT Total:		4.82	Assessor	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
44	DEPT		Central Services		
	89991 Bremer Bank				
35	01-044-000-0000-5840		Receipt Nbr 677 10/04/2012		Misc Receipts
	89991 Bremer Bank		1 Transactions		
44	DEPT Total:		0.78 Central Services	1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI
11/14/12 11:12AM
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
49	DEPT		Information Technologies		
	89991 Bremer Bank				
36	01-049-000-0000-5525		Receipt Nbr 540 10/17/2012		Label & Listing Sales
37	01-049-000-0000-5525		Receipt Nbr 540 10/17/2012		Label & Listing Sales
80	01-049-000-0000-6402		Warr Nbr 798 10/11/2012		Computer Supplies & Software
	89991 Bremer Bank		3 Transactions		
49	DEPT Total:		Information Technologies	1 Vendors	3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
90	DEPT		Attorney		
	89991 Bremer Bank				
38	01-090-000-0000-5840		Receipt Nbr 1146 10/03/2012		Misc Receipts
39	01-090-000-0000-5840		Receipt Nbr 1150 10/11/2012		Misc Receipts
40	01-090-000-0000-5840		Receipt Nbr 1152 10/23/2012		Misc Receipts
41	01-090-000-0000-5840		Receipt Nbr 1153 10/25/2012		Misc Receipts
42	01-090-000-0000-5840		Receipt Nbr 1155 10/30/2012		Misc Receipts
82	01-090-000-0000-6406		Warr Nbr 41885 10/12/2012		Law Publ. & Subscriptions
	89991 Bremer Bank		6 Transactions		
90	DEPT Total:		Attorney	1 Vendors	6 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
100	DEPT		Recorder		
	89991 Bremer Bank				
43	01-100-000-0000-5529		0.32	Receipt Nbr 1445 10/24/2012	County Recorder Fees
97	01-100-000-0000-6311		100.60	Oct. Copies Sales Tax	Sales Tax
98	01-100-000-0000-6312		0.40	Oct.Sales Tax Adjustment	Sales Tax Adjustment
	89991 Bremer Bank		101.32	3 Transactions	
100	DEPT Total:		101.32	Recorder	1 Vendors 3 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
122	DEPT			Planning & Zoning		
	89991 Bremer Bank					
44	01-122-000-0000-5840		2.41	Receipt Nbr 1089 10/11/2012		Misc Receipts
	89991 Bremer Bank		2.41	1 Transactions		
122	DEPT Total:		2.41	Planning & Zoning	1 Vendors	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
 11/14/12 11:12AM
 1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
200	DEPT		Enforcement		
	89991 Bremer Bank				
90	01-200-000-0000-6405		Warr Nbr 41991 10/26/2012		Office Supplies
91	01-200-000-0000-6405		Warr Nbr 41991 10/26/2012		Office Supplies
	89991 Bremer Bank		2 Transactions		
200	DEPT Total:		Enforcement	1 Vendors	2 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
252	DEPT		Corrections		
	89991 Bremer Bank				
92	01-252-000-0000-6405		Warr Nbr 41991 10/26/2012		Office & Computer Supplies
93	01-252-000-0000-6405		Warr Nbr 41991 10/26/2012		Office & Computer Supplies
45	01-252-252-0000-5872		Receipt Nbr 2058 10/08/2012		Phone Card Prisoner Welfare(Taxable)
46	01-252-252-0000-5872		Receipt Nbr 2070 10/26/2012		Phone Card Prisoner Welfare(Taxable)
47	01-252-252-0000-5885		Receipt Nbr 2058 10/08/2012		Commissary Sales Taxable
48	01-252-252-0000-5885		Receipt Nbr 2070 10/26/2012		Commissary Sales Taxable
	89991 Bremer Bank		6 Transactions		
252	DEPT Total:		Corrections	1 Vendors	6 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

Vendor Name		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
391	DEPT			Solid Waste	
	89991 Bremer Bank				
81	01-391-000-0000-6800		1.95-	Warr Nbr 798 10/11/2012	Miscellaneous(Promotional)
	89991 Bremer Bank		1.95-	1 Transactions	
391	DEPT Total:		1.95-	Solid Waste	1 Vendors 1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
	89991 Bremer Bank				
49	01-520-000-0000-5510		Receipt Nbr 977 10/05/2012		Co Parks Campground Fees
50	01-520-000-0000-5510		Receipt Nbr 977 10/05/2012		Co Parks Campground Fees
51	01-520-000-0000-5510		Receipt Nbr 977 10/05/2012		Co Parks Campground Fees
52	01-520-000-0000-5510		Receipt Nbr 977 10/05/2012		Co Parks Campground Fees
53	01-520-000-0000-5510		Receipt Nbr 977 10/05/2012		Co Parks Campground Fees
54	01-520-000-0000-5510		Receipt Nbr 984 10/16/2012		Co Parks Campground Fees
55	01-520-000-0000-5510		Receipt Nbr 984 10/16/2012		Co Parks Campground Fees
56	01-520-000-0000-5510		Receipt Nbr 984 10/16/2012		Co Parks Campground Fees
57	01-520-000-0000-5510		Receipt Nbr 984 10/16/2012		Co Parks Campground Fees
58	01-520-000-0000-5510		Receipt Nbr 984 10/16/2012		Co Parks Campground Fees
59	01-520-000-0000-5510		Receipt Nbr 985 10/17/2012		Co Parks Campground Fees
60	01-520-000-0000-5510		Receipt Nbr 988 10/23/2012		Co Parks Campground Fees
61	01-520-000-0000-5510		Receipt Nbr 989 10/24/2012		Co Parks Campground Fees
	89991 Bremer Bank		91.65	13 Transactions	
520	DEPT Total:		91.65	Parks	1 Vendors 13 Transactions
1	Fund Total:		526.16	General Fund	71 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
3 Road & Bridge

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
89991	Bremer Bank				
62	03-000-000-0000-5840		2.61 Receipt Nbr 651 10/26/2012		Misc Receipts
63	03-000-000-0000-5855		0.64 Receipt Nbr 648 10/01/2012		Charges- Individuals
64	03-000-000-0000-5855		1.93 Receipt Nbr 1435 10/02/2012		Charges- Individuals
65	03-000-000-0000-5855		1.93 Receipt Nbr 1443 10/10/2012		Charges- Individuals
66	03-000-000-0000-5855		1.93 Receipt Nbr 1444 10/10/2012		Charges- Individuals
67	03-000-000-0000-5855		3.86 Receipt Nbr 1089 10/11/2012		Charges- Individuals
68	03-000-000-0000-5855		1.93 Receipt Nbr 1445 10/11/2012		Charges- Individuals
69	03-000-000-0000-5855		11.58 Receipt Nbr 650 10/18/2012		Charges- Individuals
70	03-000-000-0000-5855		3.44 Receipt Nbr 650 10/18/2012		Charges- Individuals
71	03-000-000-0000-5855		1.93 Receipt Nbr 1448 10/19/2012		Charges- Individuals
72	03-000-000-0000-5855		1.93 Receipt Nbr 1450 10/23/2012		Charges- Individuals
73	03-000-000-0000-5855		1.93 Receipt Nbr 651 10/26/2012		Charges- Individuals
74	03-000-000-0000-5855		0.13 Receipt Nbr 651 10/26/2012		Charges- Individuals
89991	Bremer Bank		35.77	13 Transactions	
0	DEPT Total:		35.77 Undesignated	1 Vendors	13 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
3 Road & Bridge

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
303	DEPT		R&B Highway Maintenance		
	8410 Bremer Bank				
107	03-303-000-0000-6513		OCTOBER DIESEL TAX		Motor Fuel & Lubricants
	8410 Bremer Bank				
	89991 Bremer Bank				
83	03-303-000-0000-6590		Warr Nbr 41861 10/12/2012		Repair & Maintenance Supplies
106	03-303-000-0000-6513		OCTOBER SALES/USE TAX		Motor Fuel & Lubricants
	89991 Bremer Bank				
303	DEPT Total:		R&B Highway Maintenance	2 Vendors	3 Transactions
3	Fund Total:		Road & Bridge		16 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
5 Health & Human Services

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430	DEPT		Social Services		
	89991 Bremer Bank				
89	05- 430- 740- 3070- 6020	20.05	Warr Nbr 805 10/25/2012		Early Identification & Intervention
	89991 Bremer Bank	20.05	1 Transactions		
430	DEPT Total:	20.05	Social Services	1 Vendors	1 Transactions
5	Fund Total:	20.05	Health & Human Services		1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
99	09-000-000-0000-2022		124.00	OCTOBER BIRTH	Birth/Death Surcharges
100	09-000-000-0000-2022		760.00	OCTOBER DEATH	Birth/Death Surcharges
101	09-000-000-0000-2024		93.00	OCTOBER CHILDREN'S	St Share Of Birth Cert.- Children
102	09-000-000-0000-2031		16.50	OCTOBER TORRENS	Real Estate Assurance (Was 5874 And 627
103	09-000-000-0000-2036		6,310.50	OCTOBER STATE GEN FUND	Recording Surcharges (Was 5871 & 6281)
104	09-000-000-0000-2036		310.00	OCTOBER STATE GEN FUND	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		7,614.00	6 Transactions	
	3375 Mn Dept Of Health				
105	09-000-000-0000-2027		1,360.00	OCTOBER STATE WELL	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,360.00	1 Transactions	
0	DEPT Total:		8,974.00	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		8,974.00	State	7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
10 Trust

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
921	DEPT		Co. Development		
	89991 Bremer Bank				
84	10-921-000-0000-6231	7.01	Warr Nbr 41838 10/12/2012		Services, Labor, Contracts
85	10-921-000-0000-6231	7.01	Warr Nbr 41838 10/12/2012		Services, Labor, Contracts
86	10-921-000-0000-6231	7.01	Warr Nbr 41838 10/12/2012		Services, Labor, Contracts
87	10-921-000-0000-6231	7.01	Warr Nbr 41838 10/12/2012		Services, Labor, Contracts
88	10-921-000-0000-6231	7.01	Warr Nbr 41838 10/12/2012		Services, Labor, Contracts
	89991 Bremer Bank	35.05		5 Transactions	
921	DEPT Total:	35.05	Co. Development	1 Vendors	5 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
10 Trust

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
923	DEPT			Forfeited Tax Sales	
	89991 Bremer Bank				
94	10- 923- 000- 0000- 6311		45.35	Oct. gravel sales tax	Sales Tax
95	10- 923- 000- 0000- 6311		1.29	Oct. maps sales tax	Sales Tax
	89991 Bremer Bank		46.64	2 Transactions	
923	DEPT Total:		46.64	Forfeited Tax Sales	1 Vendors 2 Transactions
10	Fund Total:		81.69	Trust	7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
11 Forest Development

Vendor Name		Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
925	DEPT				
	89991 Bremer Bank				
96	11-925-000-0000-6312		0.36	Oct.sales tax adjustment	Sales Tax Adjustment
	89991 Bremer Bank		0.36	1 Transactions	
925	DEPT Total:		0.36	Reforestation	1 Vendors 1 Transactions
11	Fund Total:		0.36	Forest Development	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
75	19-521-000-0000-5885		Receipt Nbr 815 10/03/2012		Commissary Sales Taxable
76	19-521-000-0000-5885		Receipt Nbr 816 10/09/2012		Commissary Sales Taxable
77	19-521-000-0000-5885		Receipt Nbr 818 10/16/2012		Commissary Sales Taxable
78	19-521-000-0000-5885		Receipt Nbr 819 10/23/2012		Commissary Sales Taxable
79	19-521-000-0000-5885		Receipt Nbr 821 10/29/2012		Commissary Sales Taxable
	89991 Bremer Bank		129.47	5 Transactions	
521	DEPT Total:		129.47	LLCC Administration	1 Vendors 5 Transactions
19	Fund Total:		129.47	Long Lake Conservation Center	5 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/14/12 11:12AM
19 Long Lake Conservation C

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		12,435.81	22 Vendors	108 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	526.16	General Fund	
	3	2,704.08	Road & Bridge	
	5	20.05	Health & Human Services	
	9	8,974.00	State	
	10	81.69	Trust	
	11	0.36	Forest Development	
	19	129.47	Long Lake Conservation Center	
All Funds		12,435.81	Total	Approved by,
			
			

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Addendum for County Administrator's Employment Agreement

Requested Meeting Date: 11-27-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Proposed Addendum for County Administrator's Employment Agreement - Two Weeks of Furlough (unpaid) for 2013 Resulting in Budget Reduction

DATE: November 19, 2012

The attached document is a proposed addendum to the employment agreement for the County Administrator for 2013. On separate occasions in the past the County Board and Administrator agreed to modify the employment agreement which resulted in a savings to the County. This proposal is for an addendum which would result in approximate \$4,500.00 savings to the County, and conveying (unpaid) furlough for two separate weeks, during the 2013 calendar year, to the County Administrator

This proposal was discussed with the Personnel Committee in October and agreed upon unanimously. The comments from the Personnel Committee were that the two weeks of furlough (unpaid) would be chosen at the discretion of the County Administrator and would not conflict with any regularly scheduled County Board meeting. It was noted that this is for the year 2013 only.

This is being proposed at this time so that if approved staff will be able to incorporate the changes to the proposed 2013 budget.

The following information is attached as background – Employment Agreement with County Administrator, 2010 Aitkin County Salary Schedule, and relevant minutes from County Board meeting.

Addendum "A"

This agreement between the Aitkin County Board and the Aitkin County Administrator is an addendum to the existing employment agreement between the two parties starting in August of 2007 and as modified since.

The two parties agree that the County Administrator is volunteering to take two weeks of furlough (unpaid) in 2013. Each week will be chosen by the County Administrator based upon limiting the conflict with regularly scheduled County Board meetings and his work load.

Signed by:

Mark Wedel, Aitkin County Board Chairman

Date

Patrick Wussow, Aitkin County Administrator

Date

AITKIN COUNTY BOARD

April 27, 2010

<p>Patrick Wussow, County Administrator discussed with the Board the updated State Funding Reductions for Sentence to Serve. It was the consensus of the Board to move forward and negotiate with CMCC in an effort to maintain the STS program.</p>	STS FUNDING UPDATE
<p>Patrick Wussow, County Administrator presented Personnel Committee recommendations.</p>	AUTHORIZE FILLING POSITIONS
<p>Scott Turner, Sheriff addressed the concerns and need to fill the Jailer position. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the staff recommendation to fill the Jailer position.</p>	
<p>Tom Burke, H&HS Director, addressed the concerns and need to fill an Income Maintenance position. Motion by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve the staff recommendation to fill the H&HS Income Maintenance position. Tom Burke also requested the Board authorize filling an Office Support Specialist position if one opens due to an internal hiring for the H&HS Income Maintenance position. Motion by Commissioner Wedel, seconded by Commissioner Westerlund and carried (4-1 vote, Napstad) to approve filling the position if it becomes vacant due to an internal promotion.</p>	
<p>Another request was brought to the Board to increase a part-time position in MIS to a full-time position. Steve Bennett, MIS Coordinator discussed the concerns and need for this change. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve increasing the part-time position to a full-time position.</p>	
<p>Motion by Commissioner Bailey, seconded by Commissioner Napstad and carried, all members voting yes to approve the 49'ers Road & Bridge Labor Contract Agreement effective January 1, 2010 through December 31, 2012.</p>	LABOR CONTRACT AGREEMENT
<p>Motion by Commissioner Napstad, seconded by Commissioner Wedel and carried, all members voting yes to approve the new Memorandum of Agreement to the County Administrator's Employment Agreement.</p>	FREEZE COUNTY ADMINISTRATOR SALARY
<p>During the meeting, the Board heard updates on the following committees: i) Lakes & Pines; ii) Association of Townships; iii) CMCC; iv) Onanegozie; v) HRA; vi) FAC; vii) BWSR; viii) Personnel; ix) BSLA; x) Extension; xi) Park Board; xii) MRCC; xiii) AEOA; xiv) Mississippi Headwaters</p>	COMMITTEE UPDATES
<p>Motion by Commissioner Westerlund, seconded by Commissioner Wedel and carried, all members voting yes to adjourn the meeting at 3:25 p.m. until Tuesday, May 4, 2010 at 9:00 a.m.</p>	ADJOURN
<hr/> <p>Paul Bailey, Chairperson Aitkin County Board of Commissioners</p>	
<hr/> <p>Patrick Wussow, County Administrator</p>	

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-22-10

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Administrator's Employment Agreement - Freeze Salary

Requested Meeting Date: 4-27-10 Estimated Presentation Time: 15 min

Presenter: Patrick Wussow

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) Memorandum of Agreement, etc.

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

AITKIN COUNTY 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: Agreement to Freeze the County Administrator's Salary for 2010 and 2011 at his Current Salary.

DATE: April 21, 2010

At the January 12, 2010 County Board meeting Commissioners Wedel and Napstad were appointed to negotiate a revision to the County Administrator's employment agreement. Following several discussions the attached memorandum of agreement was drafted for the Boards consideration at the April 27, 2010 County Board meeting. First of all we need to apologize for the delay in bringing this agreement back to the County Board, but being short staffed this revision was not given a high priority.

The revised agreement freezes the County Administrator's salary until January 1, 2012 at the current rate of \$88,795.00. The Commissioners felt that a freeze is needed due to the current poor economy.

Additionally, we reviewed benefits being provided to other Aitkin County employee groups under contract and additional revisions are proposed with this agreement. The other revisions to the agreement include adding four personal days, adding the ability to cash up to 80 hours of vacation time in the year 2010, and providing the employee twelve months of Health Insurance at no cost to the employee if he is terminated. There are other benefits like long term disability and that are still not provided to the County Administrator. But both sides felt this proposal was fair considering the current economy.

This is the second revision to the County Administrators employment agreement. The first revision is included for your review, in summary in 2009, after receiving an average ranking of "very good", the Administrator agreed to reduce his salary \$1,913.00 for the year 2009. The salary adjustment was the only adjustment made in 2009. With this new Memorandum of Agreement the County Administrator's salary will be reduced an additional \$4,638.00 for the year 2010 and an expect \$8,965.00 for 2011.

Please review the proposed agreement and contact me if you have any questions.

MEMORANDUM OF AGREEMENT

This Memorandum of Agreement is entered into between the County of Aitkin and the County Administrator, Patrick Wussow, as an addendum to the County Administrator Employment Agreement Dated July 17, 2007 and amended January 13, 2009.

Whereas, on January 12, 2010 the County Board conducted the performance review for the County Administrator and he earned an average of "very good", and

Whereas, the Administrator's employment agreement requires him to receive at least a satisfactory performance review to move up on the wage chart, and

Whereas, The Aitkin County Board and the Aitkin County Administrator understand that the County is facing a poor economy as evidenced by the actions of the Governor in December 2008 by reducing the County's program aid in an amount of approximately \$184,000.00, and again in 2009 the Governor "un allotted" County Program aid, and

Whereas, both parties agree that it is appropriate to revise the employment agreement to the following, from the current salary of \$88,795.

Therefore be it resolved that effective January 1, 2010 the following is in effect:

Original Agreement

January 1, 2010

\$93,433.00

(grade G, step 7 + 1 yr)

January 1, 2011

\$97,760.00

(grade G, step 8)

(assuming no
general adjustment)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)

(assuming no general
adjustment)

Revised Agreement

January 1, 2010

\$88,795.00

(Modified)

January 1, 2011

\$88,795.00

(Modified)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)

Additional revision for the existing Agreement

11.5 Duration. In the event that the employee is terminated, for a reason other than gross misconduct, the County Board agrees to provide up to twelve months of single Health insurance coverage, or up to a maximum of \$15,500 towards family health insurance coverage, from the date of termination. The County's contributions will cease prior to twelve months (single coverage) or \$15,500 (family coverage) if the employee becomes eligible for coverage under another employer's group health insurance plan.

14.5 Vacation. In the event the employee takes at least 80 hours of vacation during the calendar year 2010 he may elect to take straight time pay in lieu of a maximum of 80 hours of earned vacation.

18. Personal Leave. Employee shall be granted four days of personal leave each year, which is not to be accumulated and cannot be cashed out for pay.

The revised salary amount stipulates that the Administrator will be back on schedule with the wage chart by January 1, 2012 if he receives at least a satisfactory performance evaluation during the next two years.



Patrick Wussow, County Administrator



Paul Bailey, Chairman Aitkin County Board

4-28-10
Date

5-4-10
Date

	2010 Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/20/12

Via: Patrick Wussow, County Administrator

From: LAND DEPT

Title of Item:

ATV GIA application Northwoods Regional ATV trail

Requested Meeting Date: 11/27 Estimated Presentation Time: 6/a

Presenter: M. J. H. W. S.

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

Mark Jacobs

From: Mark Jacobs [mjacobs@co.aitkin.mn.us]
Sent: Tuesday, November 20, 2012 11:48 AM
To: 'Mark Jacobs'
Subject: ATV Grant-in-Aid Funding application

To: County Board
CC: County Administrator

The attached resolution is required to make application for State Grant-in-Aid maintenance funds for the 200+ miles of designated trails in the Northwoods Regional ATV trail system, in Aitkin County.

Thank you.



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

This transmission (the e-mail and all attachments) is confidential and intended solely for the use of the addressee(s). If you have received this transmission in error, please notify the sender by reply and delete this transmission immediately. Any unauthorized distribution, or copying of this transmission, or misuse or wrongful disclosure of information contained in it, is strictly prohibited. The information contained in this document is provided on an as-is basis and does not constitute a binding legal contract or receipt for services.

By Commissioner: xx

112712-1xx

All Terrain Vehicle Trail Funding

WHEREAS, local units of government can apply for State aide for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

WHEREAS, Clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail and Solana ATV trails.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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 27th 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 27th 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: 11-20-12

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 11/27/2012 Est. Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: November 20, 2012
FROM: Sheriff Scott Turner RE: STS Donation

United Methodist Church has made a generous donation of \$100 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 11/19/12

Via:

From: Sheriff Scott Turner

Title of Item: PSAP Grant

Requested Meeting Date: 11/27/2012 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? _____ 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

_____ 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) State of Minnesota Grant Contract

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: November 21, 2012
FROM: Sheriff Scott Turner RE: PSAP Grant

Enclosed please find the State of Minnesota "PSAP" Grant contract. This grant is being provided for hardware (and its installation) that will allow Aitkin County Sheriff's Office Dispatch to upgrade to Next Generation 911. NG911 is a high speed voice and data network for routing and delivering emergency 911 calls. This capability in the age of cell phones is of great importance.

This project is 100% funded by the grant and does not require a match by the county.

I am available if you have any questions concerning this matter. Thank you.

**STATE OF MINNESOTA
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, Emergency Communication Networks, 445 Minnesota Street, Suite 137, St. Paul, MN 55101 ("State") and Aitkin County, 217 Second Street NW, Aitkin, MN 56431 ("Grantee").

Recitals

- 1 Under Minn. Stat. § 299A.01, Subd 2 (4) the State is empowered to enter into this grant contract.
- 2 State funds for this grant contract were provided under Laws of Minnesota Stat. 403.113 Subdivision 3.
- 3 All Public Safety Answering Points (PSAPs) in Minnesota are converting to the Next Generation 911 (NG911) high speed voice and data network for routing and delivering emergency calls.
- 4 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** November 23, 2012, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** June 30, 2013, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will:

- 2.1 Purchase and install necessary equipment and/or network requirements for conversion from the Legacy 911 Network to the NG911 Network to meet PSAP readiness specifications as identified within the Enterprise Visions PSAP Site Survey document.
- 2.2 Ensure that all expenditures incurred meet PSAP NG911 readiness specifications. Expenses are limited to being explicitly related to minimum requirements for NG911 PSAP readiness and may not be extended for purchases that relate to PSAP needs outside the scope of NG 911 PSAP readiness.
- 2.3 Submit estimated expenses and/or quotes for expected work to Dana Wahlberg, 911 Program Manager, MN Department of Public Safety, Division of Emergency Communication Networks (DECN), prior to commencing the work.
- 2.4 Complete all specified acquisitions of equipment, network installation, or other identified ancillary improvements according to the DECEN approved, PSAP specified project timeline to meet installation, pre-migration and migration scheduled deadlines.
- 2.5 Administer the grant according to the following budget:

Budget Category	Budget Amount
Equipment (including installation)	\$10,000.00

- 2.6 Expend and request for reimbursement for only the amount required for the necessary installation costs, up to the grant amount. When project is complete, unused funds will revert to the state and may not be used for other purposes by the grantee.

3 Time

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

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant contract as follows:

Compensation. The Grantee will be reimbursed an amount not to exceed \$10,000.00 according to the breakdown of costs in Section 2.5.

- (1) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will be paid in the same manner and in no greater amount than provided in the current "Commissioner's Plan" promulgated by the commissioner of Employee Relations which is incorporated into this grant contract by reference. The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.
- (2) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$0,000.00.
- (3) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$10,000.00

4.2 Payment

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:

After migration to NG911, and not later than 30 days after the end of this contract, the Grantee will submit a single, detailed invoice and supporting documentation for reimbursement of costs associated with this contract.

- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through Title _____ CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is Dana Wahlberg, 911 Program Manager, Division of Emergency Communication Networks, Minnesota Department of Public Safety, 445 Minnesota Street, Suite 137, St. Paul, MN 55101-5137, phone: 651-201-7546, email: dana.wahlberg@state.mn.us, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Karla White, Aitkin County, 217 Second Street NW, Aitkin, MN 56431, phone: 218-927-2138, email: kwhite@co.Aitkin.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

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

8 Liability

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

9 State Audits

Under Minn. Stat. § 16C.05, subd. 5, the Grantee's books, records, documents, and accounting procedures and practices relevant to this grant contract are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant contract.

10 Government Data Practices

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

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released.

11 Workers' Compensation

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

12 Publicity and Endorsement

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

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

14.2 Termination for Insufficient Funding. The State may immediately terminate this grant contract if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the grant contract is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State receiving that notice.

15 Data Disclosure

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Purchase Order Number: 3-15653

2. GRANTEE

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

By: _____

Title: Sheriff

Date: _____

By: _____

Title: Chair, Board of Commissioners

Date: _____

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

Distribution: DPS/FAS
Grantee
State's Authorized Representative

DKB1
11/26/12 2:29PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
931	DEPT			Towns		
1010	City Of Aitkin 12-931-156-0000-2045		0.19	PILT		Payable To Village Of Aitkin
	12-931-156-0000-2045		76,610.50	TIF		Payable To Village Of Aitkin
	12-931-156-0000-2045		375,539.05	OCT/NOV SETTLEMENT		Payable To Village Of Aitkin
1010	City Of Aitkin		452,149.74		3 Transactions	
173	City Of Hill City 12-931-157-0000-2045		107,135.11	OCT/NOV SETTLEMENT		Payable To Village Of Hill City
173	City Of Hill City		107,135.11		1 Transactions	
1025	City Of McGrath-Treasurer 12-931-158-0000-2045		0.14	PILT		Payable To Village Of Mcgrath
	12-931-158-0000-2045		4,667.46	OCT/NOV SETTLEMENT		Payable To Village Of Mcgrath
1025	City Of McGrath-Treasurer		4,667.60		2 Transactions	
175	City Of Mcgregor 12-931-159-0000-2045		131,235.77	OCT/NOV SETTLEMENT		Payable To Village Of Mcgregor
	12-931-159-0000-2045		8,804.97	TIF		Payable To Village Of Mcgregor
	12-931-159-0000-2045		12.64	PILT		Payable To Village Of Mcgregor
175	City Of Mcgregor		140,053.38		3 Transactions	
176	City Of Palisade 12-931-160-0000-2045		27,522.25	OCT/NOV SETTLEMENT		Payable To Village Of Palisade
	12-931-160-0000-2045		0.04	PILT		Payable To Village Of Palisade
176	City Of Palisade		27,522.29		2 Transactions	
178	City Of Tamarack 12-931-161-0000-2045		19,368.75	OCT/NOV SETTLEMENT		Payable To Village Of Tamarack
	12-931-161-0000-2045		87.81	PILT		Payable To Village Of Tamarack
	12-931-161-0000-2045		4,874.51	MINERAL RENTS/ROYALTIES		Payable To Village Of Tamarack
178	City Of Tamarack		24,331.07		3 Transactions	
7000	Town Of Aitkin Treasurer 12-931-101-0000-2045		79,447.89	OCT/NOV SETTLEMENT		Payable To Aitkin Twp
	12-931-101-0000-2045		49.00	PILT		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer		79,496.89		2 Transactions	
7001	Town Of Ball Bluff Treasurer					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		OCT/NOV SETTLEMENT		Payable To Ball Bluff Twp
		PILT		Payable To Ball Bluff Twp
7001 Town Of Ball Bluff Treasurer			2 Transactions	
7002 Town Of Balsam Treasurer				
		PILT		Payable To Balsam Twp
		OCT/NOV SETTLEMENT		Payable To Balsam Twp
		CON CON		Payable To Balsam Twp
7002 Town Of Balsam Treasurer			3 Transactions	
7003 Town Of Beaver Treasurer				
		PILT		Payable To Beaver Twp
		OCT/NOV SETTLEMENT		Payable To Beaver Twp
7003 Town Of Beaver Treasurer			2 Transactions	
7004 Town Of Clark Treasurer				
		OCT/NOV SETTLEMENT		Payable To Clark Twp
		MINERAL RENTS/ROYALTIES		Payable To Clark Twp
		PUBLIC HUNTING GROUND		Payable To Clark Twp
		PILT		Payable To Clark Twp
		CON CON		Payable To Clark Twp
7004 Town Of Clark Treasurer			5 Transactions	
7005 Town Of Cornish Treasurer				
		PILT		Payable To Cornish Twp
		OCT/NOV SETTLEMENT		Payable To Cornish Twp
7005 Town Of Cornish Treasurer			2 Transactions	
7006 Town Of Farm Island Treasurer				
		OCT/NOV SETTLEMENT		Payable To Farm Island Twp
		PUBLIC HUNTING GROUNDS		Payable To Farm Island Twp
		PILT		Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer			3 Transactions	
7007 Town Of Fleming Treasurer				
		PILT		Payable To Fleming Twp
		PUBLIC HUNTING GROUNDS		Payable To Fleming Twp
		OCT/NOV SETTLEMENT		Payable To Fleming Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
7007 Town Of Fleming Treasurer			3 Transactions	
	50,058.48			
7008 Town Of Glen Treasurer				
12-931-109-0000-2045	51,377.62	OCT/NOV SETTLEMENT		Payable To Glen Twp
12-931-109-0000-2045	104.07	PUBLIC HUNTING GROUNDS		Payable To Glen Twp
12-931-109-0000-2045	681.37	PILT		Payable To Glen Twp
7008 Town Of Glen Treasurer			3 Transactions	
	52,163.06			
7009 Town Of Haugen Treasurer				
12-931-110-0000-2045	1,619.08	PILT		Payable To Haugen Twp
12-931-110-0000-2045	508.85	CON CON		Payable To Haugen Twp
12-931-110-0000-2045	5,937.78	MINERAL RENTS/ROYALTIES		Payable To Haugen Twp
12-931-110-0000-2045	18,423.11	OCT/NOV SETTLEMENT		Payable To Haugen Twp
7009 Town Of Haugen Treasurer			4 Transactions	
	26,488.82			
7010 Town Of Hazelton Treasurer				
12-931-111-0000-2045	81,060.66	OCT/NOV SETTLEMENT		Payable To Hazelton Twp
12-931-111-0000-2045	645.31	PUBLIC HUNTING GROUNDS		Payable To Hazelton Twp
12-931-111-0000-2045	15.75	CON CON		Payable To Hazelton Twp
12-931-111-0000-2045	1,297.31	PILT		Payable To Hazelton Twp
7010 Town Of Hazelton Treasurer			4 Transactions	
	83,019.03			
4879 Town Of Hill Lake Clerk-Treas				
12-931-112-0000-2045	1,109.92	PILT		Payable To Hill Lake Twp
12-931-112-0000-2045	613.86	CON CON		Payable To Hill Lake Twp
12-931-112-0000-2045	36,489.12	OCT/NOV SETTLEMENT		Payable To Hill Lake Twp
4879 Town Of Hill Lake Clerk-Treas			3 Transactions	
	38,212.90			
7011 Town Of Idun Treasurer				
12-931-113-0000-2045	25,150.05	OCT/NOV SETTLEMENT		Payable To Idun Twp
12-931-113-0000-2045	1,453.06	PILT		Payable To Idun Twp
7011 Town Of Idun Treasurer			2 Transactions	
	26,603.11			
7012 Town Of Jevne Treasurer				
12-931-114-0000-2045	672.21	PILT		Payable To Jevne Twp
12-931-114-0000-2045	227.50	PUBLIC HUNTING GROUNDS		Payable To Jevne Twp
12-931-114-0000-2045	38,656.18	OCT/NOV SETTLEMENT		Payable To Jevne Twp
7012 Town Of Jevne Treasurer			3 Transactions	
	39,555.89			

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7013	Town Of Kimberly Treasurer 12-931-115-0000-2045		34,145.64	OCT/NOV SETTLEMENT		Payable To Kimberly Twp
	12-931-115-0000-2045		534.81	PUBLIC HUNTING GROUNDS		Payable To Kimberly Twp
	12-931-115-0000-2045		1,287.77	PILT		Payable To Kimberly Twp
7013	Town Of Kimberly Treasurer		35,968.22		3 Transactions	
7014	Town Of Lakeside Treasurer 12-931-116-0000-2045		439.17	PILT		Payable To Lakeside Twp
	12-931-116-0000-2045		115,241.57	OCT/NOV SETTLEMENT		Payable To Lakeside Twp
7014	Town Of Lakeside Treasurer		115,680.74		2 Transactions	
7015	Town Of Lee Treasurer 12-931-117-0000-2045		2,892.44	OCT/NOV SETTLEMENT		Payable To Lee Twp
	12-931-117-0000-2045		339.41	PUBLIC HUNTING GROUNDS		Payable To Lee Twp
	12-931-117-0000-2045		1,831.46	PILT		Payable To Lee Twp
7015	Town Of Lee Treasurer		5,063.31		3 Transactions	
7016	Town Of Libby Treasurer 12-931-118-0000-2045		620.97	PILT		Payable To Libby Twp
	12-931-118-0000-2045		6,784.12	OCT/NOV SETTLEMENT		Payable To Libby Twp
7016	Town Of Libby Treasurer		7,405.09		2 Transactions	
7017	Town Of Logan Treasurer 12-931-119-0000-2045		18,009.36	OCT/NOV SETTLEMENT		Payable To Logan Twp
	12-931-119-0000-2045		1,147.84	PILT		Payable To Logan Twp
	12-931-119-0000-2045		1,422.61	PUBLIC HUNTING GROUNDS		Payable To Logan Twp
7017	Town Of Logan Treasurer		20,579.81		3 Transactions	
7018	Town Of Macville Treasurer 12-931-120-0000-2045		521.92	PUBLIC HUNTING GROUNDS		Payable To Macville Twp
	12-931-120-0000-2045		1,846.95	PILT		Payable To Macville Twp
	12-931-120-0000-2045		359.70	CON CON		Payable To Macville Twp
	12-931-120-0000-2045		10,227.54	OCT/NOV SETTLEMENT		Payable To Macville Twp
7018	Town Of Macville Treasurer		12,956.11		4 Transactions	
7019	Town Of Malmo Treasurer 12-931-121-0000-2045		35,653.33	OCT/NOV SETTLEMENT		Payable To Malmo Twp
	12-931-121-0000-2045		877.66	PILT		Payable To Malmo Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
7019	Town Of Malmo Treasurer		36,530.99	2 Transactions	
7020	Town Of Mcgregor - Treasurer				
	12-931-122-0000-2045		4,405.80	PILT	Payable To Mcgregor Twp
	12-931-122-0000-2045		229.83	PUBLIC HUNTING GROUNDS	Payable To Mcgregor Twp
	12-931-122-0000-2045		126.89	CON CON	Payable To Mcgregor Twp
	12-931-122-0000-2045		2,282.95	OCT/NOV SETTLEMENT	Payable To Mcgregor Twp
	12-931-122-0000-2045		121.75	RENTS/ROYALTIES	Payable To Mcgregor Twp
7020	Town Of Mcgregor - Treasurer		7,167.22	5 Transactions	
7021	Town Of Millward Treasurer				
	12-931-141-0000-2045		4,261.59	OCT/NOV SETTLEMENT	Payable To Millward Twp
	12-931-141-0000-2045		2,807.03	PILT 44-22	Payable To Millward Twp
	12-931-141-0000-2045		2,099.70	PILT 45-22	Payable To Millward Twp
	12-931-141-0000-2045		9,163.36	CON CON	Payable To Millward Twp
7021	Town Of Millward Treasurer		18,331.68	4 Transactions	
7022	Town Of Morrison Treasurer				
	12-931-123-0000-2045		57.50	CON CON	Payable To Morrison Twp
	12-931-123-0000-2045		812.77	PILT	Payable To Morrison Twp
	12-931-123-0000-2045		10,357.01	OCT/NOV SETTLEMENT	Payable To Morrison Twp
7022	Town Of Morrison Treasurer		11,227.28	3 Transactions	
7023	Town Of Nordland Treasurer				
	12-931-124-0000-2045		108,264.01	OCT/NOV SETTLEMENT	Payable To Nordland Twp
	12-931-124-0000-2045		476.13	PUBLIC HUNTING GROUNDS	Payable To Nordland Twp
	12-931-124-0000-2045		305.01	PILT	Payable To Nordland Twp
7023	Town Of Nordland Treasurer		109,045.15	3 Transactions	
7024	Town Of Pliny Treasurer				
	12-931-125-0000-2045		1,995.93	PILT	Payable To Pliny Twp
	12-931-125-0000-2045		1,243.85	CON CON	Payable To Pliny Twp
	12-931-125-0000-2045		4,939.59	OCT/NOV SETTLEMENT	Payable To Pliny Twp
	12-931-125-0000-2045		158.84	PUBLIC HUNTING GROUNDS	Payable To Pliny Twp
7024	Town Of Pliny Treasurer		8,338.21	4 Transactions	
7025	Town Of Rice River Treasurer				
	12-931-126-0000-2045		2,242.97	PUBLIC HUNTING GROUNDS	Payable To Rice River Twp
	12-931-126-0000-2045		651.43	PILT	Payable To Rice River Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
7025	Town Of Rice River	Treasurer			22,215.45	OCT/NOV SETTLEMENT				Payable To Rice River Twp	
					25,109.85				3 Transactions		
7026	Town Of Salo	Treasurer			4,886.58	OCT/NOV SETTLEMENT				Payable To Salo Twp	
					309.78	PUBLIC HUNTING GROUNDS				Payable To Salo Twp	
					1,878.43	PILT				Payable To Salo Twp	
7026	Town Of Salo	Treasurer			7,074.79				3 Transactions		
7027	Town Of Seavey	Treasurer			1,772.47	PILT				Payable To Seavey Twp	
					6,546.20	OCT/NOV SETTLEMENT				Payable To Seavey Twp	
7027	Town Of Seavey	Treasurer			8,318.67				2 Transactions		
7028	Town Of Shamrock	Treasurer			288,518.30	OCT/NOV SETTLEMENT				Payable To Shamrock Twp	
					1,887.84	CON CON				Payable To Shamrock Twp	
					1,498.35	PILT				Payable To Shamrock Twp	
7028	Town Of Shamrock	Treasurer			291,904.49				3 Transactions		
7029	Town Of Spalding	Treasurer			932.52	PILT				Payable To Spalding Twp	
					15,230.91	OCT/NOV SETTLEMENT				Payable To Spalding Twp	
7029	Town Of Spalding	Treasurer			16,163.43				2 Transactions		
7030	Town Of Spencer	Treasurer			30,849.16	OCT/NOV SETTLEMENT				Payable To Spencer Twp	
					546.11	PUBLIC HUNTING GROUNDS				Payable To Spencer Twp	
					838.76	PILT				Payable To Spencer Twp	
					11.08	CON CON				Payable To Spencer Twp	
7030	Town Of Spencer	Treasurer			32,245.11				4 Transactions		
7031	Town Of Turner	Treasurer			2,476.07	CON CON				Payable To Turner Twp	
					3,051.83	PILT				Payable To Turner Twp	
					30,035.42	OCT/NOV SETTLEMENT				Payable To Turner Twp	
7031	Town Of Turner	Treasurer			35,563.32				3 Transactions		
7032	Town Of Verdon	Treasurer									

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	12-931-133-0000-2045		OCT/NOV SETTLEMENT		Payable To Verdon Twp
	12-931-133-0000-2045		CON CON		Payable To Verdon Twp
	12-931-133-0000-2045		PILT		Payable To Verdon Twp
7032	Town Of Verdon Treasurer			3 Transactions	
	12-931-133-0000-2045	6,424.59			
	12-931-133-0000-2045	7,924.89			
	12-931-133-0000-2045	2,412.20			
7032	Town Of Verdon Treasurer	16,761.68		3 Transactions	
	12-931-134-0000-2045	722.68	PILT		Payable To Wagner Twp
	12-931-134-0000-2045	30,082.25	OCT/NOV SETTLEMENT		Payable To Wagner Twp
7033	Town Of Wagner Treasurer	30,804.93		2 Transactions	
	12-931-134-0000-2045				
	12-931-134-0000-2045				
	12-931-134-0000-2045				
	12-931-134-0000-2045				
7034	Town Of Waukenabo Treasurer	39,112.36		4 Transactions	
	12-931-135-0000-2045	35,964.08	OCT/NOV SETTLEMENT		Payable To Waukenabo Twp
	12-931-135-0000-2045	450.36	PUBLIC HUNTING GROUNDS		Payable To Waukenabo Twp
	12-931-135-0000-2045	1,565.69	PILT		Payable To Waukenabo Twp
	12-931-135-0000-2045	1,132.23	CON CON		Payable To Waukenabo Twp
7034	Town Of Waukenabo Treasurer	39,112.36		4 Transactions	
	12-931-135-0000-2045				
	12-931-135-0000-2045				
	12-931-135-0000-2045				
	12-931-135-0000-2045				
7035	Town Of Wealthwood Treasurer	24,547.14		4 Transactions	
	12-931-136-0000-2045	89.67	CON CON		Payable To Wealthwood Twp
	12-931-136-0000-2045	1,516.76	PILT		Payable To Wealthwood Twp
	12-931-136-0000-2045	211.37	PUBLIC HUNTING GROUNDS		Payable To Wealthwood Twp
	12-931-136-0000-2045	22,908.68	OCT/NOV SETTLEMENT		Payable To Wealthwood Twp
7035	Town Of Wealthwood Treasurer	24,547.14		4 Transactions	
	12-931-136-0000-2045				
	12-931-136-0000-2045				
	12-931-136-0000-2045				
	12-931-136-0000-2045				
7036	Town Of White Pine Treasurer	6,737.62		3 Transactions	
	12-931-137-0000-2045	1,093.47	OCT/NOV SETTLEMENT		Payable To White Pine Twp
	12-931-137-0000-2045	3,129.55	CON CON		Payable To White Pine Twp
	12-931-137-0000-2045	2,514.60	PILT		Payable To White Pine Twp
7036	Town Of White Pine Treasurer	6,737.62		3 Transactions	
	12-931-137-0000-2045				
	12-931-137-0000-2045				
	12-931-137-0000-2045				
	12-931-137-0000-2045				
7037	Town Of Williams Treasurer	11,708.77		2 Transactions	
	12-931-138-0000-2045	1,441.40	PILT		Payable To Williams Twp
	12-931-138-0000-2045	10,267.37	OCT/NOV SETTLEMENT		Payable To Williams Twp
7037	Town Of Williams Treasurer	11,708.77		2 Transactions	
	12-931-138-0000-2045				
	12-931-138-0000-2045				
	12-931-138-0000-2045				
	12-931-138-0000-2045				
7038	Town Of Workman Treasurer	26,210.38			
	12-931-139-0000-2045	26,210.38	OCT/NOV SETTLEMENT		Payable To Workman Twp
	12-931-139-0000-2045	508.35	PUBLIC HUNTING GROUNDS		Payable To Workman Twp
	12-931-139-0000-2045	318.92	PILT		Payable To Workman Twp

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12 Agency

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
7038	Town Of Workman	Treasurer	27,037.65		3 Transactions	
931	DEPT Total:		2,355,653.29	Towns	46 Vendors	134 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
932	DEPT			Schools		
393	Isd 1 Aitkin-Treasurer 12-932-000-0000-6801		41,972.61	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801		1,462.44	PUBLIC HUNTING GROUNDS		Appropriations
	12-932-000-0000-6801		31,804.88	CON CON		Appropriations
393	Isd 1 Aitkin-Treasurer		75,239.93		3 Transactions	
1985	Isd 182 Crosby-Treasurer 12-932-000-0000-6801		0.35	OCT/NOV SETTLEMENT		Appropriations
1985	Isd 182 Crosby-Treasurer		0.35		1 Transactions	
392	Isd 2 Hill City-Treasurer 12-932-000-0000-6801		53,852.15	CON CON		Appropriations
	12-932-000-0000-6801		16,368.87	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801		1,767.50	PUBLIC HUNTING GROUNDS		Appropriations
	12-932-000-0000-6801		17.74	VOLSTEAD		Appropriations
392	Isd 2 Hill City-Treasurer		72,006.26		4 Transactions	
1983	Isd 2165 Hinckley Finlayson-Treasurer 12-932-000-0000-6801		3,023.72	OCT/NOV SETTLEMENT		Appropriations
1983	Isd 2165 Hinckley Finlayson-Treasurer		3,023.72		1 Transactions	
1979	Isd 2580 East Central-Treasurer 12-932-000-0000-6801		223.19	OCT/NOV SETTLEMENT		Appropriations
1979	Isd 2580 East Central-Treasurer		223.19		1 Transactions	
395	ISD 4 McGregor-Treasurer 12-932-000-0000-6801		38,384.06	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801		2,229.11	PUBLIC HUNTING GROUNDS		Appropriations
	12-932-000-0000-6801		94,472.98	CON CON		Appropriations
	12-932-000-0000-6801		26,662.95	MINERAL RENTS/ROYALTIES		Appropriations
395	ISD 4 McGregor-Treasurer		161,749.10		4 Transactions	
1982	Isd 473 Isle-Treasurer 12-932-000-0000-6801		9,042.16	OCT/NOV SETTLEMENT		Appropriations
1982	Isd 473 Isle-Treasurer		9,042.16		1 Transactions	
1981	Isd 577 Willow River-Treasurer 12-932-000-0000-6801		288.19	OCT/NOV SETTLEMENT		Appropriations

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	12-932-000-0000-6801		1,692.28	CON CON	Appropriations
1981	Isd 577 Willow River-Treasurer		1,980.47	2 Transactions	
394	Isd 698 Floodwood-Treasurer				
	12-932-000-0000-6801		320.39	OCT/NOV SETTLEMENT	Appropriations
	12-932-000-0000-6801		5,750.05	CON CON	Appropriations
394	Isd 698 Floodwood-Treasurer		6,070.44	2 Transactions	
1984	Isd 95 Cromwell-Wright-Treasurer				
	12-932-000-0000-6801		2.74	OCT/NOV SETTLEMENT	Appropriations
1984	Isd 95 Cromwell-Wright-Treasurer		2.74	1 Transactions	
932	DEPT Total:		329,338.36	Schools	10 Vendors 20 Transactions
12	Fund Total:		2,684,991.65	Agency	154 Transactions

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		2,684,991.65	56 Vendors	154 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	2,684,991.65	Agency
	All Funds	2,684,991.65	Total

Approved by,

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2011 Audit Review

Requested Meeting Date: 11-27-12 Estimated Presentation Time: _____

Presenter: Kirk Peysar, County Auditor & Chuck Knandel, State Auditor's Office

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) 2011 Audit - on-line

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: 2011 Audit Review

DATE: November 21, 2012

This fall each of the Commissioners received a copy of the 2011 Aitkin County Audit. At Tuesday's County Board meeting we will call Chuck Knandel, State Auditor's Office and review the audit.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/21/2012

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Salaried & Professional Group Recommendations

Requested Meeting Date: 11/27/2012 Estimated Presentation Time: 15

Presenter: Patrick Wussow or Bobbie Danielson

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)

The salary/wage increases were included in 2011, 2012, and are in the 2013 preliminary budget.

Is this item in the current approved budget? Yes No _____ (attach explanation) Noted above.

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: Numerous salary and fringe benefit accounts, General, R&B, & HHS Funds

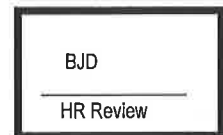
Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

Duties of a department employee(s) may be materially affected. Yes No

Applicable job description(s) may require revision. Yes No (policy update)

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) Estimate of the Increase by employee

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, County Administrator
Bobbie Danielson, HR Manager

RE: S&P Group Recommendations 2011-2013

DATE: November 20, 2012

Background

The County's Negotiations Committee met with representatives of the Salaried & Professional group on January 25, 2011, September 21, 2012, and November 15, 2012 to meet and confer and exchange views and ideas. Informal communications also took place in between meetings. The Committee's proposals have all been in keeping with the directive from the County Board for all employee groups to have a soft freeze plus steps/merit and negotiate a flat dollar amount on health insurance.

In January 2011, the Negotiation committee exchanged proposals with representatives of the S&P group, after additional discussion, both parties agreed that we were far apart. The parties agreed to wait and see how negotiations proceeded with the bargaining units before meeting again. Subsequently, the Teamsters licensed essential bargaining unit settled in May 2011 at 0% general adjustment, plus steps, for 3 years (2011-2013), and the agreement included a flat dollar employer contribution on Teamsters health insurance premiums. Four additional agreements were entered into with other bargaining groups for the years 2011 and 2012. Finally negotiations continue for the AFSCME groups and new negotiations have started for 2012 reopeners (for specific groups) and 2013 & 2014 for 49er's.

The following salary adjustment is recommended effective January 1 of each year (2011-2013): Each S&P employee shall receive a base pay merit increase of 1.8% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the range maximum. (Note, S&P is a meet and confer group, the negotiating committee is not proposing a signed agreement. the S&P group does not agree with the recommendation of the negotiating committee)

How was the 1.8% arrived at? The intent was to provide the S&P group members a 2011-2013 salary increase of **no more than and no less than** the average wage increase provided to collective bargaining unit members. The 1.8% merit increase equals the average step increase granted to employees who are covered by collective bargaining agreements (2011-2013 step increases). The pattern settlement of 0% plus

The S&P group requested reclassification pay language. The County agrees to add reclassification pay language that results in at least a \$0.75 per hour increase. (This matches the reclassification pay amount the County has tentatively agreed upon with an AFSCME bargaining unit.)

The employer's contribution towards health insurance premiums and VEBA/HSA contributions were discussed. The S&P group requests to continue following the AFSCME contract for health insurance purposes. The County requested and shared its view on health insurance, including a flat dollar employer contribution on health insurance premiums and added VEBA/HSA incentive dollars for employees who elect coverage on the HDHP or VEBA 80, instead of the VEBA 100 plan. The County agrees to the S&P group's request to continue following the AFSCME contract for health insurance purposes.

The S&P group requested a step by step grievance procedure with grievances being settled by a third party rather than by the County Board. The County does not agree to this request. An added personal leave day was also requested, but not agreed to. Other miscellaneous updates are noted in the attachment.

Action Requested

Motion to adopt the attached S&P Compensation Guidelines as proposed.

Aitkin County
Salaried and Professional Compensation Guidelines
Effective January 1, 2011 through December 31, 2013

[insert logo]

A G R E E M E N T

_____ between

_____ **COUNTY OF AITKIN, MINNESOTA**

_____ and

_____ **SALARIED**
_____ **AND PROFESSIONAL STAFF**

_____ **JANUARY 1, 2010 – DECEMBER 31, 2010**

~~**AITKIN COUNTY SALARIED AND PROFESSIONAL STAFF AGREEMENT**~~

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Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010
Compensation Guidelines 1/1/2011 – 12/31/2013

These compensation guidelines, including fringe benefits, for Salaried and Professional employees were approved by the Aitkin County Board of Commissioners, hereinafter referred to as the "Board", on November 27, 2012. The job classifications covered by these compensation guidelines are listed in Appendix B.

~~Entered into by and between the Aitkin County Board of Commissioners, hereinafter referred to as the "Board", and permanent salaried and professional employees (except elected officials, employees represented by another agreement, and other employees who have elected not to be included or who are not appropriately included) hereinafter referred to as the "employees".~~

~~This agreement shall continue in full force and effect from January 1, 2010 to December 31, 2010 and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said agreement.~~

PURPOSE

It is the intent and purpose of the parties hereto that ~~this Agreement~~these guidelines shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, and establish uniform and equitable rates of pay and hours of work.

Race, creed, color, sex, disability, religious or political belief, sexual orientation, or other factors not pertinent to performance, shall not be considered in hiring, placement, promotion, salary determination or other terms of employment.

SALARY

Salaries will be based upon the County Board adopted compensation schedule referred to in Appendix A. Job ~~Grades~~classifications are shown in Appendix B. Salary increases will take effect January 1st of each year for all positions.

Effective January 1, ~~2010~~2011 through December 31, 2013, there will be a 0% general adjustment ~~of 3.0 percent~~ to the County Board adopted compensation schedule. The salary range will include a mathematical midpoint.

On January 1, ~~2010-2011~~, each employee shall receive a base pay merit increase of 1.80% general adjustment of 3.0 percent to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2011 range maximum.

On January 1, ~~2010-2012~~, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2012 range maximum.

On January 1, 2013, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2013 range maximum.

~~the employee will receive a subsequent adjustment in salary based upon an annual performance~~

~~Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010~~
Compensation Guidelines 1/1/2011 – 12/31/2013

~~evaluation as indicated in Appendix C which may be given up to the maximum of the applicable salary range. An employee's salary may not exceed the range maximum.~~

Upon completion of five (5) years of service and receipt of a satisfactory or higher Annual Performance Evaluation, the minimum pay for each position shall be the midpoint of the salary range. Qualified staff presently receiving pay at less than midpoint shall receive the adjustment of pay to midpoint value starting the year following the completion of the 5th year of service in their current position. In order to qualify for the midpoint value, the individual must achieve a satisfactory Annual Performance Appraisal.

RECLASSIFICATION PAY

A FLSA non-exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

WORK HOURS

The normal hours of work for all ~~Aitkin County salaried and professional staff employees~~ is eight (8) hours per day and forty (40) hours per week. It is expected that all salaried and professional staff will provide service necessary to carry out the functions of their position. This includes weekends and nights as required.

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the FLSA. Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

All non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.

Flexible hours for non-exempt staff may be arranged with the Supervisor.

HOLIDAYS

Full-time (probationary and non-probationary) employees shall be entitled to the following paid eight (8) hour holidays:

New Year's Day
President's Day
4th of July
Veteran's Day
Friday after Thanksgiving

Martin Luther King Day
Memorial Day
Labor Day
Thanksgiving Day
Christmas Day

Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010
Compensation Guidelines 1/1/2011 – 12/31/2013

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the preceding Friday.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to holiday pay on a pro-rated basis.

PAID TIME OFF (PTO)

Employees will receive PTO that will accrue on a per payroll period basis.

Full-time employees PTO benefits shall be ~~be~~ accrue PTO benefits d based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Employees may not accrue more than 34 days at any time.

Upon separation of service, the employee will be paid for any unused PTO up to the maximum accrued amount.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours. PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions.

Part-time employees who are employed 20 or more hours per week on average shall be entitled to PTO benefits on a pro-rated basis.

PERSONAL LEAVE

Full-time (probationary and non-probationary) e ~~e~~ employees shall be granted four (4) personal leave days (32 hours) each year. Such leave shall not be cumulative, and shall be granted on a pro-rated basis. Personal leave days are separate from the PTO and LTD provisions in this agreement these guidelines.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to personal leave on a pro-rated basis.

ADDITIONAL PAY AND BENEFITS

The Human Resources Department or a designated representative and the Department Head will review and evaluate the experience and qualifications of the applicants for a position in professional staff and will assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant. Any special benefits or conditions of employment negotiated with an individual employee prior to this contract, or as a condition of employment, shall be in addition to the rights and benefits covered by ~~this Agreement~~ these guidelines.

PROBATIONARY PERIOD

All newly hired or promoted employees will be on a probationary period for six (6) calendar months, ~~based on 2080 hours~~ unless specified otherwise by statute. Employment may be terminated for any reason during this period.

CONTINUING EDUCATION

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below.

EDUCATIONAL TUITION

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of time equivalent to the length of the course following completion of the course.
3. That the course be approved by the County Board prior to taking the course.

SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury of an employee or family member; family member as defined in the Family Medical Leave Act. Full time employees who were hired prior to January 1, 2005 shall receive 480 hours (60 working days) as a sick leave bank that can be used immediately. Employees are allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

LONG TERM DISABILITY

Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010
Compensation Guidelines 1/1/2011 – 12/31/2013

The County shall provide Long Term Disability Insurance for all ~~salaried and professional full-time~~ employees covered by these guidelines based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction. Employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium. Employees whose annual wages are at the maximum of the salary range shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative.

JURY DUTY

The County will pay the employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

LEAVE OF ABSENCE

An employee requesting a leave of absence other than Family & Medical Leave shall apply for same in writing to the County ~~Board Administrator~~ for their approval. The request shall include the length of leave requested and the reason for said leave.

Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc. but shall accrue longevity for a period of thirty (30) working days, per leave.

Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head ~~or County Administrator~~. Leaves of absence of more than ten (10) work days are subject to approval by the ~~Board~~ County Administrator, ~~and shall be submitted for Board consideration at the next regularly held board meeting after the leave of absence request is made.~~

FRINGE BENEFITS

County benefits include Life Insurance, Major Medical Health Insurance, Long Term Disability Insurance, and Liability Insurance. All ~~salaried and professional staff~~ employees covered by these guidelines who are employed for thirty (30) hours or more per week shall be eligible for County Fringe Benefits.

Voluntary group benefits, including dental insurance, short-term disability insurance, and long term care insurance are also available at the employee's own expense for those who work thirty (30) hours or more per week.

HEALTH INSURANCE

Health insurance coverage will be provided in accordance with the County's insurance policy.

~~Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010~~
Compensation Guidelines 1/1/2011 – 12/31/2013

The employee and employer contributions shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65.

All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

The County's VEBA account contribution shall be made as part of the first warrant cycle of the year. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

LIFE INSURANCE

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents to age 19.

DISCIPLINARY ACTION

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

TERMINATION

If a Department Head elects to terminate employment, at least twenty (20) working days notice shall be given. All other employees who elect to terminate employment shall give at least fifteen (15) working days notice.

An employee may be temporarily suspended or immediately terminated by the Board for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) working days of written notice of the suspension or termination. If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.

GRIEVANCE PROCEDURE

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. Grievances of the salaried and professional staff shall be submitted in writing to the Human Resources Manager. All grievances must be filed within ten (10) working days of the receipt of the written notice of the disciplinary action, suspension or termination by the employee. Grievance shall be heard and considered by the County Commissioners or designated representative no more than thirty (30) working days after the filing of the grievance. If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting. A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within (30) thirty working days after the grievance hearing.

Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010
Compensation Guidelines 1/1/2011 – 12/31/2013

~~IN WITNESS WHEREOF~~, the parties hereto have hereunto set their hands:

Chairperson of the Aitkin County Board of Commissioners _____ Date

County Administrator _____ Date
Aitkin County

Representative – Salaried/Professional _____ Date
Staff Aitkin County

Representative – Salaried/Professional _____ Date
Staff Aitkin County

Aitkin County Salaried & Professional Staff Agreement 1/01/2010-12/31/2010
Compensation Guidelines 1/1/2011 – 12/31/2013

APPENDIX A

SALARY SCHEDULE

~~Salaried and Professional staff~~ Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. ~~The salary schedule will be reviewed annually by the Board of Commissioners as part of the budgeting process.~~ This schedule is based on a forty (40) hour workweek.

Effective 1/1/2011 through 12/31/2013

<u>2010</u>Grade	Minimum	Midpoint	Maximum
G	\$68,011.33	\$95,328.44	\$122,645.54
H	\$63,640.42	\$89,221.60	\$114,802.77
I	\$56,412.69	\$79,084.59	\$101,756.49
J	\$49,253.14	\$69,015.76	\$88,778.39
K	\$43,707.33	\$61,242.54	\$78,777.75
L	\$39,525.25	\$55,435.35	\$71,345.45
M	\$35,752.28	\$50,116.83	\$64,481.38
N	\$32,683.90	\$45,787.01	\$58,890.12
O	\$30,115.55	\$42,195.87	\$54,276.19
P	\$27,729.04	\$38,843.39	\$49,957.73
Q	\$26,047.11	\$36,513.69	\$46,980.27
R	\$24,887.95	\$34,865.86	\$44,843.77
S	\$23,660.60	\$33,161.21	\$42,661.81
T	\$22,546.90	\$31,638.38	\$40,729.87
U	\$21,592.28	\$30,286.02	\$38,979.75
V	\$20,751.33	\$29,070.04	\$37,388.74
W	\$20,205.83	\$28,331.35	\$36,456.87

APPENDIX B

<u>JOB TITLE</u>	<u>JOB GRADES CLASSIFICATIONS</u>	<u>HAY GRADE</u>
CONFIDENTIAL SECRETARY, SHERIFF'S OFFICE		P
*MAINTENANCE SUPERVISOR (BT)		O
COMPUTER SPECIALIST		ON
COMPUTER SPECIALIST/PROGRAM COORDINATOR		O
ADMINISTRATIVE ASSISTANT (CONFIDENTIAL), ROAD & BRIDGE		O
CRIME VICTIM COORDINATOR		O
OFFICE SUPPORT SPECIALIST, SR., HHS		O
COMPLIANCE OFFICER/WETLAND SPECIALIST		N
HUMAN RESOURCES SPECIALIST		N
ACCOUNTANT, ROAD & BRIDGE		M
ASST. HWY. MAINT. FOREMAN		M
ENVIRONMENTAL HEALTH SPECIALIST		M
FINANCIAL ASST/ELECTIONS ADMIN, AUDITOR'S OFFICE		M
FISCAL SUPERVISOR, HHS		L
HEALTH EDUCATOR		M
OFFICE MANAGER/PARALEGAL		M
VETERAN SERVICE OFFICER		M
*HWY. MAINTENENCE FOREMAN (BZ)		L
ASST. COUNTY ASSESSOR		L
**ASST. LAND COMMISSIONER (BJ)		L
ASST. ZONING ADMINISTRATOR		L
**ECONOMIC DEV/FOREST IND. COORD (RW)		L
FINANCIAL SUPERVISOR, HHS		L
GIS COORDINATOR		L
HUMAN RESOURCES MANAGER		L
INSTRUCTION COORDINATOR, LLCC		L
LAND SURVEY COORDINATOR		L
MIS COORDINATOR IT DIRECTOR		L
PROJECT MANAGER		L
*PUBLIC HEALTH SUPERVISOR (CB)		K
*SOCIAL SERVICE SUPERVISOR (ST)		K
SOCIAL SERVICE SUPERVISOR (SC)		K
**EXECUTIVE DIRECTOR, LLCC (TR)		K
<u>BUSINESS & MARKETING MANAGER, LLCC</u>		<u>L</u>
SUPPORT & COLLECTIONS SPEC		K
ASSISTANT COUNTY ATTORNEY		J
ASSISTANT COUNTY ENGINEER		J
COUNTY ASSESSOR		J
ENVIRONMENTAL SERVICE DIRECTOR		J
*LAND COMMISSIONER (MJ)		J
*SR. ASSISTANT COUNTY ATTORNEY (LR)		I
*COUNTY ENGINEER (JW)		H
*HHS DIRECTOR (TB) See T. Burke individual contract.		H

E = Exempt

N = Non-exempt

* indicates individuals who withdrew from ~~this agreement~~ the S&P group.

APPENDIX C

**AITKIN COUNTY
SALARY ADMINISTRATION GUIDE CHART
Effective 1/1/2010**

PERFORMANCE LEVEL					
<u>UN</u>	<u>DN</u>	<u>S</u>	<u>VG</u>	<u>O</u>	
Merit Increase	0	0	1.0%	1.5%	2.0%

PERFORMANCE LEVELS:

~~UN = Unsatisfactory~~

~~DN = Development Needed~~

~~S = Satisfactory~~

~~VG = Very Good~~

~~O = Outstanding~~

~~Performance Appraisals will be completed prior to the employee's probationary period and completed on an annual basis thereafter.~~

~~No merit increases shall be given to a permanent employee for a performance level rating of unsatisfactory or development needed, until the employee meets the satisfactory performance level through a developed improvement plan.~~

(FILE NOTE: This page is omitted only for the 2011-2013 duration.)

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-21-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Budget – Follow Up

Requested Meeting Date: 11-27-12 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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, County Administrator

RE: 2013 Budget – Follow Up

DATE: November 19, 2012

This memo is intended to follow up on the County Board's process for adopting the 2013 County Budget. Below is a time line of events to remind Commissioners and the public of how the County Board is in its current position.

2013 Budget time lines

- May 2012 – State Legislature Adjourned – no significant changes adopted
- June 1, 2012 – County Board held the first of two emergency meetings relating to flooding in Aitkin County
- June 6, 2012 – Board provided budget direction for the 2013 Budget
- August 14, 28 & September 4, 2012 – Budget Presentations from Department heads
- September 11, 2012 – Adopted Preliminary Budget and Levy
- October 9, 2012 – Board reviewed Appropriations/Dues expenditures
- November 6, 2012 – Board took action to reduce budget/levy
- November 27, 2012 – Additional budget discussion
- December 4, 2012 @ 6:05 p.m. – Budget Hearing
- December 11, 2012 – Review discussions and comments from citizens from Budget hearing. Board will provide directives for final budget.
- December 18, 2012 – Adopt final Budget and Levy.

The Board gave direction for the reduction of the levy on November 6th. This resulted in a levy reduction of \$13,200 and the start of the AG (fair board) Capital Improvement Plan (plan) in the amount of \$10,000.

Pursuant to direction from the Board (at the time the preliminary levy was adopted) staff is proposing additional levy reductions in the amount of \$45,000. This can be accomplished first, by increased revenues for building permits \$10,000 (not the actual permit fee, but the estimated amount of revenue). The number of building permits is doing well for 2012 and the contractors are indicating that 2013 will be better. Additionally, the County Administrator is proposing a cost savings of about \$4,500 (Board action necessary). Finally, staff would recommend budgeting additional \$30,000 MCIT revenue to the General fund. This additional \$30,000 from MCIT would be lower than the amount budgeted in 2012.

Summary of Changes

November 6 th -	\$13,200
P & Z increased revenue -	\$10,000
Administration reduction -	\$ 4,500
MCIT -	\$30,000

These changes would drop the levy increase to about 4%. Following Board action staff will put the numbers into the AS400 and verify. At the time when the Board adopted the preliminary levy assumptions were made for the amount of saving from BC/BS insurance.

Please remember that on December 4th the County Auditor will be using the preliminary levy numbers adopted in September. He will be able to make some generalizations about the changes made by the Board, but the packet has to go out to Commissioners and the public Wednesday November 28th. There is a quick turnaround from this board meeting and no time to prepare new materials.

Please contact me if you have questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-19-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 11-27-12 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: _____
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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)
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- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Letters

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: Legislative Update

DATE: November 19, 2012

Attached are copies of letters from Aitkin County Board Chair J. Mark Wedel, sent to Senator-Elect Carrie Ruud and Representative-Elect Joe Radinovich.

At Tuesday's meeting we can discuss these letters or any other legislative issues the Board would like to address.

AITKIN COUNTY ADMINISTRATION

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

November 16, 2012

Representative-Elect Joe Radinovich
310 3rd Avenue SW
Crosby, MN 56441

Dear Representative-Elect Radinovich:

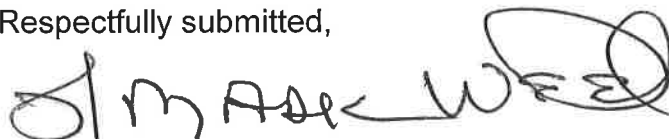
The County Board wants to take this opportunity to congratulate you on your recent election to the State Senate. The Board knows you will be busy and wants to take this opportunity to bring you up to speed on a couple of issues of concern to the Aitkin County Board.

The first issue is the numerous requirements for publishing in the newspaper, for example amending county financial statement publication requirements so that the counties may post on the county website (www.co.aitkin.mn.us). For Aitkin County the expense continues to rise when our residents inform us they don't read the local newspaper for that purpose.

The second issue is the State General Tax. Please review the attached letter that was sent in 2011 to Representative Davids. In summary, Aitkin County feels it is appropriate for the State to collect its own property tax. The State of Minnesota is the second largest property tax collector in Aitkin County (behind the county) and it doesn't hold its own Truth in Taxation meeting. It is also important for you to understand that under the State General Tax Aitkin County property owners pay about \$1.8 million dollars of the total \$41 million that is collected statewide for the Seasonal Recreational property tax.

We understand the staggering number of legislation that you have to deal with in a short period of time. With that in mind for the 2013 legislative session we plan to have the County Board review specific legislation at each board meeting and provide you with their comments. We know your time is limited so the Board summary comments will be short. If after reviewing the comments from Aitkin County Commissioners you have any questions please contact any of them or our County Administrator. A complete contact list is attached.

Respectfully submitted,



J. Mark Wedel, Chair
Aitkin County Board

District 1: J. Mark Wedel – Chair
515 6th Ave SE
Aitkin, MN 56431
Home: 218-927-6500
mark.wedel@co.aitkin.mn.us
Term: 2011-2014

District 2: Laurie Westerlund – Vice Chair
30517 270th Lane
Aitkin, MN 56431
Home: 320-684-2652
laurie.westerlund@co.aitkin.mn.us
Term: 2009-2012, 2013-2016

District 3: Donald Niemi
32340 State Hwy 47
Aitkin, MN 56431
Home: 218-927-9947
don.niemi@co.aitkin.mn.us
Term: 2011-2014

District 4: Brian Napstad
51227 Long Point Place
McGregor, MN 55760
Home: 218-426-3008
brian.napstad@co.aitkin.mn.us
Term: 2009-2012, 2013-2016

District 5: Anne M. Marcotte
P.O. Box 192
Hill City, MN 55748
Home: 218-256-0277
anne.marcotte@co.aitkin.mn.us
Term: 2011-2014

Patrick Wussow, County Administrator
217 2nd Street NW
Room 130
Aitkin, MN 56431
patrick.wussow@co.aitkin.mn.us
218-927-7276

AITKIN COUNTY ADMINISTRATION

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

November 16, 2012

Senator-Elect Carrie Ruud
8636 Bluebird Lane
Breezy Point, MN 56472

Dear Senator-Elect Ruud:

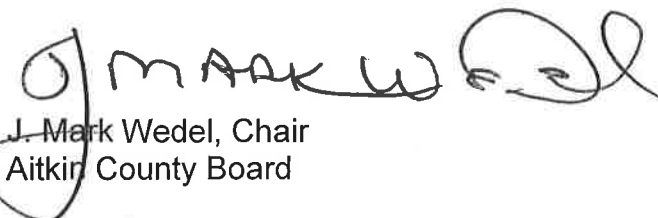
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Aitkin, MN 56431
patrick.wussow@co.aitkin.mn.us
218-927-7276

AITKIN COUNTY ADMINISTRATION

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

September 9, 2011

Representative Greg Davids
585 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
St. Paul, MN 55155

Dear Representative Davids:

The Aitkin County Board wishes to take this opportunity to again thank you for your recent visit to the Aitkin County Courthouse to respond to our questions related to the recently approved tax bill.

The Board appreciated your comments and the lively conversation relating to several of the key areas discussed including the effects of K-12 school funding, 2012 market value exclusion, and the state general tax. In fact the Board would like to work with you to follow up on the state general tax.

The County Board wants to reiterate our comments while they are still fresh in your mind that Aitkin County feels strongly that the State of Minnesota should collect their own "State General Tax." This issue was brought up by County Board members and the County's Economic Development Director. You agreed that this was a good idea and we don't want this idea to be shelved, but to proceed, as you identified it was a great idea and should move forward.

Our point is very simple, stop making the Counties your collection agent.

Along those lines we are asking you to go to the Minnesota Office of the Revisor of Statutes and request that they draft a bill, to bring forward early in the 2012 legislative session, that will require the state to collect its own property tax. Aitkin County will solicit support so that that bill moves forward.

We await your response to the progress of what you said was a good idea

Thank you for your time in considering our request.

Respectfully,

Laurie Westerlund
Aitkin County Chairperson

CC: Representative McElfratrick, Senator Saxhuag, AMC Executive Director Jeff Spartz, Rep. Paul Thissen, Rep. Jim Davine, Rep. Carol McFarlane, Rep. Bob Gunther

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-19-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Cancellation of December 4, 2012 Aitkin County Board meeting

Requested Meeting Date: 11-27-12 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
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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Sue Bingham, Administrative Assistant

RE: December 4, 2012 County Board Meeting

DATE: November 19, 2012

The AMC Annual Conference is scheduled for December 3rd and 4th in St. Cloud. As this conference is in session during the regularly scheduled 9:00 a.m. County Board meeting, the County Board needs to cancel the December 4th board meeting.

The Budget Hearing scheduled for 6:05 p.m. on December 4, 2012 remains unchanged.

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



To: Chairperson, Aitkin County Board of Commissioners Date: November 19, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Food, Beverage and Lodging Fee Schedule

Requested Meeting Date: November 27, 2012 Estimated Presentation Time: 15 min

Presenter: Michelle Leitinger, Env. Health Specialist and Terry Neff

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 _____

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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
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- Other supporting document(s) (please list) Proposed fee schedules

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Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: November 19, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Proposed Fee Schedule for Food, Beverage and Lodging (FBL)

Attached are proposed fee changes to the Aitkin County FBL fee schedule with comparisons to the Minnesota Department of Health (MDH) and Morrison County fee schedules (Labeled A). Also included is a comparison of what the proposed Aitkin County fees are for each licensed establishment (B) and what the MDH fees would be for each establishment (C).

At the November 27, 2012 Aitkin County Board of Commissioners meeting, Michelle Leitinger, Aitkin County Environmental Health Specialist and I will be discussing the proposed changes with possible adoption.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us , or Michelle at 218-927-7266 or by e-mail at michelle.leitinger@co.aitkin.mn.us.

enclosures

c:\ctybrd\ctybrd2012

A

Proposed Changes for FBL Program

<u>License Category</u>	<u>MDH Fees</u>	<u>Morrison County Fees</u>	<u>Current Aitkin County Fees</u>	<u>Proposed Changes</u>
Base fee	\$150	\$156	\$180	
Limited Food	\$60	\$53	\$28.50	
Small Establishment	\$120	\$93	\$171.50	
Medium Establishment	\$310	\$268	\$228.50	
Large Establishment	\$540	\$435	\$343.50	
School Inspection	\$460	\$232	\$363 (no base fee)	add \$180 base fee
2nd School Inspection	\$360 (voluntary fee)	\$232	NA	reduce inspection fee to \$228.50 (total \$408.50 per school)
Beer or wine table services	\$60	\$53	\$58	
Alcohol Service from bar	\$165	\$133	\$151	
Food Cart	\$60	156 (no base fee)	\$10	
Mobile Food Unit	\$60	250 (no base fee)	\$10	
Hotel/Motel -per units	\$10	\$8	\$11.50	
Lodging -per unit	\$10	\$8	\$11.50	
Resort -per unit	\$10	\$8	\$11.50	
Maximum Lodging Fee	\$1,000	\$600	NA	
Camp Site/Mobile Home Site	\$50 + \$4/site (24 or less)	\$3.50/site	\$6.75/site	
Camp Site/Mobile Home Site	\$212 + \$4/site (25-99 sites)	NA	NA	
Camp Site/Mobile Home Site	\$300 + \$4/site (100+ sites)	NA	NA	
Public Swimming Pool	\$325	\$145	\$57	\$100
Each Additional Swimming Pool	\$175	\$145	\$57	\$100
Spa Pool	\$175	\$145	\$28.50	\$100
Each Additional Spa Pool	\$100	\$145	\$28.50	\$100
Youth Camp 1-99 Campers	\$325 (no base fee)	NA	\$114.50 (no base fee)	add \$180 base fee
Youth Camp 100-199 Campers	\$550 (no base fee)	\$525	\$229.00 (no base fee)	add \$180 base fee
Youth Camp 200+ Campers	\$750 (no base fee)	\$758	\$363.00 (no base fee)	add \$180 base fee
Temporary Special Event Food	\$50 per 3 Events + \$35 HF	\$20 Per Event	\$13.00 per Event	\$25 per 3 Events

2013 Aitkin County Proposed License Fees

B

LICENSE NO.	Establishment Name	BASE COST	TYPE OF FOOD LICENSE	FOOD COST	BEV COST	LODGING COST	CAMPING COST	YOUTH CAMP COST	POOL CHARGE	SPA CHARGE	H2O CHARGE	TOTAL LICENSE COST
0110003	Agate Bay Resort	\$180.00	MEDIUM	\$228.50	\$58.00	\$23.00	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$705.50
0110223	Aicota Health Care Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$379.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$788.00
0110180	Aitkin Area Youth Baseball	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00
0110109	Aitkin County Jail	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110162	Aitkin High School	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351.50
0110189	Aitkin High School	\$180.00	SCHOOL	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110008	Aitkin Lake Resort	\$180.00	NONE	\$0.00	\$0.00	\$57.50	\$189.00	\$0.00	\$0.00	\$0.00	\$0.00	\$426.50
0110210	Aitkin Lanes	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50
0110117	Aitkin Legion	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110012	Aitkin Moose Lodge	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110263	Aitkin Riverboat Lions	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00
0110272	Aitkin Subway	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110241	Bann's Bar and Restaurant	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110199	Barnacles Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$560.25	\$0.00	\$0.00	\$0.00	\$0.00	\$1,119.75
0110022	Barnaveld's Campground	\$180.00	NONE	\$0.00	\$0.00	\$23.00	\$94.50	\$0.00	\$0.00	\$0.00	\$0.00	\$297.50
0110192	Beaery	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50
0110005	Berglund Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$60.75	\$0.00	\$0.00	\$0.00	\$0.00	\$240.75
0110023	Beulah's Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$0.00	\$247.50
0110025	Big Sand Bar	\$180.00	SMALL	\$171.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$502.50
0110081	Big Sand Camp	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$363.00	\$0.00	\$0.00	\$0.00	\$714.50
0110255	Big Sandy Lodge and Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$299.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$1,058.50
0110049	Birchwood Cafe	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110066	Boyd's Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$67.50	\$0.00	\$0.00	\$0.00	\$0.00	\$247.50
0110260	Buckhorn Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110261	Buckshot Bar and Grill	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110073	Cajun Queen	\$180.00	LIMITED	\$28.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$359.50
0110105	Camp Good News	\$180.00	LIMITED	\$28.50	\$0.00	\$0.00	\$0.00	\$114.50	\$0.00	\$0.00	\$0.00	\$323.00
0110088	Camp New Hope	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$363.00	\$0.00	\$0.00	\$0.00	\$714.50
0110099	Castaway's Resort	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$553.50	\$0.00	\$0.00	\$0.00	\$0.00	\$1,113.00
0110087	Catholic Youth Camp	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$229.00	\$0.00	\$0.00	\$0.00	\$580.50
0110267	Chappy's Golden Shores	\$180.00	SMALL	\$171.50	\$0.00	\$149.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$501.00
0110252	Corner Club	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110258	Country Meadows Inn	\$180.00	LIMITED	\$28.50	\$0.00	\$402.50	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$811.00
0110106	Covenant Pines Bible Camp	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$363.00	\$0.00	\$0.00	\$0.00	\$714.50
0110048	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110119	Dairy Queen	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110247	Dale Crest	\$180.00	NONE	\$0.00	\$0.00	\$11.50	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$241.50
0110197	Doc's Harbor	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$396.00

2013 Aitkin County Proposed License Fees

License No.	Establishment Name	Base Fee	Type of License	Food Cost	Bev Cost	Lodging	Camping	Youth Camp	Pool	Spa	Water	Total License Cost
0110118	Roadside Restaurant	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110190	Roasting House	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
110141	Roberts Glad Post	\$180.00	MEDIUM	\$228.50	\$133.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$541.50
0110262	Rosallini's	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110185	Rustic Trail	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
0110115	Ruthie's Restaurant	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110079	Sather's Trailer Court	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$175.50	\$0.00	\$0.00	\$0.00	\$0.00	\$355.50
0110249	Savana Ridge	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$0.00	\$0.00	\$280.00
0110054	School House Café	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110237	Sherwood Forest	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$300.00	\$100.00	\$0.00	\$751.50
0110270	Shingwauk Village	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$100.00	\$100.00	\$0.00	\$380.00
0110007	Snake River Campground	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$87.75	\$0.00	\$0.00	\$0.00	\$0.00	\$267.75
0110233	Something Cool	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110064	Spirit Lake Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$108.00	\$0.00	\$0.00	\$0.00	\$0.00	\$288.00
0110238	Stepping Stones Childcare	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$351.50
0110112	Stoney Woods Retreat Center	\$180.00	MEDIUM	\$228.50	\$0.00	\$241.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$650.00
0110273	Thompson's Mobile Home Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$249.75	\$0.00	\$0.00	\$0.00	\$0.00	\$429.75
0110070	Town and Country Motel	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$94.50	\$0.00	\$0.00	\$0.00	\$0.00	\$274.50
0110144	Trotter's Lakeshore Resort	\$180.00	NONE	\$0.00	\$0.00	\$11.50	\$297.00	\$0.00	\$0.00	\$0.00	\$0.00	\$488.50
0110227	Tuscany Room	\$180.00	MEDIUM	\$228.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$466.50
110063	Virginia Courts	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$34.50	\$0.00	\$0.00	\$0.00	\$50.00	\$264.50
0110068	Waukenabo Community Center	\$180.00	SMALL	\$171.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$50.00	\$401.50
0110111	Wealthwood Rod and Gun Club	\$180.00	SMALL	\$171.50	\$58.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$409.50
0110212	Weiner Wagon	\$180.00	STAND	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$190.00
0110186	Westside Church	\$180.00	MEDIUM	\$228.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$408.50
0110084	Whispering Pines	\$180.00	MEDIUM	\$228.50	\$151.00	\$11.50	\$135.00	\$0.00	\$0.00	\$0.00	\$0.00	\$706.00
0110114	White Tail Inn	\$180.00	NONE	\$0.00	\$0.00	\$57.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$237.50
0110102	Whitewood Resort	\$180.00	NONE	\$0.00	\$0.00	\$103.50	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$283.50
0110108	Why Not Park	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$216.00	\$0.00	\$0.00	\$0.00	\$0.00	\$396.00
0110101	Wilderness Beach Resort	\$180.00	NONE	\$0.00	\$0.00	\$0.00	\$290.25	\$0.00	\$0.00	\$0.00	\$0.00	\$470.25
0110244	Zorbaz	\$180.00	MEDIUM	\$228.50	\$151.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$559.50
TOTALS		\$24,840.00		\$19,140.50	\$6,730.00	\$5,543.00	\$8,060.25	\$1,795.50	1,400.00	\$600.00	\$500.00	\$70,035.00

MDH License Fees for Aitkin County Establishments

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LICENSE NUMBER	Establishment Name	BASE FEE	FOOD COST	BEV COST	LODGING	CAMPING	YOUTH CAMP	POOL	SPA	SEWER	TOTAL LICENSE COST
0110003	AGATE BAY RESORT	\$150.00	\$310.00	\$60.00	\$20.00	\$340.00	\$0.00	\$0.00	\$0.00	60.00	\$940.00
0110223	AICOTA HEALTH CARE CENTER	\$150.00	\$540.00	\$0.00	\$330.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$1,020.00
0110180	AITKIN AREA YOUTH BASEBALL	\$150.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$210.00
0110109	AITKIN COUNTY JAIL	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110162	AITKIN HIGH SCHOOL	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110189	AITKIN HIGH SCHOOL	\$150.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$610.00
0110008	AITKIN LAKE RESORT & CAMPGROUND	\$150.00	\$0.00	\$0.00	\$50.00	\$324.00	\$0.00	\$0.00	\$0.00	60.00	\$584.00
0110210	AITKIN LANES	\$150.00	\$310.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$520.00
0110117	AITKIN LEGION	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00
0110012	AITKIN MOOSE LODGE 1060	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00
0110263	AITKIN RIVERBOAT LIONS	\$150.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$210.00
0110272	AITKIN SUBWAY	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110241	BANN'S BAR AND RESTAURANT	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110199	BARNACLES RESORT & CAMPGROUND	\$150.00	\$310.00	\$165.00	\$0.00	\$544.00	\$0.00	\$0.00	\$0.00	60.00	\$1,229.00
0110022	BARNAVELD'S CAMPGROUND	\$150.00	\$0.00	\$0.00	\$20.00	\$106.00	\$0.00	\$0.00	\$0.00	60.00	\$336.00
0110192	BEANERY	\$150.00	\$540.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$750.00
0110005	BERGLUND PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$86.00	\$0.00	\$0.00	\$0.00	0.00	\$236.00
0110023	BEULAH'S MOBILE HOME PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	0.00	\$240.00
0110025	BIG SAND BAR	\$150.00	\$120.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$495.00
0110081	BIG SANDY CAMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	60.00	\$810.00
0110255	BIG SANDY LODGE AND RESORT	\$150.00	\$540.00	\$165.00	\$260.00	\$0.00	\$0.00	\$325.00	\$175.00	60.00	\$1,675.00
0110049	BIRCHWOOD CAFÉ	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110066	BOYD'S PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	0.00	\$240.00
0110260	BUCKHORN BAR & GRILL	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$855.00
0110261	BUCKSHOT BAR AND GRILL	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$855.00
0110073	CAJUN QUEEN	\$150.00	\$60.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$435.00
0110105	CAMP GOOD NEWS	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	\$0.00	60.00	\$385.00
0110088	Camp New Hope	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	\$0.00	60.00	\$385.00
0110099	CASTAWAY'S RESORT	\$150.00	\$310.00	\$165.00	\$0.00	\$540.00	\$0.00	\$0.00	\$0.00	60.00	\$1,225.00
0110087	CATHOLIC YOUTH CAMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$550.00	\$0.00	\$0.00	60.00	\$610.00
0110267	CHAPPY'S	\$150.00	\$120.00	\$0.00	\$130.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$400.00
0110252	CORNER CLUB	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110258	COUNTRY MEADOWS INN	\$150.00	\$60.00	\$0.00	\$350.00	\$0.00	\$0.00	\$325.00	175.00	0.00	\$1,060.00
0110106	COVENANT PINES BIBLE CAMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	60.00	\$810.00
0110247	DALE CREST	\$150.00	\$0.00	\$0.00	\$10.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$220.00
0110048	DAIRY QUEEN	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110119	DAIRY QUEEN	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110197	DOC'S HARBOR	\$150.00	\$0.00	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00	\$0.00	60.00	\$550.00
0110086	EAGLE POINT RESORT	\$150.00	\$540.00	\$165.00	\$0.00	\$492.00	\$0.00	\$0.00	\$0.00	60.00	\$1,407.00
0110274	EASTSIDE MARINA	\$150.00	\$0.00	\$0.00	\$20.00	\$332.00	\$0.00	\$0.00	\$0.00	60.00	\$562.00
0110075	ELKHORN RESORT	\$150.00	\$0.00	\$0.00	\$0.00	\$332.00	\$0.00	\$0.00	\$0.00	60.00	\$542.00

MDH License Fees for Aitkin County Establishments

LICENSE NUMBER	Establishment Name	BASE FEE	FOOD COST	BEV COST	LODGING	CAMPING	YOUTH CAMP	POOL	SPA	SEWER	TOTAL LICENSE COST
0110236	FAIRWAY CUSTOM HOMES	\$150.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$230.00
0110083	FARM ISLAND RESORT	\$150.00	\$60.00	\$0.00	\$80.00	\$392.00	\$0.00	\$0.00	\$0.00	60.00	\$742.00
0110126	FIRESIDE INN	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$855.00
0110182	FIRST LUTHERAN CHURCH	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110127	FISHERMAN'S BAY	\$150.00	\$540.00	\$165.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	60.00	\$997.00
0110097	FISHER'S RESORT	\$150.00	\$60.00	\$0.00	\$70.00	\$516.00	\$0.00	\$0.00	\$0.00	60.00	\$856.00
0110072	FORESTRY STATION	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110242	FORTY CLUB	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$855.00
0110217	FORTY CLUB INN	\$150.00	\$60.00	\$0.00	\$390.00	\$0.00	\$0.00	\$325.00	175.00	0.00	\$1,100.00
0110191	GOLDEN HORIZONS	\$150.00	\$310.00	\$0.00	\$440.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$900.00
0110216	GROWLER'S	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110124	HARRY'S MIDTOWN LIQUOR	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$855.00
0110194	HICKORY LAKE CAMPGROUND	\$150.00	\$60.00	\$0.00	\$0.00	\$436.00	\$0.00	\$325.00	\$0.00	60.00	\$1,031.00
0110196	HIDDEN MEADOWS	\$150.00	\$310.00	\$60.00	\$0.00	\$332.00	\$0.00	\$0.00	\$0.00	0.00	\$852.00
0110188	HILL CITY ISD #2	\$150.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$610.00
0110096	HILL CITY PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$312.00	\$0.00	\$0.00	\$0.00	0.00	\$462.00
0110164	HILL LAKE CAFÉ	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110131	HORSESHOE LAKE INN	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110246	JACK'S SHACK	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110232	JACKSON'S HOLE	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00
0110006	JACOBSON PARK	\$150.00	\$0.00	\$0.00	\$20.00	\$86.00	\$0.00	\$0.00	\$0.00	60.00	\$316.00
0110248	KOSIE'S CAFÉ	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$750.00
0110089	LAKESHORE SUMMER BREEZE	\$150.00	\$0.00	\$0.00	\$80.00	\$316.00	\$0.00	\$0.00	\$0.00	60.00	\$606.00
0110243	LAKEVIEW INN ON DAM LAKE	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110098	LAMONT'S RESORT	\$150.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$250.00
0110138	LANDING	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110085	LARSON'S BARN	\$150.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$230.00
0110036	LOAF 'N LIESURE	\$150.00	\$0.00	\$0.00	\$20.00	\$130.00	\$0.00	\$0.00	\$0.00	60.00	\$360.00
0110053	LONG LAKE CONSERVATION CAMP	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$750.00	\$0.00	\$0.00	60.00	\$810.00
0110254	LUCKY'S LANDING	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110080	MALMO BAY	\$150.00	\$0.00	\$0.00	\$0.00	\$126.00	\$0.00	\$0.00	\$0.00	60.00	\$336.00
0110130	MARK'S BAR	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00
0110264	MARYHILL MANOR	\$150.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$270.00
0110229	MCDONALD'S RESTAURANT	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110266	MCGRATH BAR AND CAFÉ	\$150.00	\$120.00	\$165.00	\$40.00	\$74.00	\$0.00	\$0.00	\$0.00	60.00	\$609.00
0110259	MCGREGOR COMMUNITY CENTER	\$150.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$270.00
0110077	MCGREGOR LANES	\$150.00	\$60.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$270.00
0110265	MCGREGOR LIONS	\$150.00	\$120.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$435.00
0110205	MCGREGOR SCHOOLS ISD # 4	\$150.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$610.00
0110271	McGREGOR SUBWAY	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110057	MCGREGOR VFW	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00

MDH License Fees for Aitkin County Establishments

LICENSE NUMBER	Establishment Name	BASE FEE	FOOD COST	BEV COST	LODGING	CAMPING	YOUTH CAMP	POOL	SPA	SEWER	TOTAL LICENSE COST
0110239	MILLE LACS LAKE RENTAL	\$150.00	\$0.00	\$0.00	\$20.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$230.00
0110110	MINNEWAWA SPORTSMEN'S CLUB	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110004	MISSISSIPPI LANDING	\$150.00	\$0.00	\$0.00	\$0.00	\$78.00	\$0.00	\$0.00	\$0.00	0.00	\$228.00
0110029	MN NATIONAL GOLF COURSE	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110163	MT OLIVET ROLLING ACRES	\$150.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$190.00
110240	MUSKIE LODGE	\$150.00	\$0.00	\$0.00	\$40.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$250.00
0110245	MYR MAR VILLA ASSOCIATION	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	60.00	\$535.00
0110224	NORTHLAND ASSISTED LIVING	\$150.00	\$540.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$890.00
0110090	OLE'S RESORT	\$150.00	\$0.00	\$0.00	\$120.00	\$352.00	\$0.00	\$0.00	\$0.00	60.00	\$682.00
0110215	PALISADE CAFÉ	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110209	PALISADE ELEMENTARY SCHOOL	\$150.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$610.00
0110040	PALISADE MUNICIPAL	\$150.00	\$60.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$375.00
0110208	PETE'S RETREAT	\$150.00	\$120.00	\$0.00	\$0.00	\$608.00	\$0.00	\$500.00	175.00	60.00	\$1,613.00
0110132	PHIL'S MYR-MAR MARINA	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110074	PINE HAVEN RESORT	\$150.00	\$0.00	\$0.00	\$30.00	\$58.00	\$0.00	\$0.00	\$0.00	60.00	\$298.00
0110133	PINE INN	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110235	PLAYERS SPORTS BAR AND GRILL	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110219	POUR LEWEY'S SALOON	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110221	PRAIRIE RIVER RETREAT	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110076	QUADNA MOTEL	\$150.00	\$0.00	\$0.00	\$190.00	\$432.00	\$0.00	\$0.00	\$0.00	60.00	\$832.00
110041	QUADNA MOUNTAIN VILLAGE	\$150.00	\$0.00	\$0.00	\$350.00	\$0.00	\$0.00	\$500.00	\$0.00	60.00	\$1,060.00
0110095	QUADNA RESORT AND CONF CENTER	\$150.00	\$540.00	\$165.00	\$430.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$1,285.00
0110042	QUADNA TIME SHARE	\$150.00	\$0.00	\$0.00	\$270.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$480.00
0110078	RED DOOR RESORT AND MOTEL	\$150.00	\$540.00	\$0.00	\$200.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$950.00
0110093	RED INDIAN CAMPGROUND	\$150.00	\$0.00	\$0.00	\$0.00	\$388.00	\$0.00	\$0.00	\$0.00	0.00	\$538.00
0110034	RED ROCK BAR & GRILL	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$685.00
0110001	RIPPLE RIVER MOTEL & RV PARK	\$150.00	\$60.00	\$0.00	\$300.00	\$126.00	\$0.00	\$0.00	\$0.00	0.00	\$636.00
0110203	RIPPLESIDE ELEMENTARY	\$150.00	\$460.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$610.00
0110092	RIVERDALE MOBILE HOME PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$82.00	\$0.00	\$0.00	\$0.00	60.00	\$292.00
0110116	RIVERSIDE PUB	\$150.00	\$60.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$375.00
0110118	ROADSIDE RESTAURANT	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110190	ROASTING HOUSE, THE	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110141	ROBERTS GLAD POST	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00
0110262	ROSALLINI'S	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110185	RUSTIC TRAIL	\$150.00	\$310.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$625.00
0110115	RUTHIE'S RESTAURANT	\$150.00	\$540.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$690.00
0110079	SATHER'S TRAILER COURT	\$150.00	\$0.00	\$0.00	\$0.00	\$316.00	\$0.00	\$0.00	\$0.00	60.00	\$526.00
0110249	SAVANNA RIDGE	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	\$0.00	60.00	\$535.00
0110054	SCHOOL HOUSE CAFE, THE	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00
0110237	SHERWOOD FOREST	\$150.00	\$120.00	\$0.00	\$0.00	\$0.00	\$0.00	\$675.00	175.00	60.00	\$1,180.00
0110270	SHINGWAUK VILLAGE	\$150.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$325.00	175.00	60.00	\$710.00

MDH License Fees for Aitkin County Establishments

LICENSE NUMBER	Establishment Name	BASE FEE	FOOD COST	BEV COST	LODGING	CAMPING	YOUTH CAMP	POOL	SPA	SEWER	TOTAL LICENSE COST	
0110007	SNAKE RIVER CAMPGROUND	\$150.00	\$0.00	\$0.00	\$0.00	\$102.00	\$0.00	\$0.00	0.00	60.00	\$312.00	
0110233	SOMETHING COOL, INC.	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00	
0110064	SPIRIT LAKE MOBILE HOME PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$114.00	\$0.00	\$0.00	\$0.00	60.00	\$324.00	
0110238	STEPPING STONES	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00	
0110112	STONEY WOODS RETREAT CENTER	\$150.00	\$310.00	\$0.00	\$210.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$730.00	
0110273	THOMPSON MHP	\$150.00	\$0.00	\$0.00	\$0.00	\$360.00	\$0.00	\$0.00	\$0.00	0.00	\$510.00	
0110070	TOWN AND COUNTRY MOTEL	\$150.00	\$0.00	\$0.00	\$0.00	\$106.00	\$0.00	\$0.00	\$0.00	0.00	\$256.00	
0110144	TROTTER'S LAKESHORE RESORT	\$150.00	\$0.00	\$0.00	\$10.00	\$388.00	\$0.00	\$0.00	\$0.00	0.00	\$548.00	
0110227	TUSCANY ROOM, THE	\$150.00	\$540.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$750.00	
0110063	VIRGINIA COURTS	\$150.00	\$0.00	\$0.00	\$0.00	\$70.00	\$0.00	\$0.00	\$0.00	60.00	\$280.00	
0110068	WAUKENABO COMMUNITY CENTER	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$520.00	
0110111	WEALTHWOOD ROD AND GUN CLUB	\$150.00	\$120.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$390.00	
0110212	WEINER WAGON	\$150.00	\$60.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$210.00	
0110186	WESTSIDE CHURCH	\$150.00	\$310.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$460.00	
0110084	WHISPERING PINES	\$150.00	\$540.00	\$165.00	\$10.00	\$130.00	\$0.00	\$0.00	\$0.00	60.00	\$1,055.00	
0110114	WHITE TAIL INN	\$150.00	\$0.00	\$0.00	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$200.00	
0110102	WHITEWOOD RESORT	\$150.00	\$0.00	\$0.00	\$90.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$300.00	
0110108	WHY NOT PARK	\$150.00	\$0.00	\$0.00	\$0.00	\$340.00	\$0.00	\$0.00	\$0.00	60.00	\$550.00	
0110101	WILDERNESS BEACH RESORT	\$150.00	\$0.00	\$0.00	\$0.00	\$384.00	\$0.00	\$0.00	\$0.00	60.00	\$594.00	
0110244	ZORBAZ OF BIG SANDY LAKE	\$150.00	\$540.00	\$165.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	60.00	\$915.00	
											MDH	\$91,107.00
											35 TFS @\$85	\$2,975.00
											MDH TOTAL	\$94,082.00
											Aitkin	\$70,035.00
											35 tfs @ \$25	\$875.00
											Aitkin Total	\$70,910.00
											PERCENT LESS	25.00%

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



To: Chairperson, Aitkin County Board of Commissioners Date: November 19, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

FEMA Reimbursement for Debris Removal

Requested Meeting Date: November 27, 2012 Estimated Presentation Time: 15 min

Presenter: Terry Neff

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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 Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: November 19, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director
RE: FEMA and State Re-imbusement for Debris Removal

On September 28, 2012, I submitted a FEMA application and supporting documents for the reimbursement of costs associated with the debris removal from the July flooding. The following are the costs that were submitted by the Environmental Services Department:

**REQUESTED REIMBURSEMENT FOR FLOOD DEBRIS REMOVAL
AITKIN COUNTY 2012**

Curbside collection of debris; Buetow & Gobel Excavating –	\$230,602.00
Transportation of waste to Shamrock Landfill, Cloquet, MN – (By Garrison Disposal and J&H Transfer).	\$ 21,099.28
Disposal of debris at Shamrock Landfill –	\$ 12,000.00
Disposal of Household Hazardous Waste -	\$ 1,428.70

Total Requested Reimbursement = \$265,129.98

Attached is the letter from Homeland Security and Emergency Management approving the request for reimbursement. The first portion of the reimbursement will be direct deposited within 30 days. I have submitted the document for reimbursement of the remainder of the funds.

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

enclosures

c:\ctybrd\ctybrd2012

MINNESOTA DEPARTMENT OF PUBLIC SAFETY



Alcohol
and Gambling
Enforcement

Bureau of Criminal
Apprehension

Driver
and Vehicle
Services

Emergency
Communication
Networks

Homeland
Security and
Emergency
Management

Minnesota
State Patrol

Office of
Communications

Office of
Justice Programs

Office of
Pipeline Safety

Office of
Traffic Safety

State Fire
Marshal

Homeland Security and Emergency Management

445 Minnesota Street, Suite 223 • Saint Paul, Minnesota 55101-6223

Phone: 651.201.7400 • Fax: 651.296.0459

<https://hsem.dps.mn.gov>

November 14, 2012

Terry Neff, Environmental Services Director
AITKIN COUNTY ENVIRONMENTAL SERVICES
209 2nd Street NW ~ Room 100
Aitkin, MN 56431

Dear Terry Neff:

Reference: DR-4069-MN

PA ID: 001-99001-04

In the next 30 days you should receive a payment (by check or direct deposit) for \$238,617.88 representing \$178,963.42 FEMA dollars and \$59,654.47 State dollars. This is the payment for your request for funds for DR-4069. Please see the enclosed payment spreadsheet for your reference.

The funds deposited into your account are from the State of Minnesota Disaster funds. To check on direct deposit you may call the Electronic Funds Help Line at 651-201-8106 or go to the Electronic Funds website at www.finance.state.mn.us and click on "vendor payments." **Please notify your finance department of this payment.**

Please note that when all of your projects are complete, you need to provide documentation for these costs by signing the enclosed Project Completion and Certification Report (P.4) and returning it with copies of your receipts that were not previously submitted. I am also enclosing the Project Worksheet(s) (PW's) pertaining to this payment.

Please send the signed P4 form and documentation (when your projects are done), to:

Public Assistance
Minnesota Homeland Security and Emergency Management
445 Minnesota Street, Suite 223
St. Paul, MN 55101-6223

If you have questions, you may call me at 651-201-7414 or send an email to me at karen.cibuzar-mueller@state.mn.us. If I cannot be reached, please call the Public Assistance telephone number at 651-201-7402.

Sincerely,

Karen Mueller
Grants Specialist - Public Assistance

Aitkin County Environmental Services										
DR-4069										
001-99001-04										
PW	Bundle	Category	Eligible	FEMA Share	State Share					
468	24	A	\$ 265,130.98	\$ 198,848.24	\$ 66,282.74	Large project; 100% complete				
TOTAL			\$ 265,130.98	\$ 198,848.24	\$ 66,282.74					
1ST Payment										
FEMA Share				\$ 178,963.42						
State Share					\$ 59,654.47					
Total Payment						\$ 238,617.88				
FEMA Share Remaining				\$ 19,884.82						
State Share Remaining					\$ 6,628.28					

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



To: Chairperson, Aitkin County Board of Commissioners Date: November 16, 2012

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Lake Improvement District Policy

Requested Meeting Date: November 27, 2012 Estimated Presentation Time: 15 min

Presenter: Terry Neff

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) Proposed Policy, Supporting Documents

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 Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: November 16, 2012
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Lake Improvement District (LID) Policy

At the October 23, 2012 Aitkin County Board of Commissioner meeting, the Commissioners reviewed a proposed LID policy for Aitkin County. The proposed policy was modeled from Crow Wing County's LID Policy. After reviewing the proposed policy, the commissioners made a few suggested changes and asked that the proposed policy be brought back for further review and possible adoption. Enclosed is the proposed LID Policy with the suggested changes in red lettering and supporting documents.

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

enclosures

c:\ctybrd\ctybrd2012



Lake Improvement District (LID) AITKIN COUNTY POLICIES

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

1. LID Voting Procedures

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

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

2. Liability Coverage

After the establishment of the LID, the LID shall maintain general liability insurance in the amount of tort limits established by Minnesota Statute 466 and shall name Aitkin County as an additional insured on such insurance policy. A copy of the insurance policy shall be filed annually with the Aitkin County Auditor.

For questions on insurance, please contact the Aitkin County SWCD Manager.

3. Financial Records

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

Contact the Aitkin County Auditor's Office at www.co.aitkin.mn.us.

4. Annual Administrative Fee

MN Statute 103B.555 subd. 3 states that "the county board or county boards forming the joint county authority shall include appropriate provisions in their budget for the operation of a lake improvement district." Accordingly, the application fee for a new LID shall be \$500.00 plus a \$2500.00 escrow account (part or all may be refunded based on staff time and expenses) due at the time of application submittal. An annual fee of \$250.00 shall be required to cover county costs related to the administration of the LID.

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

5. Annual Reporting Deadline

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

Reports should be submitted to the Aitkin County SWCD Manager. A brief meeting may be required to make sure all information has been submitted.

6. Herbicide Application

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

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

7. Super Majority

A 60% 'Super Majority' of the returned votes in support is required for the establishment of an LID.

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

8. Duration of LIDs to be on 5 Year terms

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

For questions on the 5 year report, please contact the Aitkin County SWCD Manager.

9. Clarification of Eligible Landowners within Boundaries of LID

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

Campgrounds, and resorts have one vote. Residential PUD's, that have riparian frontage, will have one vote for each dwelling unit located within the development. Flexibility for unique situations can be granted if agreed to by the LID and Aitkin County (and within statutory guidelines).

10. Public Hearing for establishment of a LID

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

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

11. Pre-petition Meeting

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

Any lake association interested in LIDs should contact the Aitkin County SWCD Manager.

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

The Aitkin County Soil & Water Conservation District manager is delegated the responsibilities of coordinating LID duties.

13. Aquatic Invasive Species

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

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

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

14. Lake Management Plan

To ensure the purposes of MN Statutes 103B.511 are being fulfilled, A Minnesota Department of Natural Resource approved lake management plan, for the requested LID, must accompany the application for a LID.

15. Board of Directors

The Aitkin County Board of Commissioners shall appoint persons to serve as the initial Board of Directors for the district (see MN Statutes 103B.551 for additional requirements). At least one member of the Board of Directors shall be a non-lake association member, and in the event a non-lake association member can't be found then the Aitkin County Board of Commissioners shall appoint **that** member. **The proposers of the LID are encouraged to provide a list of potential Board of Director candidates.**



Lake Improvement District (LID)

ANNUAL CHECKLIST

CONTACT INFORMATION

NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

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

Shaded boxes indicate Aitkin County use only:

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

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

LID representative

Date

Aitkin County County Staff

Date



Lake Improvement District (LID)

PETITION CHECKLIST

PROPOSER INFORMATION

NAME:

MAILING ADDRESS:

PHONE:

EMAIL:

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

Please remember: Before LID activities can be paid for, they need to be on the tax rolls (often a 1 year delay)

Also, the proposer must notify the DNR et. al. within 5 days of the petition being officially certified

Shaded boxes indicate Aitkin County use only:

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

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

Applicant

Date

Aitkin County Staff

Date



**Lake Improvement District (LID)
PRE-PETITION MEETING CHECKLIST**

PROPOSED LID CONTACT INFORMATION (PRIMARY):

NAME: _____
 MAILING ADDRESS: _____
 PHONE: _____ EMAIL: _____

Other Association Members Present:

Name:	Address:	Phone:	Email:

In the packet:

-) LID Contacts
-) Petition checklist
-) Annual checklist
-) County policies
-) LID evaluation criteria (see MN Rules 6115.0960)
-) Timeline
-) Copy of the MN statutes / rules for LIDs
-) Example Petition
-) Auditor's request for information form
-) Example DNR advisory report
-) LID factsheets

I hereby acknowledge that I have received and understand all information presented to me in the pre-petition packet.

LID representative:

Date

Aitkin County Staff:

Date

Shaded boxes indicate Aitkin County use only:

<i>Date of meeting:</i>	
<i>Staff present:</i>	



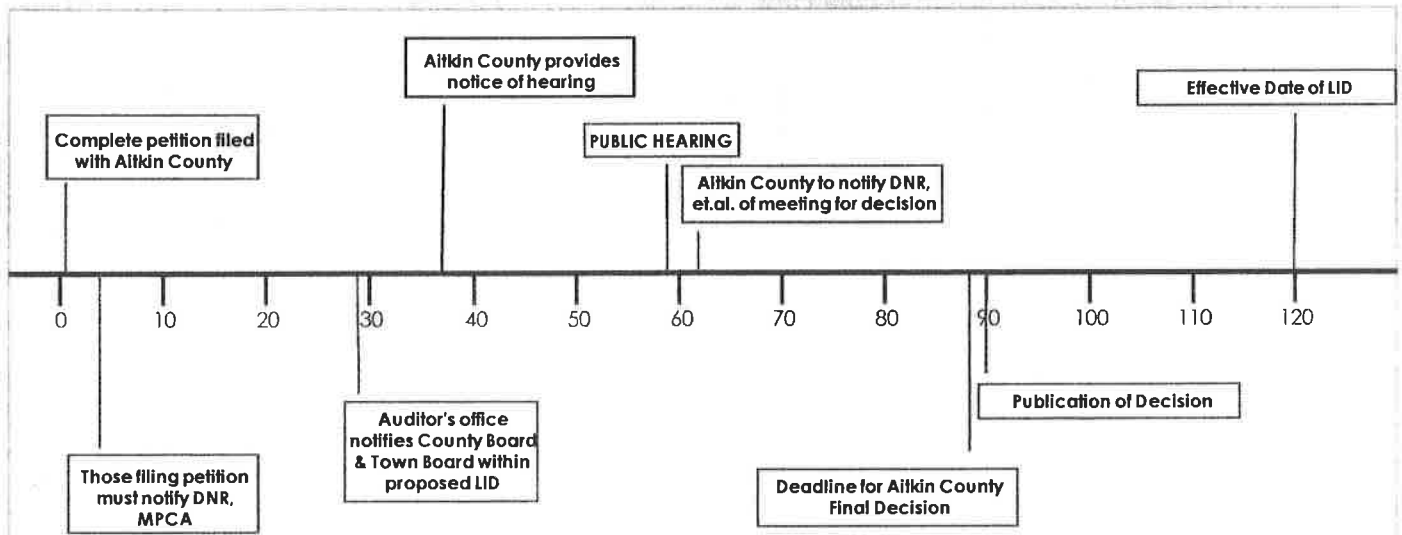
Lake Improvement Districts: Timelines

Timeline for establishing an LID

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

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

Minimum Timeline (in days) from Filing of Petition



Timeline for an existing LID

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/21/12

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Electronic Certificates of Real Estate Value

Requested Meeting Date: 11/27/12 Estimated Presentation Time: 20 minutes

Presenter: Mike Dangers

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.



**OFFICE OF
AITKIN COUNTY ASSESSOR**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

November 21, 2012

To: County Board of Commissioners

From: Mike Dangers, County Assessor

Re: Electronic Certificates of Real Estate Value (eCRV)

Certificates of Real Estate Value or CRV's are documents that provide property sale information for most real estate transfers in Minnesota. They show essential information that enables assessors to place correct market values on properties. They also provide valuable sales data to real estate agents, bankers and appraisers. Please see page 2 for an example.

The Minnesota Department of Revenue (DOR) is currently encouraging counties to switch from the traditional paper CRV documents to an electronic CRV or eCRV. The benefits of the eCRV include no paper documents to store, reduced manual data entry into the computer systems, and the ability to access the CRV document from anywhere. There is also a statewide sales search capability with this new database that will be open to the public. A brief demonstration of eCRV will be conducted at the Board Meeting as part of this presentation.

The DOR will be requiring the use of eCRV for all counties in the near future. They also plan to sponsor legislation that will require statewide adoption. The majority of Minnesota counties are currently either using or testing eCRV. Cass County is currently a full use county.

To use eCRV, Aitkin County must contribute a \$2,500 one-time fee. This is based on the number of CRV's filed in Aitkin County in 2005. Please see pages 3 and 4 showing where we stand in comparison to other counties. We plan to utilize the technology fund to pay for this fee since this is an expenditure involving land records.

In addition to the one-time fee to the DOR, a public computer terminal will need to be available to serve the needs of submitters. We anticipate most eCRV's will be filed at real estate offices or other locations away from the Courthouse. The Assessor's Office currently has a public terminal and table that was primarily used for sales searches that could now be used for eCRV submission on an occasional basis.

Please contact me at 927-7340 with any questions.

40715 11-1-12

Certificate of Real Estate Value

Names of buyers (last, first, MI) Tourville Anthony T. Tourville Lisa F. Address 5844 Fawn Trail Circle Woodbury, MN 55129 Daytime phone (651) 458-1138

1. Date of deed or contract October 30, 2012 Legal description of property purchased (lot, block and plat) or attach 3 copies of the legal description S 1/2 of S 1/2 of NE 1/4, NE 1/4 of SW 1/4 and NW 1/4 of SE 1/4, Sec 7 Twp 43, Range 22 plus easement

Financial arrangements

2. Total purchase price \$166,000.00 Was personal property included in purchase price (e.g., furniture, inventory, equipment)? [X] No

6. Type of acquisition (check all that apply)

- [] 1031 exchange [] Buyer purchased partial interest only [] Property received as gift or inheritance [] Buyer and seller are relatives or related businesses [] Contract paid off or resold [] Property received in trade [] Buyer or seller is religious or charitable organization [] Name added or removed from deed [] Purchase agreement signed over two years ago [] Buyer or seller is unit of government [] Property condemned or foreclosed upon

7. Type of property transferred (check all that apply)

- [X] Land only [] Land and buildings [] Construction of new building after Jan. 1 of year of sale

8. Planned use of property (check one)

- [] Residential: single family [] Agricultural. Number of acres: (attach Schedule PE20A). [] Residential: duplex, triplex [] Apartment (residential, four or more units). Number of units: (attach Schedule PE20A). [X] Cabin or recreational (noncommercial) [] Commercial-industrial. Type of business: (attach Schedule PE20A). [] Other. Describe: (attach Schedule PE20A).

8. Will this property be the buyer's principal residence? [] Yes [X] No

Method of financing (complete only if seller-financed, including contracts-for-deed and assumed mortgages)

Table with columns: Assumed mortgage, Contract for deed, Mortgage or contract-for-deed amount at purchase, Monthly payment (principal & interest), Interest rate now in effect, Number of payments, Date of any lump-sum (balloon) payments.

Sign here. I declare under penalty of law that the information on this form is true, correct and complete to the best of my knowledge and belief.

Print name Carrie Haavisto-Hofstad Signature Carrie Haavisto-Hofstad Date 10-30-12 Daytime phone (320) 629-7537

Counties: Complete this section.

Table with columns: Co, Acres, Yr Bldg, SD, Yr, Land, Bldg, Tot, Primary property ID number, Secondary parcel ID number, Good for study, X, HC, ST, Adj, Adjs, Use, Tillable EMV, Apt, FM, Co, CT, PT, Date, T, M, S.

Stock No. 6000400 (Rev. 4/08)

MINNESOTA • REVENUE

eCRV

Last Updated: 11/18/2012

eCRV County Contributions

Below are the official CRV counts for each Minnesota county in 2005, along with the expected eCRV contribution levels and status.

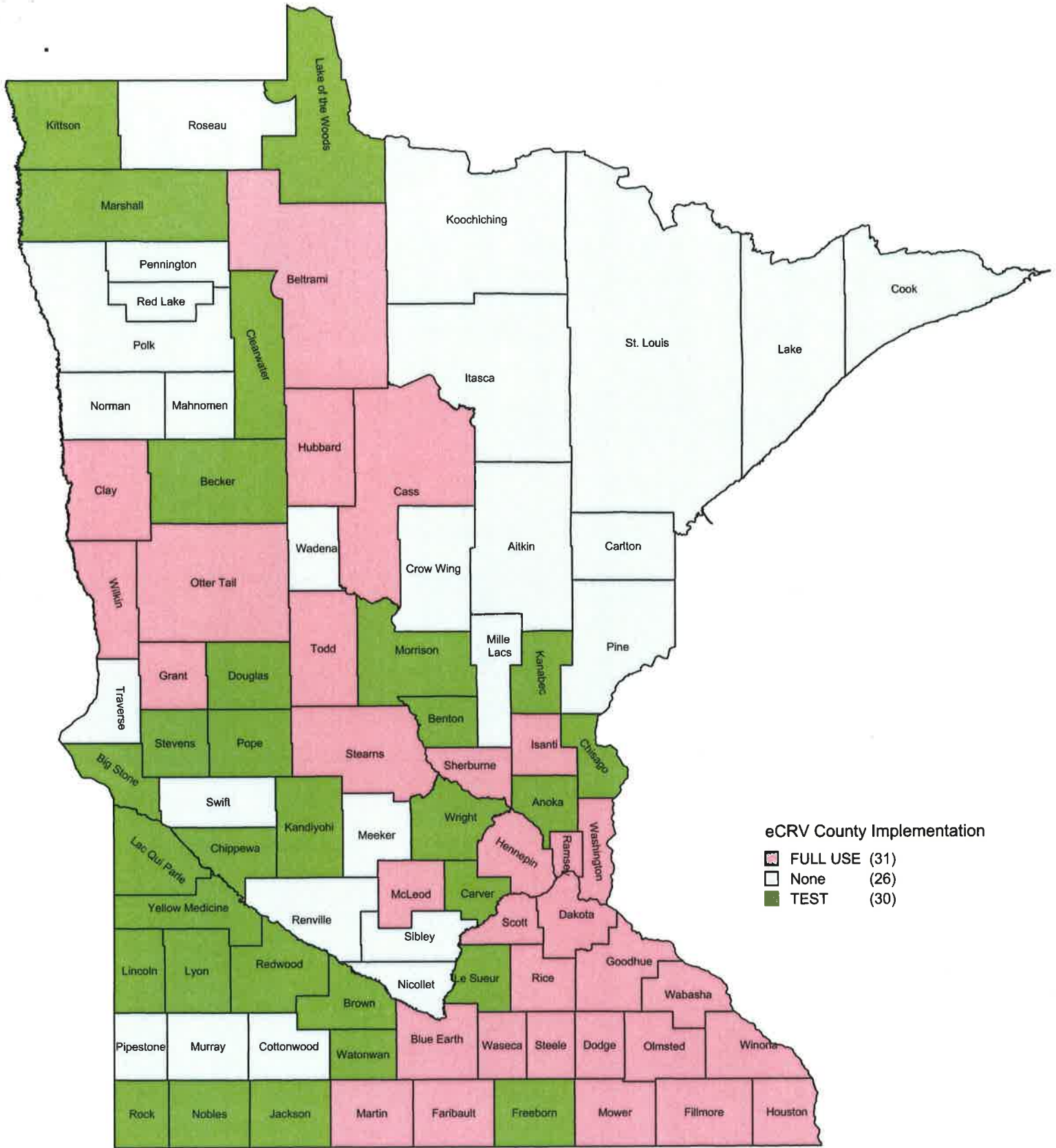
CO	COUNTY	2005 CRVs	Contribution
27	HENNEPIN	38,666	\$87,500
19	DAKOTA	13,349	\$25,000
62	RAMSEY	11,054	\$25,000
2	ANOKA	10,784	\$25,000
82	WASHINGTON	7,908	\$18,750
69	ST LOUIS	6,229	\$15,000
86	WRIGHT	5,929	\$13,750
70	SCOTT	5,718	\$13,750
55	OLMSTED	5,311	\$12,500
73	STEARNS	5,221	\$12,500
71	SHERBURNE	4,206	\$10,000
18	CROW WING	4,016	\$10,000
10	CARVER	3,553	\$8,750
56	OTTER TAIL	3,012	\$7,500
11	CASS	2,294	\$5,000
13	CHISAGO	2,140	\$5,000
7	BLUE EARTH	1,996	\$3,750
31	ITASCA	1,976	\$3,750
14	CLAY	1,965	\$3,750
66	RICE	1,957	\$3,750
40	LE SUEUR	1,820	\$3,750
21	DOUGLAS	1,775	\$3,750
3	BECKER	1,708	\$3,750
58	PINE	1,696	\$3,750
30	ISANTI	1,690	\$3,750
25	GOODHUE	1,616	\$3,750
48	MILLE LACS	1,540	\$3,750
34	KANDIYOHI	1,477	\$2,500
4	BELTRAMI	1,469	\$2,500
1	AITKIN	1,337	\$2,500
5	BENTON	1,310	\$2,500
43	MCLEOD	1,288	\$2,500
49	MORRISON	1,261	\$2,500
85	WINONA	1,240	\$2,500
74	STEELE	1,237	\$2,500
9	CARLTON	1,235	\$2,500
50	MOWER	1,212	\$2,500
29	HUBBARD	1,210	\$2,500
80	WADENA	1,204	\$2,500
24	FREEBORN	1,160	\$2,500
60	POLK	1,045	\$2,500
77	TODD	1,044	\$2,500
47	MEEKER	1,005	\$2,500
81	WASECA	938	\$1,250
23	FILLMORE	920	\$1,250
52	NICOLLET	890	\$1,250
79	WABASHA	872	\$1,250
33	KANABEC	827	\$1,250
8	BROWN	770	\$1,250
61	POPE	742	\$1,250
38	LAKE	724	\$1,250

46	MARTIN	708	\$1,250
20	DODGE	689	\$1,250
22	FARIBAULT	682	\$1,250
28	HOUSTON	618	\$1,250
53	NOBLES	602	\$1,250
64	REDWOOD	588	\$1,250
65	RENVILLE	579	\$1,250
36	KOOCHICHING	570	\$1,250
72	SIBLEY	531	\$1,250
42	LYON	504	\$1,250
16	COOK	462	\$625
12	CHIPPEWA	460	\$625
17	COTTONWOOD	431	\$625
83	WATONWAN	422	\$625
67	ROCK	401	\$625
51	MURRAY	399	\$625
45	MARSHALL	396	\$625
32	JACKSON	390	\$625
15	CLEARWATER	384	\$625
68	ROSEAU	366	\$625
87	YELLOW MEDICINE	354	\$625
59	PIPESTONE	353	\$625
76	SWIFT	349	\$625
26	GRANT	347	\$625
54	NORMAN	329	\$625
37	LAC QUI PARLE	329	\$625
39	LAKE/WOODS	318	\$625
57	PENNINGTON	313	\$625
6	BIGSTONE	303	\$625
41	LINCOLN	298	\$625
75	STEVENS	291	\$625
84	WILKIN	262	\$625
78	TRAVERSE	191	\$0
35	KITSON	174	\$0
44	MAHNOMEN	111	\$0
63	RED LAKE	61	\$0

For more information, see:

[eCRV Project](#)

[eCRV County Adoption](#)



November 5, 2012 | Minnesota Department of Revenue