

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS JANUARY 8, 2013 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
 - E) Citizens' Public Comment*

- 2) Consent Agenda
- A) Correspondence File December 18, 2012 – January 7, 2013
 - B) Approve 12/18/12 County Board Minutes

ADJOURN (2012 BOARD) – Administer Oath of Office, Judge Solien

1. District 2 Commissioner Laurie Westerlund
2. District 4 Commissioner Brian Napstad

- 9:05 3) Patrick Wussow, County Administrator
- A) Call to Order 2013 Board Meeting

- 4) 2013 County Board Nominations
- A) Nominations for Chairperson
 - B) Nominations for Vice Chairperson

- 5) 800 Mhz Radio Update – Sheriff Scott Turner

- 6) Administer Oath of Office, County Board Chairperson
1. Mike Dangers, County Assessor

- 9:20 7) Consent Agenda
- A) Reaffirm Annual Code of Ethics
 - B) Reaffirm Out of State Travel Policy
 - C) Approve MCIS Joint Powers Agreement and By-laws Updates
 - D) Approve FSC Recertification Proposal
 - E) Approve Fire Protection Contract with City of McGrath
 - F) Approve December Manual Warrants
 - G) Approve Resolution – Tamarack Sno-Flyers Form LG214
 - H) Accept \$500 Donation to STS – Tamarack Sno-Flyers, \$100 Donation to Aitkin County Posse – Granite Electronics, and \$100 Donation to STS – Veterans of Foreign Wars Roberts-Glad Post #1727

- 9:25 8) John Welle, County Engineer
- A) Approve Resolution – MnDot Master Partnership Agreement
 - B) Approve Equipment Purchase – Motor Graders

* 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.**

- 9:45 9) Patrick Wussow, County Administrator
- A) Approve Resolution - 2013 Official County Newspaper
 - B) Approve Resolution - Aitkin County Board of Commissioners Rules of Business & Meeting Procedures
 - C) Approve Resolutions (2) - Committee Appointments – Commissioners
 - D) Approve Resolutions (5) – Set 2013 Elected Officials Salaries
 - E) Priority Items for 2013 and Aitkin County 2013 Legislative Platform
 - F) Legislative Follow-Up
 - G) MACPZA District B Legal Workshop
- 11:15 10) Board Discussion
- Mark Wedel – CMCC
 - Laurie Westerlund – HRA, CMCC, DAC
 - Don Niemi –
 - Brian Napstad - Facilities, AEOA
 - Anne Marcotte – Arrowhead
 - A) Priority Issues for MRCC
- 11) Committee Updates
- A) Upcoming Meetings
 - Minnesota Rural County Caucus – January 10th @ 10:00 a.m. Itasca County Boardroom
 - B) Committee Minutes
 - Aitkin Airport – December 2012
- 12:15 12) ADJOURN
- Board Correspondence

* 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.**

The Aitkin County Board of Commissioners met this 18th day of December, 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.

CALL TO ORDER

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the December 18, 2012 amended agenda. Items 2E-I) 2013 Elected Officials Salaries were removed from the Consent Agenda and placed on the regular agenda as Item 3D).

**APPROVED
AGENDA**

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
December 18, 2012**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance:

The Aitkin County Board of Commissioners met this 18th day of December, 2012, at 9:02 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Sue Tange, Social Services Supervisor; Kathleen Ryan, Fiscal Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Cheryl Meld, HHS Advisory Members; Nanci Sauerbrau, Aitkin Independent Age; Aileen DeMenge, Workforce Center; and Bob Harwarth, Guest.

II. Pledge of Allegiance

III. Approval of Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the agenda with the following changes to future agendas:
Deletion of # II. Pledge of Allegiance, and
Adjustment to A# I. Call to Order to read I. Attendance.

IV. Review November 27, 2012 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the November 27, 2012 Health & Human Services Board Meeting Minutes as mailed/posted.

V. Review Bills

Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried; the vote was to approve the Bills as presented this date.

VI. General/Miscellaneous Information

A. Public Assistance Recipient Examples – Eileen Foss & Aileen DeMenge – It was noted that the grant amounts have not changed since 1987. The handouts were reviewed and discussed. Eileen Foss was asked to bring back additional scenarios with incomes and various size households along with

percentages of those not willing to participate.

- B. Appointment of Candidates to the Health & Human Services Advisory Committee:
 - Re-Appointment to Continue Terms for: Kami Genz, Dave Leaf, Cheryl Meld, Mickey Gault
 - New Member Applications: Jessica Seibert, Jessica Schultz
 - One Pending Application: Katie NelsonMotion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the appointment/re-appointment to the Health & Human Services Advisory Committee the following candidates:
 - Re-Appointment to Continue Terms for: Kami Genz, Dave Leaf, Cheryl Meld, Mickey Gault
 - New Member Applications: Jessica Seibert, Jessica SchultzIt was noted that additional recruitment will be done for Commissioner District 1 (Commissioner Mark Wedel) and District 3 (Commissioner Don Niemi) for representation on the Committee. Application packets will be provided to Commissioners Wedel & Niemi.

VII. Administrative Reports:

- A. **Caseload Update & Graph** – Eileen Foss, Income Maintenance Supervisor, noted that the number of caseloads have increased but the cash family grants have decreased over the years. We are capping out on the money we have been allocated for Day Care Assistance & we do have a waiting list for Basic Sliding Fee. Families on MFIP can access Child Care Assistance for authorized activities under their employment plan.
- B. **Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted we do have two more payment runs before the end of the year along with a payroll run that will adjust the expenditures. Reports will not be finalized until February.

VIII. Committee Reports from Commissioners

- A. **H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Cheryl Meld & Tricia Martin **Minutes of the December 5th meeting.** Cheryl Meld noted the committee had a lengthy presentation on the SHIP program and the Community Transformation Grant for Making Healthy Choices and Healthy Responsible Eating. Some Community Recognitions were given to the Aitkin Community Choir, Sandy Kilde, Director of the McGregor Contata and the Operation Christmas Committee.
- B. AEOA / NEMOJT Committee Updates – Commissioner Napstad noted AEOA meets tomorrow and NEMOJT has been discussed earlier in this meeting but they had a discussion on MFIP and DWP that their last meeting.
- C. CJJ (Children's Justice Initiative) – Commissioner Westerlund noted their meeting was canceled.

Break: 10:14 a.m. to 10:25 a.m.

**HHS BOARD
ADJOURNS**

BREAK

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: December 11, 2012 – December 17, 2012; B) Approve County Board Minutes: December 11, 2012; C) Approve Commissioner Warrants: General Fund \$173,759.38, Road & Bridge \$55,040.22, Special Revenue \$626.74, Health & Human Services \$704.69, State \$693.55, Trust \$5,367.91, Forest Development \$1,863.35, Agency \$18,767.10, Long Lake Conservation Center \$6,195.62 for a total of \$263,018.56; D) Approve University of MN Extension Agreement, 4-H Program Coordinator, 2013-2015; J) Authorize County Administrator to Approve Year-End Matters; K) Approve Reserving Budgeted Funds; L) Approve Resolution – 2013 Liquor Renewals; M) Approve Request to Sell Vehicles – Environmental Services Department; N) Approve Contract for ISTS Inspector Contractor

REGULAR BOARD RECONVENES

CONSENT AGENDA

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to approve Resolution – 2013 Liquor Renewals:

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor licenses for a period from January 1, 2013 thru December 31, 2013:

RESOLUTION 121812-115 2013 LIQUOR RENEWALS

“ON”, “OFF” and “SUNDAY” Sale:

WB Hay Point Inc., d/b/a **Corner Club** – Macville Township

This establishment has an address of 60967 Highway 169, Hill City, MN 55748

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Liberty Beach Bar & Café LLC, d/b/a **McGrath Bar & Cafe** – Williams Township

This establishment has an address of 14072 State Highway 65, McGrath, MN 56350

Phil’s Myr Mar Marina Inc., d/b/a **Phil’s Myr Mar Marina** – Hazelton Township

This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

Bodway Properties Inc., d/b/a **Prairie River Retreat** – Shamrock Township

This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

***Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township

This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

(*** Approval pending receipt of the 2013 Certificate of Insurance)

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the sale and 2013 replacement of 2001 Chevrolet Malibu and 2001 Ford Ranger – Environmental Services Department.

VEHICLE SALE & REPLACEMENT ENVIRONMENTAL SERVICES

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Irene Bright from District 3 to a three year term on the Board of Adjustment, beginning January 2013.

COMMITTEE APPOINTMENTS BOARD OF ADJUSTMENT

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint Dale Lueck from District 2 to a three year term on the Planning Commission, beginning January 2013.

PLANNING COMMISSION

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to appoint Ihleen Williams to a five-year term on the Housing and Redevelopment Authority of Aitkin County (HRA).

HRA

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to make the following appointments to the Forest Advisory Committee: Robert Lake District 1, Russ Hoppe District 2, James Bixby Professional representative, and Dale Shipp At Large representative. All appointments are four year terms, beginning January 2013.

FOREST ADVISORY COMMITTEE

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting to reappoint Donald Kitzrow from District 5 to a four year term on the Park Commission, beginning January 2013.

PARK COMMISSION

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve a schedule of two meetings a month in 2013 - the 2nd and 4th Tuesdays of each month.

2013 BOARD MEETING SCHEDULE

Patrick Wussow, County Administrator discussed the Kandiyohi County Organizational Review with the Board.

KANDIYOHI CO. ORGANIZATION REVIEW

The Board asked that this be placed on the agenda in January 2013. No action was taken at this time.

2013 ELECTED OFFICIALS SALARIES

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2012 Ditch Fund Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2012:

RESOLUTION 121812-116 2012 DITCH FUND BUDGETS

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$10		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$100

Co Ditch 24	7-351	\$0	\$400
Co Ditch 28	7-356	\$0	\$523
Co Ditch 30	7-352	\$13	\$173
Co Ditch 34	7-357	\$0	\$0
Co Ditch 36	7-358	\$0	\$0
Co Ditch 37	7-359	\$0	\$0
St Ditch 63	7-362	\$0	\$526
St Ditch 66	7-363	\$0	\$392
Co Ditch 2	7-367	\$0	\$0
Diversion Channel	7-373	\$10	\$21,057
Co Ditch 23	7-354	\$0	\$354
Co Ditch 25	7-355	\$0	\$0
Co Ditch 42	7-360	\$0	\$0
Co Ditch 58	7-361	\$0	\$0
Co Ditch 20	7-364	\$0	\$0
Co Ditch 43	7-366	\$0	\$0
Co Ditch 29	7-371	\$0	\$0
Co Ditch 38	7-	\$0	\$235

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 Unorganized Township Budgets:

BE IT RESOLVED, that the following 2013 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$20,600		\$20,600
Unorganized Cemetery	\$1,740		\$1,740

**RESOLUTION
121812-117
2013
UNORGANIZED
TOWNSHIP
BUDGETS**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2013 Non-Levy Budgets:

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2013:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$290,000	\$132,610	\$422,610
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,309,530		\$1,309,530
Forest Resource	\$143,000	\$71,396	\$214,396
Reforestation	\$189,000	\$31,944	\$220,944
Memorial Forest	\$92,000	\$92,275	\$184,275
Forest Road	\$35,000	\$10,360	\$45,360
Gravel Pit	\$1,500	(\$1,500)	\$0
Missing Heirs	\$1,000		\$1,000
MCIT	\$150,000	(\$100,000)	\$50,000

**121812-118
2013 NON-LEVY
BUDGETS**

Collaborative Grant	\$76,500	\$11,350	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$650,000	\$7,605	\$657,605

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2013 Levy Budgets:

BE IT RESOLVED, that the following 2013 budgets be set for the leviable funds of Aitkin County:

Fund/Account	Revenues	Reserves	Expenditures
General Fund	\$10,975,156	\$574,501	\$11,549,657
Road and Bridge	\$7,758,050	(\$507,000)	\$7,251,050
Health & Human Service	\$6,133,684	\$0	\$6,133,684
Debt Service	\$369,338	\$40,537	\$409,875
Total:	\$25,236,228	\$108,038	\$25,344,266

**121812-119
2013 LEVY
BUDGETS**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 Property Tax Levy:

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2013 for the following funds:

FUND	LEVY
Revenue Fund	\$4,625,427
Road and Bridge Fund	\$2,272,787
Health & Human Services Fund	\$2,638,276
Debt Service Jail Bond	\$353,537
Operation or Maintenance Costs Of a County Jail	\$1,835,669
Total:	\$11,725,696

**121812-120
2013 PROPERTY
TAX LEVY**

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – 2013 East Central Regional Library Levy/Budget:

BE IT RESOLVED, that the amount of \$230,242 be budgeted and levied for the year 2013 for the East Central Regional Library.

**121812-121
2013 EAST
CENTRAL
REGIONAL
LIBRARY
LEVY/BUDGET**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 2013 Boat & Water Safety Budget:

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2013 annual

**121812-122
2013 BOAT &**

Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$75,406 for a term January 1, 2013 to December 31, 2013.

WATER SAFETY BUDGET

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$1,000		
Boat & Water Grant	\$23,000		
Boat & Water Supply Grant	\$7,000		
Totals:	\$31,000	\$43,602	\$74,602

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – 2013 Appropriations to ASCS and Snake River Watershed:

**121812-123
2013
APPROPRIATION
TO ASCS AND
SNAKE RIVER
WATERSHED**

BE IT RESOLVED, that the budget and appropriation in the amount of \$133,045 be set for 2013 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$35,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – County Ditch Payments:

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

**121812-124
COUNTY DITCH
PAYMENTS**

County Ditch 30	\$172.50
County Ditch 63	\$525.89
State Ditch 66	\$391.35
Diversion Channel	\$21,056.29

BE IT FUTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 21	\$98.61
County Ditch 23	\$354.20
County Ditch 28	\$522.50
County Ditch 38	\$234.81

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Unorganized Road & Bridge Payments:

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge

**121812-125
UNORGANIZED**

fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$2,402.84
45-24	\$3,581.84
47-24	\$11,685.29
52-24	\$2,533.76
50-25	\$2,336.02
51-25	\$1,242.32
52-25	\$3,837.78
50-26	\$1,328.91
48-27	\$3,327.11
49-27	\$7,729.02
50-27	\$667.43
51-27	\$874.20
52-27	\$2,772.51

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried (4-1 Wedel), to acknowledge resolution – 2013 Arrowhead Regional Development Commission Levy:

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2013 in the amount of \$48,002.00.

Break: 11:46 a.m. to 11:53 a.m.

Commissioner Niemi left at 11:53 a.m.

Scott Turner, Sheriff gave a report to the Board on the status of the radio project.

Commissioner Marcotte left at 11:58 a.m.

During the meeting the Board discussed: i) Airport, ii) Historical Society, iii) HRA, iv) P&Z, v) Mille Lacs Watershed, vi) AMC, vii) EQB, viii) AEOA, ix) Joint Powers Board, x) H&HS Advisory, xi) CHS, xii) SCHAC, xiii) Snake River Watershed, xiv) MHB, xv) Board Correspondence – State Property Tax Report

ROAD & BRIDGE PAYMENTS

**121812-126
2013 ARDC LEVY**

BREAK

NIEMI LEAVES

800 MHZ UPDATE

**MARCOTTE
LEAVES**

**BOARD
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 12:37 p.m. until Tuesday, January 8, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Administer Oath of Office for Mike Dangers, County Assessor

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: County Board Chair

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) Administer Oath of Office

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) Copy of Oath

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: Administer Oath of Office

DATE: January 3, 2013

After the nominations for Chairperson and Vice Chairperson have taken place, the Chair will administer the Oath of Office for Mike Dangers, County Assessor.

MINNESOTA · REVENUE

MEMO

Date: December 31, 2012

To: County Assessors

From: **Drew Imes, State Program Administrator**
Information and Education Section

Subject: **Oath of Office - County Assessor Reappointment**

Each assessor approved by the Commissioner of Revenue to serve another four-year term as County Assessor must take an Oath of Office per Minnesota Statute 273.061. The oath should be taken at the first County Board meeting that takes place after January 1, 2013. The language of the oath is as follows:

"I <NAME> swear and affirm that I will support the constitution of the United States and of this state, that I will be diligent, faithful, and impartial in the performance of the duties of the office and trust that I now assume as County Assessor for the county of <COUNTY NAME>. So help me God."

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 12/21/12

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, Human Resources Manager

Title of Item:

Re-affirm Annual Code of Ethics Policy

Requested Meeting Date: 1/8/13

Estimated Presentation Time: NA

Presenter: Bobbie Danielson, Human Resources Manager

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- 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) Memo & Policy

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

AITKIN COUNTY HUMAN RESOURCES

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

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To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: December 21, 2012
Subject: Reaffirm Code of Ethics



The Aitkin County Code of Ethics policy is attached for your review. Department Heads are required by policy to sign an annual confirmation that they have received, read and understood the policy and that they are not aware of any violations of such policy. Commissioners are also requested to reaffirm the Code of Ethics policy and sign an annual confirmation.

Action Requested

Motion to reaffirm the Aitkin County Code of Ethics policy and authorize all Commissioners to sign indicating they have received, read, understand, and agree to abide by the policy.

(Sue Bingham has the original copy for your signature. The original signed copy will go to the HR department and a copy will be enclosed in the board packet and given to the Auditor's office.)

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.1 CODE OF ETHICS

Effective: 11/28/00 Board reaffirmed 1/3/2012

PURPOSE: To define conflict of interest to Aitkin County employees.

CODE OF ETHICS FOR AITKIN COUNTY EMPLOYEES

(Conflict of Interest)

A. **DEFINITIONS:**

For the purpose of this policy the following definitions shall apply:

Business means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual or any other legal entity that engages either in nonprofit or profit making activities.

Confidential information means any information obtained under government authority which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Private interest means any interest, including but not limited to a financial interest, which has not become part of the body of public information and which, if released prematurely or in non-summary form, may provide unfair economic advantage or adversely affect the competitive position of any individual or a business.

Immediate family means spouse, child, parent, grandparent and spouse of such persons.

Employee shall include elected officials and all County employees, including department heads.

B. **ACCEPTANCE OF GIFTS OR FAVORS:**

Employees of the County of Aitkin in the course of or in relation to their official duties, shall not directly or indirectly receive or agree to receive any payment of expense, compensation, gift, reward, gratuity, favor, service or promise of future employment or other future benefit from any source, except the County, for any activity related to the duties of the employee unless otherwise provided by law. The provisions of Minn.Stat. §471.87 and the exceptions set forth in Minn. Stat. . §471.88 shall apply. The acceptance of any of the following shall not be in violation of this section:

- Plaques or similar mementos recognizing individual services in a field of specialty or to a charitable cause;
- Honoraria or expenses paid for papers, talks, demonstrations or appearances made by employees on their own time for which they are not compensated by the County of Aitkin.

C. USE OF CONFIDENTIAL INFORMATION:

An employee of the County of Aitkin shall not use confidential information to further the employee's private interest, and shall not accept outside employment or involvement in a business or activity that will require the employee to disclose or use confidential information.

D. USE OF PROPERTY:

An employee shall not use or allow the use of County time, supplies, or County owned or leased property and equipment for the employee's private interest or any other use not in the interest of the County, except as provided by law and/or the County's Information Systems' Policy.

E. CONFLICTS OF INTEREST:

Subdivision 1.

The following actions by an employee of the County of Aitkin shall be deemed a conflict of interest and subject to disciplinary action as appropriate:

1. Use or attempted use of the employee's official position to secure benefits, privileges, exceptions or advantages for the employee or the employee's immediate family or an organization with which the employee is associated, which are different from those available to the public; or
2. Acceptance of other employment, engagement in private business or in the conduct of a profession during the hours for which the employee is employed to work for the County, or outside such hours in a manner, that would affect the employee's usefulness as an employee of the County or affect the employee's independent judgement in exercise of the employee's official duties; or
3. Actions as an agent or attorney in any action or matter pending before the County of Aitkin, except in the proper discharge of official duties or on the employee's behalf, or as a member of a local labor bargaining unit.

Subdivision 2.

Determination of conflict of interest.

When an employee believes that the potential for a conflict of interest exists, it is the employee's duty to report the matter to his/her supervisor, or if there is not a supervisor, to the County Board. Such report shall be made within 7 days after the potential for a conflict becomes known. A conflict of interest shall be deemed to exist when a review of the occurrence by the employee or the employee's supervisor (or the County Board if there is no supervisor) determines that this code of ethics has not been complied with.

Subdivision 3.

Resolution of conflict of interest.

If either the employee or the employee's supervisor determine that a conflict of interest exists, the County Board shall handle resolution of the conflict. NOTE: In the case of conflict of interest involving a County Commissioner, the County Attorney shall handle the resolution.

F. ACCEPTANCE OF ADVANTAGE BY COUNTY EMPLOYEE:

No employee of the County in direct contact with suppliers or potential suppliers of the County, or who may directly or indirectly influence a purchased product or products, evaluation contracted services, or otherwise has official involvement in the purchasing or contracting process shall:

1. Have any financial interest or have any personal beneficial interest directly or indirectly on contracts or purchase orders for goods or services used by, or purchased for resale or furnished to the county; or
2. Accept directly from a person, firm or corporation to which a contract or purchase order has been or may be awarded, a rebate gift, money, or anything of value other than as defined in Section B. No such employee may further accept any promise, obligation or contract for future reward.

G. COMPLAINTS:

If a fellow employee or a non-employee makes a complaint about an employee's compliance with this Policy, the complaint should be initially brought to the attention of his/her department head in private. The department head will notify the subject of the complaint regarding the complaint within 7 days and before addressing the complaint at a public meeting as allowed by law.

H. VIOLATIONS:

Violation of the provisions of this policy shall be grounds for disciplinary action against an employee, up to and including termination of employment.

I. ANNUAL CONFIRMATION:

Department Heads will sign an annual confirmation that they have received, read and understood the Aitkin County Code of Ethics Policy and that they are not aware of any violations of such policy. Such confirmation will be filed with the Human Resources Manager.

DATE:

I have received, read, understand and agree to abide by the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Board of Commissioners/District 1

Board of Commissioners/District 2

Board of Commissioners/District 3

Board of Commissioners/District 4

Board of Commissioners/District 5

County Administrator

County Attorney

County Treasurer

County Recorder

DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

County Auditor

Human Resources Manager

County Engineer

County Assessor

Veterans Service Officer

Environmental Services Director

IT Coordinator

County Sheriff

Land Commissioner

DATE:

I have received, read, and understand the Aitkin County Code of Ethics Policy.

NAME

DEPARTMENT/TITLE

Long Lake Conservation Center Executive Director/Instruction Coordinator

Health & Human Services Director

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 12/21/12

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, Human Resources Manager

Title of Item:

Re-affirm Travel Policy

Requested Meeting Date: 1/8/13

Estimated Presentation Time: NA

Presenter: Bobbie Danielson, Human Resources Manager

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- 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) Memo & Policy

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

AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: December 21, 2012
Subject: Reaffirm Out-of-State Travel Policy



Minnesota statute 471.661 requires the county to have a policy that controls travel outside the state of Minnesota for elected officials. Annually, the County Board has been requested to review and reaffirm this policy.

There are provisions in three different Aitkin County policies that cover the requirements of the statute. Copies are attached for your review. Please feel free to contact me if you have any questions or concerns.

Action Requested

Motion to reaffirm county policies (attached) concerning out-of-state travel for elected officials.

471.661 OUT-OF-STATE TRAVEL.

The governing body of each statutory or home rule charter city, county, school district, regional agency, or other political subdivision, except a town, must have on record a policy that controls travel outside the state of Minnesota for the applicable elected officials of the relevant unit of government. The policy must be approved by a recorded vote and specify:

- (1) when travel outside the state is appropriate;
- (2) applicable expense limits; and
- (3) procedures for approval of the travel.

The policy must be made available for public inspection upon request. Subsequent changes to the policy must be approved by a recorded vote.

History: 2005 c 156 art 2 s 38; 2009 c 152 s 21

ARTICLE 8 ORGANIZATION STANDARD AND RULES

SUBJECT: 8.7 TRAVEL POLICY

Effective: 11/28/00, revised 8/10/04 Board reaffirmed 1/3/2012

PURPOSE:

This policy conforms with Minnesota Statutes 471.38, 471.96(1), and 471.97 governing expenses incurred by employees in the conduct of County business. This policy is designed to provide the basis for determining whether there is authority for County expenditure, the expenditure serves a public purpose, and the expenditure is necessary and directly related to the betterment of the County.

A. APPLICATION AND ADMINISTRATION:

This policy applies to all employees and elected officials of Aitkin County. In the event that this policy conflicts with an applicable collective bargaining agreement, the latter controls. Should there be any conflict between this policy and State or Federal law, the latter controls.

B. TRAVEL REQUESTS AND APPROVAL:

The Aitkin County Board of Commissioners shall approve all travel costs through the annual budget process.

All travel for personnel requires the approval of the Department Head.

Furthermore, all travel that is not budgeted requires the approval of the County Board.

Additionally, all out-of-state travel requiring County Board approval, shall be through the consent agenda prior to attendance and payment.

C. FUNDS AVAILABLE:

The Department Head is responsible to see that funds are available to pay for all expenses that they approve.

D. BILLING:

Whenever possible, employees will make travel and accommodation arrangements in advance and request that the County be billed. All authorized travel expenses, which are not billed directly to the County, are paid by the employee subject to reimbursement upon approval of a

travel expense claim. All employee claims subject to reimbursement should not reflect personal account numbers.

In the event of an extreme emergency situation, cash advances may be issued with the approval of the Department Head. Such requests are the exception to normal practice and are documented in detail as to the nature of the emergency, purpose of travel, and amount needed. Any money not used must be returned to the County immediately. Receipts will be required.

E. TRAVEL GUIDELINES:

County vehicles are for the exclusive use of employees and other individuals involved in County business. Transportation of individuals, who are not involved in County business, in County vehicles is prohibited.

The County Board reimburses employees for traveling on official County business with a private automobile at the set mileage rate. Mileage is paid on the most reasonable direct route.

County vehicles and equipment are to be used for County related business only. However, assigned County vehicles may be used to a limited extent for the conduct of personal business when traveling out of town.

When traveling from the normal work location and then returning to it, the mileage allowance is the actual miles traveled.

When traveling to an alternate work site (client, meeting, conference, training) the County will reimburse mileage at the current rate per mile for actual miles incurred between the employee's residence and the alternate work site or from the normal work site to the alternate work site, whichever is the lesser of the two.

The normal work location for employees assigned to multiple work locations is the work location scheduled for the day on which the expense was incurred.

When an employee is required to attend a County approved work-related training session or conference during regular working hours, the employee shall be compensated for all hours of actual participation in the training session or conference, except meal periods and rest or sleep periods. The employee shall also be compensated for travel time and mileage to and from the conference or training session in excess of time and mileage to the employee's usual work site. If an employee uses a County vehicle or car pools with another conference participant, actual travel compensation shall exclude mileage.

When using a County vehicle, seat belts will be worn at all times and all laws followed.

No operation of County vehicles after consumption of alcohol.

No smoking is allowed in any County vehicle.

F. REIMBURSEMENTS:

The amount of compensation to be paid for mileage reimbursement shall be consistent with the current rate set by the Aitkin County Board of Commissioners.

Reimbursement for extended travel is paid on the basis of the prevailing mileage allowance rate or tourist air fares, whichever is less. When personal vehicles are used for extended travel not available by commercial transportation, travel reimbursement is made on an actual mileage basis. This excludes mileage for personal use. When two or more employees are traveling in one car, reimbursement is made to one employee.

Reimbursement for out-of-County meals, lodging, parking and other related County expenses will occur only upon submittal of receipts. Non-overnight meal expense reimbursement will be subject to Internal Revenue Service tax deduction.

Employees using private automobiles are reimbursed on the actual expense basis for parking when that parking is related to County business at other than your normal location. Receipts for such payments must be submitted with the expense reimbursement request.

When an employee chooses to use his or her own vehicle for travel instead of an available vehicle from the Motor Pool, the mileage reimbursement will be made at \$0.10 less than the current mileage rate.

G. AIRLINE TRAVEL:

Any Aitkin County employee or elected official who uses airline travel for County business must report the receipt of any credits or other benefits to the County by notifying the Auditor's Office within 30 days of receipt of any such benefits or credit. Any employee or elected official may accrue credits or other benefits to be used by the individual for additional airline travel for County business only. Credits or other benefits accrued to an employee or elected official who uses airline travel for County business cannot be used for personal gain.

H. TRAVEL TIME:

County employees may be authorized time for travel the day prior to and/or the day following the convention or meeting date(s) when extended travel is required by the Department Head.

If an employee's family members accompany them on County business trips, the portion of the expenses attributable to the family member(s) is not reimbursable.

I. TRAVEL EXPENSES:

Expense claim sheets must be prepared after return from travel and presented to the responsible authority for approval within a reasonable period of time. The claims shall be presented to the County Board for approval at County Board meetings in a manner and form as approved by the County Board.

J. LIABILITY INSURANCE/DRIVER'S LICENSE:

Employees shall not drive vehicles on County business without a valid Minnesota driver's license of the appropriate classification. Driving records of County employees who use vehicles for County business may be checked on an annual basis.

It is the employee's responsibility to notify his/her supervisor if their license has been revoked or if there is any other reason why they cannot drive a vehicle.

Employees are required to have liability insurance in effect on all personal vehicles used for County purposes or while performing County business. The County may at any time require proof of such insurance.

K. CAR POOLING:

Definition: When two or more County employees attend the same meeting, workshop, training or conference and ride together in an employee's personal vehicle or County vehicle.

Car pooling and the use of the County Motor Pool/Department vehicle is required to save on travel related expenses.

When car pooling and the use of the County Motor Pool/Department vehicle is not feasible, the use of personal vehicles to travel for the performance of job duties will be reimbursed at the County approved rate. Documentation will include date, function, site traveled to and a portal to portal mileage total.

L. SITUATIONS NOT SPECIFICALLY COVERED:

Situations periodically arise which require flexibility and common sense. Department Heads are authorized to make decisions on situations not specifically covered by this policy, provided the decisions are made within the general intent of this policy.

M. HOW AUTOMOBILE LIABILITY COVERAGE APPLIES:

It is a fundamental rule of automobile liability coverage that the primary responsibility to respond falls first upon the coverage in effect on the vehicle involved in the accident. The second priority is any coverage in effect covering the operator of the vehicle. Other coverages respond after these first two.

There are three scenarios of vehicle ownership to evaluate:

- Member-owned vehicle
- Personal vehicle
- Short term lease (rental) vehicle

Member-owned vehicle - In this instance, since the vehicle is owned by the member, the primary responsibility to respond rests with MCIT. The operator's personal coverage may come into play as excess insurance if the MCIT limits prove insufficient to cover all the damages caused.

Personal vehicle - The personal vehicle being used could be a vehicle owned by the operator, a vehicle leased to the operator on a long term basis, or a vehicle owned by someone else and loaned to the operator. In this instance, the primary responsibility to respond rests with the policy applicable to the vehicle. A vehicle on a long-term lease is treated as though the leasee owns it. The second priority would be the policy applicable to the operator (if different). The MCIT coverage document would respond last.

Short-term leased (rental) vehicle - Travelers frequently need to rent cars. Uniformly, rental agreements provide state minimum coverages that will be primary over all other applicable coverages. The second priority for coverage will be the renter/operator's personal automobile policy. The MCIT coverage would be in excess.

Under a vehicle rental contract, the renter becomes responsible for any damage occurring to the rented vehicle. In Minnesota, automobile policies automatically include coverage for damage to rental cars. It is not necessary to purchase additional collision damage coverage from the rental company.

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 2, 2013

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

MCIS Joint Powers Agreement and By-laws updates

Requested Meeting Date: January 8 Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

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

January 2, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: MCIS Joint Powers Agreement and By-laws

The MCIS Board has reviewed the joint powers agreement and by-laws to update and provide clarification on language issues, those changes are:

- Removing "Associate" counties as signatories to the JPA. Instead having them sign a service agreement with MCIS.
- Adding of the indemnification language.
- Create consistency and clarify the JPA and By-laws.
- Clarify the financial management and process for approval.
- Improve compliance with the JPA statute (MN Statute 471.59).
- Add a signature for county attorney.

Copies of the documents are attached.

I am requesting County Board approval of the revised JPA and by-laws.



MINNESOTA COUNTIES INFORMATION SYSTEMS JOINT AND COOPERATIVE AGREEMENT

This Agreement is made and entered into pursuant to Minnesota Statutes, Section 471.59. The parties to this Agreement are Governmental Units as defined in subdivision 1, Section 471.59, as quoted in Article II, Section 6, below. This Agreement supersedes and replaces any and all previous joint and cooperative agreements related to the MCIS Organization between the parties. It shall commence January 1, 2013, with respect to all present members of MCIS and shall become effective with respect to all future members upon adoption.

I. GENERAL PURPOSE

The general purpose of this Agreement is to provide for an organization through which the Parties may jointly and cooperatively provide for the establishment, operation and maintenance of custom computer applications, the support and management of information systems for the use and benefit of the Parties and related activities as may be authorized by the Board.

II. DEFINITION OF TERMS

- 2.1. For the purpose of this Agreement, the terms defined in this article shall have the meanings given them.
- 2.2. Minnesota Counties Information Systems means the organization created pursuant to this Agreement, which organization is hereafter referred to as "MCIS."
- 2.3. "Member" means a Governmental Unit as defined by Minn. Stat. § 471.59 which enters into this Agreement pursuant to the process defined herein.
- 2.4. "Associate" means a Governmental Unit purchasing services from MCIS through an executed service agreement that are not signatories to this Agreement and are not members of MCIS.
- 2.5. "Governmental Unit" is defined by subdivision 1, § 471.59 of Minnesota Statutes.
- 2.6. "Good Standing" means payment of bills within sixty (60) days of due date and meeting all contractual obligations.



- 2.7. "Director" means the primary representative designated by the governing body of the Member of MCIS. Alternate means the secondary representative designated by the governing body of the Member of MCIS to represent and act in the absence of the primary Director.
- 2.8. "Board" means the governing body of MCIS, consisting of one Director from each Member.
- 2.9. "Day" or "days" shall refer to calendar days. "Fiscal Year" shall be the calendar year.
- 2.10 "Class 1 charges" refers to charges intended to cover the costs of design and development of computer programs, systems and other capital or general operating costs. Members of MCIS pay such portion of the Class 1 charges as shall be established by the Board on an annual basis.
- 2.11 "Class 2 charges" refers to charges intended to cover the costs of system operation and maintenance on an "as requested" basis and the costs associated with other requested projects. The amount of such charges shall be determined by the Board and such amounts shall be computed on the basis of workload, costs utilized by each Member or Associate/Contracted User and special projects.

III. BOARD OF DIRECTORS

- 3.1. The governing body of MCIS shall be its Board. Each Member shall be entitled to one vote. Each Member shall appoint one Director and may appoint up to two Alternates. An Alternate may attend the Board of Directors' meeting(s) and vote in the absence of the Director.
- 3.2. Directors and Alternates shall serve without compensation from MCIS, but this shall not prevent a Member from providing compensation for its Director or Alternates, if such compensation is authorized by such Member's Governmental Unit and by law.
- 3.3. Directors and Alternates shall be appointed to serve until their successors are appointed or until such time as they are no longer employed by or serving as an official of the Member Governmental Unit. Any Director or Alternate shall be subject to removal by the governing body of the Member appointing him/her, at



any time. A vacancy of a Director or Alternate shall be filled by the governing body of the Member who appointed the Director or Alternate.

- 3.4. When the Member's governing body appoints a Director or an Alternate, it shall give notice of such appointment to MCIS in writing. Such notice shall include the mailing address, e-mail address and phone number of any person so appointed. The contact information shown on such notices may be used as the official names and addresses for the purposes of giving any notice required by this Agreement or by the Bylaws of MCIS.

- 3.5. Ineligible Voting Period:

A Director or any Alternate of a Member shall not be eligible to vote on behalf of his/her Governmental Unit during the time that such Governmental Unit is in default on any contribution to MCIS or on any contract with it. During the existence of such default, such Governmental Unit shall not be counted in calculations for determining a quorum or for determining carrying of motions.

- 3.6. Officers and Committees:

The Board shall elect officers from its Memberships.

IV. POWERS AND DUTIES OF THE BOARD

- 4.1. The Board may adopt and follow such Bylaws as may be appropriate and consistent with this Agreement and law. Bylaws shall be adopted by and amended by an affirmative vote of a majority of members present at the annual meeting or at any other meeting of the Board provided that: 1) the proposed amendment shall have been submitted in writing to all Directors for review at least fourteen (14) days prior to the meeting and; 2) the proposed amendment shall have had a first reading at the regular meeting of the Board immediately prior to the meeting at which action is taken on the proposed amendment.
- 4.2. It shall take such action as it deems necessary and appropriate to accomplish the general purposes of the organization including the establishment of computer application and support and management information systems, engaging in the development and implementation of the necessary programs, therefore, acquiring any necessary site, purchasing any necessary supplies, equipment and machinery, employing any necessary personnel and operating and maintaining any systems for



the handling of information processing and management information for the Members and for others. Any of the foregoing activities, or any other activities authorized by this Agreement, may be accomplished by entering into contracts, leases or other agreements with others, whenever the Board shall deem this to be advisable.

- 4.3. The Board shall have full control and management of the affairs of MCIS including the power to make contracts and service agreements as it deems necessary to make effective any power to be exercised by MCIS pursuant to this Agreement; to provide for the prosecution and defense or other participation in actions or proceedings at law in which it may have an interest; to employ such persons as it deems necessary to accomplish its duties and powers on a full-time, part-time or consulting basis; to conduct such research and investigation as it deems necessary on any matter related to or affecting the general purposes of the MCIS; to acquire, hold and dispose of property both real and personal as the Board deems necessary; and to contract for space, materials, supplies and personnel either with a Member or with a number of Members or elsewhere.
- 4.4. It may establish and collect membership dues.
- 4.5. It may establish and collect charges for its services to Members and to others.
- 4.6. It may enter into service agreements with Governmental Units that are not members through associate agreements and may charge fees other than for Members.
- 4.7. It may accept gifts, apply for and use grants or loans of money or other property from the state, or any other governmental units or organizations and may enter into agreements required in connection therewith and may hold, use and dispose of such moneys or property in accordance with the terms of the gift, grant, loan or agreement relating thereto.
- 4.8. It shall cause a regular, periodic (not to exceed two years) independent audit of the books to be made and shall make a regular, periodic (not to exceed two years) financial accounting and report in writing to the Members. Its books and records shall be available for and open to examination by its Members at all reasonable times.
- 4.9. It shall establish the annual budget for MCIS as provided in this Agreement.



- 4.10. It may delegate authority to an Executive Committee between Board meetings. Such delegation of authority shall be by resolution of the Board and may be conditioned in such manner as the Board may determine.
- 4.11. It may accumulate and maintain reasonable working capital reserves and may invest and reinvest funds not currently needed for the purposes of MCIS. Such investment and reinvestment shall be in accordance with and subject to the laws applicable to the investment of county funds.
- 4.12. It shall make its information processing and management information systems available to its Members, according to this Agreement.
- 4.13. It shall make all decisions concerning the availability and transfer of its data processing and management information systems to any entity.
- 4.14. It may pay the reasonable and necessary expense of officers, Directors and Alternates incurred in connection with their duties as such.
- 4.15. It may provide for any of its employees to be members of the Public Employees Retirement Association and may make any required employer contributions to that organization and any other employer contributions which counties are authorized or required by law to make.
- 4.16. It may purchase public liability insurance and such other bonds or insurance as it may deem necessary.
- 4.17. It may develop additional rules concerning the financing of MCIS and the disbursement of funds may be adopted by the Board providing they are not inconsistent with the provisions contained in this Agreement or State Statutes.
- 4.18. It may exercise any power necessary and incidental to the implementation of its powers and duties.

V. MEMBERSHIP

- 5.1. Eligibility: Any Governmental Unit is eligible to apply for membership in MCIS.
- 5.2. To qualify for membership, a Governmental Unit must:



- a. Have been a voting Member on or before January 1, 2006; or
- b. Participate in the minimum service participation levels set annually by the Board of Directors.

5.3. Application for Membership:

- a. A Governmental Unit may make written application to the Board, through its Executive Director, no later than July 1 of the year prior to membership becoming effective January 1, including its interest in entering into this Joint Powers Agreement and contact information must also be included.
- b. Following application to MCIS, the Executive Committee or Governing Board shall provide the applicant with information regarding the budget obligations and the proportionate share of budget reserves the applicants will be required to contribute upon becoming a Member. A copy of this Agreement and the Bylaws shall also be provided to the applying Governmental Unit for review and consideration by its Governing Board.
- c. Thereafter, the authorized officer of the Governmental Unit shall file a duly authorized, executed copy of this Agreement, together with a certified copy of the resolution containing language to indicate full acceptance (without deviation) of this Agreement and the budget and reserve prior to membership becoming effective January 1. The resolution shall also list the names, addresses, e-mail addresses and phone numbers of the persons appointed to serve as the primary Board Director and up to two Alternates.

5.4. Approval:

A Governmental Unit shall be admitted as a Member upon a favorable vote of a majority of the Board and the payment of any budget reserve required by the Board. The Board may impose reasonable conditions upon the admission of new Members.

- 5.5. This Agreement shall be in effect for only those Members who have approved and signed it and whose membership has been approved by the Board.



- 5.6. All Members agree to abide by the terms and conditions of this Agreement, the Bylaws and the Policies or Procedures adopted by the Board.

VI. INDEMNIFICATION AND HOLD HARMLESS

- 6.1. MCIS shall be considered a separate and distinct public entity to which the parties to this Agreement have transferred all responsibility and control for the actions and practices taken pursuant to this Agreement. MCIS shall comply with all laws and rules that govern a public entity in the State of Minnesota and shall be entitled to the protections of Minnesota Statutes Chapter 466.
- 6.2. MCIS shall fully defend, indemnify and hold harmless the Signatory Members and Directors against all claims, losses, liability, suits, judgments, costs and expenses by reasons of the action or inaction of the employees or agents of MCIS. This Agreement to indemnify and hold harmless does not constitute a waiver by any Party of limitations on liability under Minnesota Statutes Section 466.04.
- 6.3. To the full extent permitted by law, actions by the Parties pursuant to this Agreement are intended to be and shall be construed as a "cooperative activity" and it is the intent of the Parties that they shall be deemed a "single governmental unit" for the purposes of liability, all as set forth in Minnesota Statutes Section 471.59, subdivision 1a(a); provided further that for purposes of that statute, each party to this Agreement expressly declines responsibility for the acts or omissions of the other Party.
- 6.4. The Parties to this Agreement are not liable for the acts or omissions of the other Party to this Agreement except to the extent to which they have agreed in writing to be responsible for acts or omissions of the other Party.

VII. FINANCIAL MATTERS

- 7.1. The fiscal year of the MCIS shall be January 1 through December 31.
- 7.2. Annual Budget:
- a. A copy of the preliminary budget for the upcoming fiscal year shall be developed and forwarded to all Directors by mail and/or e-mail no later than one week prior to the July meeting for consideration by the Board.



- b. Copies of the budget approved by the Board at the annual meeting shall be mailed, e-mailed or hand delivered to the Director of each Member no later than five (5) days after the Board meeting approving the budget.
 - c. The budget, including the Member's contribution, shall be deemed approved by the Member and the budget contribution of the Member agreed to unless, prior to September 1 of the year prior to the effective budget year, the Member provides written notice pursuant to Article IX of this Agreement that the Member is withdrawing from MCIS.
- 7.3. In addition to the annual budget and Member contributions, the Board shall have the authority to set charges for services (Class 2) based on usage and other factors determined by the Board.
- 7.4. Member Charges and Billings:
- a. Billings for all charges shall be made by the Board or by their representative. Charges shall be due and payable upon billings being issued.
 - b. Member whose charges have not been paid within sixty (60) days after billing shall be in default and shall not be entitled to further voting privileges, nor to have its Director hold any office, nor to use any MCIS facilities, nor have access to any future release of MCIS Software, until such time as no longer in default.
 - c. Default and Withdrawal: In the event that billed charges have not been paid within sixty (60) days after such billing, such defaulting Member shall be deemed to have given, on such 60th day, notice of withdrawal from Membership. Actual withdrawal shall not take effect for a period of ninety (90) days from the date of such notification (150 days from the unpaid bill).
 - d. Billing Dispute: In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it.



- 7.5. MCIS funds may be expended by the Board in accordance with procedures established by law for the expenditure of funds by Minnesota counties. Orders, checks, drafts and other legal instruments shall be approved by the Board or their authorized representative and signed by the Fiscal Agent and/or such person as shall be designated by the Board.
- 7.6. Contracts shall be let and purchases shall be made in accordance with the legal requirements applicable to contracts and purchases by Minnesota counties.

VIII. OWNERSHIP OF ASSETS

- 8.1. The MCIS Building and all of its contents are the property of MCIS.
- 8.2. All furniture, equipment, fixed assets, systems, software, contracts, leases or intellectual property developed or related to the operations of MCIS are owned by MCIS unless specifically designated to be the property of a Member or other entity pursuant to contract or agreement.

IX. WITHDRAWAL

- 9.1. Notice of Withdrawal: Any Member may give written notice of withdrawal from MCIS no later than September 1, effective at the close of the current fiscal year. Such notice shall be sent to the Executive Director at the legal address of MCIS.

The nonpayment of charges as set forth in § 7.4 or the refusal or declination of any Member to be bound by a term of this Agreement shall also constitute notice of withdrawal.

- 9.2. Effect of Withdrawal:
 - a. Upon effective withdrawal, the withdrawing Member shall continue to be responsible for its budget contributions (Class 1) for the balance of the fiscal year.
 - b. All Members and former Members shall remain responsible for all (Class 2) usage based and contracted charges upon withdrawal.
- 9.3. In the event that a Member withdraws from MCIS and that withdrawal does not result in the dissolution of MCIS, within two (2) years after the withdrawal, the



Member shall forfeit any claim to any assets of MCIS. The sole exceptions to this shall be that the withdrawing Member shall have access to any Software developed for its use while it was a Member, in accordance with and subject to the provisions of Article X, § 10.4.

- 9.4. In the event that a Member withdraws from MCIS and MCIS dissolves within two (2) years of that withdrawal, the withdrawing Member shall retain its claims to any assets of MCIS, except that it shall not have access to any Software developed or maintained during the period between its withdrawal and the dissolution of the organization.

X. DISSOLUTION

- 10.1. MCIS shall be dissolved:

- a. Whenever a sufficient number of Members withdraws from the Organization to reduce the total number of Members to less than three (3);
or
- b. By a favorable vote of at least majority of the Board.

- 10.2. Upon dissolution the remaining assets of MCIS, after payment of all obligations, shall be distributed among the then existing Members and those former Members that had been members within the previous two-year period in proportion to their contributions, as determined by the Board, provided that computer Software prepared for such Members shall be available to them, subject to such reasonable rules and regulations as the Board shall determine.

- 10.3. If, upon dissolution, there is a financial deficit, such deficit shall be charged to and paid by the Members and those former Members for the previous two-year period on a pro rata basis, based upon the budget contribution (Class 1) and contracted (Class 2) charges incurred by such Members and former Members.

- 10.4. In the event of dissolution, or if a Member withdraws under Article IX, § 9.2, the following provisions shall govern the distribution of computer Software and licenses owned by the Organization:

- a. All such Software and licenses shall be an asset of MCIS. As such it may be sold in order to meet the financial obligations of the organization.



Members agree to abide by any existing licensing provisions, including, but not limited to, any licensing provisions identified in a separate existing or future indemnification agreement, or any conditions placed on such sale by the Board. In no case, however, will such sale prevent a Member from obtaining, using and maintaining the MCIS owned Software for its own use.

- b. A Member or former Member may use any Software developed for its use during its Membership upon (1) paying any unpaid sums due MCIS, (2) submitting a written request for such Software within three (3) months of withdrawal and paying the costs of taking such Software, and (3) complying with reasonable rules and regulations the Board may make related to the taking and use of such Software. Such rules and regulations may include, but may not be limited to, a prohibition or restriction on the distribution and marketing of such Software outside the jurisdiction of the Member or former Member.

XI. DURATION

This Agreement shall continue in effect indefinitely, unless terminated in accordance with its terms, or superseded by a subsequent Joint Powers Agreement specifically related to the purposes of this Agreement.

XII. GOVERNING LAW, FINALITY, SEVERABILITY

- 12.1. **Governing Law.** This Agreement shall be governed by and construed according to the laws of the State of Minnesota. Any legal proceedings taken arising out of the terms and conditions of the Agreement shall be venued in the district courts of the State of Minnesota.
- 12.2. **Severability.** The provisions of this Agreement are severable. If any section, paragraph, subdivision, sentence, clause or phrase of the Agreement is held to be contrary to law, rule, or regulation having the force and effect of law, such decision shall not affect the remaining portions of this Agreement.
- 12.3. **Final Agreement.** It is understood and agreed that the entire agreement of the Parties is contained here and that this contract supersedes all oral or written agreements and negotiations between the parties relating to this subject matter.



Minnesota Counties Information Systems
 413 SE 7th Avenue, Grand Rapids, MN 55744
 Phone 218-326-0381

All items referred to in this Agreement are incorporated or attached and deemed to be part of the Agreement.

12.4. The Parties to this Agreement understand and agree that it may be amended from time to time as deemed necessary by the Parties and as may be required by law.

XIII. SIGNATURES AND COUNTERPARTS

This Agreement shall be executed by each Member separately, each of which version shall be deemed an original, but each of which shall constitute one and the same document. Counterparts may be filed with the Executive Director of MCIS which shall maintain them at its legal address.

IN WITNESS WHEREOF, the undersigned Governmental Unit has caused this Agreement to be signed and delivered on its behalf. In the process of:

(Name of Governmental Unit)

By _____

Title: _____ Dated _____

By _____

Title: _____ Dated _____

Approved as to form and execution:

(Attorney) _____ *Dated* _____

Accepted and approved by:

(MCIS Chair) _____ *Dated* _____
 RRM: #167508



BY-LAWS

ARTICLE I. DEFINITIONS

The following terms shall have the meanings herein ascribed to them, unless the context in which they are used clearly indicates a different meaning:

- A. "Board" means the Board of the Minnesota Counties Information Systems (MCIS).
- B. "Agreement" means the Joint Powers Agreement creating the Minnesota Counties Information Systems
- C. "Members" means Governmental Unit is a Member of and Signatory to the Joint Powers Agreement.
- D. "Director" means a person selected by Member to serve on the Board.
- E. "Associate" means a Governmental Unit that is not a signatory member of the joint powers agreement but which purchases and receives services from MCIS through a service agreement.

ARTICLE II. BOARD MEETINGS

- A. The regular meetings of the Board shall be held quarterly in July, October, January and April at such time and place as designated by the Board. Notice shall be posted and published in compliance with the Minnesota Open Meeting Law (MOML) at the office of MCIS. Directors and Alternates shall be provided with notice of all meetings in advance of the meeting.
- B. The annual meeting of the Board shall be in July. The annual meeting shall include the election of officers. At the annual meeting a schedule of regular meetings for the calendar year shall be adopted and shall be posted at the office of MCIS, which shall be the legal address of MCIS.
- C. Special meetings may be called by the Chair or Vice Chair, or upon the written request of three Members, for the transaction of business stated in the call for the special meeting. All meetings shall be conducted and noticed consistent with the requirements of the Minnesota Open Meeting law.



- D. A Chair, Vice-Chair, and Secretary-Treasurer shall be selected by majority vote of the members present at annual organizational meeting of the Board. Each officer shall hold office for two years. The Board may reappoint the same Director(s) to office for a maximum of three (3) consecutive terms in any one position. Following at least one term break in service as an officer, a Member may be elected to serve as an officer again.
- E. An agenda shall be sent to each Director at least five (5) days prior to each regular meeting of the Board. The agenda may be amended by majority vote of the members present at the Board meeting.
- F. Directors shall be entitled to one vote at meetings of the Board so long as they are in good standing. Proxy voting shall not be permitted. A duly appointed Alternate shall have the same voting rights as a regular Director in the absence of the Director. It shall be the responsibility of the absent Director to notify the Alternate of his/her inability to attend the meeting.
- G. A quorum at any meeting of the Board shall be a simple majority of the total number of Directors.
- H. Committees
1. Special committees may be established by the Chair.
 2. Standing Committees: Standing committees may be appointed by the Board to address ongoing issues and concerns and shall meet at such times as necessary to carry on the business of such committee. The membership of each committee shall be determined at the annual meeting of the Board.
 3. Executive Committee: The Executive Committee shall be authorized to act on behalf of the Board between Board meetings on matters within the scope of the budget, personnel, budget recommendations, by-laws, recommendations, entering into contracts within parameters designated by the Board and other areas of authority specifically granted by the Board.



- I. The Board and its committees may hold meetings by alternative methods, including electronic or other methods, consistent with the requirements of the Minnesota Open Meeting law.

J. Order of Business

The business of the Board shall be conducted in the following order:

1. Roll call, minutes, financial reports.
2. Consideration and approval of the agenda as recommended by the Chair, Vice-Chair or Executive Director.
3. Report of the Executive Director.
4. Report of Executive Committee or other appointed committee(s).
5. Agenda items.
6. Other matters which may properly come before the Board.
7. Adjournment.

The Board shall have the flexibility of modifying this order for a particular meeting, as it deems fit.

K. Conduct of Business

1. Roberts Rules of Order

Board meetings shall be governed by Robert's Rules of Order to the extent that they are not inconsistent with law, the Joint and Cooperative Agreement, or these By Laws.

2. Suspension of Rules

Board rules may be suspended by a majority vote of the Board present.

3. Committee Reports

The adoption of a committee report by the Board shall have the same effect as the adoption of a motion.



ARTICLE III. BOARD DUTIES

- A. The Board shall have the authority and responsibility to carry out the management, business and affairs of the MCIS, including but not limited to:
1. Exercise responsibility for the operation and financial condition of the MCIS.
 2. Ensure the efficient operation of the MCIS.
 3. Develop and ensure the effective administration of policies of the MCIS.
 4. Collect payment for services and other revenues.
 5. The hiring of the Director, approval of all job descriptions, and the final authority for all termination decisions. Authority for the hiring of other employees and all employee discipline, including termination subject to final review by the Board, shall be delegated to the Director and the Executive Committee.
 6. Prepare and approve the budget and preparation of the budget which shall be approved by the Board. The adopted budget, which shall describe projected income and expenditures, shall be provided to the directors and served on the Chief Executive or Board Chair of each Member within five (5) days of adoption, consistent with the terms of the Joint Powers Agreement.
 7. Approve disbursement of all MCIS funds for authorized expense. Make advance temporary authorization of necessary routine payments required for the efficient MCIS operations between Board meetings, to be ratified at the next Board meeting, including the payment of utilities. The payment of all wages, salaries of operating personnel and payroll deductions from same, shall be made in such amounts as authorized by the Board in fixing the amount of said wages and salaries.
 6. Designate such bank or banks where MCIS funds shall be deposited consistent with state law.



7. Provide for an audit at least once every two years of its financial records by a certified public accountant, a copy of which shall be provided to all signatories of the Agreement.
8. Rent, lease and purchase or otherwise procure or receive real or personal property.
9. Enter into contracts, leases and other agreements.
10. Monitor compliances with statutes and rules.
11. Hire such consultants as necessary for the effective operation of the MCIS.
12. Purchase a bond for officers dispersing funds for the MCIS.
13. Purchase errors and omissions insurance for staff and Board members.
14. Enter into service agreements with Associates for the provisions of services to be negotiated with MCIS for a fee.
15. Expend funds in accordance with procedures established by law for the expenditure of funds by Minnesota counties. Orders, checks, drafts and other legal instruments shall be approved by the Board or their authorized representative and signed by the Fiscal Agent and/or such person as shall be designated by the Board.
16. Authorize the Executive Director to enter into such contracts and purchase agreements between Board meetings as may be necessary and appropriate, subject to such financial and other limitations as may be set by the Board.

B. Conflicts of Interest

1. No Director shall be considered for staff employment.
2. No Director or any administrative member of MCIS shall use the resources, business, finances or contracts of MCIS for personal or financial gain.



C. Legal Notice

1. Notice of withdrawal must be served by certified mailed mail upon the Chair, accompanied by a certified copy of the appropriate resolution of the Member, authorizing and directing such withdrawal, and conditioned upon the following:
 - a. A member must give written notice prior to October 1 in order to withdraw effective January 1.
 - b. Upon effective withdrawal, the member shall continue to be responsible for all its unpaid obligations that it has accrued under the agreement.

ARTICLE IV. CHARGES AND BILLINGS

- A. The costs of participating in MCIS are determined based upon membership and usage and are generally divided into two:
 - (a) **Class 1 Charges.** These charges cover the costs of design and development of computer programs and systems and other capital or general operating costs. Members of MCIS pay such portion of the Class 1 charges as shall be established by the Board on an annual basis. These charges are included in the annual budget amount submitted to Members.
 - (b) **Class 2 Charges.** These charges are intended to cover the costs of system operation and maintenance on an "as requested" basis and the costs associated with other requested projects. The amount of such charges shall be determined by the Board and such amounts shall be computed on the basis of workload, costs utilized by each Member or Associate/Contracted User and special projects.
- B. If a new governmental unit becomes a Member, the Class 1 charges to be assessed to that new Member shall be determined by the Board at the meeting wherein admission of the applicant is voted on.
- C. Billings for all charges shall be issued to the Member or Associate/contracted user by MCIS and are due when rendered.



- D. Any Associate/Contracted User whose charges have not been paid within 60 days after billing shall be in default and shall not be entitled to use any software, facilities or other materials which have not been paid for, nor have access to any future release of MCIS Software, until such time as no longer in default. MCIS may take all appropriate legal means to collect charges billed upon authorization from the Executive Committee or the Board.
- E. Any Member whose charges have not been paid within 60 days after billing shall be in default and shall not be entitled to further voting privileges, nor to have its Director hold any office, nor to use any MCIS facilities, nor have access to any future release of MCIS Software, until such time as no longer in default. In the event that such charges have not been paid within 60 days after such billing, such defaulting Member shall be deemed to have given, on such 60th day, notice of withdrawal from Membership. Actual withdrawal shall not take effect for a period of ninety (90) days from the date of such notification. In the event of a bona fide dispute between the Member and the Board as to the amount which is due and payable, the Member shall nevertheless make such payment in order to preserve its status as a Member, but such payment may be made under protest and without prejudice to its right to dispute the amount of the charge and to pursue any legal remedies available to it.

V. OFFICERS

- A. Prior to the annual meeting, the Chair shall request from the Directors that they submit their interest in becoming officers. A listing of all candidates expressing interest in being officers shall be circulated to the Directors prior to the annual meeting.
- B. At the annual meeting the Board in odd numbered years, shall elect the officers of the Board, consisting of a Chair, a Vice Chair, and a Secretary-Treasurer, to begin two-year terms beginning in January of even numbered years.
- C. The duties of each office are vested in the individual elected for that office and are not conveyed to an Alternate in the absence of the Director.
- D. A vacancy shall immediately occur in the office of any officer upon revocation of appointment, resignation, death or upon ceasing to be an employee of his/her Member Governmental Unit. Upon vacancy occurring in any office, the Chair shall appoint such position until the next meeting of the Board. If the vacancy is



in the office of Chair, then the Vice Chair shall assume the duties of the Chair until the next meeting of the Board. At the next meeting, the Board shall then elect, from its Directors, a new officer to fill the vacancy.

- E. The Chair shall preside at all meetings of the Board and the Executive Committee. The Vice Chair shall act as Chair in the absence of the Chair. The Secretary-Treasurer shall act as Chair in the absence of both the Chair and the Vice Chair.
- F. The Secretary-Treasurer shall be responsible for keeping a record of all proceedings of the Board and Executive Committee, for supervision of all funds and financial records of MCIS through a Fiscal Agent and for such other matters as shall be delegated to that office by the Board.
- G. The Fiscal Agent shall be responsible for custody of all funds, for the keeping of all financial records of MCIS, and for such other matters as shall be delegated by the Board. Any person may be engaged to perform such services under the Fiscal Agent's supervision and direction, when authorized by the Board. Upon request of the Board, the Fiscal Agent shall post a fidelity bond or other insurance against loss of Organization funds in any amount approved by the Board, at the expense of the Organization.

ARTICLE VI. AMENDMENTS

These Bylaws may be amended by the affirmative vote of a majority of members present at the annual meeting or at any other meeting of the Board provided that: 1) the proposed amendment shall have been submitted in writing to all Directors for review at least fourteen (14) days prior to the meeting and; 2) the proposed amendment shall have had a first reading at the regular meeting of the Board immediately prior to the meeting at which action is taken on the proposed amendment.

Adopted: _____

Board Chair _____

Board Secretary: _____

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12/26/12

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item:
FSC re-certification/audit proposal

Requested Meeting Date: 1/8/13 Estimated Presentation Time: n/a

Presenter: Mark Jacobs

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: 11-924-5222
- Expenditure line account # for this item is: 11-924-6231

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) FSC stakeholder sample survey

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

Mark Jacobs
Aitkin County Land Commissioner

To: County Board of Commissioners
CC: County Administrator
Date: 12/27/2012
Re: FSC certification reassessment/audits

Aitkin County has been FSC certified for our forest management since 1997. In 2013 we are due for a 5-year re-assessment, so we sought the input of 12 stakeholders as to whether ACLD maintaining FSC certification is important to them. The results (attached) were presented to the Forestry Advisory Committee (FAC) on 10/16/12 and FAC directed us to seek proposals from various vendors that work in the US to pursue FSC certification for another 5 years. We have utilized the SmartWood program of the Rainforest Alliance as our vendor since 1997.

Proposals for services involving FSC re-certification and annual audits 2013-2017 were received and opened on 11/30/12. We received proposals from 4 vendors from across North America...

QMI-SAI – Toronto, ON - Canada
SGS – Rutherford, NJ - US
RA/SmartWood - Northfield, MN - US
SCS – Emeryville, CA – US

The total cost of proposals from RA/SmartWood and SCS were very close (within < 10%) while the two others were significantly higher (see attached table A).

The two competitive proposals were reviewed at the 12/18/12 Forestry Advisory Committee (FAC) meeting (see table B).

It was concluded that RA/SmartWood familiarity with...

- Aitkin County Land Department – 15 years
- Aitkin County SWCD group of 20 private landowners
- Upper Mississippi Certified Group of small forest products businesses managed by Aitkin County
- 8 other County Land Departments in MN

... would offset any small annual cost savings due to increased staff time involved providing background information to a new vendor. The fact that the RA/SmartWood US headquarters is located in MN was viewed as positive by FAC.

FAC unanimously recommended the Professional Services for FSC certification proposal from RA/SmartWood and based on my evaluation and informal discussion with other agencies and companies in our region, I would concur with their recommendation. If approved we would commit to the 2013 re-assessment proposal. If we “pass” we would then enter into an agreement for annual audits 2014-17 based on the RFP. Based on previous agreements we can bow out of the certification agreement with proper notice.

Thanks.

Table A.

Vendor	SCS	RA	SGS*	SAI Global*
Re-assessment	\$ 13,875	\$ 20,318	\$ 12,750	\$ 11,200
other fees	\$ 2,800	\$ 374	\$ 1,463	\$ 5,600
Re-assessment	\$ 16,675	\$ 20,692	\$ 14,213	\$ 16,800
Audit 1	\$ 5,125	\$ 5,985	\$ 12,113	\$ 7,210
other fees	\$ 1,485	\$ 374	\$ 1,463	\$ 5,047
Audit 2	\$ 5,125	\$ 6,165	\$ 12,113	\$ 7,426
other fees	\$ 1,485	\$ 374	\$ 1,463	\$ 5,198
Audit 3	\$ 5,125	\$ 6,345	\$ 12,113	\$ 7,649
other fees	\$ 1,485	\$ 374	\$ 1,463	\$ 5,355
Audit 4	\$ 5,125	\$ 6,540	\$ 12,113	\$ 7,879
other fees	\$ 1,485	\$ 374	\$ 1,463	\$ 5,515
Audits (4)	\$ 26,440	\$ 26,531	\$ 54,304	\$ 51,279
5-year cost	\$ 43,115	\$ 47,223	\$ 68,517	\$ 68,079
* cost estimate not including travel related expenses				

Table B.

Vendor	SCS (CA)	RA (MN)	X
Re-Assessment	\$ 16,675	\$ 20,318	SCS
Annual Audits (4)	\$ 25,240	\$ 25,035	SW/RA
Other fees	\$ 1,500	\$ 1,870	SCS
ACLD experience	0 - years	15-years	SW/RA
Aitkin County FM #	0	2 ₁	SW/RA
AC company CoC #	0	4 ₂	SW/RA
MN Counties FM #	0	9 ₃	SW/RA
MN FM #	1**	11*	SW/RA
1 ACLD and AC-SWCD private landowner group certificate (20 members)			
2 Aitkin Hardwoods, Hawkins Sawmill, Savanna Pallets, ThermoWood			
3 ACLD, Beltrami, Carlton, Cass, Crow Wing, Clearwater, Itasca, Koochiching, Lake			
* including 1 and 3			
** MN DNR lands			



Aitkin County Land Department

209 2nd St. NW Room 206
Aitkin, MN 56431

218-927-7364

August 28, 2012

Dear Stakeholder:

The Aitkin County Land Department (ACLD) was first certified under the standards of the Forest Stewardship Council (FSC) in 1997; one of the first public land certifications in the US.

A decade and a half later, many millions of acres of public and private forestland in the Lake States region have become FSC (or other 3rd party) certified.

We are up for our 3rd re-assessment in early 2013 and the estimated "re-up" fee is sizable (not including our staff-time or potential future annual audit costs); so we are at a crossroads of sorts.

Is the cost of continuing FSC certification for another 5-years justified by the benefits?

While it would be nice to get the often sought "premium price" for our certified forest products, the most important benefit to ACLD is the support to continue from our citizens and stakeholders. If we have compelling evidence that our continued certification will be a benefit to the local and regional forest products industry and continuation is supported by our citizens and local and regional stakeholders; then we will very likely pursue another 5-year FSC certificate. If documented support or interest is lacking we may not continue with certification; but we will continue to manage our forests at the high standard that has been illustrated by our 15-years of FSC certification.

To help guide us in this decision making process we are seeking your input. To facilitate your response we have enclosed a postage paid postcard. Simply fill out the card and return it to us before September 24th 2012. No response from you will indicate that recertification is not of high importance to you. The results will be presented to our Forestry Advisory Committee in October.

If you feel strongly about this issue please feel free to respond via letter or e-mail and we will include that in the documentation as well.

Sincerely,

Mark Jacobs
Land Commissioner

An Equal Opportunity Employer

Fax - 218-927-7249

e-mail: acld@co.aitkin.mn.us

2012 - ACLD/FSC Stakeholder Sample Survey

We feel that continued FSC certification by Aitkin County Land Department is...

Stakeholder	Important	Not Important	No Reply
ATV Association of MN	x		
Audubon MN	x		
Hawkins Sawmill	x		
MN Deer Hunters Association		x	
MN United Snowmobile Association			x
North Shore Forest Products	x		
Sappi Fine Paper	x		
Savanna Pallets	x		
The Conservation Fund			x
Superior Thermowood	x		
Trust for Public Land			x
UPM - Blandin Paper	x		
Total - 12	8	1	3

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

SEE E-MAIL I
SENT 9-4-12
ATK

Name: Al Rauschel
 Organization: SAVANNA
 Address: PO Box 308
McGregor, MN

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

Mark, please do continue
with forest certification. It
is vitally important to our
business. We have been
as much as possible to meet our
customers' demands for same.
(See my email too)

Name: JIM MARSHALL
 Organization: UFM - BLANDIN
 Address: 115 SW First St.
Grand Rapids MI 49504

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

We collect the credits
for paper sale @ the
Park Falls Mill - Flambeau
River
Paper

Name: Brian Gulseth
 Organization: North Shore Forest Prod.
 Address: PO BOX 16286
DULUTH, MN. 55816

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important - Very
- Not important

Comments:

Mark - Aitkin County
Partnership on FSC certification
is the only thing between
your wood products
organization & oblivion. You
have put Aitkin & MN on
the map for quality forestry

Name: Don Arnosti
 Organization: Audubon Minnesota
 Address: 2357 Ventura Dr. #106
St. Paul, MN 55125

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

ALLOWS US, HAWKINS SAWMILL INC., TO HAVE OTHER AVENUES TO SELL WOOD. SO STAYING CERTIFIED WOULD BE EXTREMELY IMPORTANT!

Name: TOM HAWKINS
 Organization: HAWKINS SAWMILL, INC
 Address: 15132 280th AVE. ISLE, MN 56342

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

Name: George Rucke, President
 Organization: All Terrain Vehicle Ass. MN.
 Address: 8450-237 Ave. NE Stacy, MN. 56079

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

ALL OF OUR MAPLE NEEDS THE CERTIFICATION.

Name: Joyce A Mikesit
 Organization: SUPERIOR TREEMOOD
 Address: 22163 CO RD 3 MERRIFIELD, MN 56465

We feel continued FSC certification by the Aitkin County Land Department is... (check one)

- Important
- Not important

Comments:

Certification was a necessary bureaucratic evil that customers like Time Warner demanded. However, with the extremely soft market, I question its benefits and costs. Considering that ACLD demands BMPs be followed on harvests in ACLD Lands, I also question the current necessity of FSC. In the end, it is an economic choice for ACLD. I will support your decision either way.

Name: Mark Wm. Johnson, Exec. Dir.
 Organization: Minnesota Deer Hunters Assoc.
 Address: 460 Peterson Rd Grand Rapids, MN 55744
218-327-1103, Ext 13
mark@mndeerhunters.com

Aitkin County Land Department

From: Al Raushel [alraushel@savannapallets.com]
Sent: Tuesday, September 04, 2012 3:11 PM
To: acld@co.aitkin.mn.us
Cc: Ross Wagner; chadraushel@savannapallets.com
Subject: FSC Certification

Members of the Aitkin County Forestry Advisory Committee,

In 2003, with the help and encouragement of Aitkin County, Savanna Pallets became a participant in the FSC program. We also hoped for a "premium price" for our pallets with a FSC label. After 7 years of dues paying and extra record keeping, we let our Certification lapse because of technical issues with the new "controlled wood" documentation and total lack of interest from our pallet customers.

Today however, with the help of Ross Wagner, we are vigorously pursuing re-entry into the Certification Program as a means to enter into markets beyond our traditional pallet business. At this time we are working with Nelson Wood Shims of Cohasset, MN to provide them with Certified Wood from our sawmills so that they may offer Certified wood shims to big box retailers such as Home Depot and Lowes. Without access to local Certified Wood, this business for both Savanna and Nelson would be in jeopardy. Although it has taken us over a decade to realize any benefits attributable to the FSC program, I now envision the program as a key component for growth as we expand into new more profitable markets. It is my belief that our situation is exactly the type of forest stewardship and economic development partnerships that the County hoped for when embarking on this program 15 years ago.

Please let me know if there is anything else I can do to help Aitkin County do to continue this valuable program.

Regards,

Al Raushel
Savanna Pallets

Aitkin County Land Department

From: jim.marshall@upm.com
Sent: Wednesday, September 05, 2012 11:47 AM
To: acld@co.aitkin.mn.us
Cc: bob.behr@upm.com; george.shields@upm.com
Subject: Aitkin County Land Department survey on certification

Hello Mark,

Thanks for attending the Grand Rapids Area Chamber of Commerce Forestry Affairs meeting last week. It was good to have your perspective on forest certification and other topics we discussed that day.

I have just received your letter and postcard inquiring as to whether Aitkin County Land Department's continued certification is important.

Our resounding reply is YES.

I have written that on the postcard, and want to emphasize our reply via this email, as you invited us to do.

We, too, have our forest land management systems certified under an internationally recognized standard. UPM does not officially prefer one standard over another. We do, however, have the goal of providing our customers with products that are made from certified fiber, and we undergo frequent internal and external audits of our own EMS, forest management under SFI standard, and the PEFC and FSC Chain of Custody systems. We recognize there is an increased cost to Aitkin County for doing this work, but also want to remind you and the Advisory Committee and the County Board that our Minnesota land management agencies and forest products industries need to remain competitive in the great lakes region and the nation. Other states and regions have similar records of high percentage of fiber being certified, and we don't want to lose business due to an avoidable cause, e.g. lack of wood fiber certification.

Therefore, we strongly encourage you to continue with your certification programs.

Thanks for asking,

Sincerely,

Jim Marshall

James Marshall | Forest Resources Manager, UPM Blandin | Tel. +1 218 327 6644 | Jim.Marshall@upm.com
UPM | 115 SW First Street | Grand Rapids, Minnesota 55744 USA | www.upm.com

sappi

Fine Paper
North America

Sappi Cloquet LLC
Wood Fiber & Fuel Procurement

20 N 22nd Street, PO Box 511
Cloquet MN 55720
Tel +1 218 879 2395
Fax +1218 879 2375

September 14, 2012

Mr. Mark Jacobs
Land Commissioner
Aitkin County Land Department
209 2nd Street N.W. Room 206
Aitkin, MN 56431

Dear Mr. Jacobs:

In response to your question "Is the cost of continuing FSC certification for another 5 years justified by the benefits?" Sappi strongly believes that it is. As we discussed when I came over and gave the presentation on our new project, we have found that our current pulp and paper customers understand that products made from wood from certified forests assures them that our products are manufactured in a responsible manner. As we learn more about the chemical cellulose market, it appears that wood sourced from certified forests is of strong interest to chemical cellulose customers as well.

We view Aitkin County lands as an important source of fiber for our mill. With its proximity to our mill, well managed forests and FSC certification of its lands, we think that we are a good market for products that come off your lands. The investment in new technology and markets that Sappi is in the process of making, should assure Aitkin County of a strong tool to help manage your forests for many years in to the future.

The recertification of Aitkin County lands by FSC is of high importance to Sappi. Please pursue another 5 year FSC certificate.

If you need any further information or would like to discuss the situation more, please feel free to get in touch with me.

Sincerely,



Gary Erickson
Regional Manager Wood Fiber and Fuel Procurement

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



To: Chairperson, Aitkin County Board of Commissioners Date: December 31, 2012

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Fire Protection Contract with City of McGrath

Requested Meeting Date: January 8th Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

Is this item in the current approved budget? Yes No (attach explanation)

What type of expenditure is this? Operating Other (attach explanation)

Revenue line account # that funds this item is: _____

Expenditure line account # for this item is: 04-422-6801

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) 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)

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

December 31, 2012

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2013 Fire Protection contract with City of McGrath

City of McGrath has submitted a renewal contract to provide fire protection to the unorganized township 45-24 (Jewett). The allocation of fire protection cost is as follows:
45-24 \$404.92

Request to authorize signatures to the 2013 Fire Protection contract with City of McGrath Township for the unorganized township.

CONTRACT FOR TOWNSHIP FIRE PROTECTION

This agreement, made and entered into this 1st day of Jan 2013 by and between the City of McGrath, Aitkin County, Minnesota and the Township of Unorganized, Aitkin County, Minnesota.

Whereas, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the McGrath Fire Dept. and electors Township have pursuant to law, provided a fund for furnishing of such service and

Whereas, City by appropriate action authorized it's Mayor and Clerk to enter into contract with Township.

Now therefore, it is mutually agreed between parties, that for a period of 1 years from and after the date herof, the Fire Dept. of McGrath will answer any and all fire calls of the residents in the following sections 45-24 of Township and will respond to such calls with suitable fire fighting apparatus to render all assistance possible in the saving of life and property. In the event of two calls, first call shall have priority and the second call shall be answered as soon as possible, it being understood that McGrath has other contracts, and it being further understood that the property within City shall have first call on the services of the Fire Dept.

In consideration of such services, second party agrees to pay the sum of \$ 404.92 , payable in advance.

It is understood and agreed however that in the event that road and weather conditions be such that the fire run cannot be made with reasonable safety to men and equipment, the decision of the Fire Chief or other Fire Dept. official being final in such event, that said City shall not be liable in any way to Township, or to any person, firm, or corporation for failure of the Dept. to attend a fire or to extinguish a fire or for any damage to or loss of goods.

In consideration of such services, parties served agree to pay \$250.00 per fire run.

It is understood and agreed that this contract shall continue in effect for a period of not more than 1 year with the privilege of canceling by either party with a written notice within thirty days.

CONTRACT DATE Jan 1 2013 to Jan 1 2014

In witness whereof, the respective parties have caused this instrument to be executed by respective officers thereof)
CITY OF McGRATH TOWNSHIP of 45-24 (Jewett)

Mayor

Chairman

Clerk

Clerk

Aitkin County

WARRANT REGISTER



December Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
819	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	2,342.46	CLAIMS	01- 044- 904- 0000- 6360	11/26/12	11/29/12
		Warrant # 819 Total	2,342.46	Date 12/5/12			
820	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	85.00	(6) DQ Certs/EED Essay Winners	01- 391- 036- 0000- 6416		
			350.00	NADA Online Application	05- 420- 600- 4800- 6231		
			25.00	Improving Outcomes Training	05- 430- 700- 4800- 6208		
			25.29	Meal & Hotel balance/MSSA	05- 430- 700- 4800- 6330	B.Butterfield	
			30.00	Critter Food	19- 522- 000- 0000- 6416	Bug Company	
			22.57	(2) iPad Hand Straps	01- 043- 000- 0000- 6405	ModulR	
			86.53	Hotel/AMC Policy Mtg- Napstad	01- 001- 000- 0000- 6332	St Cloud	
						11/15/12	11/16/12
			32.00	(8) Norton AntiVirus	19- 521- 000- 0000- 6405	TechSoup	
			18.00	40 Stamps	19- 521- 000- 0000- 6205	USPS	
			60.96	Groceries	01- 252- 000- 0000- 6418	Walmart	
		Warrant # 820 Total	735.35	Date 12/6/12			
821	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	46.95	Credit Card Fee	19- 522- 000- 0000- 6217	November	
		Warrant # 821 Total	46.95	Date 12/11/12			
822	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	890.38	CLAIMS	01- 044- 904- 0000- 6360	12/3/12	12/7/12
		Warrant # 822 Total	890.38	Date 12/12/12			
823	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	996.35	29- 1- 479100 NSF Per 3	13- 943- 000- 0000- 2004	Thompson	
		Warrant # 823 Total	996.35	Date 12/17/12			

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
824	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431	25,196.78	October Deed Tax	09-000-000-0000-2025		
			29,719.75	Oct. Mortgage Reg Tax	09-000-000-0000-2026		
		Warrant # 824 Total	54,916.53	Date 12/18/12			
825	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	6,252.78	CLAIMS	01-044-904-0000-6360		
		Warrant # 825 Total	6,252.78	Date 12/20/12		12/10/12	12/14/12
826	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	5.52	Meal/Computer Trng- Bistodeau	01-049-000-0000-6340		
			255.08	Hotel,Car,Meals/Escort Inmate	01-252-000-0000-6330		
			9.21	meal/AMC conf.- Terry Neff	01-391-000-0000-6340		
			86.47	AMC CONFERENCE LODGING	01-711-000-0000-6332		
						12/3/12	12/4/12
			25.69	Gas for County Car	05-400-450-0451-6330	12/04/12	
			829.62	Hotel/Computer Trng- Bistodeau	01-049-000-0000-6332	6 nights	
						12/2/12	12/8/12
			5.98	Medical Dictionary	05-430-700-4800-6405	Alibris Books	
			160.32	Hotel/MSA Conf- Scott Turner	01-200-003-0000-6332	Arrowwood	
						12/2/12	12/3/12
			25.00	iPad Data Plan renewal	01-049-000-0000-6231	AT&T	
			15.30	Pesticide applicator renewal	11-925-000-0000-6208	B.Kangas	
			30.00	critter food	19-522-000-0000-6416	Bug Company	
			16.13	Groceries	01-252-000-0000-6418	County Mkt	
			15.30	Pesticide applicator renewal	11-925-000-0000-6208	D. Gordon	
			10.74	Greeting Cards	01-252-252-0000-6405	Dollar Tree	
			15.30	Pesticide applicator renewal	11-925-000-0000-6208	Joe Voller	
			15.30	Pesticide applicator renewal	11-925-000-0000-6208	M.Jacobs	
			64.70	(10) journals for commissary	19-521-000-0000-6400	Raven Prod.	
			172.94	Hotel/AMC Conf- Niemi	01-001-000-0000-6332	St Cloud	
						12/3/12	12/4/12
			173.06	Hotel/AMC Conf.- Napstad	01-001-000-0000-6332	St Cloud	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			29.54	Meals/AMC Conf.- D.Niemi	01- 001- 000- 0000- 6340	St Cloud 12/2/12	12/4/12
			173.06	Hotel/AMC Conf.- Wussow	01- 052- 000- 0000- 6332	St Cloud 12/3/12	12/4/12
			250.00	Designer,Inspector Trng- Sovde	01- 122- 000- 0000- 6208	St Cloud 12/2/12	12/4/12
			345.00	Onsite Systems Trng- Leitinger	01- 390- 000- 0000- 6208	St Cloud 4/17/13	4/18/13
			228.26	hotel/AMC conf.- Terry Neff	01- 391- 000- 0000- 6332	St Cloud 2/11/13	2/13/13
			18.00	Stamps	01- 252- 252- 0000- 5870	USPS 12/2/12	12/4/12
			33.94	OTC Meds	01- 252- 000- 0000- 6262	Wal- Mart	
			71.96	OTC Meds	01- 252- 000- 0000- 6262	Walmart	
			39.86	Groceries	01- 252- 000- 0000- 6418	Walmart	
			84.10	Groceries	01- 252- 000- 0000- 6418	Walmart	
			106.17	DVD's for Booking	01- 252- 000- 0000- 6610	Walmart	
	Warrant #	826	Total	3,311.55	Date 12/20/12		
827	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			414.63	Claims	01- 044- 904- 0000- 6360		
	Warrant #	827	Total	414.63	Date 12/28/12	12/17/12	12/21/12
42564	5658	Amerigas - Brainerd 2624 S 11TH ST BRAINERD, MN 56401- 4725					
			16.90	Wrong Vendor	03- 303- 000- 0000- 6523		
	Warrant #	42564	Total	16.90	Date 12/12/12		
42695	5398	CDW Government, Inc SUITE 1515 75 REMITTANCE DR CHICAGO, IL 60675- 1515					
			1,793.88	Wrong warrant total	01- 049- 000- 0000- 6625	DDGS240	
			1,885.68	Wrong warrant total	01- 049- 000- 0000- 6231	DDHR428	
			86.23	Wrong warrant total	01- 049- 000- 0000- 6402	DDHR428	
			603.84	Wrong warrant total	01- 049- 000- 0000- 6231	DDJB762	
			600.83	Wrong warrant total	01- 049- 000- 0000- 6402	DDJB762	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			4,106.14	- Wrong warrant total		01- 049- 000- 0000- 6625	DDJB762
			3,683.45	- Wrong warrant total		01- 049- 000- 0000- 6231	DDJB790
			3,683.45	- Wrong warrant total		01- 049- 000- 0000- 6231	DDJB812
			870.75	- Wrong warrant total		01- 049- 000- 0000- 6402	DDJP274
			5,527.58	- Wrong warrant total		01- 049- 000- 0000- 6231	G650964
			134.64	- Wrong warrant total		01- 049- 000- 0000- 6231	G673931
			410.46	- Wrong warrant total		01- 049- 000- 0000- 6402	G719363
			258.41	- Wrong warrant total		01- 254- 000- 0000- 6610	T268524
			793.14	- Wrong warrant total		01- 254- 000- 0000- 6610	T627261
			516.83	- Wrong warrant total		01- 049- 000- 0000- 6402	V322462
		Warrant # 42695 Total	24,955.31	- Date 12/31/12			
44340	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
			12.50	2012 Q4 C.TEGANTVOORT		01- 045- 000- 0000- 6149	
			237.50	2012 Q4 C.TEGANTVOORT		01- 110- 000- 0000- 6149	
		Warrant # 44340 Total	250.00	- Date 12/5/12			
44341	5748	Purchase Power PO BOX 371874 PITTSBURGH, PA 15250					
			5,000.00	POSTAGE		01- 044- 048- 0000- 6205	
		Warrant # 44341 Total	5,000.00	- Date 12/5/12			
44342	12477	Atlas Abstract & Title Inc 204 S 8th Street Brainerd, MN 56401					
			9.92	11- 1- 111800 overpay Per 3		13- 943- 000- 0000- 2001	Atlas Title
		Warrant # 44342 Total	9.92	- Date 12/5/12			
44343	7050	Anderson Bros Construction Co PO BOX 668 BRAINERD, MN 56401					
			899.11	Partial Payment		03- 307- 000- 0000- 6262	
		Warrant # 44343 Total	899.11	- Date 12/6/12			
44344	12150	Eagle Construction Inc. 515 9th Avenue NW Little Falls, MN 56345					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Warrant # 44344	Total	12,794.05	Partial Payment	03- 307- 000- 0000- 6262	
		Warrant # 44344	Total	12,794.05	Date 12/6/12		
44345	8499	R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386		33,702.58	PARTIAL PAYMENT	03- 307- 000- 0000- 6262	
		Warrant # 44345	Total	33,702.58	Date 12/10/12		
44346	11772	Big Sandy Holdings, LLC PO Box 331 Cloquet, MN 55720		12,794.90	2012 2ND 1/2 ABATEMENT	01- 044- 100- 0000- 6800	
		Warrant # 44346	Total	12,794.90	Date 12/10/12		
44347	1010	City Of Aitkin KATHY BROPHY- CITY CLERK 109 1ST AVE NW AITKIN, MN 56431		7,087.99	2012 2ND 1/2 ABATEMENT	01- 044- 100- 0000- 6800	
		Warrant # 44347	Total	7,087.99	Date 12/10/12		
44348	11127	Winegar/Shirley 20534 487th St. #21 MCGREGOR, MN 55760		1,235.86	2012 2ND 1/2 ABATEMENT	01- 044- 100- 0000- 6800	
		Warrant # 44348	Total	1,235.86	Date 12/10/12		
44349	12478	Lauterbach/Stephen 1461 Knoll Drive Shoreview, MN 55128		20.00	24- 0- 015000 overpay Per 3	13- 943- 000- 0000- 2001	Lauterbach
		Warrant # 44349	Total	20.00	Date 12/10/12		
44350	12479	Shepard/Stanley or Sally PO Box 13 Aitkin, MN 56431		26.00	31- 0- 063101 adjust Per 3	13- 943- 000- 0000- 2001	Shepard
				42.00	31- 0- 063201 adjust Per 3	13- 943- 000- 0000- 2001	Shepard
				46.00	31- 0- 063201 adjust Per 3- 2011	13- 943- 000- 0000- 2004	Shepard

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			76.00	31- 0- 063201 adjust Per 3 2010	13- 943- 000- 0000- 2004	Shepard	
			24.00	31- 0- 063101 adjust Per 3 2011	13- 943- 000- 0000- 2004	Shepard	
			38.00	31- 0- 063101 adjust Per 3 2010	13- 943- 000- 0000- 2004	Shepard	
		Warrant # 44350 Total	252.00	Date 12/10/12			
44351	12032	Nelson's Agri Structures 20843 530th Ave Grove City, MN 56243					
		Warrant # 44351 Total	36,287.13	Salt Shed Final Payment	03- 308- 000- 0000- 6600	22178	
			36,287.13	Date 12/12/12			
44352	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164- 0193					
		Warrant # 44352 Total	298.29	Participant Fees December	01- 044- 904- 0000- 6231		
			298.29	Date 12/12/12			
44353	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
		Warrant # 44353 Total	250.00	2012 Q4 Nicholas Wanka	01- 090- 000- 0000- 6149		
			250.00	Date 12/14/12			
44354	12480	Wells Fargo Home Mortgage PO Box 14506 Des Moines, IA 50306					
		Warrant # 44354 Total	305.08	Per 3 Pd wrong Parcel	13- 943- 000- 0000- 2001		
			305.08	Date 12/18/12			
44355	111	Aitkin Co Soil & Water 130 SOUTHGATE DRIVE AITKIN, MN 56431					
		Warrant # 44355 Total	16,620.00	1/2 WCA Base Grant	01- 600- 552- 0000- 5397		
			13,888.00	Water Plan Funds	01- 600- 552- 0000- 5397		
			30,508.00	Date 12/20/12			
44356	12373	Center National Bank c/o Karen Zimmer 301 N. Ramsey Ave. Litchfield, MN 55355					
			9,545.69	Gun Lake Gravel Royalty	03- 303- 000- 0000- 6519	November	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	44356		9,545.69	Date 12/24/12			
	Total						
44357	10891	Roth Construction 22615 STATE HWY 65 MCGRATH, MN 56350					
	Warrant # 44357		9,453.66	Contract Payment	03- 307- 000- 0000- 6262	001605009	
	Total		9,453.66	Date 12/26/12			
44358	3352	Mn Pie PO BOX 248 PRIOR LAKE, MN 55372					
	Warrant # 44358		160.00	Pesticide class- Voller	10- 923- 000- 0000- 6208		
			160.00	Pesticide class- Jacobs	10- 923- 000- 0000- 6208		
			160.00	Pesticide class- Gordon	10- 923- 000- 0000- 6208		
			160.00	Pesticide class- Kangas	10- 923- 000- 0000- 6208		
	Total		640.00	Date 12/28/12			
44359	86345	Sheriff Anoka County 325 E MAIN ST ANOKA, MN 55303- 2489					
	Warrant # 44359		10,005.35	reimburse for flood aid	01- 200- 000- 0000- 6307		
	Total		10,005.35	Date 12/28/12			
44360	5398	CDW Government, Inc SUITE 1515 75 REMITTANCE DR CHICAGO, IL 60675- 1515					
			258.41	reissue check for correct amt	01- 254- 000- 0000- 6610	T268524	
			793.14	reissue check for correct amt	01- 254- 000- 0000- 6610	T627261	
			516.83	reissue check for correct amt	01- 049- 000- 0000- 6402	V322462	
			86.23	reissue check for correct amt	01- 049- 000- 0000- 6402	V364493	
			410.46	reissue check for correct amt	01- 049- 000- 0000- 6402	V364495	
			1,729.06	reissue check for correct amt	01- 049- 000- 0000- 6625	V372404	
			1,859.84	reissue check for correct amt	01- 049- 000- 0000- 6231	V372984	
			870.75	reissue check for correct amt	01- 049- 000- 0000- 6402	V383946	
			134.64	reissue check for correct amt	01- 049- 000- 0000- 6231	V438193	
			600.83	reissue check for correct amt	01- 049- 000- 0000- 6402	V490800	
			64.82	reissue check for correct amt	01- 049- 000- 0000- 6625	V506092	
			5,527.58	reissue check for correct amt	01- 049- 000- 0000- 6231	V530326	
	Warrant # 44360		12,852.59	Date 12/31/12			
	Total						

DKB1
01/04/2013

9:56AM

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	229,126.97	106	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	68,606.96	General Fund
3	102,665.32	Road & Bridge
5	431.96	Health & Human Services
9	54,916.53	State
10	640.00	Trust
11	61.20	Forest Development
13	1,583.35	Taxes & Penalties
19	221.65	Long Lake Conservation Center
	229,126.97	TOTAL

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA
ADOPTED January 8, 2013

By Commissioner: xx

010813-xxx

Tamarack Sno-Flyers Form LG214

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Tamarack Sno-Flyers, Inc., at Denny's Lakeview Inn – Glen Township. This establishment has an address of 33592 300th Place, Aitkin, MN 56431

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

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: 12-19-12
From: Sheriff Scott Turner
Title of Item: STS Donation

Requested Meeting Date: 01/08/2013 Est. Presentation Time: _____
Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

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

- Request to schedule public hearing or sale Other (please list) **Consent Agenda**
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

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

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: December 19, 2012
FROM: Sheriff Scott Turner RE: STS Donation

Tamarack Sno-Flyers have made a generous donation of \$500 to the Aitkin County STS program.



535 North 31st Ave
St Cloud, MN 56303

Phone 320-252-1887
Fax 320-259-5997



MOTOROLA
SOLUTIONS

Radio Solutions Channel Partner

Monday, December 31, 2012

Scott Turner
Aitkin County Sheriff
217 2nd St NW room 185
Aitkin, MN 56431

Scott;

Enclosed find a check for \$100.00. It is a donation to the Aitkin County Posse.

Sincerely,

A handwritten signature in cursive script that reads "Andy Faith".

Andy Faith
Granite Electronics

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: January 2, 2013
FROM: Sheriff Scott Turner RE: POSSE Donation

Granite Electronics has made a generous donation of \$100 to the Aitkin County Sheriff's POSSE.

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: January 2, 2013
FROM: Sheriff Scott Turner RE: STS Donation

Veterans of Foreign Wars Roberts-Glad Post #1727 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: 1-02-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

MnDOT Master Partnership Agreement

Requested Meeting Date: 1-08-13 Estimated Presentation Time: 5 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

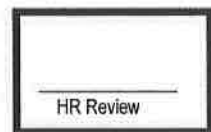
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

Fiscal Impact (check all that apply)

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

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) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 2, 2013

Regular Agenda Item:

MnDOT Master Partnership Agreement

Summary:

Enclosed is a four-year master partnership agreement that we continuously have in place with MnDOT to provide for the exchange of services between agencies. This agreement replaces the previous master partnership agreement which has recently expired. The following resolution is requested to authorize myself to execute this agreement.

Resolution:

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, Mn/DOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas, the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the County of Aitkin enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the Aitkin County Engineer is authorized to execute such contract, and any amendments thereto.
3. That the Aitkin County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from Mn/DOT, and that the Aitkin County Engineer may execute such work order contracts on behalf of the County of Aitkin without further approval by this Board.

**STATE OF MINNESOTA
AND
AITKIN COUNTY
MASTER PARTNERSHIP CONTRACT**

This master contract is between the State of Minnesota, acting through its Commissioner of Transportation hereinafter referred to as the "State" and "AITKIN COUNTY" acting through its County Board, hereinafter referred to as the "Local Government".

Recitals

1. The parties are authorized to enter into this agreement pursuant to Minnesota Statutes §§15.061, 471.59 and 174.02.
2. Minnesota Statutes Section 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining and improving the trunk highway system.
3. Each party to this Contract is a "road authority" as defined by Minnesota Statutes §160.02 (subd. 25).
4. Minnesota Statutes Section 161.39, subdivision 1, authorizes a road authority to perform work for another road authority. Such work may include providing technical and engineering advice, assistance and supervision, surveying, preparing plans for the construction or reconstruction of roadways, and performing roadway maintenance.
5. Minnesota Statutes §174.02 (subd. 6) authorizes the Commissioner of Transportation to enter into agreements with other governmental entities for research and experimentation; for sharing facilities, equipment, staff, data, or other means of providing transportation-related services; or for other cooperative programs that promote efficiencies in providing governmental services, or that further development of innovation in transportation for the benefit of the citizens of Minnesota.
6. Each party wishes to occasionally procure services from the other party, which the parties agree will enhance the efficiency of delivering governmental services at all levels. This Master Partnership Contract provides a framework for the efficient handling of such requests. This Master Partnership Contract contains terms generally governing the relationship between the parties hereto. When specific services are requested, the parties will (unless otherwise specified herein) enter into a "Work Order" contracts.
7. Subsequent to the execution of this Master Partnership Contract, the parties may (but are not required to) enter into "Work Order" contracts. These Work Orders will specify the work to be done, timelines for completion, and compensation to be paid for the specific work.
8. The parties are entering into this Master Partnership Contract to establish terms that will govern all of the Work Orders subsequently issued under the authority of this Contract.

Master Contract

1. **Term of Master Contract; Use of Work Order Contracts; Survival of Terms**
 - 1.1. **Effective Date:** This contract will be effective on the date last signed by the Local Government, and all State officials as required under Minn. Stat. § 16C.05, subd. 2.
 - 1.2. A party must not accept work under this Contract until it is fully executed.
 - 1.3. **Expiration Date.** This Contract will expire on June 30, 2017.

- 1.4. **Work Order Contracts.** A work order contract must be negotiated and executed (by both the State and the Local Government) for each particular engagement, except for Technical Services provided by the State to the Local Government as specified in Article 2. The work order contract must specify the detailed scope of work and deliverables for that engagement. A party must not begin work under a work order until such work order is fully executed. The terms of this Master Partnership Contract will apply to all work orders issued hereunder, unless specifically varied in the work order. The Local Government understands that this Master Contract is not a guarantee of any payments or work order assignments, and that payments will only be issued for work actually performed under fully-executed work orders.
- 1.5. **Survival of Terms.** The following clauses survive the expiration or cancellation of this master contract and all work order contracts: 12. Liability; 13. State Audits; 14. Government Data Practices and Intellectual Property; 17. Publicity and Endorsement; 18. Governing Law, Jurisdiction, and Venue; and 22. Data Disclosure. All terms of this Master Contract will survive with respect to any Work Order issued prior to the expiration date of the Master Contract.
- 1.6. **Sample Work Order.** A sample work order contract is available upon request from the State.

2. Technical Services

- 2.1. **Technical Services** include repetitive low-cost services routinely performed by the State for the Local Government. These services may be performed by the State for the Local Government without the execution of a work order, as these services are provided in accordance with standardized practices and processes and do not require a detailed scope of work. Technical services are limited to the following services:
 - 2.1.1. Pavement Striping, Sign and Signal Repair, Bridge Load Ratings, Bridge and Structure Inspections, Pavement Condition Data, Materials Testing and Carcass Removal.
 - 2.1.2. Every other service not falling under the services listed in 2.1.1 will require a Work Order contract (If you have questions regarding whether a service is covered under 2.1.1, please contact Contract Management).
- 2.2. The Local Government may request the State to perform Technical Services in an informal manner, such as by the use of email, a purchase order, or by delivering materials to a State lab and requesting testing. A request may be made via telephone, but will not be considered accepted unless acknowledged in writing by the State.
- 2.3. The State will promptly inform the Local Government if the State will be unable to perform the requested Technical Services. Otherwise, the State will perform the Technical Services in accordance with the State's normal processes and practices, including scheduling practices taking into account the availability of State staff and equipment.
- 2.4. **Payment Basis.** Unless otherwise agreed to by the parties prior to performance of the services, the State will charge the Local Government the State's then-current rate for performing the Technical Services. The then-current rate may include the State's normal and customary labor additives. The State will invoice the Local Government upon completion of the services, or at regular intervals not more than once monthly as agreed upon by the parties. The invoice will provide a summary of the Technical Services provided by the State during the invoice period.

3. Services Requiring A Work Order Contract

- 3.1. **Work Order Contracts:** A party may request the other party to perform any of the following services under individual work order contracts.
- 3.2. **Professional and Technical Services.** A party may provide professional and technical services upon the request of the other party. As defined by Minnesota Statutes §16C.08 (subd. 1)

professional/technical services “means services that are intellectual in character, including consultation, analysis, evaluation, prediction, planning, programming, or recommendation; and result in the production of a report or completion of a task”. Professional and technical services do not include providing supplies or materials except as incidental to performing such services. Professional and technical services include (by way of example and without limitation) engineering services, surveying, foundation recommendations and reports, environmental documentation, right-of-way assistance (such as performing appraisals or providing relocation assistance, but excluding the exercise of the power of eminent domain), geometric layouts, final construction plans, graphic presentations, public relations, and facilitating open houses. A party will normally provide such services with its own personnel; however, a party’s professional/technical services may also include hiring and managing outside consultants to perform work provided that a party itself provides active project management for the use of such outside consultants.

- 3.3. **Roadway Maintenance.** A party may provide roadway maintenance upon the request of the other party. Roadway maintenance does not include roadway reconstruction. This work may include but is not limited to snow removal, ditch spraying, roadside mowing, CRS-2 road oil, bituminous mill and overlay (only small projects), seal coat, bridge hits, major retaining wall failures, major drainage failures, and message painting. All services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work.
- 3.4. **Construction Administration.** A party may administer roadway construction projects upon the request of the other party. Roadway construction includes (by way of example and without limitation) the construction, reconstruction, or rehabilitation of mainline, shoulder, median, pedestrian or bicycle pathway, lighting and signal systems, pavement mill and overlays, seal coating, guardrail installation, and channelization. These services may be performed by the Providing Party’s own forces, or the Providing Party may administer outside contracts for such work. Construction administration may include letting and awarding construction contracts for such work (including state projects to be completed in conjunction with local projects). All contract administration services must be performed by an employee with sufficient skills, training, expertise or certification to perform such work.
- 3.5. **Emergency Services.** A party may provide aid upon request of the other party in the event of a man-made disaster, natural disaster or other act of God. Emergency services includes all those services as the parties mutually agree are necessary to plan for, prepare for, deal with, and recover from emergency situations. These services include, without limitation, planning, engineering, construction, maintenance, and removal and disposal services related to things such as road closures, traffic control, debris removal, flood protection and mitigation, sign repair, sandbag activities and general cleanup. Work will be performed by an employee with sufficient skills, training, expertise or certification to perform such work, and work must be supervised by a qualified employee of the party performing the work. If it is not feasible to have an executed work order prior to performance of the work, the parties will promptly confer to determine whether work may be commenced without a fully-executed work order in place. If work commences without a fully-executed work order, the parties will follow up with execution of a work order as soon as feasible.
- 3.6. When a need is identified, the State and the Local Government will discuss the proposed work and the resources needed to perform the work. If a party desires to perform such work, the parties will negotiate the specific and detailed work tasks and cost. The State will then prepare a work order contract. Generally, a work order contract will be limited to one specific project/engagement, although “on call” work orders may be prepared for certain types of services, especially for “Technical Services” items as identified section 2.1.2. The work order will also

identify specific deliverables required, and timeframes for completing work. A work order must be fully executed by the parties prior to work being commenced. The Local Government will not be paid for work performed prior to execution of a work order and authorization by the State.

4. Responsibilities of the Providing Party

The party requesting the work will be referred to as the "Requesting Party" and the party performing the work will be referred to as the "Providing Party". Each work order will set forth particular requirements for that project/engagement.

- 4.1. **Terms Applicable to ALL Work Orders.** The terms in this section 4.1 will apply to ALL work orders.
- 4.1.1. Each work order will identify an Authorized Representative for each party. Each party's authorized representative is responsible for administering the work order, and has the authority to make any decisions regarding the work, and to give and receive any notices required or permitted under this Master Contract or the work order.
- 4.1.2. The Providing Party will furnish and assign a publicly employed licensed engineer (Project Engineer), to be in responsible charge of the project(s) and to supervise and direct the work to be performed under each work order. For services not requiring an engineer, the Providing Party will furnish and assign another responsible employee to be in charge of the project. The services of the Providing Party under a work order may not be otherwise assigned, sublet, or transferred unless approved in writing by the Requesting Party's authorized representative. This written consent will in no way relieve the Providing Party from its primary responsibility for the work.
- 4.1.3. If the Local Government is the Providing Party, the Project Engineer may request in writing specific engineering and/or technical services from the State, pursuant to Minnesota Statutes Section 161.39. The work order may require the Local Government to deposit payment in advance or may, at the State's option, permit payment in arrears. If the State furnishes the services requested, the Local Government will promptly pay the State to reimburse the state trunk highway fund for the full cost and expense of furnishing such services. The costs and expenses will include the current State labor additives and overhead rates, subject to adjustment based on actual direct costs that have been verified by audit.
- 4.1.4. Only the receipt of a fully executed work order contract authorizes the Providing Party to begin work on a project. Any and all effort, expenses, or actions taken by the Providing Party before the work order contract is fully executed is considered unauthorized and undertaken at the risk of non-payment.
- 4.1.5. In connection with the performance of this contract and any work orders issued hereunder, the Providing Agency will comply with all applicable Federal and State laws and regulations. When the Providing Party is authorized or permitted to award contracts in connection with any work order, the Providing Party will require and cause its contractors and subcontractors to comply with all Federal and State laws and regulations.
- 4.2. **Additional Terms for Roadway Maintenance.** The terms of section 4.1 and this section 4.2 will apply to all work orders for Roadway Maintenance.
- 4.2.1. Unless otherwise provided for by agreement or work order, the Providing Party must obtain all permits and sanctions that may be required for the proper and lawful performance of the work.
- 4.2.2. The Providing Party must perform maintenance in accordance with MnDOT maintenance manuals, policies and operations.

- 4.2.3. The Providing Party must use State-approved materials, including (by way of example and without limitation), sign posts, sign sheeting, and de-icing and anti-icing chemicals.
- 4.3. ***Additional Terms for Construction Administration.*** The terms of section 4.1 and this section 4.3 will apply to all work orders for construction administration.
- 4.3.1. Contract(s) must be awarded to the lowest responsible bidder or best value proposer in accordance with state law.
- 4.3.2. Contractor(s) must be required to post payment and performance bonds in an amount equal to the contract amount. The Providing Party will take all necessary action to make claims against such bonds in the event of any default by the contractor.
- 4.3.3. Contractor(s) must be required to perform work in accordance with the latest edition of the Minnesota Department of Transportation Standard Specifications for Construction.
- 4.3.4. For work performed on State right-of-way, contractor(s) must be required to indemnify and hold the State harmless against any loss incurred with respect to the performance of the contracted work, and must be required to provide evidence of insurance coverage commensurate with project risk.
- 4.3.5. Contractor(s) must pay prevailing wages pursuant to applicable state and federal law.
- 4.3.6. Contractor(s) must comply with all applicable Federal, and State laws, ordinances and regulations, including but not limited to applicable human rights/anti-discrimination laws and laws concerning the participation of Disadvantaged Business Enterprises in federally-assisted contracts
- 4.3.7. If the providing party is a Local Government, the Local Government will, without cost or expense to the State, obtain all rights of way, easements, construction permits and any other permits and sanctions that may be required in connection with the local and trunk highway portions of the contract construction. Before payment by the State, the Local Government will furnish the State with certified copies of the documents for rights of way and easements, construction permits and other permits and sanctions required for State cost participation construction covered under this Agreement.
- 4.3.8. The Providing Party may approve minor changes to the Requesting Party's portion of the project work if such changes do not increase the Requesting Party's cost obligation under the applicable work order.
- 4.3.9. The Providing Party will not approve any contractor claims for additional compensation without the Requesting Party's written approval, and the execution of a proper amendment to the applicable work order when necessary. The Local Government will tender the processing and defense of any such claims to the State upon the State's request.
- 4.3.10. The Local Government must coordinate all trunk highway work affecting any utilities with the State's Utilities Office.
- 4.3.11. The Providing Party must coordinate all necessary detours with the Requesting Party.
- 4.3.12. If the Local Government is the Providing Party, and there is work performed on the trunk highway right-of-way, the following will apply:
- 4.3.12.1 The Local Government will have a permit to perform the work on the trunk highway. The State may revoke this permit if the work is not being performed in a safe, proper and skillful manner, or if the contractor is violating the terms of any law, regulation, or permit applicable to the work. The State will have no

liability to the Local Government, or its contractor, if work is suspended or stopped due to any such condition or concern.

- 4.3.12.2 The Local Government will require its contractor to conduct all traffic control in accordance with the Minnesota Manual on Uniform Traffic Control Devices.
- 4.3.12.3 The Local Government will require its contractor to comply with the terms of all permits issued for the project including, but not limited to, NPDES and other environmental permits.
- 4.3.12.4 All improvements constructed on the State's right-of-way will become the property of the State.

5. Responsibilities of the Requesting Party

- 5.1. After authorizing the Providing Party to begin work, the Requesting Party will furnish any data or material in its possession relating to the project that may be of use to the Providing Party in performing the work.
- 5.2. All such data furnished to the Providing Party will remain the property of the Requesting Party and will be promptly returned upon the Requesting Party's request or upon the expiration or termination of this contract (subject to data retention requirements of the Minnesota Government Data Practices Act and other applicable law).
- 5.3. The Providing Party will analyze all such data furnished by the Requesting Party. If the Providing Party finds any such data to be incorrect or incomplete, the Providing Party will bring the facts to the attention of the Requesting Party before proceeding with the part of the project affected. The Providing Party will investigate the matter, and if it finds that such data is incorrect or incomplete, it will promptly determine a method for furnishing corrected data. Delay in furnishing data will not be considered justification for an adjustment in compensation.
- 5.4. The State will provide to the Local Government copies of any Trunk Highway fund clauses to be included in the bid solicitation and will provide any required Trunk Highway fund provisions to be included in the Proposal for Highway Construction, that are different from those required for State Aid construction.
- 5.5. The Requesting Party will perform final reviews and/or inspections of its portion of the project work. If the work is found to have been completed in accordance with the work order contract, the Requesting Party will promptly release any remaining funds due the Providing Party for the Project(s).
- 5.6. The work order contracts may include additional responsibilities to be completed by the Requesting Party.

6. Time

In the performance of project work under a work order contract, time is of the essence.

7. Consideration and Payment

- 7.1. **Consideration.** The Requesting Party will pay the Providing Party as specified in the work order. The State's normal and customary labor additives will apply to work performed by the State, unless otherwise specified in the work order. The State's normal and customary labor additives will not apply if the parties agree to a "lump sum" or "unit rate" payment.
- 7.2. **State's Maximum Obligation.** The total compensation to be paid by the State to the Local Government under all work order contracts issued pursuant to this Master Contract will not exceed \$250,000, through June 30, 2017.

7.3. **Travel Expenses.** It is anticipated that all travel expenses will be included in the base cost of the Providing Party's services, and unless otherwise specifically set forth in an applicable work order, the Providing Party will not be separately reimbursed for travel and subsistence expenses incurred by the Providing Party in performing any work order contract. In those cases where the State agrees to reimburse travel expenses, such expenses will be reimbursed in the same manner and in no greater amount than provided in the current "MnDOT Travel Regulations" a copy of which is on file with and available from the MnDOT District Office. The Local Government will not be reimbursed for travel and subsistence expenses incurred outside of Minnesota unless it has received the State's prior written approval for such travel.

7.4. **Payment.**

7.4.1. **Generally.** The **Requesting Party** will pay the Providing Party as specified in the applicable work order, and will make prompt payment in accordance with Minnesota law.

7.4.2. **Payment by the Local Government.**

7.4.2.1. The Local Government will make payment to the order of the Commissioner of Transportation.

7.4.2.2. **IMPORTANT NOTE: PAYMENT MUST REFERENCE THE "MNDOT CONTRACT NUMBER" SHOWN ON THE FACE PAGE OF THIS CONTRACT AND THE "INVOICE NUMBER" ON THE INVOICE RECEIVED FROM MNDOT.**

7.4.2.3. Remit payment to the address below:

MnDOT
Attn: Cash Accounting
RE: MnDOT Contract Number 02580 and Invoice Number #####
Mail Stop 215
395 John Ireland Blvd
St. Paul, MN 55155

7.4.3. **Payment by the State.**

7.4.3.1. **Generally.** The State will promptly pay the Local Government after the Local Government presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted as specified in the applicable work order, but no more frequently than monthly.

7.4.3.2. **Retainage for Professional and Technical Services.** For work orders for professional and technical services, as required by Minn. Stat. § 16C.08, subd. 5(b), no more than 90 percent of the amount due under any work order contract may be paid until the final product of the work order contract has been reviewed by the State's authorized representative. The balance due will be paid when the State's authorized representative determines that the Local Government has satisfactorily fulfilled all the terms of the work order contract.

8. **Conditions of Payment**

All work performed by the Providing Party under a work order contract must be performed to the Requesting Party's satisfaction, as determined at the sole and reasonable discretion of the Requesting Party's Authorized Representative and in accordance with all applicable federal and state laws, rules, and regulations. The Providing Party will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal or state law.

9. Local Government's Authorized Representative and Project Manager; Authority to Execute Work Order Contracts

- 9.1. The Local Government's Authorized Representative for administering this master contract is the Local Government's Engineer, and the Engineer has the responsibility to monitor the Local Government's performance. The Local Government's Authorized Representative is also authorized to execute work order contracts on behalf of the Local Government without approval of each proposed work order contract by its governing body.
- 9.2. The Local Government's Project Manager will be identified in each work order contract.

10. State's Authorized Representative and Project Manager

- 10.1. The State's Authorized Representative for this master contract is the District State Aid Engineer, who has the responsibility to monitor the State's performance.
- 10.2. The State's Project Manager will be identified in each work order contract.

11. Assignment, Amendments, Waiver, and Contract Complete

- 11.1. **Assignment.** Neither party may assign or transfer any rights or obligations under this Master Contract or any work order contract without the prior consent of the other and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Master Contract, or their successors in office.
- 11.2. **Amendments.** Any amendment to this master contract or any work order 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 contract, or their successors in office.
- 11.3. **Waiver.** If a party fails to enforce any provision of this master contract or any work order contract, that failure does not waive the provision or the party's right to subsequently enforce it.
- 11.4. **Contract Complete.** This master contract and any work order contract contain all negotiations and agreements between the State and the Local Government. No other understanding regarding this master contract or any work order contract issued hereunder, whether written or oral may be used to bind either party.

12. Liability.

Each party will be responsible for its own acts and omissions to the extent provided by law. The Local Government's liability is governed by Minnesota Statutes chapter 466 and other applicable law. The State's liability is governed by Minnesota Statutes section 3.736 and other applicable law. This clause will not be construed to bar any legal remedies a party may have for the other party's failure to fulfill its obligations under this master contract or any work order contract. Neither party agrees to assume any environmental liability on behalf of the other party. A Providing Party under any work order is acting only as a "Contractor" to the Requesting Party, as the term "Contractor" is defined in Minnesota Statutes §115B.03 (subd. 10), and is entitled to the protections afforded to a "Contractor" by the Minnesota Environmental Response and Liability Act. The parties specifically intend that Minnesota Statutes §471.59 subdivision 1a will apply to any work undertaken under this Master Contract and any work order issued hereunder.

13. State Audits

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

14. Government Data Practices and Intellectual Property

14.1. **Government Data Practices.** The Local Government 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 Master Contract and any work order contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Local Government under this Master Contract and any work order contract. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the Local Government or the State.

14.2. Intellectual Property Rights

14.2.1. **Intellectual Property Rights.** The Requesting Party will own all rights, title, and interest in all of the intellectual property rights, including copyrights, patents, trade secrets, trademarks, and service marks in the Works and Documents created and paid for under work order contracts. Works means all inventions, improvements, discoveries (whether or not patentable), databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, and disks conceived, reduced to practice, created or originated by the Providing Party, its employees, agents, and subcontractors, either individually or jointly with others in the performance of this master contract or any work order contract. Works includes "Documents." Documents are the originals of any databases, computer programs, reports, notes, studies, photographs, negatives, designs, drawings, specifications, materials, tapes, disks, or other materials, whether in tangible or electronic forms, prepared by the Providing Party, its employees, agents, or contractors, in the performance of a work order contract. The Documents will be the exclusive property of the Requesting Party and all such Documents must be immediately returned to the Requesting Party by the Providing Party upon completion or cancellation of the work order contract. To the extent possible, those Works eligible for copyright protection under the United States Copyright Act will be deemed to be "works made for hire." The Providing Party Government assigns all right, title, and interest it may have in the Works and the Documents to the Requesting Party. The Providing Party must, at the request of the Requesting Party, execute all papers and perform all other acts necessary to transfer or record the Requesting Party's ownership interest in the Works and Documents. Notwithstanding the foregoing, the Requesting Party grants the Providing Party an irrevocable and royalty-free license to use such intellectual for its own non-commercial purposes, including dissemination to political subdivisions of the state of Minnesota and to transportation-related agencies such as the American Association of State Highway and Transportation Officials.

14.2.2. Obligations with Respect to Intellectual Property.

14.2.2.1. **Notification.** Whenever any invention, improvement, or discovery (whether or not patentable) is made or conceived for the first time or actually or constructively reduced to practice by the Providing Party, including its employees and subcontractors, in the performance of the work order contract, the Providing Party will immediately give the Requesting Party's Authorized Representative written notice thereof, and must promptly furnish the Authorized Representative with complete information and/or disclosure thereon.

14.2.2.2. **Representation.** The Providing Party must perform all acts, and take all steps necessary to ensure that all intellectual property rights in the Works and Documents are the sole property of the Requesting Party, and that neither Providing Party nor its employees, agents or contractors retain any interest in and to the Works and Documents.

15. Affirmative Action

The State intends to carry out its responsibility for requiring affirmative action by its Contractors, pursuant to Minnesota Statutes §363A.36. Pursuant to that Statute, the Local Government is encouraged to prepare and implement an affirmative action plan for the employment of minority persons, women, and the qualified disabled, and submit such plan to the Commissioner of the Minnesota Department of Human Rights. In addition, when the Local Government lets a contract for the performance of work under a work order issued pursuant to this Master Contract, it must include the following in the bid or proposal solicitation and any contracts awarded as a result thereof:

- 15.1. **Covered Contracts and Contractors.** If the Contract exceeds \$100,000 and the Contractor employed more than 40 full-time employees on a single working day during the previous 12 months in Minnesota or in the state where it has its principle place of business, then the Contractor must comply with the requirements of Minn. Stat. § 363A.36 and Minn. R. Parts 5000.3400-5000.3600. A Contractor covered by Minn. Stat. § 363A.36 because it employed more than 40 full-time employees in another state and does not have a certificate of compliance, must certify that it is in compliance with federal affirmative action requirements.
- 15.2. **Minn. Stat. § 363A.36.** Minn. Stat. § 363A.36 requires the Contractor to have an affirmative action plan for the employment of minority persons, women, and qualified disabled individuals approved by the Minnesota Commissioner of Human Rights (“Commissioner”) as indicated by a certificate of compliance. The law addresses suspension or revocation of a certificate of compliance and contract consequences in that event. A contract awarded without a certificate of compliance may be voided.
- 15.3. **Minn. R. Parts 5000.3400-5000.3600.**
 - 15.3.1. **General.** Minn. R. Parts 5000.3400-5000.3600 implement Minn. Stat. § 363A.36. These rules include, but are not limited to, criteria for contents, approval, and implementation of affirmative action plans; procedures for issuing certificates of compliance and criteria for determining a contractor’s compliance status; procedures for addressing deficiencies, sanctions, and notice and hearing; annual compliance reports; procedures for compliance review; and contract consequences for non-compliance. The specific criteria for approval or rejection of an affirmative action plan are contained in various provisions of Minn. R. Parts 5000.3400-5000.3600 including, but not limited to, parts 5000.3420-5000.3500 and 5000.3552-5000.3559.
 - 15.3.2. **Disabled Workers.** The Contractor must comply with the following affirmative action requirements for disabled workers:
 - 15.3.2.1. The Contractor must not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ, advance in employment, and otherwise treat qualified disabled persons without discrimination based upon their physical or mental disability in all employment practices such as the following: employment, upgrading, demotion or transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship.
 - 15.3.2.2. The Contractor agrees to comply with the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.3. In the event of the Contractor's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with Minnesota Statutes Section 363A.36, and the rules and relevant orders of the Minnesota Department of Human Rights issued pursuant to the Minnesota Human Rights Act.

15.3.2.4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the commissioner of the Minnesota Department of Human Rights. Such notices must state the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified disabled employees and applicants for employment, and the rights of applicants and employees.

15.3.2.5. The Contractor must notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding, that the Contractor is bound by the terms of Minnesota Statutes Section 363A.36, of the Minnesota Human Rights Act and is committed to take affirmative action to employ and advance in employment physically and mentally disabled persons.

15.3.3. *Consequences.* The consequences for the Contractor's failure to implement its affirmative action plan or make a good faith effort to do so include, but are not limited to, suspension or revocation of a certificate of compliance by the Commissioner, refusal by the Commissioner to approve subsequent plans, and termination of all or part of this contract by the Commissioner or the State.

15.3.4. *Certification.* The Contractor hereby certifies that it is in compliance with the requirements of Minn. Stat. § 363.073 and Minn. R. Parts 5000.3400-5000.3600 and is aware of the consequences for noncompliance.

16. **Workers' Compensation**

Each party will be responsible for its own employees for any workers compensation claims. This Master Contract, and any work orders issued hereunder, are not intended to constitute an interchange of government employees under Minnesota Statutes §15.53. To the extent that this Master Contract, or any work order issued hereunder, is determined to be subject to Minnesota Statutes §15.53, such statute will control to the extent of any conflict between the Contract and the statute.

17. **Publicity**

17.1. *Publicity.* Any publicity regarding the subject matter of a work order contract where the State is the Requesting Party 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 Local Government individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from a work order contract.

17.2. *Data Practices Act.* Section 17.1 is not intended to override the Local Government's responsibilities under the Minnesota Government Data Practices Act.

18. **Governing Law, Jurisdiction, and Venue**

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

19. Prompt Payment; Payment to Subcontractors

The parties must make prompt payment of their obligations in accordance with applicable law. As required by Minn. Stat. § 16A.1245, when the Local Government lets a contract for work pursuant to any work order, the Local Government must require its contractor to pay all subcontractors, less any retainage, within 10 calendar days of the prime contractor's receipt of payment from the Local Government for undisputed services provided by the subcontractor(s) and must pay interest at the rate of one and one-half percent per month or any part of a month to the subcontractor(s) on any undisputed amount not paid on time to the subcontractor(s).

- 20. Minn. Stat. § 181.59.** The Local Government will comply with the provisions of Minn. Stat. § 181.59 which requires: Every contract for or on behalf of the state of Minnesota, or any county, city, town, township, school, school district, or any other district in the state, for materials, supplies, or construction shall contain provisions by which the Contractor agrees: (1) That, in the hiring of common or skilled labor for the performance of any work under any contract, or any subcontract, no contractor, material supplier, or vendor, shall, by reason of race, creed, or color, discriminate against the person or persons who are citizens of the United States or resident aliens who are qualified and available to perform the work to which the employment relates; (2) That no contractor, material supplier, or vendor, shall, in any manner, discriminate against, or intimidate, or prevent the employment of any person or persons identified in clause (1) of this section, or on being hired, prevent, or conspire to prevent, the person or persons from the performance of work under any contract on account of race, creed, or color; (3) That a violation of this section is a misdemeanor; and (4) That this contract may be canceled or terminated by the state, county, city, town, school board, or any other person authorized to grant the contracts for employment, and all money due, or to become due under the contract, may be forfeited for a second or any subsequent violation of the terms or conditions of this contract.

21. Termination; Suspension

- 21.1. **Termination by the State for Convenience.** The State or commissioner of Administration may cancel this Master Contract and any work order contracts at any time, with or without cause, upon 30 days written notice to the Local Government. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.2. **Termination by the Local Government for Convenience.** The Local Government may cancel this Master Contract and any work order contracts at any time, with or without cause, upon 30 days written notice to the State. Upon termination, the Local Government and the State will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.
- 21.3. **Termination for Insufficient Funding.** The State may immediately terminate or suspend this Master Contract and any work order 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 or suspension must be by written or fax notice to the Local Government. The State is not obligated to pay for any services that are provided after notice and effective date of termination or suspension. However, the Local Government 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 master contract or work order is terminated because of the decision of the Minnesota legislature or other funding source, not to appropriate funds. The State must provide the Local Government notice of the lack of funding within a reasonable time of the State's receiving that notice.

22. Data Disclosure

Under Minn. Stat. § 270.66, and other applicable law, the Local Government consents to disclosure of its 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 Local Government to file state tax returns and pay delinquent state tax liabilities, if any.

23. Defense of Claims and Lawsuits

If any lawsuit or claim is filed by a third party (including but not limited to the Local Government's contractors and subcontractors), arising out of trunk highway work performed pursuant to a valid work order issued under this Master Contract, the Local Government will, at the discretion of and upon the request of the State, tender the defense of such claims to the State or allow the State to participate in the defense of such claims. The Local Government will, however, be solely responsible for defending any lawsuit or claim, or any portion thereof, when the claim or cause of action asserted is based on its own acts or omissions in performing or supervising the work. The Local Government will not purport to represent the State in any litigation, settlement, or alternative dispute resolution process. The State will not be responsible for any judgment entered against the Local Government, and will not be bound by the terms of any settlement entered into by the Local Government except with the written approval of the Attorney General and the Commissioner of Transportation and pursuant to applicable law.

24. Additional Provisions

[The balance of this page has intentionally been left blank – signature page follows]

LOCAL GOVERNMENT

The Local Government certifies that the appropriate person(s) have executed the contract on behalf of the Local Government as required by applicable ordinance, resolution, or charter provision.

By: _____
Title: _____
Date: _____

By: _____
Title: _____
Date: _____

COMMISSIONER OF TRANSPORTATION

By: _____
(with delegated authority)
Title: Division Director
Date: _____

COMMISSIONER OF ADMINISTRATION

As delegated to Materials Management Division

By: _____
Date: _____

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



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

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item:

Equipment Purchase – Motor Graders

Requested Meeting Date: 1-08-13 Estimated Presentation Time: 15 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

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) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 2, 2013

Regular Agenda Item:

Equipment Purchase – Motor Graders

Summary:

Two of our fleet of eight motor graders are scheduled to be replaced in our 2013 Capital Equipment Replacement Program. These motor graders were acquired in 1987 and 1989 and have nearly 23,000 hours on each machine.

Utilizing Contract Release M-439(5) of the Cooperative Purchasing Venture program offered through the State of Minnesota Department of Administration, options and pricing were researched for Caterpillar machines offered by Zeigler, Inc. and John Deere machines offered by RDO Equipment. Note that options and pricing were also available for Volvo and Case machines, however, these machines were not considered for this purchase.

Enclosed is a worksheet that shows the cost comparison for the Caterpillar 120M2, Caterpillar 120M AWD, John Deere 670G, and John Deere 672G. Note that the Caterpillar 120M AWD and John Deere 672G are the same machine as the other corresponding model with the addition of all-wheel drive instead of four-wheel drive.

Line 3 of the worksheet shows the comparative cost per machine after trade-in allowance for the four models listed. This comparative cost was based on the listed required specifications that were developed for this purchase and the sealed bid for trade-in values submitted by the two vendors. From this line, note that the Caterpillar 120M AWD is the lowest cost, largely due to the fact that Caterpillar has a surplus of this package machine and is offering trade-in allowance incentives. The total cost per machine for the Caterpillar 120M AWD is \$150,910 compared to a cost of \$155,442 for the John Deere 670G, which is the next lowest in cost.

Based on this comparison, the purchase of two Caterpillar 120M2 AWD motor graders is recommended at the total cost of \$301,820 as shown on line 4. Not only is the Caterpillar the lowest cost machine, it is also the best value, as it has additional options that include all-wheel drive, autoshift transmission, enhanced lighting package, and a larger and thicker moldboard. Note that the comparative cost of the all-wheel drive John Deere 672G is \$339,638 for two machines. This cost for the John Deere machines does not include the autoshift transmission, enhanced

lighting, upgraded moldboard, and other minor options that the Caterpillar machine has.

In addition to the base machine, additional machine options are recommended as shown on the bottom portion of the worksheet. These additional options, which primarily includes a rear compaction attachment, adds \$30,370 per machine for the Caterpillar M2 AWD as shown on line 5, for a total of \$60,740 for the two machines as shown on line 6.

Therefore, the total recommended purchase from Zeigler, Inc. under Contract No. 46477 for two Cat 120M AWD machines is \$362,560 as shown on line 7. \$310,000 is budgeted in the 2013 Capital Equipment budget for this purchase, with an additional \$70,000 programmed in the 2014 Capital Equipment Program.

Motor Grader Comparison

Zeigler, Inc.
901 West 94th Street
Bloomington, MN 55420

RDO Equipment Company
12500 Dupont Avenue South
Burnsville, MN 55337

	Caterpillar 120M2 \$ 188,290	Caterpillar 120M AWD \$ 188,290	John Deere 670G Base Price \$ 171,512	John Deere 672G Base Price \$ 180,653
Machine Specifications:				
Net Horsepower	145-189 (1st gear to 8th gear)	145-189 (1st gear to 8th gear)	160-195 (1st gear to 8th gear)	160-195 (1st gear to 8th gear)
Operating Weight	36,073 pounds	37,573 pounds (approx.)	35,220 pounds	37,470 pounds
Number of Drive Tires	4	6	4	6
Alternator Size	150 amp	150 amp	100 amp	100 amp
Battery CCA	Two 1125 CCA	Two 1125 CCA	Two 1400 CCA	Two 1400 CCA
Differential Type	Lock-unlock, automatic	Lock-unlock, automatic	lock-unlock, automatic	lock-unlock, automatic
Fuel Tank Size	100 gallons	100 gallons	111 gallon	111 gallon
Transmission	8 forward, 6 reverse	8 forward, 6 reverse	8 forward, 8 reverse	8 forward, 8 reverse
Powershift Transmission	Powershift	Autoshift	Powershift	Powershift
Deduct for Tier III emissions compliance	NA	yes \$ (14,840)	NA	NA
Required Specifications:				
(Highlighted items denotes exceeded specification)				
Tandem Rear Drive	yes \$ -	all-wheel drive \$ 22,390	yes \$ -	all-wheel drive \$ -
Snow Fighter Package	NA	yes \$ 14,000	NA	NA
Air Conditioning	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Electronic Steering and Hydraulic Controls	yes \$ -	yes \$ -	yes \$ 18,700	yes \$ 18,982
Air Suspension Seat	yes	Included in snow-fighter package option \$ -	yes \$ -	yes \$ -
Rear Window Wiper/Washer	yes	included in snow-fighter package option \$ -	yes \$ -	yes \$ -
Rear Window Defrost	yes \$ 980	included in snow-fighter package option \$ -	yes \$ -	yes \$ -
Cab Air Pre-cleaner	yes \$ -	yes \$ -	yes \$ 421	yes \$ 427
Rear Vision Camera	yes \$ 1,150	included in snow-fighter package option \$ -	yes \$ 1,375	yes \$ 1,396
Exterior Mounted Rear View Mirror	yes \$ -	included in snow-fighter package option \$ -	yes \$ -	yes \$ -
Front Window Wiper/Washer	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Rear Defroster Fan	yes \$ -	yes \$ -	yes \$ -	yes \$ -
RH Cab Door	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Intermittent Wiper for RH Cab Door	yes \$ -	yes \$ -	yes \$ 304	yes \$ 309
RH Ladder	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Speedometer/Tachometer	yes \$ -	yes \$ -	yes \$ -	yes \$ -
AM/FM weatherband radio	yes	Included in snow-fighter package option \$ -	yes \$ 447	yes \$ 454
Rear Sunshade	yes	included in snow-fighter package option \$ -	yes \$ 103	yes \$ 105
24 Volt to 12 Volt converter	yes \$ 890	included in snow-fighter package option \$ -	yes \$ -	yes \$ -
Fluid Sample Ports	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Black Exhaust Pipe	yes 0	yes \$ -	yes \$ -	yes \$ -
Transmission Solenoid Guard	yes 0	yes \$ -	yes \$ 97	yes \$ 98
Engine Coolant Heater	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Basic Work Lights	yes \$ 350	Included in snow-fighter package option \$ -	yes \$ 498	yes \$ 506
Rt Flip Down Bracket	yes \$ -	yes \$ -	yes \$ 72	yes \$ 73
Cab-Mounted Strobe Light	yes \$ 800	yes \$ -	yes \$ 379	yes \$ 379
17.5 x 25" Rim/Tires	Bridgestone VKT, multi piece rim \$ 2,260	Bridgestone VKT, multi piece rim \$ 2,260	Michelin XTLA, single piece \$ 6,848	Michelin XTLA, single piece \$ 6,955
Base Hydraulics Plus Rear Function	yes \$ 970	Included in snow-fighter package (front, rear, and two side functions) \$ -	yes \$ 1,343	yes \$ 1,364
Base Hydraulics Plus Front Function	yes \$ 860	yes \$ -	yes \$ 756	yes \$ 768
14"x24"x7/8" Blade	yes \$ 540	Included in snow fighter package (14"x 27"x1" blade) \$ -	yes \$ 713	yes \$ 724
Left Blade Extension	yes \$ 1,570	yes \$ 1,570	yes \$ 1,008	yes \$ 1,024
Standard Pin-on Hitch	yes \$ 2,720	yes \$ 2,720	NA \$ -	NA \$ -
Dozer Blade	Falls 9-foot \$ 4,310	Falls 9-foot \$ 4,310	105" Dozer Blade \$ 4,575	105" Dozer Blade \$ 4,647
Front-Mount Hitch	yes \$ 200	included in snow fighter package \$ -	yes \$ 853	yes \$ 866
Front Steerable Fenders	yes \$ 1,270	yes \$ 1,270	yes \$ 467	yes \$ 467
Slopemeter	yes \$ 380	yes \$ 380	yes \$ 5,111	yes \$ 9,752
60 month/5,000 hour full machine warranty	yes \$ 6,760	yes \$ 8,760	yes \$ 360	yes \$ 360
Delivery	yes \$ -	yes \$ -	\$ 215,942	\$ 230,319
Line 1 Total with Options (each):	\$ 214,300	\$ 231,910	\$ 215,942	\$ 230,319
Line 2 Trade-in Allowance (each):	\$ 50,300	\$ 81,000	\$ 60,500	\$ 60,500
Line 3 Total per unit after trade-in allowance:	\$ 164,000	\$ 150,910	\$ 155,442	\$ 169,819
Line 4 Total for two Units:	\$ 328,000	\$ 301,820	\$ 310,884	\$ 339,638
Additional Desired Options:				
Rear Compaction Attachment	Walk N' Roll w/HD lift and accumulator \$ 30,370	Walk N' Roll w/HD lift and accumulator \$ 30,370	Handi Hitch 90-Inch \$ 24,614	Handi Hitch 90-Inch \$ 24,614
Side Window Wipers	yes \$ -	yes \$ -	yes \$ 60	yes \$ 60
Inside Wide Angle Rear View Mirror	yes \$ -	yes \$ -	yes \$ 69	yes \$ 70
Heated outside mirrors	yes \$ -	included in snow-fighter package option \$ -	yes \$ -	yes \$ -
fire extinguisher	yes \$ -	yes \$ -	yes \$ 85	yes \$ 87
Font Sun Visor	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Reversible Hydraulic Fan	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Hydraulic Disconnect	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Ether Starting Aid	yes \$ -	yes \$ -	yes \$ -	yes \$ -
Line 5 Total Additional Options Per Unit:	\$ 30,370	\$ 30,370	\$ 24,828	\$ 24,831
Line 6 Total Additional Options for Two Units:	\$ 60,740	\$ 60,740	\$ 49,656	\$ 49,662
Line 7 Grand Total with All Options for Two Units:	\$ 388,740	\$ 362,560	\$ 360,540	\$ 389,300

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-28-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Designation of the Official County Newspaper - 2013

Requested Meeting Date: 1-8-13 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, Aitkin County Administrator

RE: Designation of the Official County Newspaper

DATE: December 28, 2012

At the first meeting of the year, the County Board must designate an official newspaper. Enclosed for your review are the two bids that were received from the Aitkin Independent Age/ Voyager Press and the NewsHopper Publication, Inc. The County Board authorized the bid forms and procedures at the November 13, 2012 County Board meeting.

Staff has attached a bid summary sheet for the County Board to review. Staff will be present at the Board meeting to present the data.

Prior to the meeting contact Kirk or me if you have related questions.

December 21, 2012

**Honorable Board of County Commissioners
Aitkin County Courthouse
209 Second St. N.W.
Aitkin, MN 56431**

Dear Board of Commissioners:

Thank you for naming the *Aitkin Independent Age* and *Voyageur Press* its legal newspaper(s) in 2012. Attached is the bid sheet to run public notices again in 2013. And, it is again a joint bid with the *Voyageur Press* of McGregor.

The joint price bid in 2012 was lower than in 2000, when the board awarded the legals to the *Age* by itself with a rate of \$7.64 per column inch. Last year's lower price was provided because of difficult financial times. The joint bid this year, while slightly higher than last year, is still a great value based upon rates paid historically and the added reach of the public notices appearing in both county papers and online.

If the bid is awarded to us, the *Aitkin Independent Age* will print the following items and furnish all legal printed materials to the *Voyageur Press* of McGregor to be published as well:

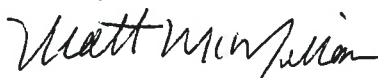
- >Publication of Official Proceedings (Commissioner and Board of Equalization)
- >Publication of Legal Notices and miscellaneous advertisements
- >In the matter of the delinquent tax list, the *Aitkin Independent Age* has elected to bid and the *Voyageur Press* has elected not to bid.
- >In the matter of the bid for printing the annual financial statement, if accepted, it will be printed in the *Aitkin Independent Age* with a second publication in the *Voyageur Press* of McGregor. The *Age* will furnish all necessary printed materials when approved by the county auditor to the *Voyageur Press* for publication.
- >All correspondence and billing will be with the *Aitkin Independent Age* and it will forward all information to the *Voyageur Press*. The *Voyageur Press* will bill the county directly for the second printing of the county financial statement.
- >All legal notices published in the *Age* and *Voyageur Press* are posted at no additional charge at the region's No. 1 website, www.aitkinage.com.

It is our understanding a paper with its office in Brainerd may also be considered. We understand a court order from the mid-2000s declared it able to carry Aitkin County's public notices. We agree it earned the court order because it met the requirements at the time, which included having an office in Aitkin County. Since moving to another county, its ability to carry public notices also moves with its known office — which has been in Crow Wing County for several years as shown on its submitted bid forms.

We have not heard of an out-of-county paper being considered before when there are papers with offices in the same county. So, we asked Minnesota Newspaper Association attorney Mark Anfinson. He said, "A court order can't override state law." Statute 331A.04 is known as "Registration of a Newspaper for Official Publication." Anfinson says this law clearly states the board must give preference to newspapers with offices in the county.

Please let us know if you have any questions regarding our bid or publications. Thank you for the award of these notices in 2012. We hope to work with you again in 2013.

Sincerely,



Matt McMillan, Publisher
Aitkin Independent Age

VOYAGEUR PRESS

OF MCGREGOR

Shining a positive light on our communities

P. O. Box 59
McGregor, MN 55760
218-768-3405
Fax - 218-768-7046

December 19, 2012

Patrick Wussow, County Administrator
Aitkin County Courthouse
217 Second Street NW
Aitkin, MN 56431

Re: 2013 Newspaper Bid

The Aitkin Independent age and the Voyageur Press have agreed, once again, to enter a cooperative bid for the 2013 newspaper advertising. Our goal of both Aitkin County publications maximizing our cooperative efforts and posting all the information in both papers has worked out well this past year.

All correspondence and billing will continue to be conducted with Aitkin Independent Age and they will forward all information to the Voyageur Press.

Please consider the efforts the Aitkin Independent Age and the Voyageur Press have committed to Aitkin County over the years.

Thank you for your consideration of our cooperative bid.

Sincerely,



John Grones, Publisher
Voyageur Press

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

(1) PUBLICATION OF OFFICIAL PROCEEDINGS

Aitkin Age & Voyageur Press

\$ 8.25 per column inch

NewsHopper

\$ 8.75 per column inch

(2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS

Aitkin Age & Voyageur Press

\$ 8.25 per column inch

NewsHopper

\$ 8.75 per column inch

(3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST

Aitkin Age only

\$ 8.25 per column inch

NewsHopper

\$ 8.75 per column inch

(4) FIRST PUBLICATION OF FINANCIAL STATEMENT

Aitkin Age only

\$ 5.50 per column inch

NewsHopper

\$ 8.75 per column inch

(5) SECOND PUBLICATION OF FINANCIAL STATEMENT

Voyageur Press only

\$ 2.75 per column inch

NewsHopper

\$ 8.75 per column inch

Size in inches of newspaper single page sheet = 10 3/8" by 21" **Aitkin Age**, 10 1/4" x 15" **VP**

Size in inches of newspaper single page sheet = 10.5 by 21.25" **NewsHopper**

Maximum number of columns per page in legal notice section = 6 **Aitkin Age** 4 **VP**

Maximum number of columns per page in legal notice section = 6 **NewsHopper**

Newspaper circulation within the boundaries of Aitkin County = 3,109 *Print*, **Age**, 575 *Print* **VP**
+ 7,944 *web readers* = 15,294 *total*

Newspaper circulation within the boundaries of Aitkin County = 6,623 **NewsHopper**

Weekly circulation within the boundaries of Aitkin County = 3,684 **Aitkin Age/VP**

Weekly circulation within the boundaries of Aitkin County = 6,623 **NewsHopper**

Subscription cost per individual customer within Aitkin County for 1 year = \$30.00 **Age**, \$30.00 **VP**

Subscription cost per individual customer within Aitkin County for 1 year = Free **NewsHopper**

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

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 8.25 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8.25 per column inch (WOULD APPEAR IN BOTH PAPERS)
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8.25 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 5.50 per column inch (WOULD APPEAR IN AITKIN AGE ONLY)
- (5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 2.75 per column inch (WOULD APPEAR IN VOYAGEUR PRESS ONLY)

Size in inches of newspaper single page sheet = 10 3/8" by 15" - VOYAGEUR PRESS
10 3/8" x 21" - AGE

Maximum number of columns per page in legal notice section = 6 - AGE
4 - VOYAGEUR PRESS

Newspaper circulation within the boundaries of Aitkin County = 15,294 (see totals below)

Weekly circulation within the boundaries of Aitkin County = 15,294
Print is 3,684 (3,109 + 575)
Web readers 11,944

Subscription cost per individual customer within Aitkin County for 1 year = \$30 AGE
\$30 VP

(Please Print Clearly)

Name of Bidding Newspaper: AITKIN INDEPENDENT AGE VOYAGEUR PRESS OF MCGREGOR
Box 259 15 COUNTRY HOUSE LANE - BOX 59
Official Address: AITKIN, MN 56431 MCGREGOR, MN 55760

Printed Name of Submitter MATT McMILLAN, PUBLISHER Title JOHN GRONES, PUBLISHER
Phone: 218-927-3761 218-768-3405

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

Matt McMillan 12/20/12
Signature in Ink of Submitter

John Grones 12/20/12
Date

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

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

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)
\$ 8.75 per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)
\$ 8.75 per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)
\$ 8.75 per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.75 per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)
\$ 8.75 per column inch

Size in inches of newspaper single page sheet = 10.5" by 21.25"

Maximum number of columns per page in legal notice section = 6

Newspaper circulation within the boundaries of Aitkin County = 6623

Weekly circulation within the boundaries of Aitkin County = 6623

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

(Please Print Clearly)

Name of Bidding Newspaper: Newshopper

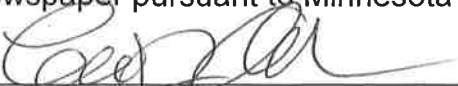
Official Address: P.O. Box 562

Ironton, MN 56455

Printed Name of Submitter Eric J. Heglund Title Owner

Phone: Cell 218-821-1393

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


Signature in Ink of Submitter

12-20-12
Date

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

ADOPTED January 8, 2013

By Commissioner: xx

010813-0xx

2013 Official County Newspaper

BE IT RESOLVED, that the xxxxx is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. xxxxx is named second publication of Financial Statement.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

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: 12-28-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2013 Board of Commissioners Meeting Procedures & Rules of Business

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: 2013 Board of Commissioners Meeting Procedures & Rules of Business

DATE: December 28, 2012

Each year the County Board adopts a resolution for the Board of Commissioners Meeting Procedures & Rules of Business.

"The Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" has been modified to reflect the schedule set for 2013, and to note that the Health & Human Services Board meetings are now included within the regular County Board meetings (highlighted in yellow). It also shows modifications which will clarify information that is currently found in two places, by putting all information into one place and providing consistency (red and red-line).

Staff has also prepared the attached flier for Board review. The intent of the document is to better educate residents who have never attended a Board meeting. The format comes from Washington County who found it be useful.

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

ADOPTED January 8, 2013

By Commissioner: xx

010813-0xx

2013 Board of Commissioners Meeting Procedures & Rules of Business

WHEREAS, the Aitkin County Board of Commissioners sees it prudent and necessary to review and adopt rules of procedure governing the conduct of County Board Meetings; and

WHEREAS, the Aitkin County Board has adopted and utilized rules of business, board procedures, and Robert's Rules of Order; and

WHEREAS, the Aitkin County Board of Commissioners believes it is important to annually reaffirm the rules; and

THEREFORE, BE IT RESOLVED, that the "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy



**BOARD OF COMMISSIONERS
MEETING PROCEDURES and
RULES OF BUSINESS**

Revised January 8, 2013

Welcome to this meeting of the Aitkin County Board of Commissioners. We are extremely pleased that you have shown your interest in Aitkin County affairs by attending this meeting. It is the wish of the Board of Commissioners that interested citizens participate in the deliberations of its meetings and that residents of the county become aware of the procedures to be followed.

This pamphlet has been prepared to familiarize you with the function and the organization of the Aitkin County Board of Commissioners and to outline for you the procedures that must be followed if you wish to actively participate in the meeting. We are pleased that you have decided to attend a meeting and we wish to invite you to attend our future meetings.

The Aitkin County Board of Commissioners

Board Members

Your Board of Commissioners is composed of five members elected to serve over-lapping terms. The County Administrator serves as the recording clerk to the Board and prepares the agendas for consideration. The election of the Board members takes place on the first Tuesday in November of even numbered years and all members are elected by district. New Board members take office on the first Monday in January.

Your Board members this year are:

District I	J. Mark Wedel	(218) 927-6500
District II	Laurie Westerlund	(320) 684-2652
District III	Donald Niemi	(218) 927-9947
District IV	Brian Napstad	(218) 426-3008
District V	Anne Marcotte	(218) 256-0277

Board Meeting

The Aitkin County Board of Commissioners meets the 2nd and 4th Tuesdays of each month. Meeting dates and times are subject to change.

Each Tuesday meeting begins at 9:00 a.m. unless otherwise posted, in the Commissioners Boardroom in the West Annex of the Aitkin County Courthouse, Aitkin, MN. The Health & Human Services Board meets the fourth Tuesday each month, except December when the meeting will be held on December 17th. On the fourth Tuesday of each month, the Health & Human Services Board meeting will convene following approval of the regular agenda.

The Chair or three members of the County Board may call special meetings. Such meetings shall be called with a twelve-hour advance notice to all available County Board members and members of the news media. If time will allow, published notice in the official newspaper shall also be given to the public. Notwithstanding any other requirements, notice shall be posted on bulletin boards located in the Courthouse lobby and outside the County Administrator's office, along with the County's website, www.co.aitkin.mn.us. Notices shall specify 1) the specific item or items to be considered at the special meeting, and (2) the date, times, and places of the meeting. Special meetings of the County Board shall be held in the Courthouse unless the County Board has determined that other facilities are to be used. All special meetings of the County Board shall be limited to the specific item or items set forth in the notice.

In the event that an emergency meeting is needed, the Board will make a good faith effort to provide notice of the meeting to the media, as required by M.S. 13D.04, Subd. 3.

All meetings of the full Board (regular, special, emergency and adjourned) are open to the public. In fact, the public is urged to attend.

Board Actions

A majority of the members of the County Board shall constitute a quorum for the transaction of business. The Chair shall be a member of the County Board and shall have the right to vote on all matters coming before it, but shall have no veto power. If the vote of the Chair creates a tie, the motion shall fail.

The Board of Commissioners has complete and final control over County matters subject only to the limitation imposed by law, and of course, ultimately the will of the local residents.

Public Participation at Board Meetings

Meetings of the Board of Commissioners will follow a standard agenda. Items not placed on the agenda may be considered at the meeting upon agreement of the members of the Board present. To place an item on the agenda, the following procedures should be used:

The applicant should file a written request with the **County Administrator's Office** at least seven days prior to the scheduled meeting. The request should include the name, address and telephone number of the person or persons making the request; a statement describing the action the applicant wishes the Board to take and background information outlining the reasons for the request. **The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.**

The Board of Commissioners desires public participation at its meetings but at the same time has the responsibility for conducting its business in an orderly fashion. The Chairperson will provide the audience with an opportunity to provide their comments or propose an agenda item for future consideration. This will be done at the beginning of the meeting.

After presentation of the comments, the Board may discuss the comments. After Board discussion, members of the audience shall have an opportunity to be heard prior to Board action.

Each speaker will be allowed 5 minutes for his/her presentation unless the time limit is waived by a majority of the Board members present. When there are a large number of speakers to be heard, the Board of Commissioners may shorten this time. Interruption or other interference with the orderly conduct of Board of Commissioners' business cannot be allowed. Defamatory or abusive remarks are always out of order. The presiding officer (Chairperson) may terminate the speaker's privilege of address, if after being called to order, he/she persists in improper conduct or remarks.

At a public meeting of the Board, no person shall orally initiate charges or complaints against individual employees of the County (due to laws governing data practices) or debate any subjects under jurisdiction of the courts. All such charges, if presented to the Board directly, shall be referred to the County Administrator's Office for investigation and report.

No action will be taken on any item not considered a part of the agenda on the same day it is presented unless action is considered necessary by a majority of the Board.

AITKIN COUNTY BOARD RULES OF BUSINESS

Rule 1. Presiding Officer. Roll Call.

The Chair, or in the Chair's absence, the Vice Chair of the County Board shall take the chair at the time appointed for the meeting and call the County Board to order.

Rule 2. Quorum.

A majority of the members of the County Board shall constitute a quorum for the transaction of business.

Rule 3. Minutes.

The County Administrator shall prepare written copies of the minutes of the preceding session or sessions of the County Board and distribute them to its members no later than the start of its current session, unless otherwise notified. One or more copies of the minutes shall be available in the Office of the County Administrator for examination by members of the public. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the minutes of the previous session or sessions of the County Board as prepared by the County Administrator. Any mistake or omission in the minutes may then be corrected by the County Board. In addition, all meetings will be recorded and kept securely by the office of the County Administrator.

Rule 4. Order of Business.

The Chair or presiding officer of the County Board shall preserve order and decorum. Upon the appearance of a quorum at a County Board meeting, the Chair shall inquire of the County Board whether they wish to approve, disapprove, or amend the agenda as prepared by the County Administrator.

Agenda Preparation: The County Administrator shall prepare a written agenda in advance of all regular County Board meetings in consultation with the Board Chairperson and shall place Call to Order, Pledge of Allegiance, Board of Commissioners Meeting Procedures, Approval of Agenda, and Citizens' Public Comment as the first five items; thereafter, other items of business ~~in~~ shall be presented in the order deemed best by the County Administrator or as directed by the County Board.

~~Request for Board Action: Members of the public wishing to place an item of business on the agenda shall advise the County Administrator of the particular item of business no later than Noon of the Wednesday immediately preceding the County Board meeting. The person making the request shall furnish sufficient details on the nature of the item to be discussed. The County Administrator shall enter the item on the County Board agenda in a work summary adequate to alert the public as to the nature of the matter to be discussed. If the County Administrator is unable to prepare a summary from the information received, the County Administrator may refuse to place the matter on the agenda.~~

Rule 5. Recognition by Chair.

Every County Board member or member of the public shall respectfully address the Chair by the appellation of "Chair" followed by the Chair's surname, and shall not speak further until recognized by the Chair. Once a member of the audience has been recognized by the Chair as requesting to address the County Board, the Chair shall require the individual to identify themselves by stating their name and address.

Rule 6. Designation by Chair.

When two or more members request to speak, the Chair or presiding officer shall designate who is first to speak, but in all cases the member who shall first address the Chair shall speak first.

Rule 7. Presentment of Petitions and Communication.

Petitions and communications on the agenda may be presented by a member of the County Board or by either the Secretary or County Administrator.

Rule 8. Voting. Excuse. Failure.

When a question is put by the Chair, every member present shall vote; unless the County Board, for special reason, shall excuse a member prior to the calling of the roll or a legal conflict of interest prohibits a member from voting. Any member, who being present when his or her name is called, fails to vote upon any then pending proposition, unless previously excused by the County Board, shall be counted as having voted in the positive. The Chair will conduct a roll call vote at the request of any member of the Board.

Rule 9. Calling Vote.

The ayes and nays shall be called upon the passage of ordinances. Unless a member requests, or is designated by Statute, other items will be by voice vote. When a vote is called for and a County Board member is silent, the County Board will be recorded as voting in the affirmative on the question. A member may demand a roll call vote at any time prior to the assumption of other business.

Rule 10. Public Hearing Procedure.

Prior to any public hearing, the Chair or presiding officer shall establish the following rules as part of their introduction to the hearing:

- 1) The Chair will remind all parties of the County Board Rules of Business.
- 2) The presenter of the issue/item/proposal will present the entire issue/item/proposal and any proposed amendments prior to taking any testimony by the citizens or the County Board.
- 3) The County Board shall have the opportunity to discuss the issue/item/proposal and ask any questions they may have of the presenter immediately after the presentation of the issue/item/proposal.
- 4) There will be a public comment period where the audience will have the opportunity to provide comments or questions on the issue/item/proposal after the County Board has discussed the issue/item/proposal. Time limits may be set as to allow for appropriate public comment. Repetitive comments will be discouraged.
- 5) After the public comment period the County Board will discuss the issue/item/proposal and select the appropriate action for the issue/item/proposal.

Rule 11. Ordinances. Procedure.

Every proposed ordinance shall be considered at two separate regular sessions of the County Board. Amendments may be offered at either meeting when the ordinance is under consideration. Amendment to any section may be made and acted upon at any time up to the final passage. If amendments are made, the sections of the ordinance amended shall be read as amended before the question of its passage is taken. Approval of the

second reading of the ordinance shall constitute final adoption of said ordinance. When a proposed ordinance fails to pass, a motion to reconsider the same may be made, but such motion must be made at the session at which the same failed to pass and action thereupon shall be postponed to the next regular session.

Rule 12. Absent Member.

Every member of the County Board about to leave the County during which period a County Board meeting is scheduled to be held shall notify the County Administrator.

Rule 13. Journal.

It shall be the duty of the County Administrator to keep the journal of the proceedings of the County Board and perform such duties as may be required by Minnesota Statutes. The County Administrator shall not allow the official journal of the County to be taken from the custody of the County Administrator without the knowledge and consent of the County Board. The approved minutes will be the official record of the County Board meetings. In addition, recorded copies of the proceeding will be securely kept by the Office of the County Administrator for a period of four years.

Rule 14. Robert's Rules of Order.

The rules of parliamentary practice, embraced in Robert's Rules of Order shall govern the County Board in all cases in which they are applicable, and in which they are not inconsistent with the Standing Rules of the County Board.

Rule 15. Conduct.

Any County Board member, employee, or citizen may be asked to cease their comments, sit down, leave the premises, leave by law enforcement escort, or get arrested for not following the County's policies of mutual respect,

harassment, and violence in the workplace. The Chair, or presiding officer shall enforce the conduct policy. Any member of the County Board, or the County Administrator can ask for the enforcement of this policy or recess in the meeting when it becomes apparent that the policies are not being followed. Some general things for which the policy may be enforced include, but are not limited to:

- 1) Being in attendance under the influence of intoxicant or non-prescription illegal drugs, or using such substances while on County property.
- 2) Conduct which violated the common decency or morality of individuals.
- 3) Commission of a felony or gross misdemeanor.
- 4) Violating safety rules and regulations.
- 5) Speaking or making derogatory or false accusations so as to discredit other individuals.
- 6) The use of profanity or abusive language towards any individual.
- 7) Harassment or discrimination.
- 8) Speaking without being recognized by the Chair.

Rule 16. Suspension or Amendment of Rules.

No rule of the County Board shall be suspended, altered, or rescinded except upon the affirmation vote of a quorum of the County Board, unless notice of such change shall have been given at a previous meeting in which case only a majority shall be required.

Rule 17. Notice of Agenda.

The regular County Board meeting agendas shall be provided to the official County newspaper, posted on bulletin boards outside the County Administrator's office ~~and in the Courthouse lobby~~, and posted on the County's website, www.co.aitkin.mn.us to provide the public with timely and accurate notice of regular County Board meetings.

THESE RULES SHALL TAKE EFFECT and be in force from and after their adoption by the County Board, and any and all prior rules are hereby rescinded.

Aitkin County Department Heads

Administrator	Patrick Wussow	927-7276
Assessor	Mike Dangers	927-7327
Attorney	Jim Ratz	927-7347
Auditor	Kirk Peysar	927-7354
Engineer	John Welle	927-3741
Environmental Services	Terry Neff	927-7342
Health & Human Services	Tom Burke	927-7200
Human Resources	Bobbie Danielson	927-7306
Land Commissioner	Mark Jacobs	927-7364
Long Lake Conservation Center Exec. Director	(Vacant)	768-4653
MN Extension Service		
Information Technology	Steve Bennett	927-7345
Recorder	Diane Lafferty	927-7336
Sheriff	Scott Turner	927-7400
Treasurer	Lori Grams	927-7325

Send Inquiries to:

Aitkin County Administrator's Office
Attn: Patrick Wussow
217 2nd St. NW – Room 134
Aitkin, MN 56431

2013 BOARD OF COMMISSIONERS

District 1: J. Mark Wedel

515 6th Ave SE

Aitkin, MN 56431

Home: 218-927-6500

mark.wedel@co.aitkin.mn.us

Term: 2011-2014

District 2: Laurie Westerlund

30517 270th Lane

Aitkin, MN 56431

Home: 320-684-2652

laurie.westerlund@co.aitkin.mn.us

Term: 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: 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

The Aitkin County Boardroom has WiFi to make it easier for the public to follow along with the Board meeting. Passwords are posted in the Boardroom.



Board Meeting Guide

Questions?

Contact:

Patrick Wussow

Aitkin County Administrator

217 2nd Street NW, Rm. 134

Aitkin, MN 56431

218-927-7276

About the Meetings

The public is invited to attend and participate in Aitkin County Board meetings. See the Aitkin County Board of Commissioners Meeting schedule for meeting dates. The Aitkin County Boardroom is disability accessible, and assisted-listening devices are available to the public.

Meeting Format

During Board meetings, the commissioners develop policy, make decisions, and make or amend laws for governing the county. The agenda and Board packets of upcoming and previous meetings may be viewed online. The order of events are as follows:

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Board of Commissioners Meeting Procedures**
4. **Approval of Agenda**
5. **Citizens' Public Comments** – The Board Chair invites residents in the audience to share their concerns about subjects not on the meeting agenda. Comments must be respectful, informational in nature and not exceed five (5) minutes per person. The Board may ask the County Administrator to prepare a response to any questions or concerns raised.
6. **Consent Agenda** – The Consent Agenda covers routine administrative subjects. These

items are reviewed by the commissioners and the County Administrator prior to each meeting. An item may be pulled by a commissioner for discussion at a later time.

7. **Departmental or Program Items** – County departments and community organizations report items to the Board, present awards, or ask for Board approval or direction on a county action.
8. **Board Reports** – Each commissioner reports on his or her recent activities and asks questions of county staff. Any resulting required action is scheduled for a future Board meeting.
9. **Adjournment** – Following the meeting, a workshop may be scheduled for the Board, county staff, and others to discuss pending projects and programs and to receive updates.

Public Hearings/Hearings

Public Hearings, which are separate items of business on the agenda, give residents the opportunity to express their opinions and solutions to the Board on county issues. Notice of the public hearings is published in the official county newspaper, at least 10 days before the public hearing.

Public Hearing procedures are as follows:

- County staff introduces the public hearing subject
- Board Chair opens the hearing to the public
- Speakers from the public make presentations
- Board Chair closes public hearing
- Commissioners discuss the public hearing subject
- Commissioners take action or schedule a public hearing continuation date; the date and time is published in the county's legal newspaper

Hearings are different from Public Hearings and do not require public notification (i.e. dog hearings).

Closed Sessions

Closed Sessions are meetings that are closed to the public. State law allows such meetings on a limited range of subjects, such as actual or threatened litigation or labor negotiation strategy.

Respectful Behavior

Aitkin County is committed to respectful behavior in the Boardroom. No name-calling or abusive language is permitted. Disrespectful behavior may result in being asked to leave the Boardroom. Comments from speakers may be curtailed by the Board Chair if the speaker is overly argumentative, redundant, or repetitive.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-28-12

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) 2012 Committee Appointments

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: Committee Appointments

DATE: December 28, 2012

The Board needs to make committee appointments for 2013. I have included a list of the committee appointments for 2012 and proposed resolutions for 2013.

Sue Bingham

From: Patrick Wussow [patrick.wussow@co.aitkin.mn.us]
Sent: Monday, December 24, 2012 1:23 PM
To: 'Sue Bingham'
Subject: FW: Lakes and Pines Community Action Council
Attachments: Board Calendar 2013.pub

From: Denise Stewart [mailto:Denise.Stewart@lakesandpines.org]
Sent: Monday, December 24, 2012 11:40 AM
To: patrick.wussow@co.aitkin.mn.us; bamesse@co.chisago.mn.us; coordinator@co.kanabec.mn.us; roxy.traxer@co.mille-lacs.mn.us; kevin.vanhooser@co.isanti.mn.us
Subject: Lakes and Pines Community Action Council

Good Morning,

As we prepare for our January Board of Directors Meeting at Lakes and Pines, I wondered if you could please provide us with the name and contact information for the Commissioner assigned to our Board from your County? Thank you for helping us update our records. If your appointed Commissioner is new to our Board Bob does like to meet with them prior to their first meeting, which will be on Monday, January 28th. Typically our meetings are held on the 3rd Monday of the month, however, due to the Holiday, January falls a week behind. Attached you will also find the 2013 calendar for Lakes and Pines Board Meetings. If you have any questions, please feel free to contact me.

Denise Stewart

Agency Administrative Assistant

Lakes and Pines CAC, Inc.

1700 Maple Avenue East

Mora, MN 55051

320-679-1800 ext. 101

Partnering to end Poverty.

Lakes and Pines Board Meetings 2013



January 28: 10am Full Board, 9am Personnel Committee if needed

February 25: 10 am Executive Committee

March 18: 10am Full Board

April 15: 10am Executive Committee, 9am Personnel Committee if needed

May 20: 10am Full Board (Luncheon to follow)

June 17: 10am Executive Committee

July 15: 10am Full Board, 9am Personnel Committee if needed

August 19: 10am Executive Committee

September 16: 10am Full Board

October 1: 5pm Annual Board Meeting (Full Board)

October 21: 10am Executive Committee if needed, 9am Personnel Committee if needed

November 18: 10am Full Board

December 16: 10am Executive Committee

January 2013						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

February 2013						
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24	25	26	27	28		

March 2013						
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24	25	26	27	28	29	30
31						

April 2013						
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14	15	16	17	18	19	20
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28	29	30				

May 2013						
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June 2013						
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23	24	25	26	27	28	29
30						

July 2013						
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28	29	30	31			

August 2013						
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25	26	27	28	29	30	31

September 2013						
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29	30					

October 2013						
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November 2013						
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December 2013						
S	M	T	W	T	F	S
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

Sue Bingham

From: Mark Jacobs [mjacobs@co.aitkin.mn.us]
Sent: Thursday, December 06, 2012 1:37 PM
To: 'Sue Bingham'
Cc: 'Patrick Wussow'
Subject: info for Committee assignments - 2013

Follow Up Flag: Follow up
Flag Status: Flagged

Park Commission – Generally 2nd Monday (evening) of each month, generally at LLCC
2012 = Westerlund

Forest Advisory – Generally 3rd Tuesday (evening) of “even” months (F-A-J-A-O-D)
2012 = Marcotte, Napstad

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

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AMC 2013 POLICY COMMITTEE APPOINTMENTS

POLICY COMMITTEE

DELEGATE

- Environment & Natural Resources Policy Committee
- General Government Policy Committee
- Health & Human Services Policy Committee
- Public Safety Policy Committee
- Transportation & Infrastructure Policy Committee

Each county can appoint one commissioner or county official to each of five policy committees. Each county must have at least one member appointed to a policy committee. No policy Committee member can be on more than one Policy Committee.

INDIAN AFFAIRS ADVISORY COUNCIL

DELEGATE: _____

Eighteen counties are located in federally recognized Indian Country and a substantial Native American population resides in Hennepin County. Each of the 19 counties may designate a delegate to be a voting member of the Indian Affairs Advisory Committee.

AMC 2013 DELEGATE APPOINTMENTS

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____

ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS
Section 1. Association Delegates Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Year 2012 Committee Appointments

NOMINATIONS:

Chairperson	J. Mark Wedel
Vice-Chairperson	Laurie Westerlund

DESIGNATE:

Official Newspaper	Aitkin Independent Age/Voyageur Press
Newspaper/Financial Statement/Taxes/Real Estate	Aitkin Independent Age/Voyageur Press

APPOINTMENTS:

Assessor for Unorganized Twps.	Mike Dangers
Fairgrounds Custodian	Kirk Peysar
AMC Delegates (8)	County Board Environmental Svcs Dir. HHS Director County Administrator
Purchasing/Building Committee	Board
Facilities Committee	J. Mark Wedel Brian Napstad
Aitkin Airport Commission (2)	J. Mark Wedel John Welle
McGregor Airport Commission (2)	Brian Napstad William Bedor
Tri-County Community Health Services Board	Laurie Westerlund
Arrowhead Regional Development Council	Don Niemi
Aitkin County Water Planning Task Force	Mark Wedel
Snake River Watershed Management Board	Don Niemi
NE MN Office Job Training	Brian Napstad

COMMITTEE APPOINTMENTS: (Chair Appoints)

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi Anne Marcotte
Arrowhead Economic Opportunity Agency	Brian Napstad
Arrowhead Emergency Management Services (1 + Alternate)	Anne Marcotte Brian Napstad, Alternate
Arrowhead Regional Transportation Committee	John Welle
ATV Committee (2)	Brian Napstad Anne Marcotte
Beyond the Yellow Ribbon Steering Committee	Don Niemi Anne Marcotte
Big Sandy Lake Management Plan (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Central MN Corrections (2)	J. Mark Wedel Laurie Westerlund
Development Achievement Center (liaison)	Laurie Westerlund Don Niemi, Alternate
East Central Regional Library Board	Don Niemi
Economic Development (2)	Anne Marcotte Don Niemi
Employee Recognition (2)	Don Niemi Laurie Westerlund
Environmental Assessment Worksheet (2)	Anne Marcotte Brian Napstad
Emergency Management	J. Mark Wedel
Extension Committee (2)	J. Mark Wedel Laurie Westerlund
Forest Advisory Committee (2)	Anne Marcotte Brian Napstad

H & HS Advisory Committee (Liaison)	Laurie Westerlund Anne Marcotte
Historical Society (Liaison)	J. Mark Wedel
Insurance Committee (2)	J. Mark Wedel Laurie Westerlund
Investment Committee	County Board
Joint Powers Natural Resources Board	Brian Napstad Mark Jacobs
Kinship of Aitkin County	J. Mark Wedel
Labor Management Committee	J. Mark Wedel Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (1 + Alternate) (NEWAC)	Brian Napstad Laurie Westerlund, Alternate

Northern Counties Land Use Coordinating Board (NCLUCB)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC) (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Park Commission	Laurie Westerlund
Personnel Committee (2)	J. Mark Wedel Don Niemi
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad

The Board further recognizes the following commitments:

Aitkin County Housing and Redevelopment Authority	Laurie Westerlund Galen Tveit
MnDNR Shoreland Regulations The Board of Water and Soil Resources MN Environmental Quality Board	Brian Napstad Brian Napstad Brian Napstad

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

ADOPTED January 8, 2013

By Commissioner: xx

010813-0xx

COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that the Aitkin County Board of Commissioners makes the following committee appointments for the year 2013:

Assessor for Unorganized Twps.
Fairgrounds Custodian
AMC Delegates (8)

Mike Dangers
Kirk Peysar
County Board
Environmental Services Director
HHS Director
County Administrator
Board

Purchasing/Building Committee
Facilities Committee

J. Mark Wedel
Brian Napstad
J. Mark Wedel
John Welle

Aitkin Airport Commission (2)

Brian Napstad
William Bedor
Laurie Westerlund
Don Niemi
Mark Wedel
Don Niemi
Brian Napstad

McGregor Airport Commission (2)

Tri-County Community Health Services Board
Arrowhead Regional Development Council
Aitkin County Water Planning Task Force
Snake River Watershed Management Board
NE MN Office Job Training

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

010813-0xx

COMMITTEE APPOINTMENTS

BE IT HEREBY RESOLVED, that Board Chairperson xx make the following committee appointments for the year 2013:

Aitkin County Growth, Board of Directors, Liaison	Anne Marcotte
Aitkin Economic Development Administration	J. Mark Wedel
Arrowhead Counties Association	Don Niemi
	Anne Marcotte
Arrowhead Economic Opportunity Agency	Brian Napstad
Arrowhead Emergency Management Services (1 + alternate)	Anne Marcotte
Arrowhead Regional Transportation Committee	Brian Napstad, Alternate
ATV Committee (2)	John Welle
	Brian Napstad
Beyond the Yellow Ribbon Steering Committee	Anne Marcotte
	All Board Members
	Don Niemi, Primary
Big Sandy Lake Management Plan (1 + Alternate)	Anne Marcotte, Primary
	Brian Napstad
Central MN Corrections (2)	Anne Marcotte, Alternate
	J. Mark Wedel
Development Achievement Center (liaison) (1 + Alternate)	Laurie Westerlund
	Laurie Westerlund
East Central Regional Library Board	Don Niemi, Alternate
Economic Development (2)	Don Niemi
	Anne Marcotte
Employee Recognition (2)	Don Niemi
	Don Niemi
Environmental Assessment Worksheet (2)	Laurie Westerlund
	Anne Marcotte
Emergency Management	Brian Napstad
Extension Committee (2)	J. Mark Wedel
	J. Mark Wedel
Forest Advisory Committee (2)	Laurie Westerlund
	Anne Marcotte
H & HS Advisory Committee (Liaison)	Brian Napstad
	Laurie Westerlund
Historical Society (Liaison)	Anne Marcotte
Insurance Committee (2)	J. Mark Wedel
	J. Mark Wedel
Investment Committee	Laurie Westerlund
Joint Powers Natural Resources Board	County Board
	Brian Napstad
Kinship of Aitkin	Mark Jacobs
	All Board Members
Labor Management Committee	J. Mark Wedel, Primary
	J. Mark Wedel
	Laurie Westerlund, Alternate

COMMITTEE APPOINTMENTS

Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library	Don Niemi
MCIT Representative (1 + Alternate)	Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB)	Brian Napstad
MN Rural Counties Caucus (1 + Alternate)	Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee	John Welle
Northeast MN ATP	Don Niemi John Welle
Northeast MN ATP Township Representative	(Vacant)
Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCEB) (1 + Alternate)	Brian Napstad Anne Marcotte, Alternate
Onanegozie (RCDC) (1 + Alternate)	Laurie Westerlund Anne Marcotte, Alternate
Ordinance Committee (2)	Brian Napstad Anne Marcotte
Personnel Committee (2)	Don Niemi J. Mark Wedel
Planning Commission	Laurie Westerlund
Public Land Classification Committee (2)	Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

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: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Set 2013 Elected Officials Salaries

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

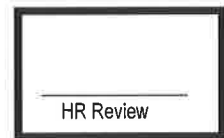
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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: Elected Officials Salaries for 2013

DATE: January 3, 2013

The County Board will need to determine the 2013 salaries for each of the elected officials (Department Heads), which are the County Auditor, County Attorney, County Recorder, County Treasurer, and County Sheriff.

- Appropriate MN Statute for each position.
- External Comparison for each of the elected positions
- Draft Resolutions for each position
- March 7, 2012 memo from Bobbie Danielson, HR Manager, for setting Elected official salaries for 2012
- July 5, 2012 memo from Bobbie Danielson HR Manager, setting Commissioner salaries and adopting policy for setting elected officials salaries.

County Auditor

Mn Statutes 384.151 identifies that the County Board approve the Budget and salary of the County Auditor by resolution. Aitkin County resolution 121812-119 approved the budget for the Auditor's office and the majority of all other County operations. Within that budget the County Auditor included a salary increase for every employee in his department (including himself) as identified by agreements or policies as adopted by the County Board.

Mn Statutes 384.151 identify that the County Board set the salary of the County Auditor based upon responsibilities and duties of his position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The department provides an elected representative of the County with legislative control over the matters of Finance, Taxes, Licensing, and Elections. Using generally accepted accounting principles, the County Auditor monitors and exercises budgetary control. The County Auditor is accountable to the taxpayers and citizens of Aitkin County. This activity is provided by Minnesota Statute - Chapter 384. The Aitkin County Auditor is also responsible for the U of M Extension, which includes 4-H.

The Auditor's total budgeted amount for 2013 is as follows:

Revenue –	\$281,880
Expenditures -	\$710,521

2012 Minnesota Statutes

384.151 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1. [Repealed, 2009 c 152 s 25]

Subd. 1a. **Implementation.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county auditor which shall be paid to the county auditor at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county auditor the board shall set by resolution the minimum salary to be paid the county auditor for the term next following.

(c) In the event a vacancy occurs in the office of county auditor the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county auditor shall not be reduced during the term for which the auditor was elected or appointed.

(e) In the event that duties are assigned to the auditor which are in addition to duties as auditor, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 2. [Repealed, 1975 c 301 s 16]

Subd. 3. [Repealed, 2009 c 152 s 25]

Subd. 4. [Repealed, 1951 c 327 s 6]

Subd. 5. **Fees, mileage, expense allowance.** The county auditor shall charge and collect all fees as prescribed by law and all such fees collected shall be paid to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The county auditor shall not retain any additional compensation, per diem or other emolument for services as county auditor, but may receive and retain mileage and expense allowances as prescribed by law.

Subd. 6. **Budget.** (a) The county board by resolution shall provide the budget for:

(1) the salaries of deputies, clerks and other employees in the office of the county auditor;

(2) other expenses necessary in the performance of the duties of said office; and

(3) the payment of premiums of any bonds required of any deputy, clerk, or employee in said office

and the board is authorized to appropriate funds therefor and for the salary of the county auditor.

(b) Nothing in this subdivision shall limit the right of the county auditor to appoint deputies for said office as provided in Minnesota Statutes 1961, section 384.08.

Subd. 7. **Salary, budget appeals.** The county auditor if dissatisfied with the action of the county board in setting the amount of the auditor's salary or the amount of the budget for the office of county auditor, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the auditor's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court

shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

Subd. 8. When this section takes effect. The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivision 1 as follows:

- (1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or
- (2) upon the occurrence prior thereto of a vacancy in the office of county auditor; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the auditor, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

Subd. 9. Inconsistent law superseded. All laws relating to the salary, fees and clerk hire for the county auditor inconsistent herewith are superseded.

History: 1945 c 281 s 1; 1949 c 398 s 1-4; 1951 c 329 s 1; 1953 c 185 s 1; 1965 c 841 s 1,2,4-6; 1967 c 388 s 1,2; 1971 c 25 s 71; 1985 c 281 s 6; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 2009 c 152 s 12

Auditor

	Auditor			2012 Budget \$76,121.50	Auditor/Treasurer		
	2010	2011	2012		2010	2011	2012
Aitkin	\$72,121.50	\$72,121.50	\$ 76,121.50	na	na	na	
5-County							
Cass	na	na	na	\$ 77,153.00	\$ 77,280.00	\$ 79,601.00	
Crow Wing	\$87,186.00	na	na	na	\$ 82,862.00	\$ 85,348.00	
Kanabec	na	na	na	\$ 69,180.80	\$ 69,180.80	\$ 69,180.80	
Mille Lacs	na	na	na	\$ 83,533.00	\$ 85,533.00	\$ 85,345.00	
Pine	\$70,762.00	na	na	na	\$ 70,762.00	\$ 75,762.00	
Average (5)	\$ 78,974.00	na	na	\$ 76,622.27	\$ 77,123.56	\$ 79,047.36	
7-County							
Carlton	na	na	na	\$ 85,107.00	\$ 85,107.00	\$ 85,107.00	
Itasca	na	na	na	\$ 100,713.60	\$ 100,713.60	\$ 103,755.15	
Average (7)	\$78,974.00	na	na	\$ 83,137.48	\$ 81,634.06	\$ 83,442.71	

57

By Commissioner: xx

010813-xxx

2013 COUNTY AUDITOR SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Auditor Kirk Peysar at \$_____ based upon market, budget, experience, and duties of the office.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

County Attorney

Mn Statutes 388.18 identifies that the County Board approve the Budget and salary of the County Attorney by resolution. Aitkin County resolution 121812-119 approved the budget for the Attorney's office and all other County operations. The County Attorney's approved 2013 Budget includes a salary increase for the majority of the department employees as identified by agreements or policies as adopted by the County Board.

Mn Statutes 388.18 identify that the County Board set the salary of the County Attorney based upon responsibilities and duties of his position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Attorney's office is responsible for providing an elected representative of the County with legislative control over criminal and civil matters as provided in Minn. Stat. § 388.051. Additionally, this office manages the Crime Victim's Coordinator grant and staff.

The Attorney's total budgeted amount for 2013 is as follows:

Revenue –	\$107,828
Expenditures -	\$924,481

2012 Minnesota Statutes

388.18 COMPENSATION SCHEDULE, SALARIES.

Subdivision 1. **Minimum salaries.** The county attorneys in all counties in this state with less than 100,000 inhabitants, according to the 1960 federal census shall receive as compensation for services rendered by them for their respective counties annual salaries not less than the following amounts based on the population according to the then last preceding federal census:

- (a) in counties with less than 10,000 inhabitants, \$4,000;
- (b) in counties with 10,000 but less than 20,000 inhabitants, \$5,000;
- (c) in counties with 20,000 but less than 30,000 inhabitants, \$6,000;
- (d) in counties with 30,000 but less than 40,000 inhabitants, \$7,000;
- (e) in counties with 40,000 or more inhabitants, \$8,000.

Subd. 2. **Set by board.** The county board of each of the counties specified in subdivision 1 annually shall set by resolution the salary of the county attorney which shall be paid to the county attorney at such intervals as the board shall determine but not less often than once each month. At the January meeting prior to the first date on which applicants may file for the office of county attorney the board shall set by resolution the minimum salary to be paid the county attorney for the term next following. In the event a vacancy occurs in the office of county attorney the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year. The board in any case specified in this section may not set the annual salary at an amount less than the minimums provided in subdivision 1 but it may set the salary in excess of such minimums. The salary of the county attorney shall not be reduced during the term for which the county attorney is elected or appointed.

Subd. 3. MS 1949 [Repealed, 1951 c 327 s 6]

Subd. 3. MS 1974 [Repealed, 1975 c 301 s 16]

Subd. 4. **Effect upon certain sections.** Subdivisions 1 to 3 shall not be construed as repealing any existing law which provides for a higher minimum salary in any county than the amount provided in subdivision 1, but shall be deemed to supersede the provisions of any act setting a maximum salary for the county attorney in any of the counties specified in subdivision 1.

Subd. 5. **Budget for office.** The county board by resolution shall provide the budget for (1) the salary of the county attorney, any assistant county attorneys and employees in the county attorney's office; (2) the salary or other fees of any attorneys or firms of attorneys employed or engaged to prosecute misdemeanors, petty misdemeanors, gross misdemeanors, municipal ordinance violations, or municipal charter, rule or regulation violations, if any; (3) other expenses necessary in the performance of the duties of the office; and (4) the payment of premiums of any bonds required of the county attorney and any assistant county attorney or employee in the county attorney's office. The board is authorized to appropriate funds for those purposes.

Subd. 6. **Appeal from resolution of board.** The county attorney, if dissatisfied with the action of the county board in setting the amount of the county attorney's salary or the amount of the budget for the office of county attorney, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the county attorney's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The county board may retain special counsel pursuant to section 388.09 to represent it in the appeal proceedings. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The

court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

History: 1945 c 525 s 1,2; 1949 c 597 s 2-4; 1951 c 327 s 6; 1967 c 718 s 2; 1983 c 177 s 7; 1983 c 345 s 10; 1985 c 281 s 11; 1986 c 444; 1Sp1986 c 3 art 1 s 82

Attorney

	2010	2011	2012
Aitkin	\$ 99,200.00	\$ 99,200.00	\$ 103,200.00
5-County			
Cass	\$ 100,838.00	\$ 103,854.00	\$ 106,974.00
Crow Wing	\$ 106,868.00	\$ 106,868.00	\$ 111,448.00
Kanabec	\$ 86,153.60	\$ 88,816.00	\$ 91,499.20
Mille Lacs	\$ 102,315.00	\$ 102,315.00	\$ 105,589.00
Pine	\$ 92,893.00	\$ 92,893.00	\$ 97,893.00
Average (5)	\$ 97,813.52	\$ 98,949.20	\$ 102,680.64
7-County			
Carlton	\$ 99,910.00	\$ 99,910.00	\$ 99,910.00
Itasca	\$ 100,443.20	\$ 100,443.20	\$ 103,476.58
Average (7)	\$ 98,488.69	\$ 99,299.89	\$ 102,398.54

By Commissioner: xx

010813-xxx

2013 COUNTY ATTORNEY SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Attorney James Ratz at \$_____ based upon market, budget, experience, and duties of the office.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

County Recorder

Mn Statutes 386.015 identifies that the County Board approve the Budget and salary of the County Recorder by resolution. Aitkin County resolution 121812-119 approved the budget for the Recorder's office and all other County operations. Within that budget the County Recorder included a salary increase for every employee in her department (including herself) as identified by agreements or policies as adopted by the County Board.

Mn Statutes 386.015 identify that the County Board set the salary of the County Recorder based upon responsibilities and duties of this position and her experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Recorder's office is responsible for providing for the filing of Real Estate documents, (Abstract & Torrens), UCC (chattel mortgages), Veterans discharge, Birth, Death, Notary, Medical Assistance Liens, State and Federal tax liens, Plats and numerous other documents that are established by State Statute or County resolution as provided by Minnesota Statute

The Recorder's total budgeted amount for 2013 is as follows:

Revenue --	\$275,889
Expenditures -	\$269,777

2012 Minnesota Statutes

386.015 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1.[Repealed, 2009 c 152 s 25]

Subd. 2. **Board's salary procedure.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county recorder which shall be paid to the county recorder at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county recorder the board shall set by resolution the minimum salary to be paid county recorder for the term next following.

(c) In the event a vacancy occurs in the office of the county recorder the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county recorder shall not be reduced during the term for which the recorder is elected or appointed.

(e) In the event that duties are assigned to the county recorder which are in addition to duties as county recorder, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 3.[Repealed, 1975 c 301 s 16]

Subd. 4.[Repealed, 2009 c 152 s 25]

Subd. 5. **Public and private fees.** The county recorder shall charge and collect all fees as prescribed by law and all such fees collected as county recorder shall be paid to the county in the manner and at the time prescribed by the county board, but not less often than once each month. This subdivision shall apply to the fees collected by the county recorder in performing the duties of the registrar of titles and all such fees shall be paid to the county as herein provided. A county recorder may retain as personal compensation any fees the recorder is permitted to charge by law for services rendered in a private capacity as a registered abstractor as defined in section 386.61, subdivision 2, clause (2).

Subd. 6. **Budget, deputies.** (a) The county board by resolution shall provide the budget for:

- (1) the salaries of deputies, clerks and other employees in the office of the county recorder;
- (2) other expenses necessary in the performance of the duties of said office; and
- (3) the payment of premiums of any bonds required of any deputy, clerk or employee in said office

and the board is authorized to appropriate funds therefor and for the salary of the county recorder.

(b) Nothing in this subdivision shall limit the right of the county recorder to appoint deputies for said office as provided in Minnesota Statutes 1961, section 386.33.

Subd. 7. **Salary, budget appeals.** The county recorder if dissatisfied with the action of the county board in setting the amount of the recorder's salary or the amount of the budget for the office of county recorder, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive or in unreasonable disregard for the responsibilities and duties of said office, and the recorder's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer

appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

Subd. 8. When this section takes effect. The provisions of subdivisions 1 through 7 shall take effect in the respective counties specified in subdivision 1 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county recorder; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the county recorder, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

Subd. 9. Inconsistent law superseded. All laws relating to the compensation, fees and clerk hire for the register of deeds and registrar of titles if one office inconsistent herewith are superseded.

History: 1965 c 842 s 1,2; 1967 c 388 s 5; 1976 c 181 s 2; 1985 c 281 s 8; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1Sp1989 c 1 art 11 s 3; 2008 c 277 art 1 s 81; 2009 c 152 s 14

Recorder

	2010	2011	2012
Aitkin	\$ 65,268.66	\$ 65,268.66	\$ 69,268.66
5-County			
Cass	\$ 66,664.00	\$ 66,664.00	\$ 66,664.00
Crow Wing	\$ 70,629.00	\$ 73,839.00	\$ 75,316.00
Kanabec	\$ 58,073.60	\$ 58,073.60	\$ 58,073.60
Mille Lacs	\$ 85,613.00	\$ 87,755.00	\$ 87,776.00
Pine	\$ 57,658.00	\$ 57,658.00	(call)
Average (5)	\$ 67,727.52	\$ 68,797.92	\$ 71,957.40
7-County			
Carlton	\$ 75,325.00	\$ 75,325.00	\$ 75,325.00
Itasca	\$ 60,694.40	\$ 63,636.83	\$ 65,558.67
Average (7)	\$ 67,808.14	\$ 68,993.06	\$ 71,452.21

By Commissioner: xx

010813-xxx

2013 COUNTY RECORDER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Recorder Diane Lafferty at \$_____ based upon market, budget, experience, and duties of the office.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

County Treasurer

Mn Statutes 385.373 identifies that the County Board approve the Budget and salary of the County Treasurer by resolution. Aitkin County resolution 121812-119 approved the budget for the Treasurer's office and all other County operations. Within that budget the County Treasurer included a salary increase for every employee in this department as identified by agreements or policies as adopted by the County Board.

Mn Statutes 385.373 identify that the County Board set the salary of the County Treasurer based upon responsibilities and duties of this position and her experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Treasurer's office is responsible for collecting and receipting all tax monies and the County Treasurer deposits and invests such monies, as provided by Minnesota Statute 385.

The Treasurer's total budgeted amount for 2013 is as follows:

Revenue –	\$ 32,900
Expenditures -	\$223,931

It is important to note the significant improvement of positive communications between the County Board and the County Treasures office since County Treasurer Grams has taken office. To that point we have attached a copy of the third quarter investment reports, as I understand, previous Boards made requests for these documents, but then County Treasurer Nelson chose not to provide them.

Some of the other improvements include scanning all incoming documents and planning for scanning the hundred plus years of documents in storage. Treasurer Grams has reduced overtime in her department by 94%, down to \$291.00 for 2012. These are a few examples

"Our Mission is to Provide Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County"



Welcome to Aitkin County...



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Aitkin County Treasurer's Office...

Lori Grams

Aitkin County Treasurer
 209 2nd St NW Room 203
 Aitkin, Minnesota 56431
 218-927-7325
 Hours: M-F, 8:00 - 4:30

Parcel Search
Marriage-License Information
Property Tax FAQ
Property Tax
Passport
Staff



Aitkin County's 150th Anniversary Flag

The County Treasurer is accountable to the taxpayers and citizens of Aitkin County. The Treasurer's office is part of the administrative branch of County Government and interacts with county departments, county residents, local government, state and federal agencies and local school districts. The County Treasurer, an elected official, is the County Investment Banker and is responsible for the collection and distribution of various county funds. The Treasurer's office is responsible for the collection and distribution of all property taxes.

The Duties of the Office include:

- Acts as the Investment Banker for the county- manages a \$26-\$32 million dollar portfolio, depending on the time of year
- Receives and processes all incoming funds for Aitkin County.
- Collects and manages property tax payments
- Collects mortgage and deed tax
- Processes cash, checks and ACH transaction
- Reconciles numerous bank statements
- Disburses money owed by the county and tax settlements
- Balances the County's funds and cash on a regular basis
- Assists Aitkin County citizens with Property Tax Refund forms
- Manages escrow tax accounts and maintains taxpayer addresses
- Prepares Mobile Home Transfer/Clearance Sheets
- Oversees the disbursement of over 35,000 tax statements and Truth In Taxation statements
- Acceptance of passport applications (www.travel.state.gov) and processing of marriage licenses.

Treasurer Staff:

Becky: becky.rodan@co.aitkin.mn.us
 Julie: julie.hughes@co.aitkin.mn.us
 Lori: lgrams@co.aitkin.mn.us

[Home](#)

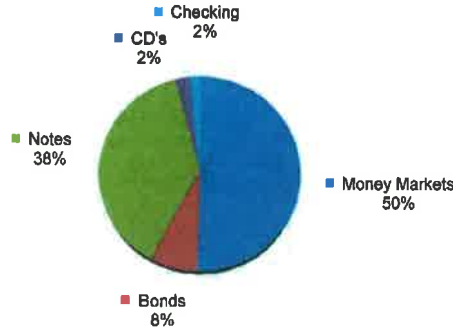
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September 2012

INVESTMENT PORTFOLIO DIVERSIFICATION

PORTFOLIO

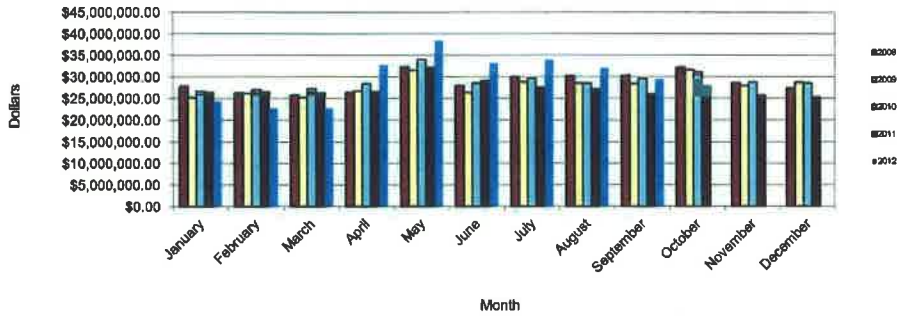
Money Markets	\$14,903,611.83
Bonds	\$2,203,502.74
Notes	\$11,245,626.39
CD's	\$725,000.00
Checking	\$491,183.87
Total	\$29,568,924.83



PORTFOLIO BALANCE

	2008	2009	2010	2011	2012
January	\$27,908,020.26	\$25,194,388.78	\$26,731,514.86	\$26,414,041.13	\$24,367,549.40
February	\$26,373,147.07	\$26,188,647.90	\$27,106,213.10	\$26,547,115.00	\$22,873,046.63
March	\$25,792,689.32	\$25,239,433.34	\$27,319,533.28	\$26,288,864.37	\$22,854,934.11
April	\$26,418,626.54	\$26,722,004.25	\$28,410,235.28	\$26,536,253.86	\$32,720,309.44
May	\$32,300,495.26	\$31,535,384.44	\$33,936,657.66	\$32,170,929.96	\$38,314,598.16
June	\$27,941,286.75	\$26,371,848.84	\$28,513,599.15	\$29,058,120.88	\$33,155,604.57
July	\$30,008,799.83	\$28,819,409.17	\$29,590,832.38	\$27,638,077.10	\$33,946,246.47
August	\$30,260,786.72	\$28,541,750.41	\$28,461,956.29	\$27,200,515.06	\$32,141,928.59
September	\$30,326,568.82	\$28,411,312.58	\$29,575,813.54	\$25,975,141.17	\$29,568,924.83
October	\$32,240,650.84	\$31,669,517.19	\$31,220,715.67	\$27,828,872.25	
November	\$28,558,874.89	\$27,959,080.25	\$28,694,285.12	\$25,775,604.86	
December	\$27,418,422.97	\$28,709,618.19	\$28,479,935.82	\$25,325,566.17	
Average Balance	\$28,795,698.27	\$27,946,866.28	\$29,003,441.00	\$27,229,925.13	\$29,993,682.47

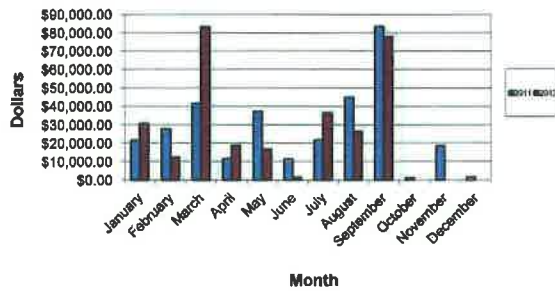
PORTFOLIO BALANCE



INTEREST EARNED

	2011	2012
January	\$21,689.88	\$30,742.41
February	\$27,865.26	\$12,328.44
March	\$41,497.05	\$83,440.09
April	\$11,535.59	\$18,700.83
May	\$37,155.01	\$16,880.42
June	\$11,367.88	\$1,647.07
July	\$21,697.82	\$36,318.88
August	\$44,857.31	\$28,478.67
September	\$83,558.37	\$77,830.49
October	\$1,210.87	
November	\$18,473.37	
December	\$1,582.18	
Total	\$322,490.59	\$304,367.30

INTEREST EARNED



Interest Earned

2010	530,362.75
2009	633,133.99
2008	\$1,030,195.48

Lori Grams, County Treasurer

Bank #	Bank	Type of Investment	Purchase Date	Maturity Date	Interest Rate	Total
8	Grand Timber Bank	Money Market			0.32	2,519.36
15	Federal Reserve	Bond	4/20/1987	4/1/2017	8.00	147.38
102	Wells Fargo	Bond	11/21/1984	5/21/2021	8.50	3,355.36
104	Magic-General	Money Market	-	-	0.04	6,859,665.78
108	Wells Fargo	Money Market	-	-	0.01	20,529.34
109	Security State	Checking	-	-	0.05	120,547.82
110	Bremer	Checking	-	-	0.04	370,636.05
147	Magic-Ditch 2	Money Market	-	-	0.04	12,313.91
148	Magic-Ditch 30	Money Market	-	-	0.04	28,312.44
177	Magic-Envir Trust	Money Market	-	-	0.04	26,700.41
189	Bremer	Money Market	-	-	0.03	1,839,620.04
323	WFA	Money Market	-	-	0.01	5,250,000.00
362	Peoples National Bank	CD	5/5/2011	5/5/2013	1.25	500,000.00
363	Security State Bank	Money Market	5/8/2009	-	0.30	842,895.70
381	Magic-Drainage/Cons	Money Market	-	-	0.04	21,054.85
389	Peoples National Bank	CD	1/28/2010	1/28/2012	1.90	25,000.00
414	Magic	Note	3/30/2011	3/9/2018	3.25	2,530,876.39
428	WFA	Note	1/18/2012	1/18/2019	1.25	750,000.00
429	Grand Timber Bank	CD	1/9/2012	1/9/2013	1.14	200,000.00
430	WFA	Note	2/8/2012	2/8/2019	2.00	1,500,000.00
431	WFA	Note	2/15/2012	2/15/2019	2.00	999,750.00
433	WFA	Note	3/21/2012	3/21/2019	2.00	1,000,000.00
440	WFA	Note	7/24/2012	7/27/2019	1.00	2,215,000.00
441	WFA	Bond	7/25/2012	7/25/2019	1.70	1,000,000.00
442	WFA	Note	8/28/2012	8/28/2019	1.63	2,250,000.00
443	WFA	Bond	9/27/2012	9/27/2019	1.64	1,200,000.00
						29,568,924.83

COUNTY	Sibley	Roseau	Red Lake	Pipestone	Pennington	Big Stone	Grant	Clearwater	Chisago	Swift	Mahnomen	Meeker	Aitkin	Houston	Wilkin	Lake of the Woods	Ottertail
2009 Treasurer Salary	\$55,183.00	\$64,437.00	\$39,069.00	\$60,690.00	\$54,700.00	\$56,725.00	\$57,470.00	\$65,437.00	\$85,000.00	\$58,259.00	\$52,482.00	\$61,704.00	\$61,175.00	\$55,100.00		\$49,562.00	\$75,483.00
2010 Treasurer Salary	\$55,183.00	\$66,587.00	\$41,317.00	\$60,690.00	\$55,800.00	\$58,427.00	\$59,363.00	\$68,952.00	\$5,000 also is Recor	\$59,424.00	\$53,925.00	\$61,704.00	\$61,175.00	\$57,285.61		\$50,008.00	\$75,483.00
2011 Treasurer Salary	\$6,290.00	\$68,244.00	\$41,317.00	\$60,690.00	TBD	\$58,427.00	\$59,363.20	\$71,157.00	\$5,000 also is Recor	63,336.00	\$53,925.00	\$61,704.00	\$61,175.00	\$50,000.00		\$51,128.00	\$76,232.00
2012 Treasurer Salary	\$7,120.00	\$68,859.00	\$43,005.00	\$63,117.00		\$59,595.50	\$59,966.40	\$73,382.00	\$5,710 also is Reco	67,184.00	\$55,009.00	\$68,404.00	\$65,175.00	\$50,000.00	\$75,256.00	\$52,272.00	\$77,002.00
2013 Treasurer Salary	\$8,240.00			1%													
2009 Auditor Salary	\$66,150.00	\$67,961.00	\$48,290.00	\$56,100.00	\$75,800.00	\$66,378.00	\$66,144.00	\$71,947.00	\$91,225.00	\$70,259.00	\$56,662.00	\$64,477.00	\$72,122.00	\$60,363.52		\$57,108.00	\$86,778.00
2010 Auditor Salary	\$66,150.00	\$70,340.00	\$50,705.00	\$56,100.00	\$77,320.00	\$69,033.00	\$68,390.00	\$75,587.00	\$91,225.00	\$71,424.00	\$58,221.00	\$66,412.00	\$72,122.00	\$62,757.77		\$57,381.00	\$86,778.00
2011 Auditor Salary	\$67,536.00	\$64,188.80	\$50,705.00	\$56,100.00	TBD	\$69,033.00	\$70,616.00	\$77,792.00	\$91,225.00		\$58,221.00	\$68,321.00	\$72,122.00	\$62,757.77		\$58,674.00	\$87,651.00
2012 Auditor Salary	\$68,369.00	\$66,809.60		\$58,344.00		\$71,822.00	\$71,323.20	\$77,792.00	\$93,053.00	101,000.00	\$59,391.00	\$68,404.00	\$76,122.00	\$62,757.77	\$80,812.00	\$59,818.00	\$88,525.00
2013 Auditor Salary	\$69,700.00			1%													
Population	15,356	16,000	4,300	10,500	13,738	5,800	5,849	8,423	50,625	10,823	5,029	23,370	15,646	19,027	6576	4011	57,243
# of Parcels	12,500	14,000	3,431	8,000	9,000	6,400	7,090	8,800	27,000	9,000	5,442	16,691	34,272	14,000	8230	6600	58800

Number of counties with separate offices : 20 for 2012

Separate as of 2012:

Aitkin, Big Stone, Chisago, Clearwater, Grant, Houston, Lake Of the Woods, Lincoln, Mahnomen, Meeker, Ottertail, Pennington, Pipestone, Red Lake, Roseau, Sibley, Steele, Swift, Watonwan, Wilkin

All 20 Counties were asked to provide the above detail, as of the production of this spreadsheet they had not all replied.

Treasurer and Auditor Salary Info 2009-2012

L Grams 12/23/12

2012 Minnesota Statutes

385.373 SALARIES, FEES, BUDGET; COUNTIES UNDER 75,000; APPEALS.

Subdivision 1.[Repealed, 2009 c 152 s 25]

Subd. 1a. **Implementation.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county treasurer which shall be paid to the county treasurer at such intervals as the board shall determine but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county treasurer the board shall set by resolution the minimum salary to be paid the county treasurer for the term next following.

(c) In the event a vacancy occurs in the office of county treasurer the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county treasurer shall not be reduced during the term for which the treasurer was elected or appointed.

(e) In the event that duties are assigned to the treasurer which are in addition to duties as treasurer, additional compensation may be provided for the additional duties. The county board by resolution shall determine the additional compensation which shall be paid and specify the duties for which the additional compensation is to be paid.

Subd. 2.[Repealed, 1975 c 301 s 16]

Subd. 3.[Repealed, 2009 c 152 s 25]

Subd. 4.[Repealed, 1951 c 327 s 6]

Subd. 5. **Fees, mileage, expense allowance.** The county treasurer shall charge and collect all fees as prescribed by law and all such fees collected shall be paid to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The county treasurer shall not retain any additional compensation, per diem or other emolument for services as county treasurer, but may receive and retain mileage and expense allowances as prescribed by law.

Subd. 6. **Budget.** (a) The county board by resolution shall provide the budget for:

- (1) the salaries of deputies, clerks and other employees in the office of the county treasurer;
- (2) other expenses necessary in the performance of the duties of said office; and
- (3) the payment of premiums of any bonds required of any deputy, clerk or employee in said office

and the board is authorized to appropriate funds therefor and for the salary of the county treasurer.

(b) Nothing in this subdivision shall limit the right of the county treasurer to appoint deputies for said office as provided in Minnesota Statutes 1961, section 385.02.

Subd. 7. **Salary, budget appeals.** The county treasurer if dissatisfied with the action of the county board in setting the amount of the treasurer's salary or the amount of the budget for the office of county treasurer, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and the treasurer's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in like manner as though reviewed by certiorari, except new or additional evidence may be taken. The court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such

writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner it shall remand the matter to the county board for further action consistent with the court's finding.

Subd. 8. When this section takes effect. The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivision 1 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county treasurer; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the treasurer, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

Subd. 9. Inconsistent law superseded. All laws relating to the salary, fees, and clerk hire for the county treasurer inconsistent herewith are superseded.

History: 1945 c 329 s 1; 1949 c 399 s 1-4; 1951 c 329 s 2; 1965 c 838 s 1-6; 1967 c 388 s 3,4; 1985 c 281 s 7; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 2009 c 152 s 13

Treasurer

	Treasurer			2012 Budget 65,175.40	Auditor/Treasurer		
	2010	2011	2012		2010	2011	2012
Aitkin	\$ 61,175.40	\$ 61,175.40	\$ 65,175.40		na	na	na
5-County							
Cass	na	na	na		\$ 77,153.00	\$ 77,280.00	\$ 79,601.00
Crow Wing	pending	na	na		na	\$ 82,862.00	\$ 85,348.00
Kanabec	na	na	na		\$ 69,180.80	\$ 69,180.80	\$ 69,180.80
Mille Lacs	na	na	na		\$ 83,533.00	\$ 85,533.00	\$ 85,345.00
Pine	\$ 55,702.00	na	na		na	\$ 70,762.00	\$ 75,762.00
Average (5)	\$ 55,702.00	na	na		\$ 76,622.27	\$ 77,123.56	\$ 79,047.36
7-County							
Carlton	na	na	na		\$ 85,107.00	\$ 85,107.00	\$ 85,107.00
Itasca	na	na	na		\$ 100,713.60	\$ 100,713.60	\$ 103,755.15
Average (7)	\$ 55,702.00	na	na		\$ 83,137.48	\$ 81,634.06	\$ 83,442.71

24

By Commissioner: xx

010813-xxx

2013 COUNTY TREASURER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Treasurer Lori Grams at \$ _____ based upon market, budget, experience, and duties of the office.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

County Sheriff

Mn Statutes 387.20 identifies that the County Board approve the Budget and salary of the County Sheriff by resolution. Aitkin County resolution 121812-119 approved the budget for the Sheriff's office and all other County operations. Within that budget the County Sheriff included a salary increase for employees in this department as identified by agreements or policies as adopted by the County Board.

Mn Statutes 387.20 identify that the County Board set the salary of the County Sheriff based upon responsibilities and duties of this position and his experience, qualifications, and performance. Typically the Board also considers comparable internal and external market factors and the overall budget of this department.

The Aitkin County Sheriff's office budget is responsible for providing law enforcement and patrol services to all areas of Aitkin County, processing and incarcerating prisoners that commit crimes in Aitkin County, housing prisoners for other counties (as space permits), handling all 911 emergency calls, dispatching appropriate fire, EMS or law enforcement personnel, and implementing and maintaining the Enhanced 911 dispatching system. This office also provides Drug and Alcohol Enforcement and Education, pursuant to MSA 387.213, provides patrol services and search and rescue operations, according to MSA 387.03, on all waterways in Aitkin County, provides patrol services to all trails, and assists in the enforcement and education of ATV use and related activities, provide opportunities to inmates to work off time doing worthwhile community service under the direction of supervised staff, and provides Emergency Management for all disasters.

The Sheriff's total budgeted amount for 2013 is as follows:

Revenue –	\$2,643,203
Expenditures -	\$4,774,748

2012 Minnesota Statutes

387.20 SALARIES, FEES, BUDGETS; APPEALS.

Subdivision 1. **Counties under 75,000.** (a) In addition to the sheriff's salary, the sheriff shall be reimbursed for all expenses incurred in the performance of official duties for the sheriff's county and the claim for the expenses shall be prepared, allowed, and paid in the same manner as other claims against counties are prepared, allowed, and paid except that the expenses incurred by the sheriffs in the performance of service required of them in connection with insane persons either by a district court or by law and a per diem for deputies and assistants necessarily required under the performance of the services shall be allowed and paid as provided by the law regulating the apprehension, examination, and commitment of insane persons; provided that any sheriff or deputy receiving an annual salary shall pay over any per diem received to the county in the manner and at the time prescribed by the county board, but not less often than once each month.

(b) All claims for livery hire shall state the purpose for which such livery was used and have attached thereto a receipt for the amount paid for such livery signed by the person of whom it was hired.

(c) A county may pay a sheriff or deputy as compensation for the use of a personal automobile in the performance of official duties a mileage allowance prescribed by the county board or a monthly or other periodic allowance in lieu of mileage. The allowance for automobile use is not subject to limits set by other law.

Subd. 2. **Board procedure, details.** (a) The county board of each of the counties of less than 75,000 population annually shall set by resolution the salary of the county sheriff which shall be paid to the county sheriff at such intervals as the board shall determine, but not less often than once each month.

(b) At the January meeting prior to the first date on which applicants may file for the office of county sheriff the board shall set by resolution the minimum salary to be paid the county sheriff for the term next following.

(c) In the event a vacancy occurs in the office of county sheriff, the board may set the annual salary for the remainder of the calendar year at an amount less than was set for that year.

(d) The salary of the county sheriff shall not be reduced during the term for which the sheriff was elected or appointed.

Subd. 3. [Repealed, 1975 c 301 s 16]

Subd. 4. [Repealed, 2009 c 152 s 25]

Subd. 5. **Fees, expenses, per diems.** The county sheriff shall charge and collect all fees and per diems prescribed by law and may require such fees and per diems to be paid before performing the services for which they are charged. The sheriff shall pay all such fees and per diems to the county in the manner and at the times prescribed by the county board, but not less often than once each month. The sheriff shall not retain any additional compensation or other emolument for services in any activity of county government. For purposes of this subdivision, (1) the expenses of the sheriff incurred in the performance of official duties for the county, (2) uniform allowances, (3) mileage and travel allowances, except as the board shall have furnished motor vehicles pursuant to Minnesota Statutes 1961, section 387.29, (4) living quarters provided by the county, and (5) payments for boarding prisoners, shall not be deemed an emolument of the office.

Subd. 6. **Budget.** The county board by resolution shall provide the budget for:

(1) the salaries of deputies, jailers, matrons, bailiffs, clerks and other employees in the office of the sheriff;

(2) other expenses necessary in the performance of the duties of said office, including the reimbursement of the sheriff or a designee for necessary and reasonable expenses incurred in furnishing

board, laundry and other services to prisoners in the county jail, provided that the county board may at its option provide for the furnishing of these services to the prisoners;

(3) the payment of premiums of any bonds or license fees required of the sheriff or any deputy or other employee in said office; and

(4) mileage allowances prescribed by the board and the board is authorized to appropriate funds therefor and for the salary of the sheriff.

Subd. 7. Appeal on salary, budget. The sheriff, if dissatisfied with the action of the county board in setting the amount of the sheriff's salary or the amount of the budget for the office of sheriff, may appeal to the district court on the grounds that the determination of the county board in setting such salary or budget was arbitrary, capricious, oppressive or without sufficiently taking into account the extent of the responsibilities and duties of said office, and the sheriff's experience, qualifications, and performance. The appeal shall be taken within 15 days after the date of the resolution setting such salary or budget by serving a notice of appeal on the county auditor and filing same with the court administrator of the district court. The court either in term or vacation and upon ten days' notice to the chair of the board shall hear such appeal. On the hearing of the appeal the court shall review the decision or resolution of the board in a hearing de novo and may hear new or additional evidence, or the court may order the officer appealing and the board to submit briefs or other memoranda and may dispose of the appeal on such writings. If the court shall find that the board acted in an arbitrary, capricious, oppressive or unreasonable manner or without sufficiently taking into account the extent of the responsibilities and duties of the office of the sheriff, the sheriff's experience, qualifications, and performance, it shall make such order to take the place of the order appealed from as is justified by the record and shall remand the matter to the county board for further action consistent with the court's findings. After determination of the appeal the county board shall proceed in conformity therewith.

Subd. 8. Time of effect. The provisions of subdivisions 1 to 7 shall take effect in the respective counties specified in subdivisions 1 to 7 as follows:

(1) upon the expiration of the term of the incumbent holding the office on July 1, 1965; or

(2) upon the occurrence prior thereto of a vacancy in the office of county sheriff; or

(3) subsequent to July 1, 1965, and upon not less than 30 days' written notice by the sheriff, the county board shall make the provisions of subdivisions 1 to 7 effective on the first day of the month following the expiration of the notice period.

Subd. 9. Inconsistent law superseded. All laws relating to the salary, fees, and deputies and clerk hire for the county sheriff inconsistent herewith are superseded.

History: 1917 c 312 s 1; 1957 c 492 s 1; 1965 c 840 s 1-3; 1969 c 1151 s 2,3; 1973 c 156 s 1; 1975 c 94 s 1,2; 1976 c 88 s 1; 1980 c 519 s 2,3; 1985 c 281 s 10; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1995 c 189 s 8; 1996 c 277 s 1; 2009 c 152 s 15,16

Sheriff

	2010	2011	2012
Aitkin	\$ 77,932.00	\$ 77,932.00	\$ 81,932.00
5-County			
Cass	\$ 92,269.00	\$ 94,986.00	\$ 89,627.00
Crow Wing	\$ 89,168.00	\$ 89,168.00	\$ 93,490.00
Kanabec	\$ 77,750.40	\$ 77,750.40	\$ 79,872.00
Mille Lacs	\$ 94,390.00	\$ 94,390.00	\$ 97,411.00
Pine	\$ 81,653.00	\$ 70,762.00	\$ 80,000.00
Average (5)	\$ 87,046.08	\$ 85,411.28	\$ 88,080.00
7-County			
Carlton	\$ 87,550.00	\$ 87,550.00	\$ 87,550.00
Itasca	\$ 95,076.80	\$ 93,759.78	\$ 96,591.33
Average (7)	\$ 88,265.31	\$ 86,909.45	\$ 89,220.19

By Commissioner: xx

010813-xx

2013 COUNTY SHERIFF SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Sheriff Scott Turner at \$ _____ based upon market, budget, experience, and duties of the office.

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 8th day of January A.D., 2013, 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 8th day of January A.D., 2013

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
Via: Patrick Wussow, County Administrator
From: Bobbie Danielson, HR Manager

Date: 3/7/2012

Title of Item: Set Elected Officials (Department Heads) 2012 Salaries

Requested Meeting Date: 3/13/2012

Estimated Presentation Time: 10

Presenter: Patrick Wussow and/or Bobbie Danielson

Type of Action Requested (check all that apply)

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

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: "Salaries" line item, 2012 departmental budgets

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)

AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Board of Commissioners
 From: Bobbie Danielson, HR Manager 
 Date: March 7, 2012
 Subject: Set Elected Officials 2012 Salaries

c. County Attorney
 County Sheriff
 County Recorder
 County Auditor
 County Treasurer

The Personnel Committee met with all elected department heads (hereinafter referred to as elected officials) on January 3, 2012, pursuant to their request. The following information was discussed:

1. Internal and external salary comparisons
2. Statutes concerning elected officials powers and duties, and salary appeals
3. Process and methodology used to set salaries for elected officials
4. Timing of setting salaries
5. Placement of elected officials on the county's salary schedule
6. 2012 departmental budgets, as they relate to salaries

Budget

The 2012 budget includes a salary increase of \$4,000.00 for each elected official.

Internal Salary Comparisons

The elected officials received a 0% salary increase on 1/1/2010 and 0% on 1/1/2011. Non-elected employees received a 3% general adjustment plus steps or merit (if due) in 2010, and step increases in 2011 for the units that are settled. The County Attorney's current salary is less than his Assistant's salary.

External Salary Comparisons

Historically, Aitkin County has used these counties as "comparison counties": Cass, Crow Wing, Kanabec, Mille Lacs, Pine, Carlton, and Itasca – their average salaries (rounded) are shown below:

	2011	2012	Aitkin County 2011 Actual
Attorney	\$ 99,300	\$102,399	\$ 99,200.00
Sheriff	\$ 86,909	\$ 89,220	\$ 77,932.00
Recorder	\$ 68,993	\$ 71,452	\$ 65,268.66
Auditor*	None	None	\$ 72,121.50
Treasurer*	None	None	\$ 61,175.40
Auditor/Treas.	\$ 81,634	\$ 83,443	None

*At least 57/87 MN counties, including all 7 comparison counties, have a combined Auditor-Treasurer position.

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Internal Consistency

One of the factors kept in the forefront of these discussions was union contract settlements, and the desire to be fair and consistent to union members, non-union employees, and elected officials. We took a close look at how much 181 employees would receive on average with the pattern wage settlement for 2011, 2012, and 2013 (0% plus steps), calculating step increases due through 12/31/2013, and determined the "combined average" over a 3 year period would be approximately **1.82% to 1.91% per year**. So, when extended out over a 3 year period (1/1/2010-12/31/2012) a \$4,000.00 increase to the elected officials equals a "combined average" of **1.825% per year**. In short, this just means the elected officials are not getting considerably more (or less) than the union members received, percentage-wise.

Setting Future Salaries

The process and methodology used to set salaries for elected officials in the future was also discussed. The County is in the process of going through a comparable worth study. Placement of elected officials on the county's regular salary schedule effective 1/1/2013 was discussed; all elected officials are in favor of this at the present time.

If the Board will consider, we would like to implement a new process for setting future elected official salaries. If agreeable, the process will include elected officials submitting their annual salary proposal (presentation) along with their proposed budget. This way, any disputes over salaries will come to light well before budgets are set, rather than during a December (or January) board presentation. If they are seeking a salary *higher than* provided by the county's salary schedule, due to market, case load, or other relevant factors, then the elected official will give a thorough presentation. Data provided will include things such as copies of the statutory list of duties, job descriptions, individual characteristics of the elected official, the official's experience and qualifications, salary surveys, and any relevant Association or other comparison data. This will allow discussion and an exchange of information between the official and the Board members during the regular budget process. On the other hand, if the elected official is satisfied with the salary to be provided by the county's salary schedule, then his/her salary presentation will be brief, simply providing some education about what the duties and responsibility of their offices are, just to keep the Board well informed (this becomes an important factor if salaries are ever appealed). The process can be evaluated and improved year to year, as needed.

ACTION REQUESTED

(Short-term)

Motion to adopt the attached resolutions, increasing the County Sheriff's, County Attorney's, County Recorder's, County Auditor's, and County Treasurer's annual salary by \$4,000.00, effective January 1, 2012. *(Staff to input actual figures based on board action.)*

(Long-term)

Motion to place the County Sheriff, County Attorney, County Recorder, County Auditor, and County Treasurer positions on the county's regular salary schedule, effective January 1, 2013, and to authorize staff to implement the new method, as proposed, for setting future elected officials salaries. *(i.e. The elected officials will present their 2013 salary requests during the upcoming budget cycle this summer and annually thereafter.)*

Thank you for your consideration. If you have any questions or concerns, or would like additional information, please feel free to contact me.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7/5/2012

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations, 2013 Commissioner Salaries & Policy Update

Requested Meeting Date: 7/24/2012 Estimated Presentation Time: Consent

Presenter: Bobbie Danielson

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) 2013 Budget Expense

- 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: 01-001-6101

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

BJD
HR Review

Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager 
Date: July 5, 2012
Subject: Personnel Committee Recommendation

Background:

The Personnel Committee met on June 26, 2012, and recommends the attached personnel policy update and also recommends setting the 1/1/2013 County Commissioner salaries at \$28,644. (0% increase.)

<u>Commissioner Salaries</u>	
2009	\$28,644.00
2010	\$28,644.00
2011	\$28,644.00
2012	\$28,644.00
2013	\$28,644.00, proposed

If you have any questions or concerns prior to the meeting, please feel free to contact me or Patrick.
Thank you.

Action Requested:

Motion to freeze the 2013 salary for the Aitkin County Commissioners at \$28,644.00 and to adopt the *policy* following resolution:

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

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

ADOPTED July 24, 2012

By Commissioner: xx

072412-0xx

2013 Commissioner Salaries

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

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 24th day of July 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 24th day of July A.D., 2012

KIRK PEYSAR, County Auditor

BY _____, Deputy

ARTICLE 4: WAGES AND SALARIES

SUBJECT 4.1: SALARIES ELECTED OFFICIALS, APPOINTED OFFICIALS AND EMPLOYEES NOT ALREADY SET BY AGREEMENT

Effective: ~~11/28/00, REVISED 03/23/04~~ 7/24/2012

PURPOSE:

To establish and administer a compensation system for Aitkin County elected officials, appointed officials, and other county employees who are not already covered by a collective bargaining agreement, meet and confer agreement, or an individual agreement. This policy shall provide for:

- a) Compliance with applicable Minnesota State Statutes relative to setting compensation levels for elected officials and is specifically intended to ensure compensation levels are formally established and publicly announced well in advance of the opening of filings for elected offices.
- b) Providing a defined process for establishing compensation levels for employees who are not already covered by a collective bargaining, meet and confer, or an individual agreement.

A. ELECTED OFFICIALS:

1. The salaries of Aitkin County Commissioners (§375.055) elected from the I, II, III, IV & V districts shall be set by resolution of the County Board in January by July 31 of each year, prior to the year in which the salary is to be paid.
2. The salaries of Aitkin County Attorney (§388.18), County Auditor (§384.151), County Recorder (§386.015), County Sheriff (§387.20), and County Treasurer (§385.373), shall each be set by resolution of the County Board in December of each year, prior to the year in which the each salary is to be paid.
3. A payroll holdback shall be used for all elected officials in accordance with the Pay Procedure Policy 4.4.

B. APPOINTED POSITIONS:

1. The salaries for appointed positions, including County Assessor (§273.061, Subd. 6), County Highway Engineer (§163.07, Subd. 2), Veterans Service Officer (§197.60, Subd. 3), and Land Commissioner (§282.13) shall individually be set payable annually and in accordance with applicable agreements.

C. OTHER EMPLOYEES:

The salaries for other employees not already covered by a collective bargaining, meet and confer, or an individual agreement shall be adjusted annually according to the following procedures:

1. The supervisor is responsible for completing the employee's annual performance evaluation within 30 days of the employee's anniversary date in accordance with the Performance Appraisals Policy 3.9.
2. After the annual performance review has been completed, the employee, the Department Head and the County Administrator shall meet to discuss the respective wage adjustment based upon the following factors:
 - A. The County Administrator shall follow the uniform compensation guidelines, which includes the Hay wage chart.
 - B. The County Administrator should also consider market, employee performance, length of service, special skills, education, experience, pay equity, and rate at which the employee became fully competent in the position.

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3. After the employee, Department Head and the County Administrator have discussed the respective wage adjustment, the County Administrator shall set and approve the new wage.
4. If the County Administrator or the employee believes that the position should first be evaluated according to other County policies, i.e. Market Rate Adjustment Policy or Comparable Worth Policy, the matter is forwarded to the Human Resources Manager for evaluation and recommendation to the Board in accordance to the respective policy before the wage is adjusted.
5. If the employee is not satisfied with the process or outcome, the employee has the option to appeal the decision of the County Administrator or Human Resources Manager to the Board, provided the appeal is made within 30 days and is in writing. The decision of the Board is final.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin County 2013 Legislative Platform

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

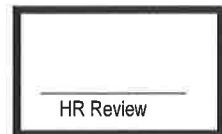
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- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

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
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) AMC Legislative Policy Positions 2012-2013

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

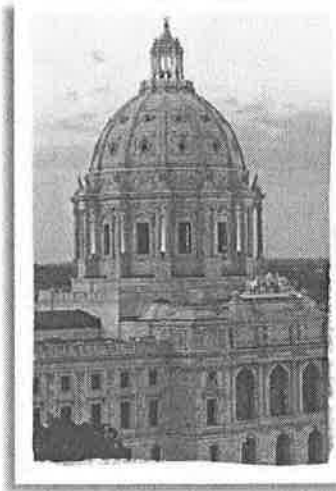
Aitkin County Courthouse
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7276
Fax: 218-927-7374

TO: Aitkin County Board of Commissioners
FROM: Patrick Wussow, County Administrator
RE: Aitkin County 2013 Legislative Platform
DATE: January 3, 2013

Attached is the Association of Minnesota Counties' Legislative platform. The platform was adopted at the Annual meeting in December, 2012. At this time each year the County Board reviews the platform and identifies the County Board's legislative priorities for Aitkin County.

The County Board will need to identify what they feel are the top legislative priorities for 2013.

Please review the attached document and contact me with questions.



Legislative Policy Positions 2012-2013



Approved December 5, 2012

*It is the mission of the Association
to assist in the provision of
effective county governance
for the people of Minnesota.*

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Broadband Development

- AMC supports identifying and implementing actions to achieve by 2015 the goal of statewide deployment of advanced broadband networks and symmetrical high-speed capacity.
- AMC supports initiatives to make it easier for cities, municipal utilities, schools, libraries, and other public sector entities to collaborate and deploy broadband infrastructure and services at the local and regional level.
- AMC supports public/private collaboration to achieve state broadband goals, including partnerships and cooperation in providing broadband services and infrastructure.
- AMC supports removing barriers to the exercise of local authority to provide such services, including repeal of Minn. Stat. § 237.19, that requires a supermajority voter approval for the provision of local phone service by a local unit of government.
- AMC supports offering incentives to private sector service providers to respond to local or regional needs and to collaborate with cities and counties to deploy broadband infrastructure capable of delivering sufficient bandwidth and capacity to meet immediate and future local needs.
- AMC supports completely and continuously updating comprehensive statewide maps of broadband services to identify underserved areas and connectivity issues.
- AMC opposes the prohibition of public money to be spent on broadband infrastructure projects.

Chemical Use and Abuse

Alcohol and Other Drugs

- AMC supports use of the chemical dependency treatment fund for prevention and treatment strategies supported by evidence-based practice.
- AMC supports adequate state financing and other resources to counties to address chemical dependency, including integrated models of treatment.
- AMC supports alcohol tax increases to more closely reflect the health and public safety costs related to alcohol and other drug abuse (including prescription and over-the-counter drugs) and alcohol and drug-related injuries. Additional state funding is needed in key areas of chemical dependency prevention, screening, treatment and aftercare, and probation supervision.
- AMC supports state funding for mandated detoxification services.
- AMC supports the implementation and enforcement of statewide policies that restrict the production and sale of illegal synthetic drugs.
- Support state and local policies that prevent underage alcohol and tobacco consumption.

Child Safety and Well Being

AMC supports state resources to assure that all children are safe and supported in permanent living situations.

Child Safety

- AMC supports stable, adequate state funding for child safety and well-being, distributed to counties on the basis of performance. This funding is intended to:
 - ▶ Prevent child abuse and neglect;
 - ▶ Whenever possible, taking into consideration the child's safety and well-being, maintain children in their own homes
 - ▶ Keep children in safe, permanent living situations whenever possible;
 - ▶ Continue family relationships; and
 - ▶ Assure that parents have enhanced capacity to provide for children's needs.
- AMC supports the policy that all child placement orders issued by tribal courts become the financial responsibility of the State.

Child Support

- AMC supports adequate state funding to counties to fulfill their child support responsibilities to offset federal funding reductions.
- AMC supports simplifying the administration of child support services to reduce court costs and improve efficiency.

Children's and Family Health

AMC supports stable, flexible state funding and public policy to support healthy families.

Maternal and Child Health

- AMC supports additional state funding for county-delivered maternal and child health services, such as evidence-based home visiting programs.

Systems

- AMC supports state funding for locally-based collaborative activities among counties, schools, cities, and other local organizations to promote healthy families.
- AMC supports state funding to counties and other organizations to eliminate health disparities in Minnesota's ethnic, racial, refugee, and low-income populations, many of who have lower health status than other Minnesotans (including interpreter services, strategies to improve health care access, and workforce training).
- Support funding for collaborations that work across systems to eliminate health inequities.
- AMC supports state fiscal strategies to reduce dependence on public funding for long term care, such as expanding availability of long-term care insurance and extending look-back periods for assets for medical assistance.

Tobacco and Youth Risk

- AMC supports continuing state funding to counties to prevent tobacco use and other youth risk behavior.
- AMC supports policies that encourage smoke-free foster care settings for children.

Community Health

AMC supports stable, flexible state funding and public policy to improve and maintain healthy communities.

- AMC supports the statewide health improvement plan or other forms of funding to counties for health promotion efforts to prevent chronic disease throughout the life span.
- AMC supports state funding for home and community-based care.
- AMC supports the Clean Indoor Air Act.
- AMC supports planning, zoning and funding efforts to create “livable and sustainable communities” that encourage physical activity and other healthy lifestyle behaviors.
- AMC supports increased resources for development of programs, partnerships, monitoring and data collection systems, and other initiatives to prevent and reduce violence.
- AMC supports increasing the tobacco tax and expanding it to tobacco related products in order to support prevention and health-related costs of tobacco use.

County Administration and Management

AMC supports policies that promote effective and efficient county government that provides quality services to meet the needs of Minnesota citizens without infringing on the decision-making ability of local elected officials.

County Structure

Administrative Streamlining

- AMC supports greater flexibility and opportunity for county administrative reorganization.
- AMC supports greater authority to use technology for communications and efficiency improvements.

Appointment Process

- AMC supports a uniform, statewide process to allow individual counties and their residents to locally initiate and determine the selection of county row officers such as the auditor, treasurer and recorder.

Data Practices

- AMC supports policies that enable sharing of private and confidential data (with appropriate safeguards) between corrections departments, court systems, health and human services agencies and schools when the different agencies are providing services for the same person, including juveniles.
- AMC supports efforts to improve public access to data held by governments where it may benefit consumer transactions.

Election Administration

- AMC supports federal and state funding commensurate with the cost to counties for complying with added federal and state voter equipment requirements or election administration standards.
- AMC supports initiatives to reduce the costs and administrative requirements of Election Day voter registration that maintain accuracy and integrity in the process.
- AMC supports electronic overseas voting for eligible citizens if ballot security is not compromised.
- AMC supports the authorization of absentee voting without condition for a limited period prior to an election.
- AMC supports the use of federal Help America Vote Act (HAVA) funds for personnel administering polling place duties or other requirements under the Act.
- AMC supports policies that encourage voter registration.
- AMC supports requiring candidates for county office, when filing an affidavit of candidacy, to certify that they will have maintained residence in the county or district from which they seek election for 30 days before the primary election date.
- AMC opposes moving the state's primary election from August to June.

Employee Benefits

Health Care

- AMC supports clarifying state law to allow for a fair and effective collective bargaining process that accounts for issues of cost versus value of employee benefits.
- AMC supports county authority to decide whether to join with other entities to form employee pools for health care benefits.
- AMC supports changes to the conditions for participation in the Public Employees Insurance Program (PEIP) that include a requirement for representation by all insurance eligible employees to determine whether all insurance eligible employees will join PEIP.

Pensions

- AMC opposes the creation of new pension plans for individual groups of county employees and the transfer of certain job classes to plans that increase benefits and costs to the employee and employer.

Long-Term Care

- AMC supports granting county employees the eligibility to voluntarily purchase group rate long-term care insurance through the Minnesota Public Employee Long Term Care Insurance Plan.

Intergovernmental Relations

Joint Powers Agreements

- AMC supports cooperative activities between units of government, the protection of existing joint activities, and the elimination of barriers that hinder the creation of such arrangements.
- AMC supports the application of the rules, regulations and requirements of its individual forming members on to a joint powers entity.
- AMC supports a strong state-county relationship and supports the ability of counties to work with the state through a collaborative process to improve service delivery. AMC opposes any efforts by the state to takeover county services without utilizing a collaborative process to develop a comprehensive plan to ensure long-term success and identify clear objectives and outcomes for taxpayers and citizens.

Private/Public Partnerships

- AMC recognizes the economic and societal benefits of public/private collaborations and supports policies that encourage partnerships between government and non-government entities that address the needs of our communities.

Local Government Collaboration and Consolidation

- AMC opposes state-mandated county consolidation, and believes the state should not prohibit or interfere with local government cooperation and collaboration.

State-County Relations

- AMC believes the state should secure the support of an individual county or specific group of counties before enacting any law that specifically impacts that individual county or group of counties.

Inverse Condemnation

- AMC opposes legislation that allows businesses to seek inverse condemnation when a county provides competing goods or services, or limits the number of private operators.
- AMC opposes the creation of an automatic cause of action for damages any time a local regulatory action impacts the use or reduces the value of private property.

Libraries

- AMC supports greater flexibility for libraries to form regional partnerships.
- AMC supports adequate funding of Minnesota's existing library system.
- AMC supports local control in determining the appropriate level of local funding for county libraries.

Licensing

- AMC supports allowing counties and deputy registrars to sell motor vehicle license tabs online, or to share in the revenue generated by the state's online sales.

Open Meeting Law

- AMC supports more effective and efficient public notice alternatives and authority to utilize technological tools to conduct needed business.

Public Records

- AMC supports changing state law to no longer require that social security numbers be collected for marriage license applications.

Technology

- AMC supports greater cooperation between counties and the state department of revenue to improve the effectiveness of property tax administration software and reduce overall costs for both local and state government.

Disease Prevention and Health Protection

AMC supports state financial resources and public policy to protect the public from communicable disease and promote healthy behaviors to prevent chronic disease.

Emergency Preparedness

- AMC supports state funding and authority for state and local governments to plan and prepare together for public health and other emergencies or disasters that impact the state.

Infectious Disease

- AMC supports policies and funding to ensure that all people in Minnesota are immunized against communicable diseases.
- AMC supports funding and authority for county public health departments to investigate and respond to infectious disease cases, such as active and latent tuberculosis, through monitoring, directly observed therapy, care coordination and treatment.
- AMC supports the use of scientific evidence as a basis for agency action and other decision-making about vaccine safety and other health practices.

Environmental Health

- AMC supports the authority of all counties to locally operate a food, beverage, and lodging establishment program supported by a locally determined fee structure.
- AMC supports a financing structure for core state environmental health activities that is sufficient to ensure that the state can effectively provide oversight, technical support, and information to counties and local food beverage and lodging establishments and is based on an appropriate fee structure.
- AMC supports policies and funding that promote early intervention to remove lead hazards, and other Healthy Homes hazards, before children are exposed, including legislation that would enable counties to obtain Medical Assistance reimbursement for lead risk assessments.

Public Health Infrastructure

- AMC supports restoring and maintaining funding for essential local public health services through the local public health grant.
- AMC supports providing state funding and authority for a state-local public health information system.

Economic Self-Sufficiency

AMC supports state funding and policy to help people move away from dependence on public economic assistance yet provide a safety net for those unable to work.

Affordable Housing

- AMC supports repeal of policies requiring counties to count housing subsidies as income.
- AMC supports development of affordable housing options for low-income people.
- AMC supports providing state funding for counties to assure supportive services within housing options as a way to prevent homelessness.

Child Care

- AMC supports child care policies that assist parents to maintain employment by assuring access to high quality, safe child care.
- AMC supports restoring eligibility for child care for low and moderate income families.
- AMC supports a state process to determine eligibility for child care assistance that is simple and easy for families, providers, and counties to navigate.
- AMC supports state funding and immunity protection for county responsibilities in licensing in child care establishments.
- AMC supports the state assuming responsibility for child care background checks.

Income Supports/Work Readiness

- AMC supports individual access to high quality employment training that leads to greater self-sufficiency and that improves the overall skill level and productivity of the workforce.
- AMC supports exceptions from the Minnesota Family Investment Program (MFIP) work participation requirements for individuals who have demonstrated inability to work due to physical or mental disability, time spent completing their education, or serving as a caregiver for disabled family members.
- AMC supports requirements to verify eligibility for public programs based on citizenship as long as these processes do not result in substantial additional administrative burdens for counties.
- AMC supports general fund support for the Minnesota Youth Program, which provides work experience and academic enrichment activities to economically disadvantaged and at-risk youth.
- AMC supports funding for family stabilization services sufficient to enable all counties to provide case management, payment monitoring, and initiation for eligible clients, as required by law.
- AMC supports funding for supportive work programs to provide hard-to-employ MFIP recipients with paid work experience.
- AMC supports changes to state law to protect counties from being required to make indemnity payments to unpaid work experience participants in work readiness
- AMC supports innovations to simplifying the process of determining eligibility for and enrollment in income support programs.

Energy

AMC supports collaborative efforts in the areas of research, development, and use of all forms of renewable energy statewide.

Energy Independence

- AMC supports wind energy generation, methane and all other sources of renewable energy as part of a comprehensive energy independence program.
- AMC supports statewide incentives for alternative energy options, including waste to energy and methane recovery, such as producer payments or credits for technology similar to those granted to the wind, ethanol, and bio-diesel industries.
- AMC supports adding the availability of E85 to the MNDOT highway signage programs.
- AMC supports the use of hydropower and clean burning coal.
- AMC finds that there is a need to provide affordable power to constituents and supports efforts that would make this possible.
- AMC supports repealing the prohibition on building nuclear energy facilities.
- AMC supports methods of conservation, improving efficiency and minimizing the environmental impacts of all methods of energy production.
- AMC supports continued funding for the Clean Energy Resource Teams (CERT) Programs.

Electric Transmission and Distribution

- AMC supports greater cooperation and communication between the state, local units of government and private industry for the siting and access to pipelines and other energy sources and electric transmission and distribution systems.

Health Care Financing, Access and Quality

AMC supports assuring the opportunity for all Minnesotans to be healthy and supports public health activities that prevent disease and disability and promote health for the whole population. AMC supports health care for all Minnesotans that adds value by improving quality and patient satisfaction; decreasing medical errors, cost, and waste; and maximizing return on investment. Counties shall be a key stakeholder in any proposal that transfers county administrative or program delivery roles to new entities such as tribal governments, non-profits, or the private sector.

New Health Care Delivery Systems & Health Care Homes

- AMC supports allowing counties or county-based purchasing plans to propose, implement and participate in new care delivery and payment demonstration projects for Minnesota Health Care Programs. AMC supports authorizing the county to designate the rural coordinated care delivery system project that will operate a demonstration project in a rural area if there are multiple competing proposals or projects serving the same geographic area.
- AMC supports requiring provider-sponsored Minnesota Health Care Program demonstration projects to partner with counties so that health care services are coordinated with local county services affecting patients' health, such as public health, social services, mental health, housing and other services.

- AMC supports certification of health care homes throughout Minnesota that:
 - ▶ Ensure multiple options for certification so that providers in all parts of the state are able to participate;
 - ▶ Expand the types of providers and teams eligible to serve as a health care home or care coordinator; and
 - ▶ Provide collaboration of care across public and private sectors and coordination between medical and non-medical services.

County-Based Purchasing

- AMC supports expanding county-based health care purchasing to additional populations and geographic areas through either a single plan approach or a model where competition is required by federal law, by following federal requirements whereby county-based purchasing competes with only one additional health plan for counties that fall within Metropolitan Statistical Areas.
- AMC supports default assignment of enrollees to the county-based purchasing plan if an enrollee does not make a choice of health plan.
- AMC supports the formation of locally controlled health plans to serve as an alternative to large statewide and national health insurance plans to give consumers and employers additional health plan choices.

Dental

- AMC supports state funding for a sustainable model for dental care for low-income people.

Financing, Administration and Systems

- AMC supports state and federal investments in technology modernization at the Departments of Health and Human Services. These investments will improve the efficiency of county staff that enter information into the systems and enhance customer service.
- AMC supports maintaining health insurance coverage for low income Minnesotans. AMC opposes solutions that result in cost shifts or funding reductions to counties to cover these populations.
- AMC supports solutions that better integrate health care and social services to reduce costs and improve health outcomes, including the implementation and full funding of demonstration projects.
- AMC supports state funding for county uncompensated care costs.
- AMC supports adequate state funding to cover the cost of county administrative functions in Minnesota Health Care Programs.
- AMC supports state policy to allow for seamless enrollment and continuation in Minnesota Health Care Programs (e.g., MA and MinnesotaCare).
- AMC supports simplifying the process of determining eligibility for and enrollment in Minnesota Health Care Programs.
- AMC supports continued funding and authority for the county roles of network development and service integration for special populations, such as the elderly, disabled, and mentally ill, who receive services through Minnesota Health Care Programs as these populations are moved to a managed care model.
- AMC supports state and federal funding to cover county costs of administering the new MnChoices assessment process.
- AMC supports maximizing federal revenues to support Minnesota's health care programs.

Land Use Planning and Regulation

AMC supports wise management of the state's environmental and natural resources through effective enhancement of local, state, and federal governance.

Animal Agriculture County Permitting Programs

- AMC supports the voluntary enforcement of state standards by counties with county authority to be more restrictive than state standards.
- AMC supports increased state funding for counties that elected to be delegated within the Pollution Control Agency feedlot program.
- AMC supports the ability of counties to withdraw from the county feedlot delegation agreement in the event the funding level declines below what is necessary to administer the program.
- AMC supports a statutory definition of feedlot capacity as "permitted capacity."
- AMC recognizes the need to provide assistance to feedlot producers correcting their feedlots and supports raising the eligibility limit for the feedlot cost share from 300 animal units to 999 animal unit facilities that are not large concentrated animal feeding operations.

Comprehensive Planning and Zoning

- AMC supports local governments' ability to balance the rights of private landowners with the interests of the public through the fundamental authority local units of government have to protect the public health, safety and welfare of citizens.
- AMC supports legislative efforts that do not reduce, or interfere with the ability of counties to carry out land-use activities such as zoning, planning, and the permitting of development.
- AMC supports the legislative effort to develop and fund a statewide high-resolution Digital Elevation Model.
- AMC supports a balance of the interests of the community and the rights of the landowner by allowing local decision making to protect the health, safety and welfare of local residents using local planning and zoning.

Cumulative Potential Effects

- AMC supports a statutory clarification of the definition of "cumulative potential effects".
- AMC supports maintaining the existing EAW decisional criteria in EQB rules.
- AMC opposes any effort to require a "cumulative impacts" analysis as part of the EAW process, or as part of the shoreland review process.

Environmental Assessment Worksheets (EAW) / Environmental Impact Statements (EIS)

- AMC supports efforts to revise the EAW and EIS process rather than creating new thresholds to trigger the necessity of undergoing an EAW or EIS.

Noxious and Invasive Plant Management

- AMC supports requiring the Minnesota Department of Transportation, railroad authorities and other state and federal agencies to control and fund the timely eradication of noxious weeds on their lands and rights-of-way.
- AMC supports fully funding state and federal efforts to carry out activities to eradicate invasive plants and other species in a timely manner. AMC supports increased state activities to educate and assist residents and local governments in their efforts to control invasive species.

County Park Funding

- AMC supports adequate state and federal funding to counties for the acquisition, maintenance and operation of county parks, open space and recreational lands.
- AMC supports adequate state and federal funding for the development of county parks, open space, and recreational lands, except in a county with 50 percent or more public land ownership. Those counties could elect to participate in this funding using the dollars received for ongoing maintenance, upkeep, or their capital improvements benefiting existing county-owned parks, trails and recreational facilities.

Public Land Management

- AMC supports requiring federal and state agencies to formally notify and solicit county input prior to all proposed land acquisitions.
- AMC opposes efforts to alter or remove the local approval process for the establishment or expansion of wildlife management areas (WMAs).
- AMC opposes the creation of buffer areas through restrictions on local ordinances or other methods that may negatively impact adjoining property owners.

Rulemaking

- AMC opposes opening the shoreland rules for rulemaking until the DNR and the local governments responsible for implementing the rule agree to the scope of potential rule changes.

Small Community Systems

- AMC supports increased funding to bring more small community septic systems into compliance.

Subsurface Sewage Treatment Systems (SSTS)

- AMC supports requiring individual sewage treatment systems to be inspected and disclosed prior to the sale or transfer of property.
- AMC supports county-based efforts to develop an inventory of the compliance status of all SSTS' in the county.
- AMC supports establishing a statewide database of best practices that local government use to administer and educate the public concerning SSTS systems.
- AMC supports ongoing state-funded financial assistance programs for homeowners. These programs should include financial assistance for low-income SSTS owners who are unable to fund system upgrade or replacement without this support, including funding counties to establish revolving loan and other financial assistance programs.
- AMC supports state funding for county implementation of the state SSTS program at a level commensurate with county costs to do so.
- AMC supports county authority to adopt an SSTS component of the county water management plan.

Township Zoning

- AMC supports efforts to clarify the zoning relationship between counties and townships.
- AMC supports a requirement for townships that choose to adopt zoning ordinances to perform all zoning activities and to carry out the enforcement of the zoning ordinances.

Mandates

Maintenance of Effort Requirements

- AMC opposes state mandated maintenance of effort requirements as they interfere with local decision-making and budget prioritization.

Reform and Removal

- AMC opposes the imposition of mandates and costs on counties without full and stable funding from the federal or state government needed to prevent property tax increases. If mandates are not accompanied with commensurate funding, they must be removed.
- AMC supports the realignment of service and funding responsibilities that would provide lasting fiscal reform for mandated services.
- AMC supports periodic legislative review or automatic sunset of all federal- or state-imposed mandates.

Mental Health

AMC supports state policy and financing to assure a full range of mental health services that: promote mental health, prevent mental health problems, treat mental health conditions, and allow people with mental health conditions to function as effectively as possible in the community.

Civil Commitment

- AMC supports state assumption of the cost of hold orders for sex and alcohol offenders and other people awaiting civil commitment.
- AMC opposes the requirement that counties share the cost of civil commitment of sex offenders and supports comprehensive reform to the current policies in order to reduce the cost of civil commitment, including a review of the commitment process, while maintaining an adequate level of protection for the public.

Mental Health System Reform

AMC supports state mental health reforms that include the following components:

- Integration of physical, mental health and social services (including housing and employment) for children and adults with mental health problems;
- Coordination of mental health services with other county systems such as child protection and criminal justice;
- Partnerships between counties and managed care organizations that effectively align funding, authority, responsibility, risk, and reward;
- State funding to assure services for uninsured and underinsured;
- State funding for prevention, screening, and earlier intervention of mental health problems, especially targeted to newborn and early childhood services;
- Flexibility in dedicating local tax dollars for mental health in relation to other social services; and
- Continuation of the state safety net for people with severe mental health problems.

AMC supports a review of the state adult and children's mental health acts to clarify appropriate county responsibilities.

Public Safety, Corrections and Courts

AMC supports programs and policies that promote safe communities through effective prevention, education, supervision and treatment, and communication technology, and preparedness through local/state collaboration.

9-1-1

- AMC supports a stable and reliable funding source and flexible use of 9-1-1 fees to offset county costs for the upgrades to and maintenance of local 9-1-1 systems.

Collaboration

- AMC supports a coordinated and efficient law enforcement program between the state and local jurisdictions.
- AMC supports continued and expanded use of the Automated Pawn System (APS) as well as continued authority for regulation of pawn shops at the local government level.

Communication Interoperability

- AMC supports the statewide system for communication interoperability for emergency management services and law enforcement purposes and supports the ongoing development and implementation of a statewide emergency radio infrastructure.
- AMC supports locally managed emergency communications systems and recognize that the subscriber and equipment operating costs of a statewide infrastructure require state support.
- AMC supports the ongoing development of an integrated state criminal justice information system (CrimNet) with full financial resources for development to be provided by the state.

Drug Courts

- AMC supports collaboration and cooperation between the counties, state administration, state courts and other stakeholders to address the issue of alcohol and other drug offenders in the criminal justice system.
- AMC recognizes that for a drug court expansion and implementation plan to succeed it must:
 - ▶ Align with an effective service delivery model that recognizes existing state/county relationships.
 - ▶ Avoid redundancy of programs and services and prevent new unfunded mandates to local government.
 - ▶ Provide full, stable, and ongoing state funding for corrections and human services systems delivering services at the county level that is equitable and commensurate with local need;
 - ▶ Require that the financing and supervision of county staff remain with the county;
 - ▶ Maintain the efficient financing and operation of chemical dependency and mental health services within the county;
 - ▶ Adopt evidence-based operating practices and outcome-based funding strategies; and
 - ▶ Use existing information systems to provide treatment and client data necessary to evaluate outcomes.

Emergency Management

- AMC supports county board involvement, shared funding responsibility, and local authority for coordination of emergency management services in cooperation with the federal and state government.
- AMC supports disaster assistance initiatives that aid local governments that recognize the limits on local fiscal resources.
- AMC supports the elimination of barriers to local governments in Minnesota willing to provide disaster assistance in other states through the Emergency Management Assistance Compact (EMAC). The state should provide counties and county officers and employees the same liability protections and immunities that are provided to the state and its employees under the EMAC.

Emergency Medical Services

- AMC supports funding for EMS recruitment and education to replace state revenues lost from decreases in seat belt fines and other sources.

Health Care

- AMC supports federal and state financial and program assistance to relieve counties of the costs of uncompensated medical and dental care provided to inmates of local correctional facilities. This includes funding for preventive and ongoing physical and mental health care services in jails and maintenance of SSI, Veterans benefits, Medical Assistance, and MinnesotaCare.

Public Defenders

- AMC supports full state funding of state public defender services.

Supervision

- AMC supports movement to a single, needs-based state-funding stream for corrections. In the absence of a single probation funding stream. AMC supports increased funding for probation officer salaries through caseload/workload reduction funding as provided for in Minnesota Statutes, in order to maintain core probation services.
- AMC supports the use of state resources to fully compensate counties for the entire cost of housing state offenders.
- AMC supports increased state funding for the operation of corrections programs and county/regional jails.
- AMC supports the integration of evidence-based best practices into the discipline of corrections supervision and decision-making.
- AMC opposes any changes in the state Department of Corrections jail standards for existing facilities that will be a financial burden on counties.
- AMC supports that counties that provide probation services and counties that have contracts with the Minnesota Department of Corrections for probation services should receive the full 50% reimbursement for the cost of salaries and fringe benefits as provided by Minnesota Statute § 244.19, Subdivision 6.
- AMC supports that counties organized under the Community Corrections Act for the provision of probation services have their subsidy, as defined in MN Statutes 401, increased by 60 percent over the current appropriation.

Victims Services

- AMC supports restoration of funding for victims services grants.

Solid Waste Management

AMC supports development of local priorities and the provision of cost-effective, efficient, and environmentally sound waste management practices.

Electronic Waste

- AMC supports legislation to require all public electric generation utilities, cooperative electric associations, and municipal electric utilities to establish an industry-funded system for recycling spent fluorescent and high intensity discharge lamps from households.
- AMC supports efforts to make improvements that would maximize the e-waste recycling program, and the use of any manufacturer payments in lieu of covered electronic device (CED) recycling be used by the state to help reimburse local government unit collectors not receiving service.

Inverse Condemnation

- AMC opposes “inverse condemnation” legislation that would restrict the ability of local governments to implement organized waste collection.

Landfill Capacity

- AMC supports the Minnesota Pollution Control Agency working collaboratively with counties on landfill capacity and Certificate of Need.

Onsite Burning of Municipal Solid Waste

- AMC encourages the Minnesota Pollution Control Agency to continue efforts to educate Minnesota residents on the issues associated with onsite burning.
- AMC supports a state level initiative to correct inconsistencies in statutes governing on-site Municipal Solid Waste (household garbage) burning activities.

Product Stewardship

- AMC supports product stewardship among manufacturers, retailers and consumers, with an emphasis on industry through an Extended Producer Responsibility framework approach, which creates effective producer-led reduction, reuse and recycling programs, to deal with a product’s lifecycle impacts from design through end-of-life management, without relying solely on state and local governments.
- AMC supports maximizing the collection and safe disposal of unwanted prescription and over-the-counter medicines through an internalized pharmaceutical manufacturer financing mechanism that covers the costs of collection, transportation and hazardous waste disposal, and does not rely on state and local government funding.

Select Committee on Recycling and Environment (SCORE) Funding

- AMC supports increased SCORE funding to counties to administer the recycling programs mandated by the Legislature and reduce the amount of material that is land filled.

Solid Waste Financing

- AMC supports increased capital assistance project funding.

Solid Waste Management Tax

- AMC supports allocating 100 percent of the revenue generated by the Solid Waste Management Tax to state and county product stewardship, household hazardous waste, and other waste management activities.

Solid Waste Processing Credit

- AMC supports reinstating the state solid waste processing credit to counties that process waste at waste to energy or compost facilities.

Waste Assurance

- AMC supports legislation to streamline the waste designation process to more effectively exercise the waste assurance tools provided to counties, while retaining the integrity of the public input process.

Waste Pesticide Funding

- AMC supports a fully funded state-wide program to implement comprehensive and accessible disposal of agricultural and residential waste pesticides.

Waste to Energy

- AMC supports the Minnesota Pollution Control Agency working collaboratively with counties on the permitting of new or expansion of existing waste to energy processing facilities.

Tax and Finance

AMC supports the authority delegated to democratically elected officials to make budget decisions for the unit of government for which they were duly elected. ***AMC supports the current constitutional requirement that the state to adopt a balanced biennial budget and opposes any efforts to alter the constitution on this matter such as a constitutional amendment to authorize continuing resolutions or allowing an expiring biennial budget to continue without legislative action.***

Dedicated State Funding/Constitution

- AMC opposes constitutional amendments that artificially establish guaranteed, perpetual revenue streams for any government programs or spending categories.

Delinquencies

- AMC supports eliminating the statutory minimum and maximum on the interest rate charged on delinquent property taxes and penalties, and supports annually adjusting those interest rates based on a set level above the U.S. Prime rate.

Fees

- AMC supports the use of local fee revenue as an alternative revenue source and as a tool to finance their intended purposes. Statutory fee minimum amounts must be sufficient to cover local program and administrative costs and provide for local discretion for adjustment.

Homestead Benefits

- AMC believes that property tax homestead benefits should be provided through a direct credit or refund to homeowners, rather than market value exclusions or credits.

Local Government Revenues and Expenditures

- AMC supports greater flexibility for counties to diversify their sources of revenue in order to reduce the reliance on the property tax to fund county operations and state mandated services.
- AMC believes that any sales tax revenues raised for the purposes of funding state financial commitments to counties, including grants, aids and credits, should be enacted in a uniform basis on the state level and responsibility for those budget decisions should not be transferred to local governments.

Payment in Lieu of Taxes

- Private lands acquired outside of a city should not be in conflict with the county's comprehensive plan.
- Private land acquisitions must emphasize the greatest level of public value that can be obtained in order to achieve the maximum statewide public benefit.
- AMC strongly supports full funding, including inflationary adjustment, of PILT payments to affected local governments to reduce the financial burden to property tax payers created by a reduced tax base in a county, city or town.

Property Tax Reserved for Local Governments

- AMC supports the principle that individual local governments are best able to determine the appropriate taxing and spending levels for each of their communities. Property taxes are created to finance local government programs and services. The use of the property tax to finance locally determined and delivered services should be considered the exclusive domain of local government. AMC opposes efforts to fund state entities and programs through the county property tax mechanisms.
- AMC supports direct collection of the state general property tax by the department of Revenue while the tax in effect.

Reporting

- AMC supports utilizing contemporary technological tools for the dissemination of required data; for example, amending county financial statement publication requirements so that counties may post reports on county websites.

Sales Tax

- AMC supports requiring online-only retailers to collect and remit state sales taxes.

State Aids

- AMC supports increasing funding for county aid programs to assist the county role in the delivery of increasing state mandated services.
- AMC supports the reinstatement of family preservation aid.
- AMC supports automatically adjusting county program aid for inflation similar to the former HACA program.

Taxation of Local Government Purchases

- AMC supports the exemption of local government purchases from state and local sales and use taxes.

Tax Limitation Initiatives

- AMC supports the ability of the state and its counties to properly fund their operations and opposes any imposition of levy limits or other artificial statutory or constitutional restrictions such as valuation freezes, revenue or spending caps, reverse referenda or other limitations on the budgeting process that undermine the tenets of a representative democracy as established in the Constitution.
- AMC supports excluding the wind production tax and taconite tax from levy aid base calculations.
- AMC supports the current valuation process for sugar mills.

Truth-in-Taxation

- AMC supports changes to the statutory Truth-in-Taxation procedural requirements that would provide more county flexibility, allow counties to more effectively and efficiently use communication technology, and provide for additional reporting of costs and attendance to the state.

Transportation

Airports, Rail Service and Waterways

- AMC supports a statewide, integrated multi-modal transportation system that keeps Minnesota competitive in a global marketplace.

Funding

- AMC supports increased funding for the maintenance and development of railroads, airports and waterways as part of an integrated and efficient transportation system including increased state funding for the Minnesota Rail Service Improvement Program to provide the necessary statewide access to national and international markets.
- AMC supports the restoration of and ongoing full funding for the State Airports Fund to promote regional transportation, economic development and homeland security.

Roads and Bridges

- AMC supports long-term, sustainable funding streams that provide the necessary resources for safe highway and road systems that can efficiently move people and goods.

Funding

- AMC supports transportation funding initiatives that address the long-term transportation needs of counties and the state.
- AMC supports full and ongoing funding for the local bridge program in the form of state general obligation bonding authority to address current financial shortfalls.
- AMC supports increased funding for the Local Road Improvement Program for the Roads of Regional Significance Account and the Rural Road Safety Account.
- AMC supports efforts to capture revenue from all highway users, including electric vehicles.
- AMC supports removing the referendum requirement for the local option transportation sales tax in Greater MN.
- AMC supports giving all counties flexibility to charge a wheelage fee.
- AMC supports full funding for the Local Road Wetland Replacement Program.
- AMC supports the repeal of the sales tax on any county highway purchases.
- AMC opposes increased funding of ATV and snowmobile trails out of the Highway User Tax Distribution Fund until comprehensive studies of both ATV and snowmobile trail needs have been completed and reviewed.
- AMC supports maintaining the narrowly defined set of parameters for which Park Road Account funds are currently authorized.

Governance

- AMC supports partnerships and cooperation with state agencies, associations and other local units of government that advance the transportation interests of citizens and the state.
- AMC supports county approval of municipal and township plats related to ingress, egress and/or Right-of-Way when adjacent to county highways.
- AMC supports removal of local or municipal plan approval for county state aid highway projects.

Implements of Husbandry

- AMC supports establishing maximum axle weights and gross weights for implements of husbandry on public highway bridges.
- AMC supports eliminating the implements of husbandry exemptions for posted bridge weights, authority to be weighed by law enforcement officials, and civil penalties for excess weight.
- AMC supports eliminating the implements of husbandry liability exemption for damage caused by non-weight-related unlawful operation on public highway bridges.

Regulations

- AMC supports policies that operate within the parameters of the current statewide variance process, maintain the MnDOT Commissioner's role in setting speed limits, and do not alter the statewide funding formula for County State Aid Highways.
- AMC supports current rules and statute as it impacts the state design standards that ensure optimal safety and mobility on roads throughout Minnesota.
- AMC supports creating a partnership with the Minnesota Department of Transportation for overweight/oversized vehicles for the purpose of implementing one stop shopping through standard data collection, permit policies and fees.
- AMC supports policies and programs that streamline processes, control cost escalation and recognize diversity among counties.

Safety

- AMC supports electronic and photo monitoring for data collection, traffic planning, driver education, and enforcement as a means of reducing road wear, accidents and injuries.
- AMC supports railroad safety funding via the biennial capital bonding bill to add crossing lights and gates to paved county highway-main line railroad crossings that currently lack safety mechanisms.

Ten-Ton Roads

- AMC supports bonding for the development of a complete statewide ten-ton county state aid highway system that will meet the safety, congestion mitigation, connectivity, agricultural, industrial and economic needs of the state.

Weight Limits

- AMC supports the ability of counties to establish load restrictions on the county roads systems.
- AMC supports the prohibition of any weight limit exemptions except during harvest.
- AMC supports the statewide enforcement, education and prosecution of Minnesota's weight laws.
- AMC supports extending seasonal load limits on gravel roads by two weeks.
- AMC supports increasing the statutorily allowable weight limit for trucks travelling within Minnesota so that trucks with six axels may weigh up to 90,000 pounds and trucks with 7 axles may weigh up to 97,000 pounds with a permit.

Transit

AMC supports transit systems that provide critical access for commuters and vulnerable citizens.

Dedicated Funding

- AMC supports dedicated transit funding that is both adequate and predictable and provides the necessary revenue to meet the needs of the state and local commuters.
- AMC supports a fair and equitable distribution of revenue for the Greater Minnesota Transit Program with the same policies, patterns and practices.

Governance

- AMC supports partnerships and cooperation with state agencies, associations and other local units of government that advance the transit needs of Minnesota citizens.

Transit Modes

- AMC supports the development of a comprehensive statewide transit plan that considers the proper transit modes for geographic corridors, including passenger rail, and provides strategies to mitigate congestion while also improving access and mobility for all citizens.

Vital Communities

AMC supports state assistance to communities in reaching their workforce and economic development potential in order to enhance the quality of life for all Minnesotans.

Infrastructure

- AMC supports increased funding of the Greater Minnesota Business Development Infrastructure grant program.
- AMC supports the small cities development program.
- AMC supports ongoing state funding to leverage partnerships that can help limited English proficiency populations successfully integrate into Minnesota communities improving the health, safety and civic engagement of all.

Programs and Administration

- AMC supports increased funding of the Minnesota Investment Fund.
- AMC supports the sales tax exemption for small business equipment at the point of sale instead of as a reimbursement program.
- AMC supports using the occupational employer survey database to determine rural Minnesota wage rates.
- AMC supports funding for the creation of the Office of Entrepreneurship administered by small business development centers across the state.
- AMC supports the levy authority of county EDA's and opposes changes made to 469.1082, subdivision 5 in 2010 that allow for townships to opt-out of participation in economic development efforts within a county.
- AMC supports the redevelopment and rehabilitation of contaminated properties through existing Environmental Response Funds using mortgage deed and registry tax revenues.

Vulnerable People

AMC supports state resources and public policy to protect vulnerable people from harm.

Disabled and Elderly Populations

- AMC supports state policy and financing strategies to support county roles in providing or assuring health and social services and care integration for people with physical, mental, or developmental disabilities.
- AMC supports financing and authority for counties to conduct vulnerable adult investigations.
- AMC supports funding for county services, including administering the MnChoices assessment, to ensure that the vulnerable elderly and disabled populations are served in cost-effective, appropriate settings and at home or in the community whenever possible.

Financing and Systems

- AMC supports repealing county cost shares for people on Medical Assistance in nursing homes, intermediate care facilities, and institutes for mentally disabled.
- AMC supports repealing county cost shares for people in regional treatment centers and 16-bed hospital facilities.
- AMC supports financing strategies to support activities at the local government level to assure that people with physical, mental or developmental disabilities receive social supports to live at the maximum level of independence.
- AMC supports clarifying and fully funding counties' roles in service delivery for long term care and continuing care services, especially in the areas of quality assurance, assessment/reassessment and provider network development.
- AMC supports aligning licensing regulatory authority with the enforcement and investigative obligation for adult protection reports. AMC supports exempting county lead investigative agencies from responsibility to investigate reports from facilities licensed by the state Department of Human Services or Department of Health.

Water

AMC supports efforts to protect and improve the quality of water in Minnesota.

Aquatic Invasive Species

- AMC supports the continuation and creation of Aquatic Invasive Species programs funded by license fees, the state General Fund and other state funding sources, which are implemented by the DNR and local authorities. AMC supports further restrictions on infested waters, temporary controls, and increased fines.

Drainage

- AMC supports drainage law that ensures the ability to maintain drainage systems.
- AMC supports requiring the state to fund the costs of drainage management activities that are the result of state mandates.
- AMC supports a statutory change to provide for legal drainage ditch maintenance and repair projects under MN Statute 103E and 103D to be exempt from possible claims under Minnesota Environmental Rights Act (MN Stat 116B).

Drinking Water

- AMC supports efforts to monitor and protect the quality of drinking water supplies in the state.

Federal Endangered Species Act

- AMC supports efforts by the United States Fish and Wildlife Service (USFWS) to down list or remove the Topeka Shiner Minnow from the endangered species program. While this effort is underway, AMC requests that the USFWS exempt public works projects from current restrictions where the Topeka Shiner Minnow is present.

Impaired Waters

- AMC supports initiatives to restore Minnesota's impaired waters that:
 - ▶ Prevent waters from becoming impaired.
 - ▶ Primarily rely on voluntary efforts;
 - ▶ Build upon existing programs;
 - ▶ Provide significant opportunities for local governments and citizens to participate in decision-making processes;
 - ▶ Are funded through federal and state revenue sources and not collected through the property tax system; and
 - ▶ Work to prevent the pollution of lakes and rivers.
- AMC supports restoring and increasing state financial support for county water management planning.

Storm Water Management

- AMC supports full funding for the delegation of the NPDES Phase II storm water program to counties that are best able to review, permit, monitor and enforce these requirements.

Wetlands

- AMC supports simplifying state and federal wetland regulatory programs.
- AMC supports the existing policies of WCA and supports the simplifying and streamlining of state and federal wetland regulatory programs.
- AMC supports maintaining WCA as a conservation program rather than a preservation program.
- AMC supports including data from all wetland restoration or creation in the wetland replacement reporting.
- AMC opposes initiatives to identify WCA as a no net loss program.
- AMC opposes large changes to WCA exemptions and administrative procedures without complete data to justify the changes.
- AMC supports maintaining wetland de minimis exemption amounts and simplifying its application.
- AMC opposes the changes made to the Wetland Conservation Act in 2007 and supports reverting to the de minimis exemptions in place in 2006.
- AMC opposes WCA rule changes that require landowners to report exempt activities.
- AMC supports local decision authority for the wetland replacement portion in a permit application to mine.

Water Basin Organizations

- AMC opposes the mandatory membership of an individual watershed to be part of a water basin organization.

Water Resource Service Delivery

- AMC supports county flexibility regarding the delivery of services to conserve land and water resources.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:
Legislative Follow-up

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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 Follow-up

DATE: January 1, 2013

In the past two weeks staff has had a couple of meetings with our new legislators. The first meeting was a day long tour put on by the members of the Land Department staff with Senator Ruud, and Representative Radinovich. A copy of the packet handout is attached. The Land Department wanted to take the opportunity to visually show our legislators the process that they have followed to maintain our forest resources.

The second meeting was held at the Birchwood with Representative Radinovich, Commissioners Niemi and Westerlund, County Auditor Peysar, retired Commissioner Bailey, and the owner of the Lakeview Inn on Dam Lake, Denny Solsvig. A copy of this handout is also attached. The primary discussion centered on the State general tax, Fiscal Disparities, and the upcoming legislative session.



Aitkin County Land
Department

Forestry for all Seasons

2012



Welcome to Aitkin County

The Aitkin County Land Department (ACLD) has been serving the people of this county since 1937. At that time, we had a land commissioner and one forester. Since that time, our department has expanded to include four foresters, trail coordinator, parks, survey, GIS, and economic development departments.

ACLD manages approx. 222,000 acres of tax forfeited land for a variety of purposes:

- * Management of the timber resources on the lands
 - Planting trees each year
 - Regeneration / thinning of trees
 - Sustaining an industry (logging) that would have folded without the public lands.
- * Habitat for wildlife
 - Big Game
 - Furbears
 - Nongame
- * Recreational opportunities
 - ATVing
 - Skiing
 - Snowmobiling
 - Walking
 - Hunting
 - Rock Picking



Without public lands, all of these uses would have very few trails, 100% of the ATV trails are on public lands. The snowmobile trails are approx. 75% on public lands and provide the means to connect the private lands. Ski trails are 100% on public lands. Hunting is at least 75% conducted on public lands.

- * Nontraditional forest uses
 - Maple syrup
 - Christmas trees
 - Berry picking
- * Environmental Quality
 - Air
 - Water
- * Income that is apportioned back to all of the taxing districts - county, township, and school districts
- * Employment
 - Industry
 - Loggers
 - Secondary Products
 - Staff



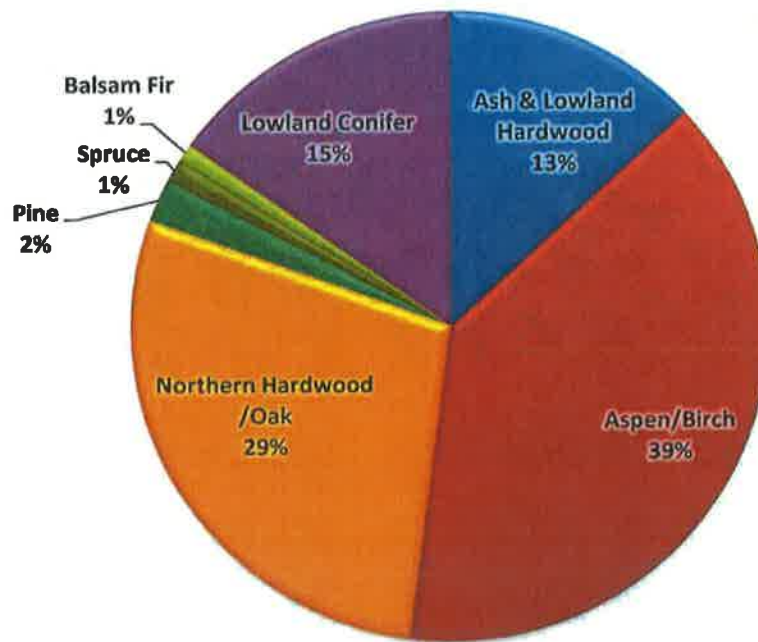
**Aitkin County is committed to the philosophy:
If we take care of the forests, the forests will take care of us.**

ACLD Strategic Forest Management Initiatives:

- **Increase Quality of Hardwood Forest**
- **Balance Age-Classes in Aspen Forest**
- **Increase Upland Conifers**
- **Increase Oaks**
- **Strive to Retain Birch**
- **Manage for a Range of Wildlife Habitats**
- **Dispersed Recreation Opportunities**
- **Maintain/Enhance Water Quality**



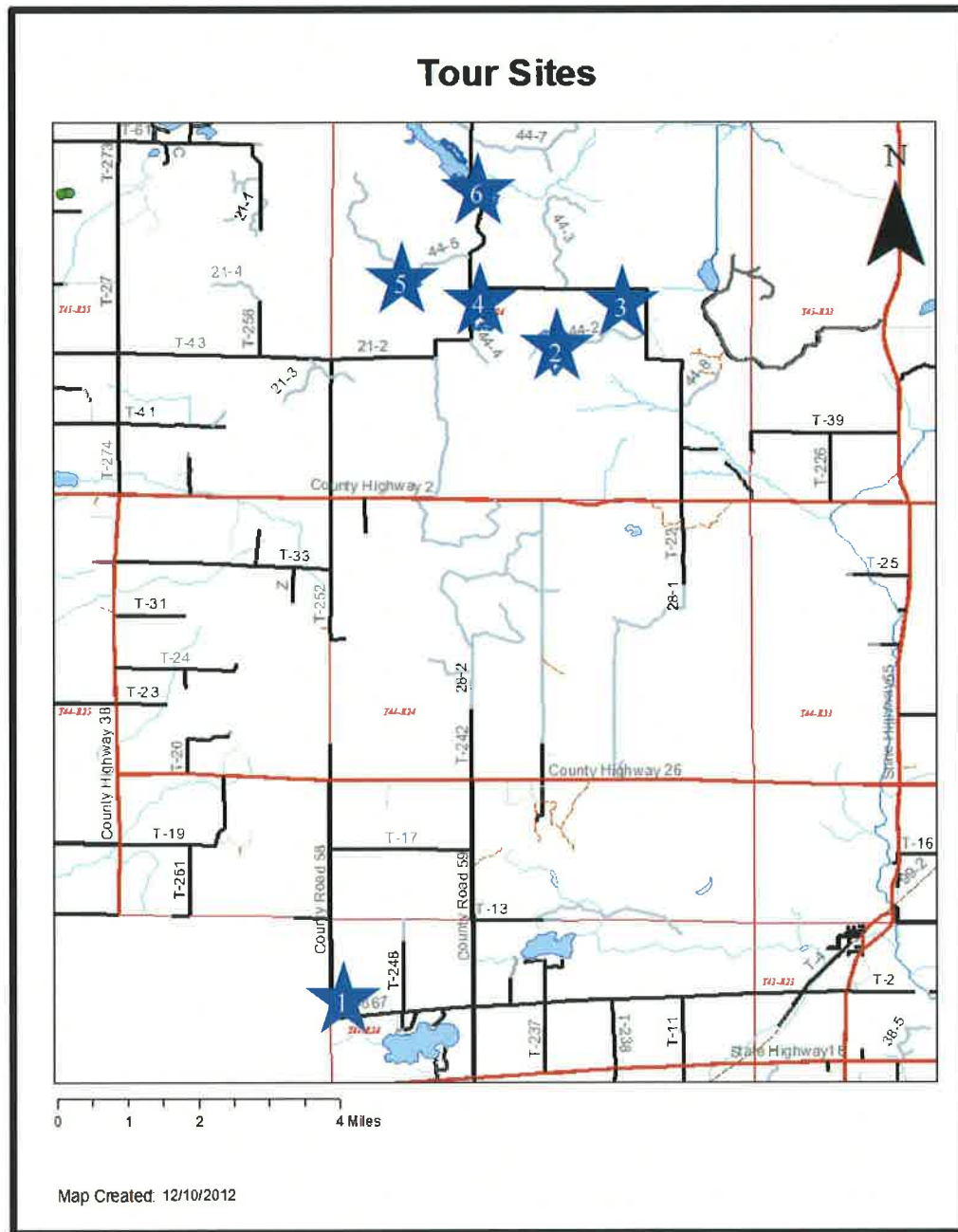
ACLD Forest Types - 2012



UNIVERSITY OF MINNESOTA FORESTRY TOUR
 13 December 2012
 Aitkin County Land Department

AGENDA

Site	Contact	Topic
1	Hawkins Sawmill	Local Industry Perspectives
2	Chad Westerlund Sale	2 nd Thin, Local Logger, Multiple Forest Benefits
3	Pine Management	Pine Silvics, TSI, Pliny Post
4	Sappi Sale	Aspen Clearcut, Logger Issues
5	Park Falls Sale	Quality Oak and Regeneration
6	Jewett Impoundment	Management Objectives, Public Use

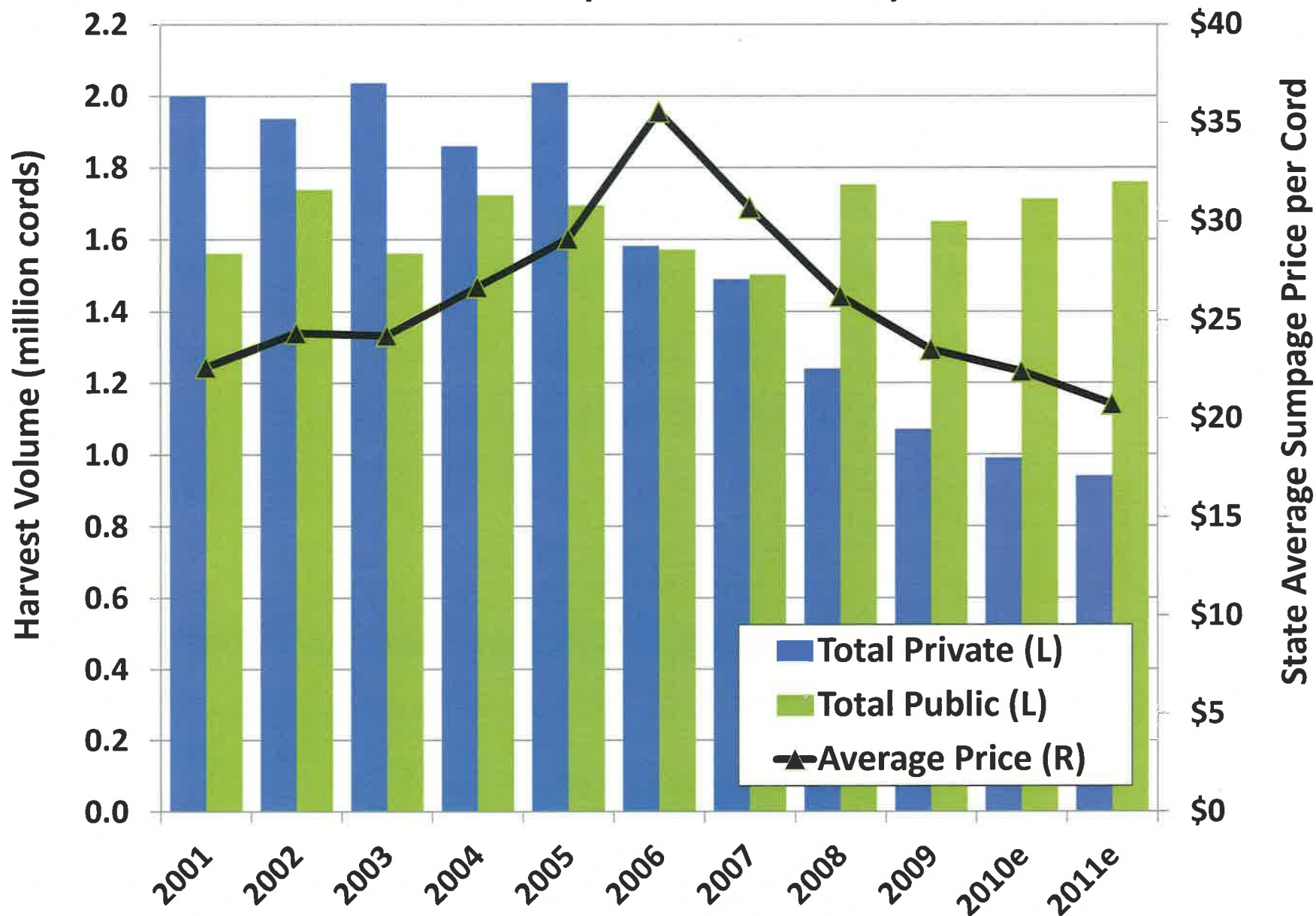


1. Hawkins Sawmill

- Local Sawmill
- Importance of Public Land to Timber Flow
- Recent Capital Improvements
- Investment in technology
- Local Employer
- Cooperative Development with Between Counties

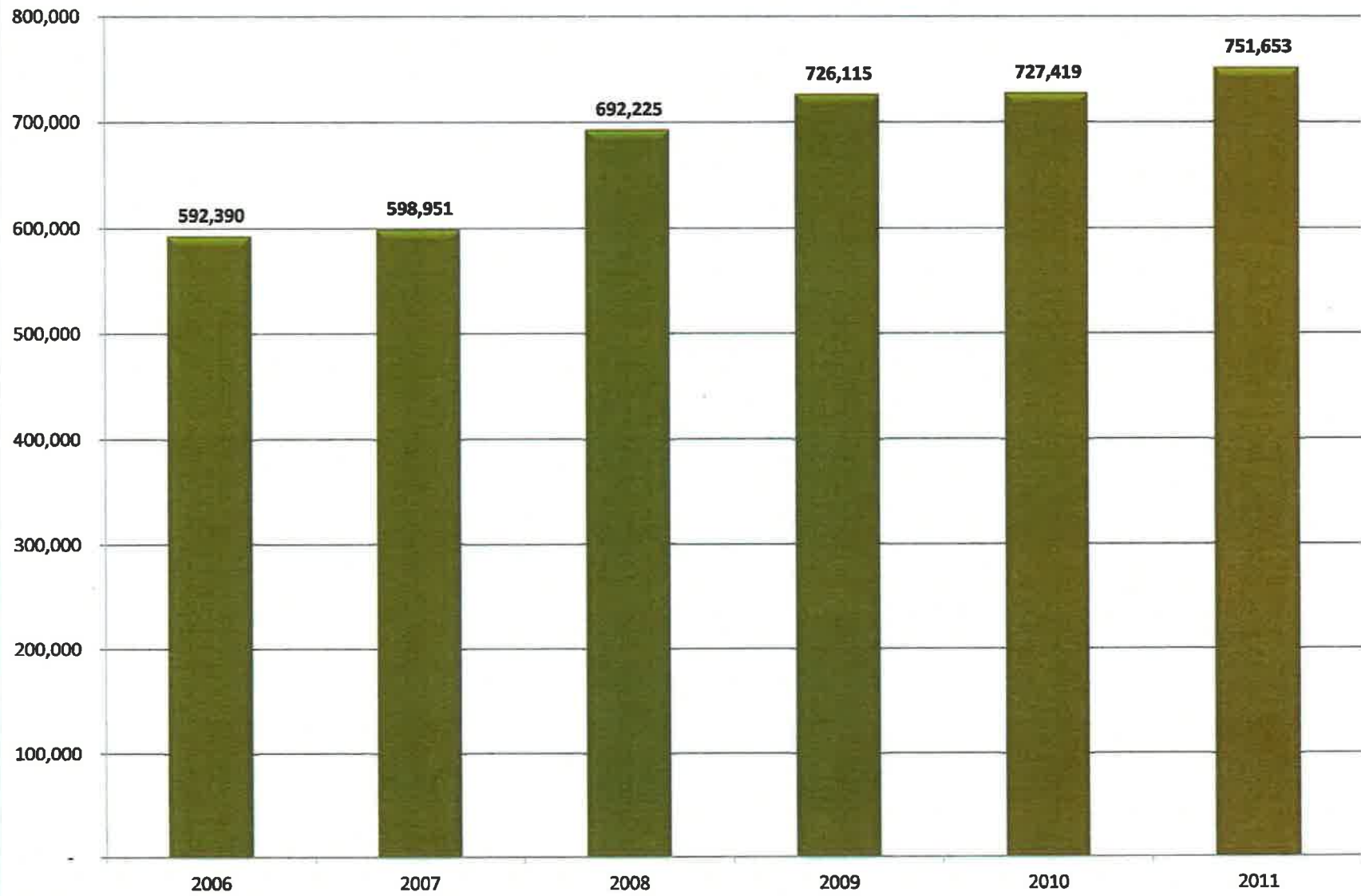


Minnesota All-Ownership Timber Harvest by Calendar Year



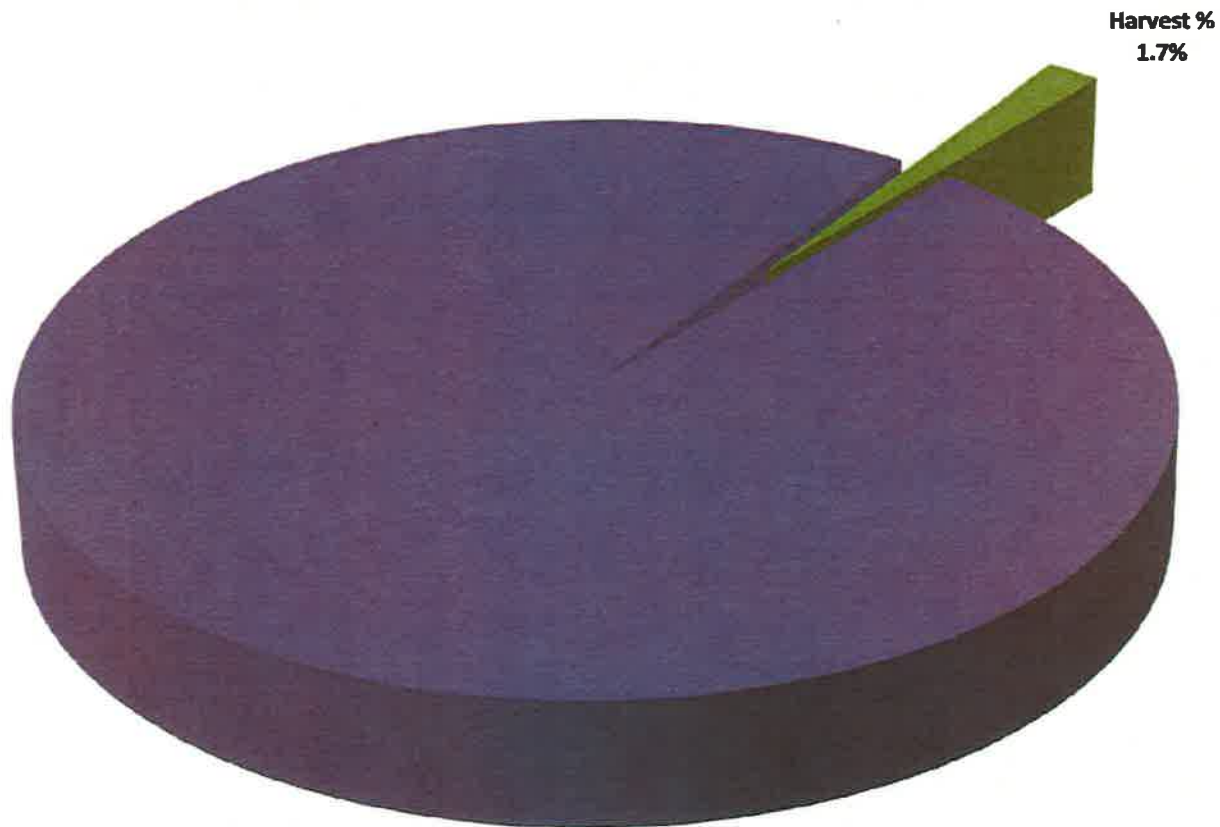
Don Deckard, Forest Economist, Minnesota DNR, 8/28/2012

MACLC Timber Harvest (volume in cords - sold by year)



MACLC Timber Harvest

% average annual acres sold
2006-2011



2. Second Thin (permit #13144), Chad Westerlund Sale

Location (S-T-R) 22-45-24 Age (2012) 80

1st Thin Harvested 1997 (27 acres)

Species	Quantity (Cords)	Unit Price per Cord	Appraised Value
Red Oak Bolts	31	\$ 48.00	\$ 1,488.00
Birch Bolts	18.5	20.00	370.00
Maple Bolts	4	17.00	68.00
Basswood Bolts	9	49.00	441.00
Aspen Pulp and Bolts	32	14.00	448.00
Mixed Hwd Firewood	82	4.00	328.00
Total	176.5		\$ 3,143.00

Notes: Select Cut. Trees marked in yellow to be cut. Sold on Area Estimate. 6.5 cords per acre

2nd Thin Harvested 2012 (53 acres)

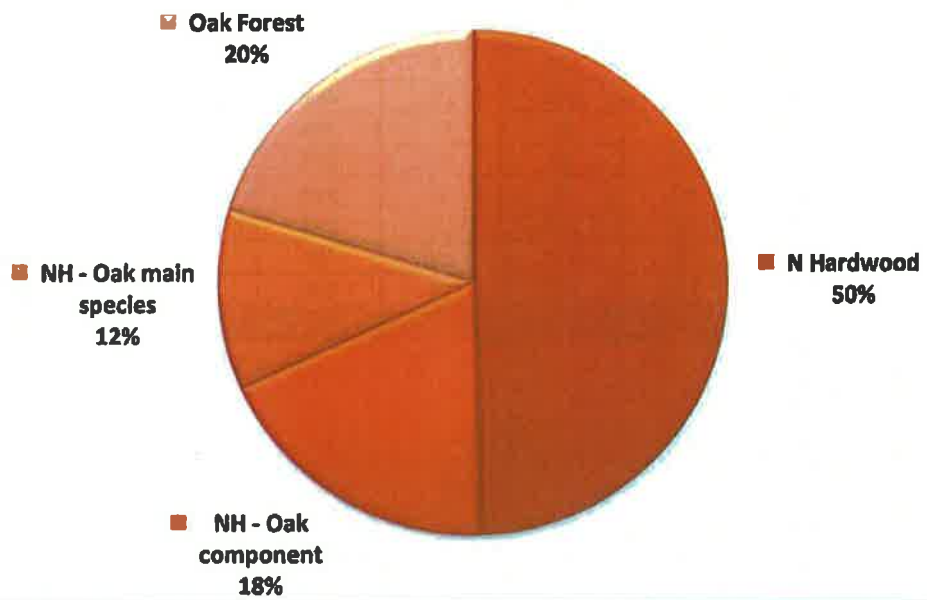
Species	Quantity (Cords)	Unit Price per Cord	Appraised Value
Red Oak Bolts	168	\$ 91.00	\$ 15,288.00
Paper Birch Bolts	5	35.00	175.00
Maple Pulp and Bolts	70	8.00	560.00
Basswood Bolts	16	45.50	728.00
Aspen Pulp and Bolts	13	18.00	234.00
Mixed Hwd Pulp & Bolts	30	8.00	240.00
Oak Fuel	240	14.00	3,360.00
Total	542		\$ 20,585.00

Notes: Select Cut. 2nd cut, trees marked in orange to be cut. Sold on Scale. 10.2 cords per acre.

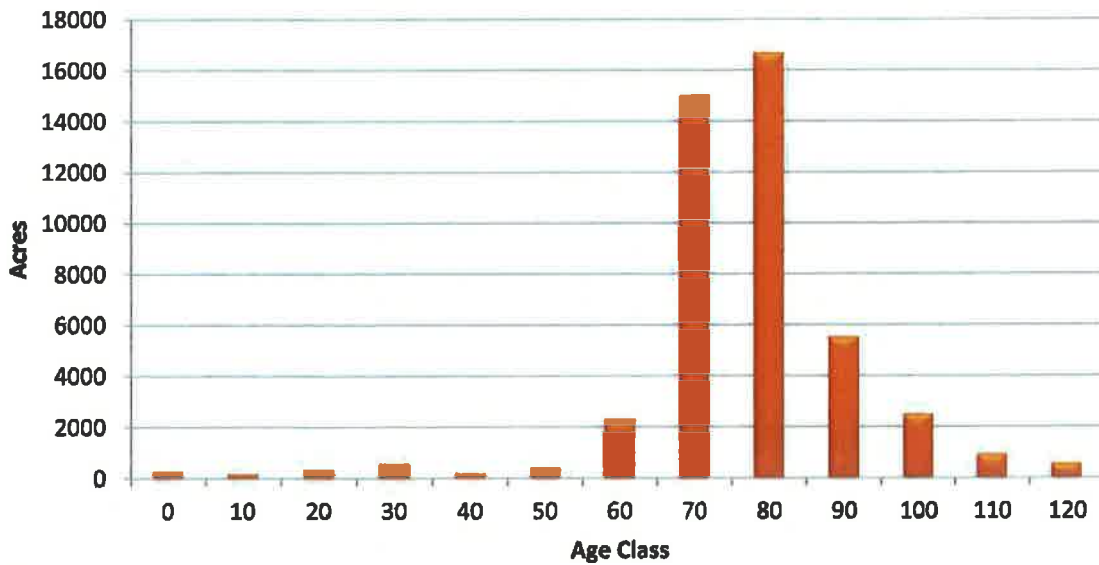
- Even aged management,
- Dispersed habitat management zone
- Variable density thin with a crop tree release
- Made three regeneration openings (approximately 3% of Total Area) to promote paper birch
- Removed 10 cds/acre
- Excellent quality oak
- Residual Basal Area (RBA) target range 75-90 sq ft.
- Re-entry in 10-15 year entry cycle



N Hardwood/Oak Forest ACLD - 2012



N Hwd/Oak Forests by Age Class ACLD



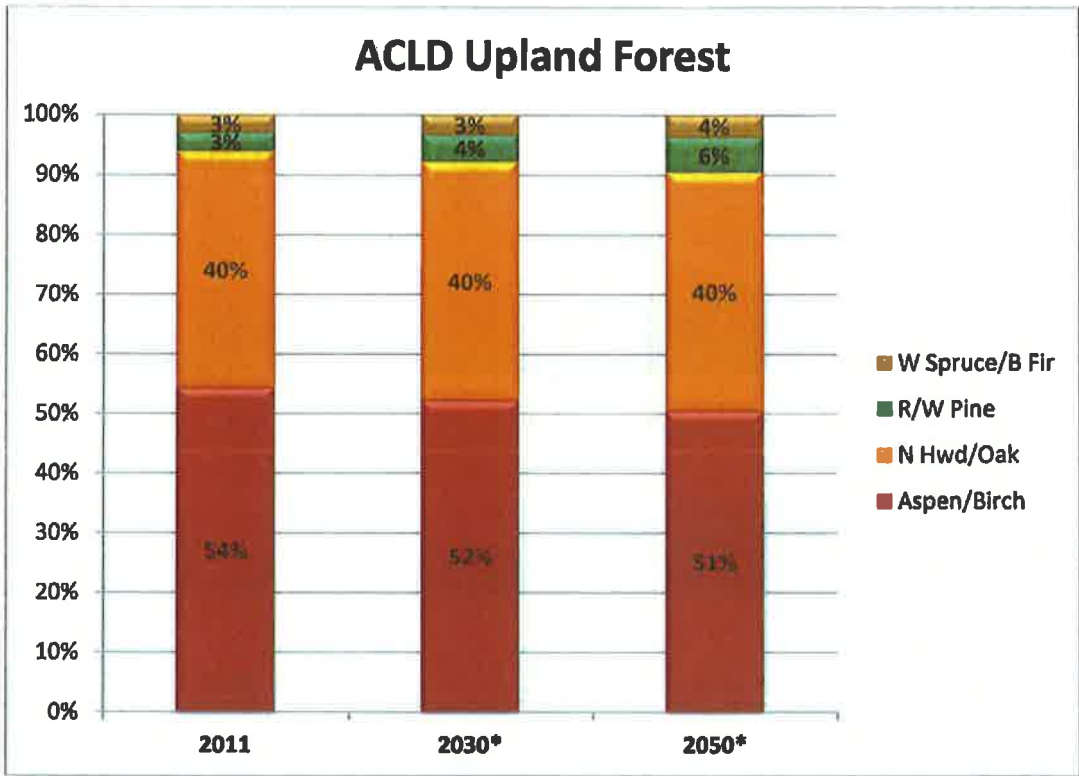
3. Pine Management (permit #13042)

Location (S-T-R) 22-45-24

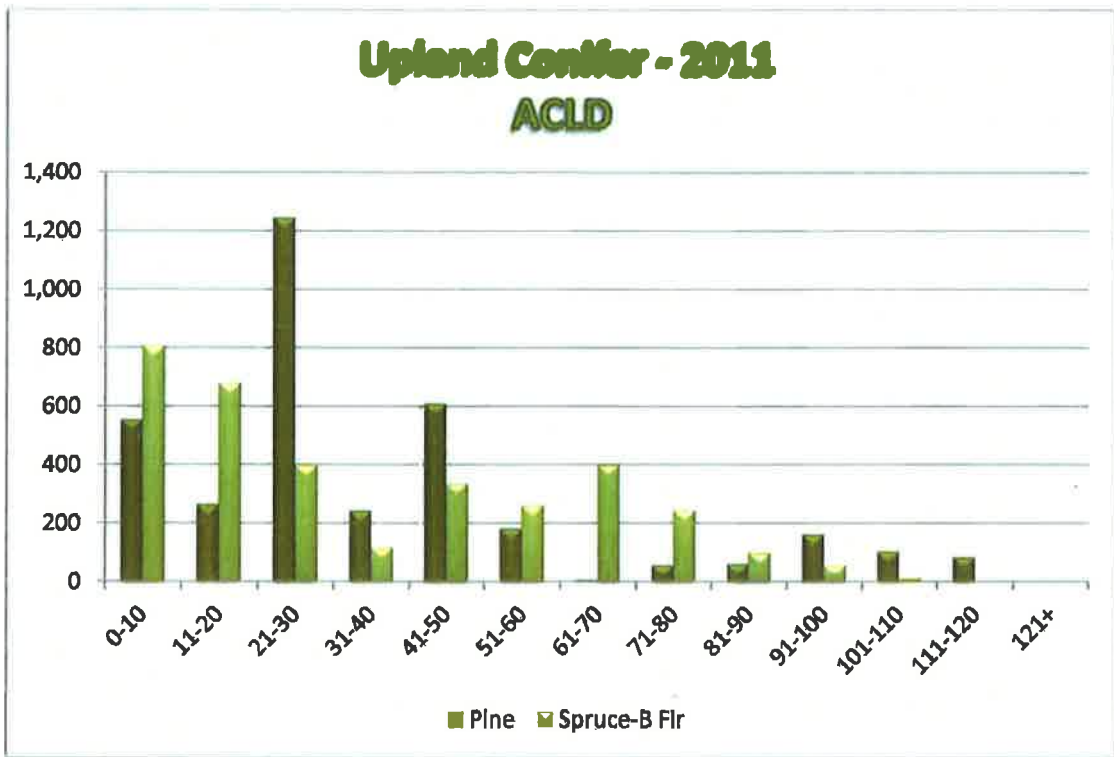


- Pine Silvics
- Products
 - Pliny Post and Pole
 - Bell Pole
 - SAPPI
 - Potlatch
 - Hedstrom
- Regeneration
 - Planting contracts
 - Budcapping
 - Pruning
 - Thinning





Pine



4. Aspen Clearcut (permit #13236), SAPPI Sale

Location (S-T-R) 21-45-24 Age (2012) 82

Species	Quantity (Cords)	Unit Price per Cord	Appraised Value
Aspen Pulp and Bolts	240	\$ 30.60	\$ 7,344.00
Maple Pulp and Bolts	240	8.00	1,920.00
Paper Birch Pulp and Bolts	110	9.00	990.00
Oak Pulp and Bolts	100	17.00	1,700.00
Aspen Pulp and Bolts	35	8.00	280.00
Total	725		\$ 12,234.00

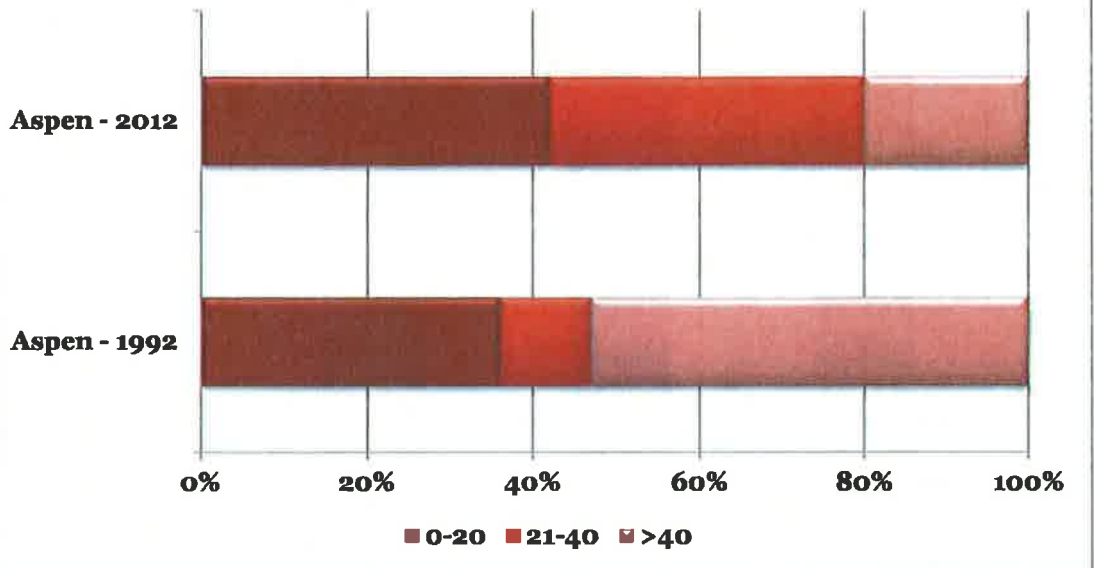
Notes: Clear Cut. Aspen and Maple sold on scale, all others sold on Area Estimate. 22.6 cords per acre

Harvested 2012 (32 acres)

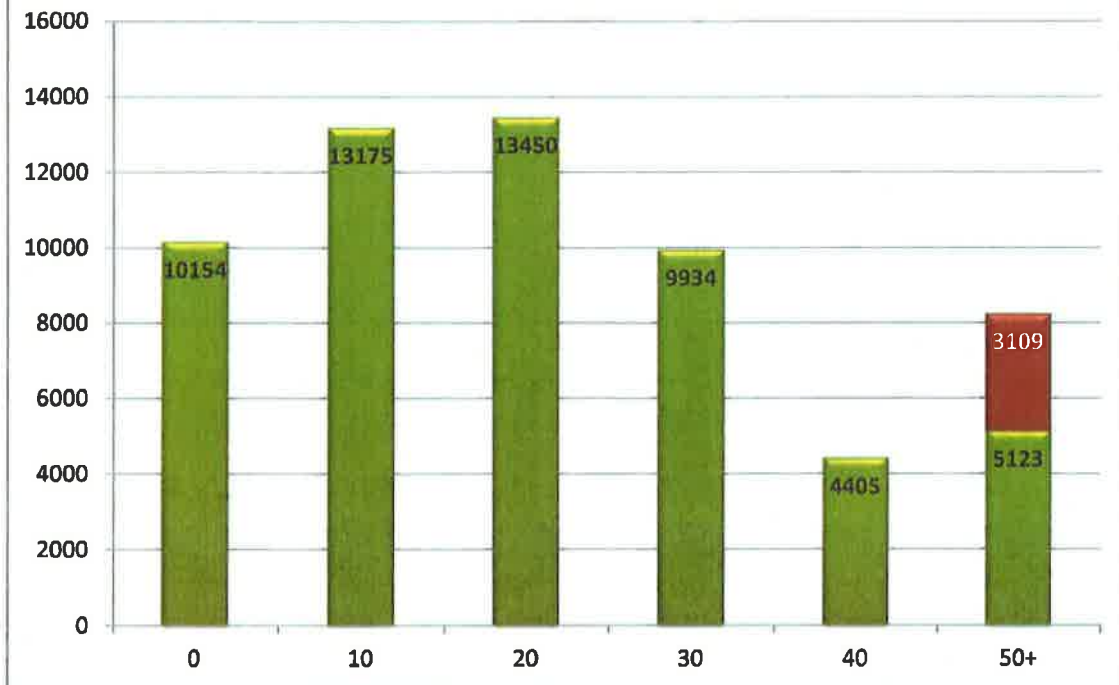
- Even aged management,
- Natural regeneration from sprouts
- Planting white spruce and balsam
- Harvested with a Cut-to-Length system
- Many products: pulp, pallet bolts, logs, veneer
- Residuals left for wildlife and seed
- Re-entry in 45-50 year entry cycle



Aitkin County Land Department Aspen Resource - Age Breakdown



Aspen Age Classes ACLD 2012



5. Oak Regeneration (permit #13348), Park Falls Sale

Location (S-T-R) 17&18-45-24 Age (2012) 76

Species	Quantity (Cords)	Unit Price per Cord	Appraised Value
Maple Pulp and Bolts	490	\$ 22.08	\$ 10,819.20
Paper Birch Pulp and Bolts	115	22.08	2,539.20
Mixed Hardwood Pulp & Bolts	40	22.08	883.20
Total	705		\$ 14,241.60

Notes: Select Cut. Cut only maple, birch, basswood, and ash. Sold on scale. 16.4 cords per acre

Harvested 2012 (43 acres)

- Natural regeneration from seed trees
- Forester directed and Logger selected
- Residuals left for wildlife and seed
- Re-entry in 45-50 year entry cycle



6. Public Land Management, Jewett Impoundment

Location (S-T-R) 17-45-24



- Forest Roads
- Sand, Gravel, Peat
- Cultural Resources
- Recreational Use of Public Land
 - Hunting
 - Camping
 - ATV/Snowmobile Access
- Wildlife
 - Threatened and Endangered Species
 - Nongame
 - Fur Bearers
- Cooperation between Agencies
 - Prescribed burns
 - Timber sales
- Nontraditional Forest Uses, Wild Rice

Taconite Fiscal Disparities

Seven taconite counties, Aitkin Cook, Crow Wing, Itasca, Koochiching, Lake, and St Louis

Tax base sharing, leveling effect of Commercial/Industrial (C/I) property taxes, using 1995 as the base year.

Aggregating and proportioning a part of the C/I property valuation and tax based on population, taxable value, net tax capacity, and the local tax rates.

County

City/Town

School District

Regional Development (ARDC)

Aitkin has moved from a net benefiter to a net contributor,

Significant increase in overall property values/tax base; generally lowered tax rates in most areas

Significant increase in C/I values, both existing and new construction
Commercial property was re-assessed in 2009/2010, typically, large increases in valuation

Growth in the population of the Aitkin area

Property tax methodology has changed

2002 property tax revisions: Shifts

Removed a large portion of school district levies from the tax base, lowered SD tax rates

Added the State General Property Tax

Compression of property class rates

Loss of HACA aid, less Local Government Aid (LGA)

2012 Property Tax Revisions: More shifts

Market value homestead credit to market value exclusion,

Tax rate increase on all classes of property

Changes in local levels of service (levies)

Taconite Relief Area-Aitkin County

Costs to C/I properties located in ISD #1 area:

For payable 2012 the net pay into the FD District was \$282,041

For payable 2013 the net pay into the FD District is \$302,425

(Contribution value times the area wide rate)

Benefits to area property owners:

Taconite Production Tax 2012

To ISD #1-Aitkin used to reduce property tax levy \$133,916

Cities and Towns received \$20,152

Supplemental Homestead Credit \$928,017

(it is split among the county, cities, towns, and ISD #1)

Supplemental homestead credit is a benefit to homestead property owners. It reduces the net tax out of pocket by 57% to a maximum of \$289.80.

31400
benefit
property

INQ TAXR

Display Tax Records

12/26/12

Data Set: PRP

13:21:12

Parcel/Acct: 56-0-124307 / 42418 Asmt/Tax Year: 2012 / 2013

Taxpayer : MCDONALD'S USA LLC

Effective date :	11/13/2012	Dlg taxes/Bankrupt :	No	No
Judgement year :	0000	Balance tax and spec:		.00
Confession years :	0000 - 0000	Penalty due: :		.00
Tax before spec asmt :	17,316.00	Cost due and fees . . . :		.00
Special assessments . . . :	.00	Interest due: :		.00
Other special taxes . . . :	.00	Total amount due . . . :		.00
Total tax and special :	17,316.00	Calc Pen/Int through:	12/31/2012	
Less payments to date :	.00	Bal 1st half tax/pen:		.00
Write off adj amount :	.00	Bal green acre tax :		.00

PROPERTY TYPE & ESTIMATED VALUE:

233 COMM	485,000
TOTAL ESTIMATED VALUE	485,000

TAXABLE VALUE:

Taxable land value	103,200
Taxable building value	381,800
TOTAL TAXABLE VALUE	485,000

TAX CAPACITIES:

1000.00 Fully Taxable NTC	8,950
1030.00 Fiscal Disparity Contr. NTC	2,988
1060.00 Fully Taxable Final NTC	5,962
1070.20 State General Tax NTC-C/I	8,950
1090.00 Fully Taxable RMV	485,000

TAX RATES:

2060.00 Fully Taxable NTC Rate	122.173000%
2090.00 Fully Taxable RMV Rate	.046110%

TAXES:

Fully taxable NTC tax	7,283.65
Fiscal disparity tax	5,065.42
Fully taxable referendum MV tax	223.63
3070.20 State General Tax NTC-C/I	4,743.30
TOTAL TAX BEFORE CREDITS:	17,316.00

TOTAL AMOUNT DUE

\$ 17,316.00

TAX BREAKDOWN:

County portion of NTC tax	2,494.51
City/Twp portion of NTC tax	4,592.28
All other school NTC tax	186.78
Special taxing district NTC tax	10.08
School voter approved RMV tax	.05
All other school RMV tax	223.58

OTHER INFORMATION:

Account number	42,418
----------------	--------

w/o f d

TC 8950 X 122.173% = \$10934

RMV 485,000 X .04611 = 224

stgen 8950 X 53% = 4743

Total

\$15,901

INQ TAXR

Display Tax Records

12/26/12

Data Set: PRP

13:11:15

Parcel/Acct: 31-0-046200 / 31326 Asmt/Tax Year: 2012 / 2013

Taxpayer : AMERICAN PEAT TECHNOLOGY LLC

Effective date . . . :	11/13/2012	Delq taxes/Bankrupt :	No	No
Judgement year . . . :	0000	Balance tax and spec:		.00
Confession years . . . :	0000 - 0000	Penalty due: . . . :		.00
Tax before spec asmt :	14,066.00	Cost due and fees . . :		.00
Special assessments . . :	.00	Interest due: :		.00
Other special taxes . . :	.00	Total amount due . . :		.00
Total tax and special :	14,066.00	Calc Pen/Int through:	12/31/2012	
Less payments to date :	.00	Bal 1st half tax/pen:		.00
Write off adj amount :	.00	Bal green acre tax :		.00

PROPERTY TYPE & ESTIMATED VALUE:

234 INDUSTR	536,000
TOTAL ESTIMATED VALUE	536,000

TAXABLE VALUE:

Taxable land value	33,800
Taxable building value	502,200
TOTAL TAXABLE VALUE	536,000

TAX CAPACITIES:

1000.00 Fully Taxable NTC	9,970
1030.00 Fiscal Disparity Contr. NTC	2,137
1060.00 Fully Taxable Final NTC	7,833
1070.20 State General Tax NTC-C/I	9,970
1090.00 Fully Taxable RMV	536,000

TAX RATES:

2060.00 Fully Taxable NTC Rate	62.713000%
2090.00 Fully Taxable RMV Rate	.046110%

TAXES:

Fully taxable NTC tax	4,912.15
Fiscal disparity tax <i>2137 x 169.526%</i>	- 3,622.79
Fully taxable referendum MV tax <i>Area wide Rate</i>	247.14
3070.20 State General Tax NTC-C/I <i>9970 x 53%</i>	5,283.92
TOTAL TAX BEFORE CREDITS:	14,066.00

TOTAL AMOUNT DUE

\$ 14,066.00

TAX BREAKDOWN:

County portion of NTC tax	3,277.37
City/Twp portion of NTC tax	1,376.14
All other school NTC tax	245.40
Special taxing district NTC tax	13.24
School voter approved RMV tax	.05
All other school RMV tax	247.09

OTHER INFORMATION:

Account number	31,326
----------------	--------

w/o FD

TC 9970 x 62.713% = \$6252

RMV 536,000 x .04611% = + 247

ST 6 9970 x 53% = \$5284

Total \$11,783

INQTAXR

Display Tax Records

12/26/12

Data Set: PRP

15:10:21

Parcel/Acct: 09-1-101101 / 8874 Asmt/Tax Year: 2012 / 2013

Taxpayer : DENNY'S LAKEVIEW INN, LLC

Effective date :	11/13/2012	Dlq taxes/Bankrupt :	No	No
Judgement year :	0000	Balance tax and spec:		.00
Confession years :	0000 - 0000	Penalty due: :		.00
Tax before spec asmt :	6,008.00	Cost due and fees . . :		.00
Special assessments . . :	.00	Interest due: :		.00
Other special taxes . . :	.00	Total amount due . . :		.00
Total tax and special :	6,008.00	Calc Pen/Int through:	12/31/2012	
Less payments to date :	.00	Bal 1st half tax/pen:		.00
Write off adj amount :	.00	Bal green acre tax :		.00

PROPERTY TYPE & ESTIMATED VALUE:

233 COMM

TOTAL ESTIMATED VALUE

236,700

236,700

TAXABLE VALUE:

Taxable land value

138,600

Taxable building value

98,100

TOTAL TAXABLE VALUE

236,700

TAX CAPACITIES:

1000.00 Fully Taxable NTC	3,984
1030.00 Fiscal Disparity Contr. NTC	1,391
1060.00 Fully Taxable Final NTC	2,593
1070.20 State General Tax NTC-C/I	3,984
1090.00 Fully Taxable RMV	236,700

TAX RATES:

2060.00 Fully Taxable NTC Rate	55.129000%
2090.00 Fully Taxable RMV Rate	.046110%

TAXES:

Fully taxable NTC tax	1,429.41
Fiscal disparity tax <i>1391 @ 169.523702</i>	2,358.06
Fully taxable referendum MV tax	109.13
3070.20 State General Tax NTC-C/I	2,111.40
TOTAL TAX BEFORE CREDITS:	6,008.00

TOTAL AMOUNT DUE

6,008.00

TAX BREAKDOWN:

County portion of NTC tax	1,084.89
City/Twp portion of NTC tax	258.90
All other school NTC tax	81.24
Special taxing district NTC tax	4.38
School voter approved RMV tax	.02
All other school RMV tax	109.11

OTHER INFORMATION:

Account number 8,874

w/o FD

+C 3984 @ 55.129% = \$ 2196
RMV 236,700 @ .04611% = \$ 109
Stben 3984 @ 53% = \$ 2111

Total \$ 4416

Parcel/Acct: 09-1-101101

8874 Taxpayer: DENNY'S LAKEVIEW INN, LLC

Type options, press Enter.

A=Display asmt summary X=Display tax record

Opt	Tax Dta Yr Set	Cls/Hstd Codes	New Imprvmnts	Taxable Value	Local Tax Rate	RMV Rate	Net Tax less SA
-	2013 PRP	233	0	236700	55.129%	.046110%	6008.00
-	2013 PRD	233	0	236700	.000%	.000000%	.00
-	2012 PRD	233	0	241900	52.074%	.044040%	5662.00
-	2011 PRD	233	0	243100	47.325%	.042510%	5488.00
-	2010 PRD	233	0	243700	44.911%	.040570%	5168.00
-	2009 PRD	233	0	201500	47.995%	.041560%	3910.00
-	2008 PRD	204 232	0	217500	53.295%	.045380%	1410.00
-	2007 PRD	204 232	0	217500	60.956%	.049590%	1616.00
-	2006 PRD	204 232	0	211100	68.181%	.049990%	1758.00
-	2005 PRD	201 232 1	0	183400	69.836%	.017450%	1090.00

More...

Press Enter to continue or enter new parcel/tax year: 09-1-101101 2013
 F1=Help F3=Exit F11=Alt View F12=Cancel

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MACPZA District B Legal Workshop

Requested Meeting Date: 1-8-13 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
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- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- 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) Flier

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

Sue Bingham

From: Sue Bingham [sue.bingham@co.aitkin.mn.us]
Sent: Tuesday, December 18, 2012 4:19 PM
To: 'Marcotte, Anne'; 'Napstad, Brian (brian.napstad@co.aitkin.mn.us)'; 'Niemi, Don'; 'Wedel, Mark (mark.wedel@co.aitkin.mn.us)'; 'Westerlund, Laurie (laurie.westerlund@co.aitkin.mn.us)'
Cc: 'Patrick Wussow'
Subject: MACPZA District B Legal Workshop
Attachments: MACPZA District B Legal Workshop.pdf

Commissioners ~

Terry Neff, Environmental Services Director provided the attached information about a MACPZA District B Legal Workshop which is being held on February 8, 2013. If you are interested, please let us know. The registration deadline is January 30, 2013. The fee is \$25.00.

We will add this to the January 8, 2013 agenda as a reminder.

Thank you.

*Sue Bingham
Administrative Assistant
Aitkin County Administration
217 - 2nd Street NW, Room 134
Aitkin, MN 56431
218-927-7276*

MACPZA DISTRICT B LEGAL WORKSHOP

Jay T. Squires, Ratwik, Roszak and
Maloney, P.A.

Friday - February 8, 2013

Carlton County Transportation
Building
Carlton, MN

The training is designed to give participants an overview of MN Chapter 394 and statutes related to planning and zoning activities and an update on the latest court decisions of related issues.

The training is intended for County Commissioners, Planning Commission members, Board of Adjustment members and County staff.

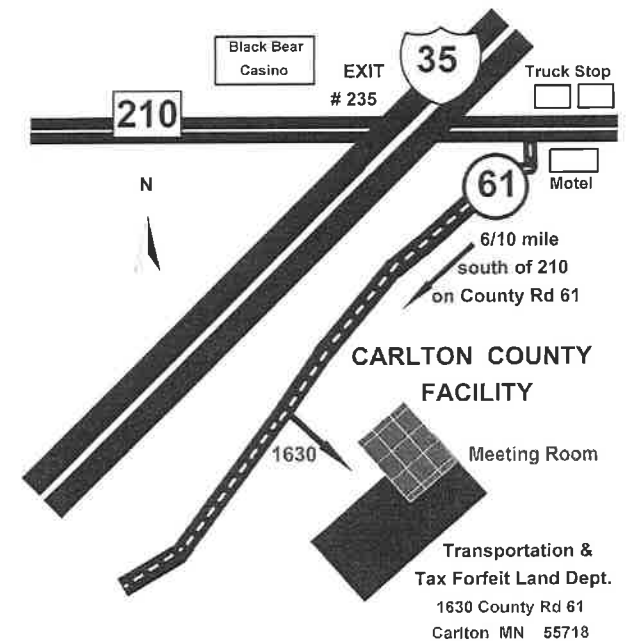
SESSION AGENDA

- 9:30 a.m. Registration
- 10:00 a.m. Roles pertaining to Chapter 394
- County Board
 - Planning Commission
 - Board of Adjustment
- 10:30 a.m. Variances
- What is a hardship?
 - Making proper findings
- 11:15 a.m. CUP's
- Noon Lunch
- 12:45 Chapter 15.99 – 60 day rule
- 1:30 Case law – recent decisions
- 3:00 Adjourn

LOCATION

Carlton County Transportation
Building
1630 County Road 61
Carlton, MN

Carlton County Meeting Room Site Map



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



Marcotte

To: Chairperson, Aitkin County Board of Commissioners Date: 1-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Priority Items for MRCC

Requested Meeting Date: 1-8-13 Estimated Presentation Time: _____

Presenter: Commissioner Anne Marcotte

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) _____

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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: Board Discussion – January 8, 2013

DATE: January 3, 2013

Commissioner Marcotte requested an item be added to the January 8, 2013 County Board agenda for discussion. This item has been placed under Board Discussion.

Commissioner Anne Marcotte
A) Priority Issues for MRCC

From: Dan Larson [<mailto:dan27@frontiernet.net>]
Sent: Monday, December 17, 2012 6:43 PM
Subject: MRCC Issues Document / w attachment

Members:

Please review the attached issues document that will help us prioritize what the MRCC will be working on during the coming legislative session. One thing I did not mention in the document is you may suggest an issue you do not see on the list, but know that the group will have a prioritized list and clear direction at the conclusion of the January 10th meeting in Grand Rapids.

Please discuss with your board and send your top five ranked and prioritized issues back to me by e-mail by close of business, Tuesday, January 8th, so I have time to compile for the meeting.

Thanks to the members who brought issues forward. Thanks to the rest of you for your attention to this important task.

Please let me know if you have any questions.

Dan Larson
MRCC Administrator
612-210-2493

MRCC Issue Prioritization Document 2013

The 2013 legislative session will convene on January 8th, with democrats in firm control of both houses and the governor's office. Their primary task will be addressing the \$1.095 budget deficit. This document is an issue primer to reveal issues member counties have brought forward for consideration as a primary concern for 2013, and to remind members of on-going issues that still need attention. I will tally results received after reviewing this document and the board will prioritize on January 10th at the meeting in Grand Rapids.

Please review and rate the top five issues of importance to your county, with #1 being the most important and #5 being the least important. ***Please send me the completed list of five ranked issues with number and title by end of business Tuesday, January 8th.***

In the last several years, MRCC has worked with some success to focus its legislative activities on amending policies and funding formulas that are unfair or inequitable to Greater Minnesota. The group has given primacy to issues that affect Greater Minnesota specifically (Legacy Parks and Trails). It has also incorporated more member involvement through the creation of work teams assigned to each issue.

The impact of the election reached beyond a simple shift in majority control of the legislature, to significantly affect the continuing shift of power from rural Minnesota to the metro area. Under that framework, we asked members to bring issues forth that were inequitable or unfair to Greater Minnesota. We received the following responses:

Vulnerable Children and Adults Act / VCAA: The changes in the VCAA formula caused substantial decreases in funding for a majority of counties and substantial increases for a small amount of counties. 48 counties lost funding ranging from 0-69% with 36 counties gaining 0-197%. The formula weighted money heavily into the metro and suburban areas and out of rural counties. At its December 2nd meeting, MRCC adopted a position in support of the VCAA formula currently supported by MACSSA and AMC. *Check your county under "Proposed VCA Allocation" column on the attachment titled VCAA to determine how you do under this formula.

#1) Changing the VCAA formula to the one currently supported by MACSSA and AMC should be an MRCC priority in 2013.

Land Use: Many members feel the state has too much land (about 8.4 million acres) and that the state should divest itself of a significant portion of that land. Future land acquisition should be targeted in areas which would provide the best value for the largest number of state residents, i.e. nearer the metro area. That land acquisition could be funded with proceeds from the sale of existing state land (mostly in northern Minnesota).

#2) An MRCC priority issue should be a frank discussion (legislation) at the state level over how much land Minnesota should own, and where those land holdings should be located.

#3) Wetland Policy: Follow up on the final recommendations that went to the Governor mid-December. **This issue should be a focus as we go through the year, to ensure favorable implementation of the changed guidelines moving forward.**

#4) Shoreland regulations: The DNR will be seeking legislative approval to reinstate rule making authority, something that should cause MRCC concern unless the scope and purpose are clearly defined. **MRCC should monitor this issue as a priority in 2013.**

On-going MRCC Issues:

Legacy Park and Trail Funding: Greater MN has moved from zero in guaranteed funding three years ago to 20% dedicated to Greater Minnesota in 2011. We have reached agreement with DNR and metro parks in support of that 20% dedicated funding for the next five years to allow Greater Minnesota to complete its plan.

Apart from that agreement, the Greater MN Regional Park and Trail Coalition will introduce legislation early in the session creating a Greater MN Parks and Trails Commission. The bill is designed to allow funding to flow directly from the state Legacy fund to Greater Minnesota parks and trails – without having the DNR act as intermediary. It will also provide greater controls – the same type metro counties have – over park and trail legacy funding.

#5) The MRCC should support this park and trail legacy initiative as a priority in 2013.

Transportation Funding / Tax Increase: Raise revenues for Greater MN highway needs. These revenues could come from one or several of a variety of sources to include motor fuel tax, motor vehicle registration tax, sales tax on leased and purchased vehicles and other sources. We can work out the specifics. The question for your county is:

#6) Should increasing the gas tax or other revenues be a priority issue for MRCC in 2013?

Bonding: Provide general obligation bond proceeds for transportation projects in a capital bonding bill with:

- \$30-\$50M for Local Bridge Program
- \$30-50M for Local Road Improvement Program
- \$9M for Railroad Crossings with County Highways
- \$5-10M for Greater MN Transit Facilities

#7) Should MRCC support \$30 - \$50 M for Local Bridge Program, and \$30 - \$50 M for Local Road Improvement Program, as well as funding for rail crossings, ports, and Greater MN Transit Facilities as a priority for 2013?

The following is a selected list of transportation proposals supported by the MN Transportation Alliance that also benefit Greater Minnesota.

- Remove the referendum requirement for counties outside of the 7 county metropolitan area with regard to the local option sales tax for transportation purposes.
-
- Expand authorization to levy the wheelage tax to all 87 counties and remove the \$5 per vehicle cap.
- Charge and dedicate sales tax on all motor vehicle parts and services
- Dedicate all of the revenue from the sales tax on leased vehicles to Greater MN transit (and metro counties for highway improvements).

#8) Should MRCC support some or all of the four items above as priorities for 2013? Please identify which, if any item you would eliminate.

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

December 6, 2012

5:30 p.m.

MEMBERS PRESENT: Chairman Gary Tibbitts; Commission Members Jim Larson, Mark Wedel, John Welle, Rich Peterson

MEMBERS ABSENT: None

ALSO PRESENT: Kathy Brophy, Ron Seiling, Adam Forsberg, Tom Philstrom, Matthew Johnson

1. Call to Order. The meeting was called to order by Chairman Tibbitts at 5:30 p.m.
2. Approval of Agenda. A motion to approve the Agenda as presented was made by Wedel, seconded by Welle. All aye.
3. Approval of Minutes. A motion to approve the minutes of the November Airport Commission Meeting was made by Larson, seconded by Welle. All aye.
4. Maintenance / FBO Report. Seiling stated that he had nothing to report tonight. There was discussion about deicing practices. Sand or salt are not used on the runway. Planes that are iced up are taken inside the FBO hangar and allowed to thaw out.

Fuel Management Agreement. At the November Airport Commission meeting, the Commission decided to follow up on the Storm Water Pollution Prevention Plan requirements (SWPPP) and discuss the Fuel Management Agreement at the December meeting. It was also noted that perhaps comments from the League of Minnesota Cities Insurance Trust (LMCIT) would be received by that time.

Airport Manager Brophy reported that the SWPPP requires monthly inspections and annual sampling of storm water. There is also a \$400 annual permit fee to the Minnesota Pollution Control Agency. She suggested that the Airport Commission be responsible for the \$400 permit fee, with the FBO to be responsible for the monthly inspections and the annual sampling. FBO owner Forsberg stated that this arrangement is agreeable to him.

Brophy further reported that comments have been received from LMCIT Attorney Chris Smith. Besides the commercial general liability insurance coverage, Smith also recommends hangar keeper's liability insurance, automobile liability insurance, and aircraft liability insurance. Commission Members discussed this and agreed that hangar keeper's, automobile, and aircraft coverage does not need to be a part of the Fuel Management Agreement. The draft agreement does state that coverage should not be less than \$2,000,000. Forsberg stated that he has \$1,000,000 coverage per accident, and a \$2,000,000 aggregate.

He asked if this would be acceptable. Commission Members stated that County Attorney Jim Ratz should review the insurance coverage section again, since changes are being made after he had already reviewed it.

Smith also recommends changes to Section 15 regarding disputes. He recommends mediation followed by the court system, rather than the stated arbitration. Forsberg was in agreement with this change as well.

After further discussion, a motion was made by Larson, seconded by Wedel, to approve the Fuel Management Agreement, with the stated changes, pending review by County Attorney Jim Ratz. All aye.

Vegetation Management Plan. Commission Member Peterson reported that he is willing to work with County Engineer Welle on a vegetation management plan. They will delineate areas of various types of vegetation and come up with a plan and schedule to manage the growth. Peterson has already contacted the County GIS Coordinator and the County Land Department regarding this project.

5. Engineer's Report. Matt Johnson of Bolton & Menk discussed the following with the Commission:

Land Acquisition. Brophy reported that Aitkin County is requiring a variance in order to split Fannemel's lot into two parcels. In order to split lots in the County, two sewer sites are to be identified. There are no sewer sites on the parcel; therefore, a variance is needed. She has submitted all of the paperwork, along with the \$600 fee. A hearing will take place on January 2nd. The Hansen closing has taken place. Johnson stated that he will work with Brophy to prepare parcel packages, which are necessary for grant reimbursement.

Fuel Facility. Johnson reported that the fuel tank and equipment was installed on December 4th. Tomorrow, startup and testing of the system will take place. Forsberg has arranged for fuel delivery. Final inspection of the project will be conducted tomorrow as well, with a punch list to be determined. The card reader system is not ready; therefore, the contractor will have to come back another day to conduct the required training.

Forsberg informed the Commission that he contacted FuelMaster directly and purchased an additional card reader for \$500 that will allow the extension of "in-house" credit to state agencies and certain regular customers. Forsberg will bill these customers out on a monthly basis. He then noted concern with the new light that was installed by the fuel facility. He stated that it is not very bright and doesn't illuminate very much area. Johnson will check it out tomorrow.

Johnson further reported that Bolton & Menk will assist with the Storm Water Pollution Prevention Plan (SWPPP) and the Spill Prevention Control & Countermeasure (SPCC) procedure.

The Commission reviewed Partial Pay Estimate No. 2 for work completed through November 15th by Eagle Construction in the amount of \$4,802.25. 5% retainage is being withheld, in the total amount of \$4,930.03. The payment request has been reviewed by Bolton & Menk. Welle noted concern with the date of the invoice, as he is sensitive to getting contractors paid quickly. Although the bill is for work completed through November 15th, it was not signed by Eagle Construction until December 4th. Johnson stated that the contractor is aware of the procedure for processing bills – that they are first approved by the Airport Commission and then submitted to the City for payment. A motion to approve the Pay Estimate as presented was made by Welle, seconded by Larson. All aye.

ALP Approval. Johnson reported that a phone conference took place today regarding the update for the Airport Layout Plan. Participants of the phone conference included Johnson, Brophy, Welle, Marcus Watson of Bolton & Menk, Andy Peek of the FAA, and Michael Ferry and Jake Martin of MN DOT. The purpose of the phone conference was to discuss what the requirements will be to update the ALP to show the obstruction removals and the shortened crosswind runway. Previously, the FAA had stated that these updates cannot be done with the current project (fuel facility, obstruction removal, and land acquisition) and a separate project must be undertaken. However, during the phone conference, everyone came to the conclusion that a “displaced threshold” is the way to deal with the crosswind runway and that this, and the obstruction removals, can be added to the current ALP that is very close to being completed.

Master Agreement. At the November meeting, the Commission reviewed a Master Agreement for Professional Services as submitted by Bolton & Menk. It was decided to discuss the Agreement further at tonight’s meeting. Brophy pointed out that the Airport Commission never did “select” Bolton & Menk after the Request for Qualifications process that was completed in January, 2012. They just decided not to make a change at that time because of the three projects that were underway.

Welle stated that he wanted to hold off on the actual “selection” until the Commission was ready to embark on future projects. Larson agreed, stating that Bolton & Menk has been good to work with and he doesn’t see the need for a change. Wedel also agreed and stated that as long as the Commission has met the requirement to solicit for qualifications, holding off is in the best interest. Brophy stated that she would prefer that the Commission select Bolton & Menk as they have been great to work with and projects often take multiple years to complete and overlap with other projects. She recommends completing the selection process. Johnson explained that the Master Agreement document allows BMI to write work

orders rather than lengthy agreements for future projects. Welle stated that he would prefer to stick with the original course and at some point finish up the Request for Qualification process, with the Master Agreement being a great way to go in the future.

6. Minnesota Council of Airports. The Commission considered the annual solicitation from MCOA for membership in the organization. The cost is \$150/year. Consensus of the Commission was to forego membership for 2013.
7. Old Business. Brophy reported that the Commission received the \$1,500.00 reimbursement from MN DOT for the survey work that was required for the LPV Instrument Approach (WAAS/GPS Approach).
8. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
9. Approval of Bills. A motion was made by Welle, seconded by Larson, to approve payment of the bills as presented. All aye.
10. Adjourn. A motion to adjourn was made by Wedel, seconded by Larson. All aye. Time 6:40 p.m.

Chairman

Manager