

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS January 22, 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
- 9:05 E) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:10 F) Citizens' Public Comment*
- 2) Consent Agenda
A) Correspondence File January 8, 2013 – January 21, 2013
B) Approve 1/8/13 County Board Minutes
C) Approve Auditor Warrants - December Sales & Use Tax
D) Approve Auditor Warrants – Tax Settlement Payments
E) Approve Request for \$4,000.00 – C.A.R.E.
F) Approve Resolution – Support Local Deputy Registrar User Service Fee Increase
G) Facility Inspection Report by the MN Department of Corrections
- 10:15 3) Scott Turner, Sheriff
A) 800 Mhz Radio Update
- 10:30 4) Terry Neff, Environmental Services Director
A) Household Hazard Waste & Electronics Collections
B) Assemble Ordinance Committee
C) Approve Request to Purchase Vehicles
- 10:45 5) Patrick Wussow, County Administrator
A) 2012 Motor Pool Report
B) Approve Request to Fill Committee Vacancies
1. Extension Committee
C) Legislative Update
- 11:30 6) Board Discussion
Mark Wedel – CMCC, Kinship
Laurie Westerlund – Park Board, CMCC, ACAT, DAC, H&HS Advisory
Don Niemi – ARDC
Brian Napstad – BWSR, EQB, NEWAC, Ordinance Committee
Anne Marcotte – MRCC, Arrowhead

* 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.**

7) **Committee Updates**

A) **Upcoming Meetings:**

Lakes & Pines – January 28 at 10:00 a.m. Full Board, 9:00 a.m. Personnel Committee if needed

Extension Committee – January 29 at 5:30 p.m., County Boardroom

Community Health Board – February 14

Kinship of Aitkin County – February 19 at Noon at the Kinship Offices

Arrowhead Counties Association – February 20 at 6:00 p.m., Hampton Inn, Duluth

B) **Committee Minutes:**

Arrowhead Counties Association – December 19, 2012

Aitkin Airport – January 3, 2013

Community Health Board – December 13, 2012

Northeast Waste Advisory Council (NEWAC) – August 13, 2012

Northern Counties Land Use Coordinating Use Board – November 1, 2012

12:30 8) **Patrick Wussow, County Administrator**

A) **Closed Meeting Under MN Statute 13D.05 Subd. 3 (a), Annual Performance Evaluation of County Administrator – will be done during open Board**

1:00 **Adjourn**

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

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

AITKIN COUNTY BOARD

January 8, 2013

The Aitkin County Board of Commissioners met this 8th day of January, 2013 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the January 8, 2013 agenda.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: Correspondence File: December 18, 2012 – January 7, 2013; B) Approve County Board Minutes: December 18, 2012

The 2012 County Board adjourned at 9:05 a.m.

Newly elected Commissioners Laurie Westerlund from District 2, and Brian Napstad from District 4 were sworn into office by Judge Solien.

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA FOR
2012**

**ADJOURN (2012
BOARD)**

**NEWLY
ELECTED
OFFICIALS
SWORN INTO
OFFICE**

AITKIN COUNTY BOARD

January 8, 2013

County Administrator Patrick Wussow called the 2013 Board Meeting to order this 8th day of January, 2013 at 9:07 a.m. with the following members present: Commissioners J. Mark Wedel, Laurie Westerlund, Donald Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Niemi to nominate Commissioner Wedel as Chairperson for the year 2013.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to close the nominations and cast a unanimous ballot in favor of Commissioner Wedel as Chairperson for the year 2013.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi to nominate Commissioner Marcotte as Vice Chairperson for the year 2013.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to close the nominations and cast a unanimous ballot in favor of Commissioner Marcotte as Vice Chairperson for the year 2013.

Scott Turner, Sheriff updated the Board on the status of the radio project. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to authorize donation of excess radio equipment to other governmental units that have a need for them, and to put any excess radio equipment on auction.

Chairperson Wedel administered the Oath of Office to Mike Dangers, County Assessor.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Reaffirm Annual Code of Ethics; B) Reaffirm Out of State Travel Policy; C) Approve MCIS Joint Powers Agreement and By-laws Update; D) Approve FSC Recertification Proposal; E) Approve Fire Protection Contract with City of McGrath; F) Approve December Manual Warrants: General Fund \$68,606.96, Road & Bridge \$102,665.32, Health & Human Services \$431.96, State \$54,916.53, Trust \$640.00, Forest Development \$61.20, Taxes & Penalties \$1,583.35, Long Lake Conservation Center \$221.65 for a total of \$229,126.97; 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; a) Approve Commissioner Warrants: General Fund \$172,532.39, Road & Bridge \$24,515.70, Health & Human Services \$1,624.07, Trust \$22,537.49, Forest Development \$4,934.25, Long Lake Conservation Center \$5,212.77, Parks \$7.26 for a total of \$231,363.93; b) Approve Auditor Warrants – November Sales & Use Tax: General Fund \$357.26, Road & Bridge \$1,727.92, Health & Human Services \$13.79, State \$7,317.00, Trust \$23.80, Forest Development \$0.20, Long Lake Conservation Center \$6.39 for a total of \$9,446.36; c) Approve Auditor Warrants – Tax Abatements: \$13,382.00; d) Approve Commissioner Warrants – Health & Human Services: \$13,714.62; e) Approve Auditor Warrants – Health & Human Services: \$6,993.46

CALL TO ORDER

NOMINATION OF BOARD CHAIR

UNANIMOUS BALLOT

NOMINATION OF VICE CHAIR

UNANIMOUS BALLOT

800 MHZ RADIO

OATH OF OFFICE COUNTY ASSESSOR

CONSENT AGENDA

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to approve RA/SmartWood FSC certification proposal at a cost of \$47,223.00 over five years.

**FSC
CERTIFICATION
PROPOSAL**

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Tamarack Sno-Flyers Form LG214:

BE IT RESOLVED, the Aitkin County Board of Commissioners agree 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

**RESOLUTION
010813-001
TAMARACK
SNO-FLYERS
FORM LG214**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – MnDot Master Partnership Agreement:

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

**RESOLUTION
010813-002
MnDOT MASTER
PARTNERSHIP
AGREEMENT**

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.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve budgeted purchase of two Caterpillar 120M2 AWD motor graders at a cost of \$301,820.00 from Zeigler, Inc. and to approve two rear compaction attachment options at a cost of \$60,740.00, for a total purchase price of \$362,560.00.

**EQUIPMENT
PURCHASE –
ROAD & BRIDGE**

AITKIN COUNTY BOARD

January 8, 2013

The County Board reviewed the bids submitted for the "Official Newspaper." Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution - 2013 Official Newspaper:

BE IT RESOLVED, that the *Aitkin Independent Age/Voyageur Press* is hereby designated by the Aitkin County Board of Commissioners as the newspaper in which all official business shall be published. The *Voyageur Press* is named second publication of Financial Statement.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution - 2013 Aitkin County Board of Commissioners Rules of Business & Meeting Procedures:

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 attached "Aitkin County Board of Commissioners Meeting Procedures and Rules of Business" is hereby amended and reaffirmed.

Patrick Wussow, County Administrator discussed with the Board a newly created "Aitkin County Board Meeting Guide." The County Board agreed it is informative and should be made available to the public.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the following 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)

Purchasing/Building Committee
Facilities Committee

Aitkin Airport Commission (2)

Mike Dangers
Kirk Peysar
County Board
County Auditor
HHS Director
County Administrator
Board
J. Mark Wedel
Brian Napstad
J. Mark Wedel

**RESOLUTION
010813-003
2013 OFFICIAL
NEWSPAPER**

**RESOLUTION
010813-004
2013 AITKIN
COUNTY BOARD
OF
COMMISSIONERS
MEETING
PROCEDURES &
RULES OF
BUSINESS**

**AITKIN COUNTY
BOARD MEETING
GUIDE**

**RESOLUTION
010813-005
COMMITTEE
APPOINTMENTS**

AITKIN COUNTY BOARD

January 8, 2013

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

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

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following committee appointments:

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

Aitkin County Growth, Board of Directors, Liaison
 Aitkin Economic Development Administration
 Arrowhead Counties Association

Arrowhead Economic Opportunity Agency
 Arrowhead Emergency Management Services
 (1 + alternate)

Arrowhead Regional Transportation Committee
 ATV Committee (2)

Beyond the Yellow Ribbon Steering Committee

Big Sandy Lake Management Plan (1 + Alternate)

Central MN Corrections (2)

Development Achievement Center (liaison) (1 + Alternate)

East Central Regional Library Board
 Economic Development (2)

Employee Recognition (2)

Environmental Assessment Worksheet (2)

Emergency Management
 Extension Committee (2)

Forest Advisory Committee (2)

H & HS Advisory Committee (Liaison)

Anne Marcotte
 J. Mark Wedel
 Don Niemi
 Anne Marcotte
 Brian Napstad
 Anne Marcotte
 Brian Napstad,
 Alternate
 John Welle
 Brian Napstad
 Anne Marcotte
 All Board Members
 Don Niemi, Primary
 Anne Marcotte,
 Primary
 Brian Napstad
 Anne Marcotte,
 Alternate
 J. Mark Wedel
 Laurie Westerlund
 Laurie Westerlund
 Don Niemi, Alternate
 Don Niemi
 Anne Marcotte
 Don Niemi
 Don Niemi
 Laurie Westerlund
 Anne Marcotte
 Brian Napstad
 J. Mark Wedel
 J. Mark Wedel
 Laurie Westerlund
 Anne Marcotte
 Brian Napstad
 Laurie Westerlund

**RESOLUTION
 010813-006
 COMMITTEE
 APPOINTMENTS**

AITKIN COUNTY BOARD

January 8, 2013

Historical Society (Liaison) Insurance Committee (2)	Anne Marcotte J. Mark Wedel J. Mark Wedel Laurie Westerlund County Board
Investment Committee Joint Powers Natural Resources Board	Brian Napstad Mark Jacobs All Board Members
Kinship of Aitkin County	J. Mark Wedel, Primary
Labor Management Committee	J. Mark Wedel Laurie Westerlund, Alternate
Lakes and Pines (1+ Alternate)	Don Niemi Anne Marcotte, Alternate
Law Library MCIT Representative (1 + Alternate)	Don Niemi Laurie Westerlund Kirk Peysar, Alternate
Mille Lacs Watershed (2)	Don Niemi Laurie Westerlund
Mississippi Headwaters Board (MHB) MN Rural Counties Caucus (1 + Alternate)	Brian Napstad Anne Marcotte Don Niemi, Alternate
Northeast MN ATP Steering Committee Northeast MN ATP	John Welle Don Niemi John Welle
Northeast MN ATP Township Representative Northeast Waste Advisory Committee (NEWAC) (1+Alternate)	(Vacant) Brian Napstad Laurie Westerlund, Alternate
Northern Counties Land Use Coordinating Board (NCLUCB) (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 Public Land Classification Committee (2)	Laurie Westerlund Anne Marcotte Laurie Westerlund, Alternate
Solid Waste Task Force (2)	Laurie Westerlund Brian Napstad
Park Commission	Laurie Westerlund

AITKIN COUNTY BOARD

January 8, 2013

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund to set 2013 County Auditor salary, with a 1.8% increase, at \$77,491.69. Roll call vote. Motion failed (2-3 Napstad/Marcotte/Wedel).

Commissioner Napstad noted that the Aitkin County Auditor's current salary is very competitive with neighboring counties and an increase would be ever more. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte to set 2013 County Auditor salary at the level that exists today, \$76,121.50. Roll call vote. Motion carried (3-2 Niemi/Westerlund).

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Auditor Kirk Peysar at the 2012 level of \$76,121.50.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi to set 2013 County Attorney salary, with a 1.8% increase, at 105,057.60. Roll call vote. Motion failed (2-3 Marcotte/Napstad/Wedel).

Commissioner Napstad noted that the information provided showed the present salary of \$103,200 exceeds the average of both the 5 county comparison and the 7 county comparison for 2012, not for 2013. Commissioner Niemi commented that the most similar county to Aitkin County is Cass County at \$106, 974.00. Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Napstad to set 2013 County Attorney salary at the current salary of \$103,200.00. Roll call vote. Motion carried (3-2 Niemi/Westerlund).

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Attorney James Ratz at the 2012 level of \$103,200.00.

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi to set 2013 County Recorder salary, with a 1.8% increase, at 70,515.50. Roll call vote. Motion failed (2-3 Marcotte/Napstad/Wedel).

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, to set 2013 County Recorder salary at \$69,268.66, consistent with 2012 in recognition that the office and the duties although being performed admirably well, they have not changed that much, and in view of the fact that a \$4,000.00 increase was granted last year, and again looking at the data that was provided, our salary is very competitive with the neighboring counties of different sizes. Roll call vote. Motion carried (3-2 Niemi/Westerlund).

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Recorder Diane Lafferty at the 2012 level of \$69,268.66.

Commissioner Napstad noted that the duties of the Treasurer are being performed extraordinarily well, professional in all respects. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte to set the salary at the 2012 level of \$65,175.40. Roll call vote. Motion carried (3-2 Niemi/Westerlund).

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of

ELECTED
OFFICIALS
SALARIES

RESOLUTION
010813-007
2013 COUNTY
AUDITOR SALARY

RESOLUTION
010813-008
2013 COUNTY
ATTORNEY
SALARY

RESOLUTION
010813-009
2013 COUNTY
RECORDER
SALARY

RESOLUTION
010813-010
2013 COUNTY
TREASURER

AITKIN COUNTY BOARD

January 8, 2013

<p>Aitkin County Treasurer Lori Grams at the 2012 level of \$65,175.40.</p>	<p>SALARY</p>
<p>Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi to set 2013 County Sheriff salary, with a 1.8% increase, at \$83,406.78. Commissioner Marcotte commented that regarding the comparisons, we are considerably lower than all the other counties, so in consideration of all that has gone on this summer and all the extra work that has happened, she supports the increase. Commissioner Napstad noted that Commissioner Marcotte pointed out the anomaly in the data, and the duties have been performed exceptionally well. Roll call vote. Motion carried (4-1 Wedel).</p>	<p>RESOLUTION 010813-011 2013 COUNTY SHERIFF SALARY</p>
<p>BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2013 salary of Aitkin County Sheriff Scott Turner at \$83,406.78, with a 1.8% increase over 2012, based upon the exceptional duties performed during the flood of 2012.</p>	<p>2013 PRIORITY ITEMS & LEGISLATIVE PLATFORM</p>
<p>Priority items for 2013 and the 2013 Legislative Platform were discussed by the Board.</p>	<p>LEGISLATIVE FOLLOW-UP</p>
<p>Patrick Wussow, County Administrator provided follow-up to the Board on recent meetings staff has had with our new legislators, Senator Carrie Ruud and Representative Joe Radinovich.</p>	<p>MACPZA DISTRICT B LEGAL WORKSHOP</p>
<p>Patrick Wussow, County Administrator discussed the MACPZA District B Legal Workshop scheduled for February 8, 2013 with the Board.</p>	<p>BREAK</p>
<p>Break: 11:18 a.m. to 11:26 a.m.</p>	<p>BOARD DISCUSSION</p>
<p>During the meeting, the Board heard updates on the following committees: i) CMCC, ii) Aitkin Airport, iii) DAC, iv) Facilities, v) AEOA, vi) Arrowhead, vii) Priority issues for MRCC, viii) NCLUCB, ix) Joint Powers Natural Resource Board, x) Meeting with Radinovich, xi) Economic Development</p>	<p>ADJOURN</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:00 p.m. until Tuesday, January 22, 2013 at 9:00 a.m.</p>	
<hr/> <p>J. Mark Wedel, Chairperson Aitkin County Board of Commissioners</p>	
<hr/> <p>Patrick Wussow, County Administrator</p>	

Aitkin County

AUDITOR'S VOUCHERS ENTRIES

December Sales & Use Tax



RRN	Account Number	AMOUNT	DESCRIPTION	Vendor #	Vendor Name	1099	I	Rpt	Acc
	Description	F/P	Invoice #	Warr #	A/P Date	On Bhf #	Name	Tax	
1	01-040-000-0000-5840 Misc Receipts Svc Dates	0.03	Receipt Nbr 984 12/07/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
2	01-040-000-0000-5840 Misc Receipts Svc Dates	0.01	Receipt Nbr 984 12/07/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
3	01-040-000-0000-5840 Misc Receipts Svc Dates	0.01	Receipt Nbr 984 12/07/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
4	01-040-000-0000-5840 Misc Receipts Svc Dates	0.77	Receipt Nbr 987 12/28/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
5	01-040-000-0000-5840 Misc Receipts Svc Dates	0.05	Receipt Nbr 33422 12/31/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
6	01-040-021-0000-5840 Misc Receipts Svc Dates	4.50	Receipt Nbr 801 12/10/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N O
7	01-040-021-0000-5840 Misc Receipts Svc Dates	0.26	Receipt Nbr 805 12/31/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
8	01-040-021-0000-5840 Misc Receipts Svc Dates	0.26	Receipt Nbr 805 12/31/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N
9	01-040-021-0000-5840 Misc Receipts Svc Dates	2.51	Receipt Nbr 805 12/31/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N O
10	01-042-000-0000-5840 Misc Receipts Svc Dates	0.06	Receipt Nbr 2859 12/04/2012 F MMIS Units 0		89991 01/14/2013		Bremer Bank	N	N

Aitkin County

AUDITOR'S VOUCHERS ENTRIES



<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Warr #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
11	01-042-000-0000-5840 Misc Receipts Svc Dates	0.02	Receipt Nbr 2860 12/05/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
12	01-042-000-0000-5840 Misc Receipts Svc Dates	0.06	Receipt Nbr 2863 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
13	01-042-000-0000-5840 Misc Receipts Svc Dates	0.06	Receipt Nbr 2864 12/10/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
14	01-042-000-0000-5840 Misc Receipts Svc Dates	0.06	Receipt Nbr 2867 12/12/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
15	01-042-000-0000-5840 Misc Receipts Svc Dates	1.61	Receipt Nbr 2869 12/17/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to									
16	01-042-000-0000-5840 Misc Receipts Svc Dates	12.87	Receipt Nbr 2872 12/19/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to									
17	01-042-000-0000-5840 Misc Receipts Svc Dates	0.13	Receipt Nbr 2874 12/20/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
18	01-042-000-0000-5840 Misc Receipts Svc Dates	0.13	Receipt Nbr 2876 12/26/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
19	01-042-000-0000-5840 Misc Receipts Svc Dates	0.13	Receipt Nbr 2878 12/27/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N		N
	to									
20	01-043-000-0000-5840 Misc Receipts	1.61	Receipt Nbr 699 12/10/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N

Aitkin County

AUDITOR'S VOUCHERS ENTRIES



<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Vendor #</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
	Svc Dates	to	MMIS Units 0						
21	01-043-000-0000-5840 Misc Receipts	0.45	Receipt Nbr 699 12/10/2012 F	89991	Bremer Bank	N	N		N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
22	01-043-000-0000-5840 Misc Receipts	1.27	Receipt Nbr 700 12/21/2012 F	89991	Bremer Bank	N	N	O	N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
23	01-043-000-0000-5840 Misc Receipts	1.61	Receipt Nbr 700 12/21/2012 F	89991	Bremer Bank	N	N	O	N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
24	01-043-000-0000-5840 Misc Receipts	1.61	Receipt Nbr 700 12/21/2012 F	89991	Bremer Bank	N	N	O	N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
25	01-043-000-0000-5840 Misc Receipts	0.29	Receipt Nbr 701 12/31/2012 F	89991	Bremer Bank	N	N		N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
26	01-043-000-0000-5840 Misc Receipts	0.13	Receipt Nbr 701 12/31/2012 F	89991	Bremer Bank	N	N		N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
27	01-044-000-0000-5840 Misc Receipts	0.23	Receipt Nbr 684 12/10/2012 F	89991	Bremer Bank	N	N		N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
28	01-090-000-0000-5840 Misc Receipts	1.93	Receipt Nbr 1172 12/03/2012 F	89991	Bremer Bank	N	N	O	N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
29	01-090-000-0000-5840 Misc Receipts	0.64	Receipt Nbr 1179 12/19/2012 F	89991	Bremer Bank	N	N		N
	Svc Dates	to	MMIS Units 0		01/14/2013 0				
30	01-090-000-0000-5840	1.29	Receipt Nbr 1180 12/20/2012	89991	Bremer Bank	N	N	O	

Aitkin County

AUDITOR'S VOUCHERS ENTRIES



<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Vendor #</u> <u>Warr #</u>	<u>Vendor Name</u> <u>A/P Date</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
	Misc Receipts Svc Dates		F MMIS Units		01/14/2013				N
31	01-090-000-0000-5840 Misc Receipts Svc Dates	0.01	Receipt Nbr 1183 12/26/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N
32	01-090-000-0000-5840 Misc Receipts Svc Dates	0.64	Receipt Nbr 1184 12/27/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N
33	01-090-000-0000-5840 Misc Receipts Svc Dates	1.29	Receipt Nbr 1185 12/28/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
34	01-122-000-0000-5840 Misc Receipts Svc Dates	1.61	Receipt Nbr 1113 12/14/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
35	01-200-000-0000-5840 Misc Receipts Svc Dates	37.13	Receipt Nbr 2095 12/11/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
36	01-252-252-0000-5872 Phone Card Prisoner Welfare(Taxable) Svc Dates	237.19	Receipt Nbr 2094 12/11/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
37	01-252-252-0000-5872 Phone Card Prisoner Welfare(Taxable) Svc Dates	39.88	Receipt Nbr 2103 12/21/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
38	01-252-252-0000-5885 Commissary Sales Taxable Svc Dates	11.24	Receipt Nbr 2094 12/11/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O
39	01-252-252-0000-5885 Commissary Sales Taxable Svc Dates	10.78	Receipt Nbr 2102 12/21/2012 F MMIS Units		89991 Bremer Bank 01/14/2013				N N O

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<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
40	03-000-000-0000-5855 Charges- Individuals Svc Dates	7.72	Receipt Nbr 661 12/05/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
41	03-000-000-0000-5855 Charges- Individuals Svc Dates	1.93	Receipt Nbr 663 12/14/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
42	03-000-000-0000-5855 Charges- Individuals Svc Dates	10.31	Receipt Nbr 663 12/14/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
43	03-000-000-0000-5855 Charges- Individuals Svc Dates	9.65	Receipt Nbr 667 12/26/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
44	03-000-000-0000-5855 Charges- Individuals Svc Dates	0.13	Receipt Nbr 670 12/31/2012 F	89991 01/14/2013	Bremer Bank 0	N	N		N
	to		MMIS Units 0						
45	19-521-000-0000-5885 Commissary Sales Taxable Svc Dates	27.46	Receipt Nbr 827 12/10/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
46	19-521-000-0000-5885 Commissary Sales Taxable Svc Dates	51.33	Receipt Nbr 828 12/18/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
47	19-521-000-0000-5885 Commissary Sales Taxable Svc Dates	61.79	Receipt Nbr 830 12/21/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
48	01-043-000-0000-6405 Office, Film & Computer Supplies Svc Dates	1.55	Warr Nbr 820 12/06/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
49	01-110-000-0000-6590 Repair & Maintenance Svc Dates	23.51	Warr Nbr 42585 12/07/2012 F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						

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<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Warr #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u>	<u>Tax</u>
50	01-200-000-0000-6409 Deputy Supplies Svc Dates	5.91	Warr Nbr 42575 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
51	01-206-000-0000-6409 Forfeiture Supplies Svc Dates	61.46	Warr Nbr 42653 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
52	01-206-000-0000-6409 Forfeiture Supplies Svc Dates	81.94	Warr Nbr 42653 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
53	01-206-000-0000-6409 Forfeiture Supplies Svc Dates	61.60	Warr Nbr 42653 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
54	01-252-000-0000-6409 Jail Supplies Svc Dates	150.74	Warr Nbr 42586 12/07/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
55	05-430-700-4800-6405 Supplies- Computer/Office/Meeting Svc Dates	0.41	Warr Nbr 826 12/20/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N			N
56	01-012-000-0000-6252 Witnesses Svc Dates	1.12	Warr Nbr 42669 12/21/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
57	01-090-000-0000-6230 Printing, Publishing & Adv Svc Dates	5.84	Warr Nbr 42759 12/21/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
58	01-200-000-0000-6409 Deputy Supplies Svc Dates	75.97	Warr Nbr 42717 12/21/2012 F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O		N
59	01-206-000-0000-6409 Forfeiture Supplies	75.97	Warr Nbr 42717 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O		N

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<u>RRN</u>	<u>Account Number</u> <u>Description</u>		<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Warr #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
	Svc Dates	to		MMIS Units 0							
60	01-252-000-0000-6409 Jail Supplies		40.80	Warr Nbr 42794 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
61	01-253-000-0000-6405 Operating Supplies		1.36	Warr Nbr 42827 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
62	01-254-000-0000-6405 Office & Computer Supplies		20.63	Warr Nbr 42758 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
63	03-302-000-0000-6449 Rd/Br Engr. Supplies		36.78	Warr Nbr 42725 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
64	03-308-000-0000-6600 Capital Outlay- Facilities		164.73	Warr Nbr 42710 12/21/2012 F		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
65	09-000-000-0000-2022 Birth/Death Surcharges		108.00	December Birth F		4580 01/14/2013	Mn Dept Of Finance 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
66	09-000-000-0000-2022 Birth/Death Surcharges		196.00	December Death F		4580 01/14/2013	Mn Dept Of Finance 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
67	09-000-000-0000-2024 St Share Of Birth Cert.- Children		81.00	December Childrens F		4580 01/14/2013	Mn Dept Of Finance 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
68	09-000-000-0000-2031 Real Estate Assurance (Was 5874 And 6277)		60.00	December Torrens F		4580 01/14/2013	Mn Dept Of Finance 0	N	N	O	N
	Svc Dates	to		MMIS Units 0							
69	09-000-000-0000-2036		5,922.00	Dec. State General Fund		4580	Mn Dept Of Finance	N	N	O	

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<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Vendor #</u> <u>Warr #</u>	<u>Vendor Name</u> <u>A/P Date</u> <u>On Bhf #</u> <u>Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
	Recording Surcharges (Was 5871 & 6281) Svc Dates to		F MMIS Units 0		01/14/2013 0				N
70	09-000-000-0000-2036 Recording Surcharges (Was 5871 & 6281) Svc Dates to	270.00	Dec. State Gen.Fund Surchg F MMIS Units 0		4580 Mn Dept Of Finance 01/14/2013 0	N	N	O	N
71	09-000-000-0000-2031 Real Estate Assurance (Was 5874 And 6277) Svc Dates to	27.00	December Tax Forfeit F MMIS Units 0		4580 Mn Dept Of Finance 01/14/2013 0	N	N	O	N
72	09-000-000-0000-2027 State Well Cert Fees (Was 5097 & 6203) Svc Dates to	1,147.50	December State Well F MMIS Units 0		3375 Mn Dept Of Health 01/14/2013 0	N	N	O	N
73	01-110-000-0000-6254 Utilities & Heating Svc Dates to	1,603.75	Courthouse F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N
74	01-110-000-0000-6254 Utilities & Heating Svc Dates to	57.66	Old County Garage F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N
75	01-110-000-0000-6254 Utilities & Heating Svc Dates to	322.84	Jail West Annex F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N
76	01-110-000-0000-6254 Utilities & Heating Svc Dates to	169.14	CH Bldg Coordinator F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N
77	01-110-000-0000-6254 Utilities & Heating Svc Dates to	143.75	Glarco F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N
78	01-110-000-0000-6254 Utilities & Heating Svc Dates to	239.11	LA Tool Building F MMIS Units 0		3950 Public Utilities 01/14/2013 0	N	N	P	N

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AUDITOR'S VOUCHERS ENTRIES



<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
79	01-252-000-0000-6254 Utilities & Heating Svc Dates	62.95	Emergency Storage Garage F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
80	01-252-000-0000-6254 Utilities & Heating Svc Dates	1,462.66	New Jail F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
81	01-252-000-0000-6254 Utilities & Heating Svc Dates	4,222.79	New Jail 2 F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
82	01-202-000-0000-6254 Utilities Svc Dates	16.26	Boat & Water F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
83	21-520-000-0000-6254 Utilities Svc Dates	272.11	Land Dept F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
84	21-520-000-0000-6254 Utilities Svc Dates	17.33	Mississippi Landing F	3950 01/14/2013	Public Utilities 0	N	N	P	N
	to		MMIS Units 0						
85	03-303-000-0000-6513 Motor Fuel & Lubricants Svc Dates	171.00	December Use Tax F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
86	03-303-000-0000-6513 Motor Fuel & Lubricants Svc Dates	1,536.72	December Diesel Tax F	8410 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
87	10-923-000-0000-6311 Sales Tax Svc Dates	1.29	December sales tax on maps F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						
88	11-925-000-0000-6312 Sales Tax Adjustment Svc Dates	0.29	Dec Sales Tax Adjustment F	89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to		MMIS Units 0						

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<u>RRN</u>	<u>Account Number</u> <u>Description</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u> <u>F/P Invoice #</u>	<u>Warr #</u>	<u>Vendor #</u> <u>A/P Date</u>	<u>Vendor Name</u> <u>On Bhf # Name</u>	<u>1099</u>	<u>I</u>	<u>Rpt</u>	<u>Acc</u> <u>Tax</u>
89	01-100-000-0000-6311 Sales Tax Svc Dates	72.88	December Sales tax on copies F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to									
90	01-100-000-0000-6312 Sales Tax Adjustment Svc Dates	0.12	Dec.Sales Tax Adjustment F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to									
91	01-040-000-0000-6405 Office & Computer Supplies Svc Dates	1.00	December Sales Tax Adjustment F MMIS Units 0		89991 01/14/2013	Bremer Bank 0	N	N	O	N
	to									
		19,539.57	Batch Total							

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AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	9,357.67	General Fund
	3	1,938.97	Road & Bridge
	5	0.41	Health & Human Services
	9	7,811.50	State
	10	1.29	Trust
	11	-0.29	Forest Development
	19	140.58	Long Lake Conservation Center
	21	289.44	PARKS
	All Funds	19,539.57	Total

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Tax Settlement Payments

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

Page Break By: 1
1 - Page Break by Fund
2 - Page Break by Dept

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
931	DEPT		Towns		
1010	City Of Aitkin				
	12- 931- 156- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045	0	TIF		Payable To Village Of Aitkin
1010	City Of Aitkin			2 Transactions	
173	City Of Hill City				
	12- 931- 157- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of Hill City
173	City Of Hill City			1 Transactions	
1025	City Of McGrath- Treasurer				
	12- 931- 158- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of McGrath
1025	City Of McGrath- Treasurer			1 Transactions	
175	City Of Mcgregor				
	12- 931- 159- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of Mcgregor
175	City Of Mcgregor			1 Transactions	
176	City Of Palisade				
	12- 931- 160- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of Palisade
176	City Of Palisade			1 Transactions	
178	City Of Tamarack				
	12- 931- 161- 0000- 2045	0	3rd Tax Settlement		Payable To Village Of Tamarack
178	City Of Tamarack			1 Transactions	
7000	Town Of Aitkin Treasurer				
	12- 931- 101- 0000- 2045	0	3rd Tax Settlement		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045	0	Beer License		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer			2 Transactions	
7001	Town Of Ball Bluff Treasurer				
	12- 931- 102- 0000- 2045	0	3rd Tax Settlement		Payable To Ball Bluff Twp
	12- 931- 102- 0000- 2045	0	Beer License		Payable To Ball Bluff Twp
7001	Town Of Ball Bluff Treasurer			2 Transactions	
7002	Town Of Balsam Treasurer				
	12- 931- 103- 0000- 2045	0	3rd Tax Settlement		Payable To Balsam Twp

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
7002 Town Of Balsam Treasurer		382.00	1 Transactions	
7003 Town Of Beaver Treasurer 12-931-104-0000-2045	0	2,057.96	3rd Tax Settlement	Payable To Beaver Twp
7003 Town Of Beaver Treasurer		2,057.96	1 Transactions	
7004 Town Of Clark Treasurer 12-931-105-0000-2045	0	3,934.00	3rd Tax Settlement	Payable To Clark Twp
7004 Town Of Clark Treasurer		3,934.00	1 Transactions	
7005 Town Of Cornish Treasurer 12-931-106-0000-2045	0	2,141.09	3rd Tax Settlement	Payable To Cornish Twp
7005 Town Of Cornish Treasurer		2,141.09	1 Transactions	
7006 Town Of Farm Island Treasurer 12-931-107-0000-2045	0	24,270.44	3rd Tax Settlement	Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer		24,270.44	1 Transactions	
7007 Town Of Fleming Treasurer 12-931-108-0000-2045	0	9,966.49	3rd Tax Settlement	Payable To Fleming Twp
7007 Town Of Fleming Treasurer		9,966.49	1 Transactions	
7008 Town Of Glen Treasurer 12-931-109-0000-2045	0	9,428.66	3rd Tax Settlement	Payable To Glen Twp
7008 Town Of Glen Treasurer		9,428.66	1 Transactions	
7009 Town Of Haugen Treasurer 12-931-110-0000-2045	0	3,445.13	3rd Tax Settlement	Payable To Haugen Twp
7009 Town Of Haugen Treasurer		3,445.13	1 Transactions	
7010 Town Of Hazelton Treasurer 12-931-111-0000-2045	0	14,454.64	3rd Tax Settlement	Payable To Hazelton Twp
7010 Town Of Hazelton Treasurer		14,454.64	1 Transactions	
4879 Town Of Hill Lake Clerk-Treas 12-931-112-0000-2045	0	6,628.30	3rd Tax Settlement	Payable To Hill Lake Twp
4879 Town Of Hill Lake Clerk-Treas		6,628.30	1 Transactions	
7011 Town Of Idun Treasurer				

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7011	Town Of Idun Treasurer 12-931-113-0000-2045	0	3,266.81	3rd Tax Settlement		Payable To Idun Twp
			3,266.81	1 Transactions		
7012	Town Of Jevne Treasurer 12-931-114-0000-2045	0	6,596.18	3rd Tax Settlement		Payable To Jevne Twp
			6,596.18	1 Transactions		
7013	Town Of Kimberly Treasurer 12-931-115-0000-2045	0	11,451.10	3rd Tax Settlement		Payable To Kimberly Twp
			11,451.10	1 Transactions		
7014	Town Of Lakeside Treasurer 12-931-116-0000-2045	0	17,481.99	3rd Tax Settlement		Payable To Lakeside Twp
			25.00	Beer License		Payable To Lakeside Twp
			17,506.99	2 Transactions		
7015	Town Of Lee Treasurer 12-931-117-0000-2045	0	1,008.84	3rd Tax Settlement		Payable To Lee Twp
			1,008.84	1 Transactions		
7016	Town Of Libby Treasurer 12-931-118-0000-2045	0	2,010.92	3rd Tax Settlement		Payable To Libby Twp
			2,010.92	1 Transactions		
7017	Town Of Logan Treasurer 12-931-119-0000-2045	0	8,089.27	3rd Tax Settlement		Payable To Logan Twp
			8,089.27	1 Transactions		
7018	Town Of Macville Treasurer 12-931-120-0000-2045	0	2,127.29	3rd Tax Settlement		Payable To Macville Twp
			2,127.29	1 Transactions		
7019	Town Of Malmo Treasurer 12-931-121-0000-2045	0	7,264.60	3rd Tax Settlement		Payable To Malmo Twp
			40.00	Beer License		Payable To Malmo Twp
			7,304.60	2 Transactions		
7020	Town Of Mcgregor - Treasurer 12-931-122-0000-2045	0	1,128.02	3rd Tax Settlement		Payable To Mcgregor Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/15/13 12:02PM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
7020 Town Of Mcgregor - Treasurer		1,128.02	1 Transactions	
7021 Town Of Millward Treasurer 12- 931- 141- 0000- 2045	0	1,163.39	3rd Tax Settlement	Payable To Millward Twp
7021 Town Of Millward Treasurer		1,163.39	1 Transactions	
7022 Town Of Morrison Treasurer 12- 931- 123- 0000- 2045	0	8,394.55	3rd Tax Settlement	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		8,394.55	1 Transactions	
7023 Town Of Nordland Treasurer 12- 931- 124- 0000- 2045	0	21,638.51	3rd Tax Settlement	Payable To Nordland Twp
7023 Town Of Nordland Treasurer		21,638.51	1 Transactions	
7024 Town Of Pliny Treasurer 12- 931- 125- 0000- 2045	0	1,021.58	3rd Tax Settlement	Payable To Pliny Twp
7024 Town Of Pliny Treasurer		1,021.58	1 Transactions	
7025 Town Of Rice River Treasurer 12- 931- 126- 0000- 2045	0	6,326.09	3rd Tax Settlement	Payable To Rice River Twp
7025 Town Of Rice River Treasurer		6,326.09	1 Transactions	
7026 Town Of Salo Treasurer 12- 931- 127- 0000- 2045	0	2,403.35	3rd Tax Settlement	Payable To Salo Twp
7026 Town Of Salo Treasurer		2,403.35	1 Transactions	
7027 Town Of Seavey Treasurer 12- 931- 128- 0000- 2045	0	1,261.38	3rd Tax Settlement	Payable To Seavey Twp
7027 Town Of Seavey Treasurer		1,261.38	1 Transactions	
7028 Town Of Shamrock Treasurer 12- 931- 129- 0000- 2045	0	16,792.73	3rd Tax Settlement	Payable To Shamrock Twp
12- 931- 129- 0000- 2045	0	45.00	Beer License	Payable To Shamrock Twp
7028 Town Of Shamrock Treasurer		16,837.73	2 Transactions	
7029 Town Of Spalding Treasurer 12- 931- 130- 0000- 2045	0	2,593.22	3rd Tax Settlement	Payable To Spalding Twp
7029 Town Of Spalding Treasurer		2,593.22	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/15/13 12:02PM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
7030 Town Of Spencer Treasurer 12-931-131-0000-2045	O	14,877.44	3rd Tax Settlement	Payable To Spencer Twp
7030 Town Of Spencer Treasurer		14,877.44	1 Transactions	
7031 Town Of Turner Treasurer 12-931-132-0000-2045	O	1,425.51	3rd Tax Settlement	Payable To Turner Twp
7031 Town Of Turner Treasurer		1,425.51	1 Transactions	
7032 Town Of Verdon Treasurer 12-931-133-0000-2045	O	2,012.61	3rd Tax Settlement	Payable To Verdon Twp
7032 Town Of Verdon Treasurer		2,012.61	1 Transactions	
7033 Town Of Wagner Treasurer 12-931-134-0000-2045	O	4,647.78	3rd Tax Settlement	Payable To Wagner Twp
12-931-134-0000-2045	O	20.00	Beer License	Payable To Wagner Twp
7033 Town Of Wagner Treasurer		4,667.78	2 Transactions	
7034 Town Of Waukenabo Treasurer 12-931-135-0000-2045	O	6,555.86	3rd Tax Settlement	Payable To Waukenabo Twp
7034 Town Of Waukenabo Treasurer		6,555.86	1 Transactions	
7035 Town Of Wealthwood Treasurer 12-931-136-0000-2045	O	6,006.31	3rd Tax Settlement	Payable To Wealthwood Twp
7035 Town Of Wealthwood Treasurer		6,006.31	1 Transactions	
7036 Town Of White Pine Treasurer 12-931-137-0000-2045	O	241.34	3rd Tax Settlement	Payable To White Pine Twp
7036 Town Of White Pine Treasurer		241.34	1 Transactions	
7037 Town Of Williams Treasurer 12-931-138-0000-2045	O	3,174.34	3rd Tax Settlement	Payable To Williams Twp
12-931-138-0000-2045	O	20.00	Beer License	Payable To Williams Twp
7037 Town Of Williams Treasurer		3,194.34	2 Transactions	
7038 Town Of Workman Treasurer 12-931-139-0000-2045	O	19,582.24	3rd Tax Settlement	Payable To Workman Twp
7038 Town Of Workman Treasurer		19,582.24	1 Transactions	

Aitkin County



DKB1
1/15/13 12:02PM
12 Agency

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
931 DEPT Total:		420,151.25	Towns	46 Vendors 54 Transactions
932 DEPT			Schools	
393 Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801	O	88,695.42	3rd Tax Settlement	Appropriations
393 Isd 1 Aitkin- Treasurer		88,695.42	1 Transactions	
1985 Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801	O	20.25	3rd Tax Settlement	Appropriations
1985 Isd 182 Crosby- Treasurer		20.25	1 Transactions	
392 Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801	O	36,082.09	3rd Tax Settlement	Appropriations
392 Isd 2 Hill City- Treasurer		36,082.09	1 Transactions	
1983 Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801	O	9,498.73	3rd Tax Settlement	Appropriations
1983 Isd 2165 Hinckley Finlayson- Treasurer		9,498.73	1 Transactions	
1979 Isd 2580 East Central- Treasurer 12- 932- 000- 0000- 6801	O	2,169.19	3rd Tax Settlement	Appropriations
1979 Isd 2580 East Central- Treasurer		2,169.19	1 Transactions	
395 ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801	O	86,295.57	3rd Tax Settlement	Appropriations
395 ISD 4 McGregor- Treasurer		86,295.57	1 Transactions	
1982 Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801	O	16,579.22	3rd Tax Settlement	Appropriations
1982 Isd 473 Isle- Treasurer		16,579.22	1 Transactions	
1981 Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801	O	1,488.15	3rd Tax Settlement	Appropriations
1981 Isd 577 Willow River- Treasurer		1,488.15	1 Transactions	
394 Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801	O	777.52	3rd Tax Settlement	Appropriations
394 Isd 698 Floodwood- Treasurer		777.52	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
1/15/13 12:02PM
12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1984 Isd 95 Cromwell- Wright- Treasurer 12-932-000-0000-6801	O	181.33	3rd Tax Settlement		Appropriations
1984 Isd 95 Cromwell- Wright- Treasurer		181.33		1 Transactions	
932 DEPT Total:		241,787.47	Schools	10 Vendors	10 Transactions
12 Fund Total:		661,938.72	Agency		64 Transactions
Final Total:		661,938.72	56 Vendors	64 Transactions	

DKB1
1/15/13

12:02PM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	661,938.72	Agency
	All Funds	661,938.72	Total

Approved by,

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-14-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Request for \$4,000.00 – C.A.R.E.

Requested Meeting Date: 1-22-13 Estimated Presentation Time: n/a

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 with possible 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) *Flood response*
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: *will verify at meeting*

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.

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



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

December 19, 2012

Dear: Patrick

It is hard to believe that this week marks the six-month anniversary of the flood! According to our regional team, it is not unusual for a community to be in the recovery process for 18 months after a disaster situation. (Whew!)

Looking back, I am thankful that CARE was able to play a key role in responding to this disaster. During the initial stages of the flood, we were able to follow up with 82 families and individuals who needed assistance. We were also able to build community trust and develop relationships with many community organizations. We also came in contact with new clients whom we are able to serve on an ongoing basis.

Although information regarding the flood has subsided from the news media, we are finding families that are still struggling to recover. CARE has continued to be a part of the Regional Long Term Recovery Committee as a voting member of the group. CARE continues to help families connect with resources available, and is actively collaborating with other agencies such as Catholic Charities as well as Lutheran Social Services, who are providing assistance and case management services in our area. As recently as this week, we found out that there has been a \$250,000 matching grant that has been awarded to the regional team. CARE has also taken the lead on the unmet needs committee, and is acting as fiscal agent for donations received locally (\$17,013 to date).

CARE has put forth significant staff time for this effort. In the 3rd quarter alone, CARE documented 232 non-reimbursed staff hours. These hours were beyond regular staff time paid by CARE while performing flood relief efforts.

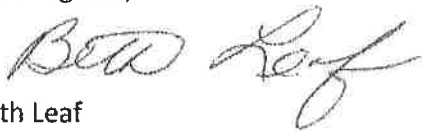
CARE continues to devote staff and volunteer time through participation in the Regional Long Term Recovery Committee, and currently is tracking 21 families who have recently come forward for assistance. CARE is looking forward to collaborating with Aitkin County on a behavioral health grant from the State of Minnesota over the next few months. This grant

would focus on equipping our community for future events, and to provide mental health assistance to families still struggling to recover from this disaster.

CARE is requesting that Aitkin County consider an allocation of funds in the amount of \$4,000 for the purposes of ongoing efforts for the coordination of assistance to families with Lutheran Social Services and other regional agencies, as well as for coordination of services needed to implement the collaborative grant.

Please contact me at 218-927-1383 or aitkincountycare@gmail.com if you have any questions.

Best Regards,

A handwritten signature in cursive script that reads "Beth Leaf". The signature is written in black ink and is positioned to the right of the typed name.

Beth Leaf
Executive Director

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 14, 2013
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
Support Local Deputy Registrar Driver License and State ID Services fee increase legislation

Requested Meeting Date: January 22 Estimated Presentation Time: _____

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

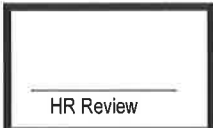
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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) _____

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 14, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Resolution Supporting Local Registrar Maintenance of Local Driver License and State I.D. Services

The last driver's license fee increase was in 2005. The Minnesota Deputy Registrar's Association is requesting a resolution of support for legislation for a fee increase to meet rising costs.

By Commissioner: xx

012213-0xx

Support Local Deputy Registrar User Service Fee Increase

WHEREAS, the State of Minnesota has long established a public/private deputy registrar system to provide citizens convenient locations to conduct local driver license and title registration services for motor vehicles and DNR recreational vehicles; and,

WHEREAS, the State of Minnesota in 1949 established a user service fee on motor vehicle related transactions to be retained by the deputy registrar to cover the costs of providing the local service; and,

WHEREAS, a deputy registrar office is not subsidized by the State of Minnesota and relies solely on this user service fee revenue to maintain their office operation including all salaries, rent, equipment, utilities, and associated office costs; and,

WHEREAS, the State of Minnesota has shifted increased costs and responsibilities for driver license transactions onto the deputy registrar such as regular replacement schedules of computers and associated electronic equipment, printing of previously supplied state forms, and expanded auditing tasks such as identification triple check and commercial driver medical forms which require additional time and carry additional risks and potential liability for agents that was previously the responsibility of the State; and,

WHEREAS, the State of Minnesota requires a 15 year retention schedule of all driver license transaction documents in a secure storage facility at cost to the deputy; and,

WHEREAS, Minnesota statute 171.061 subdivision 4 (b) specifically states that the filing fee for driver license transactions by the deputy agent "shall cover all expenses involved in receiving, accepting, or forwarding to the department the applications and fees required"; and,

WHEREAS, the user service fee that should fully support the cost for providing driver license transactions no longer covers the operational costs to maintain deputy registrar offices. Public deputy registrars must use property tax levy proceeds to subsidize this service. Rural areas with lower volumes are in jeopardy of losing this service; and,

WHEREAS, the last user fee increase for driver license agents was enacted in 2005;

NOW, THEREFORE, BE IT RESOLVED the *County of Aitkin* supports the State Legislature in authorizing a user service fee increase in the year 2013 to maintain local driver license and state identification card service to the citizens of Minnesota.

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 22nd 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 22nd 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: 1-15-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Facility Inspection Report Issued by the MN Department of Corrections

Requested Meeting Date: 1-22-13 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) Inspection Report

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Sue Bingham, Administrative Assistant

RE: Facility Inspection Report Issued by MN Dept of Corrections

DATE: January 15, 2013

The Minnesota Department of Corrections conducted their inspection of the Aitkin County Jail on December 21, 2012.

Attached for your information is the full inspection report.



Facility Inspection Report Issued By The Minnesota Department of Corrections Pursuant to MN Statute 241.021, Subdivision 1
 Inspection and Enforcement Unit, 1450 Energy Park Drive, Suite 200, St. Paul MN 55108
 Telephone: 651-361-7146 Fax: 651-642-0314 Email: ie-support.doc@state.mn.us

JAN 11 2013

INSPECTION DETAILS Aitkin County Jail
 FOR:

Address: 217 Second Street, Aitkin, MN 56431
MN Governing Rule: 2911 Local Adult Detention Facilities
Inspection Type: Biennial **Inspected By:** Diane Grinde – Senior Detention Facility Inspector
Inspection Method: facility tour, staff interviews, employee and resident file reviews, related documentation reviews
Officials Present During Inspection: Assistant Jail Administrator Jeremy Swenson
Officials Present for Exit Interview: Assistant Jail Administrator Jeremy Swenson; Sheriff Scott Turner
Inspected on: 12/21/2012
Issued Inspection Report to: Assistant Jail Administrator Jeremy Swenson; Jail Administrator Debbie Hamilton; Sheriff Scott Turner; County Board of Commissioners

RULE COMPLIANCE SUMMARY

Rule Chapter	Requirement Type	Total Applicable	Total Compliance	Total Non Compliance	Total Compliance With Concerns	Compliance Rating	Substantial Compliance Result/Criteria
2911	Mandatory	112	112	0	0	100.00%	Compliance rating of 100%
2911	Essential	99	97	2	1	97.98%	Compliance rating of 90%

TERMS OF OPERATION

Authority to Operate: approval **Begins On:** 01/01/2013 **Ends On:** 12/31/2014 **Facility Type:** Jail
Placed on Biennial Status: Yes **Biennial Status Annual Compliance Form Due On:** 12/31/2013
Delinquent Juvenile Hold Approval: 24 hrs exclusive of weekends and holidays **Certificate Holder:** Not Applicable
Special Conditions: None

Approved Capacity Details *Operational Capacity is calculated as a percent of Approved Capacity beds.

Bed Type	Gender	Approved Capacity	%Operating Capacity	Operational Capacity	Bed Details	Conditions
Secure	Coed	89	90	80.10	None	None

Variances

1. MN Rule 2911.6600.6 DELIVERY. - Deliveries by health-trained staff. - Also, 2911.6600. Delivery. **Conditions:** None
 Subp. 8. Oral ingestion procedures and 2911.6600. Delivery. Subp. 15. Nonlegend medicine.

RULE COMPLIANCE DETAILS

Chapter 2911 - Essential Rules Not In Compliance

Total: 2

1. 2911.1000 TRAINING PLAN.

A facility administrator shall develop and implement a training plan for the orientation of new employees and volunteers and provide for continuing in-service training programs for all employees and volunteers. Training plans shall be documented, describe curriculum, methods of instruction, and objectives. In-service training plans shall be prepared annually and shall provide documentation indicating that training for individual employees has taken into consideration their length of service, position within the organization, and previous training completed.

Inspection Findings:

There is no training plan for 2013.

Corrective Actions:

Develop a training plan for 2013.

Response Needed By:

2. 2911.3600 CLOTHING, BEDDING, AND LAUNDRY SERVICES. Subpart 7. Personal property.

An inmate possessing personal property shall sign and receive a copy of the inventory record.

Inspection Findings:

Property that the inmate is allowed to keep is not inventoried. A plan was developed the day of the inspection to resolve this and the sergeants will notify staff.

Corrective Actions:

Ensure that the plan is followed.

Response Needed By:

Chapter 2911 - Essential Rules In Compliance With Concerns

Total: 1

1. 2911.5800 AVAILABILITY OF MEDICAL AND DENTAL RESOURCES. Subpart 9. Sick call.

A facility shall develop a written policy and procedure which requires that there is a continuous response to health care requests and that sick call, conducted by a physician or other health care personnel is available to each inmate as follows: A. in small facilities of less than 50 inmates, sick call is held once per week at a minimum; B. in medium sized facilities of 50 to 200 inmates, sick call is held at least three days per week; C. in facilities of over 200 inmates, sick call is held a minimum of five days per week; and D. if an inmate's custody status precludes attendance at sick call, arrangements are made to provide sick call services in the place of the inmate's detention.

Inspection Findings:

The Aitkin County Jail has a nurse at the jail 2 days a week. The nurse averages about 4 hours each day. The nurse will stay until they complete what has to be done.

Corrective Actions:

While there is not sick call 3 times a week, I believe the intent of the rule is being met.

Response Needed By:

INSPECTION COMMENTS

To accommodate my schedule I am changing the Aitkin County Jail inspection to December.

It is evident that maintenance is in the Aitkin County Jail 40 hours a week. The jail is clean and in good repair.

The Aitkin County Jail now has 2 people working in programs so recreation is being offered more often. Pat Schollerd is working on increasing the jails volunteers.

JJDPA Compliance

On 12/21/12 a Juvenile Justice and Delinquency Prevention Act audit was conducted. The Aitkin County Jail has received a "Rural Exception" to the Juvenile Justice and Delinquency Prevention Act (JJDP). This allows the facility to hold a delinquent juvenile up to 24 hours, excluding weekends and holiday. There are three core requirements that are looked at during our facility review. Those core requirements are Deinstitutionalization of Status Offenders (DSO), Removal of Juveniles for Adult Jail and Adult Lockups (Jail Removal), and Sight and Sound separation.

According to the Statewide Supervision System, the Aitkin County Jail held or processed 1 juvenile during the year 2011. I reviewed 100 percent of the year 2011 juvenile data. The findings are as follows:

DSO: I did not find any violations of the facility holding status offenders in the jail. Upon review of the files, indication was that children that were brought into the facility were indeed there for delinquent offenses.

Jail Removal: Files and Statewide Supervision System data indicate that any children brought into the jail are removed well within the 24 hour time frame allowed per the "Rural Exception."

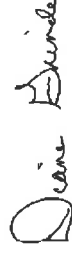
Sight and Sound separation: The facility design and policies allow for proper sight and sound separation. This includes the route taken to Court holding. Policies and the court schedule also indicate proper sight and sound separation are maintained.

The facility does not participate in any "Scared straight" programs for any youth that are under public authority.

Based on the documentation that I reviewed, I did not find any violations of the JJDP act during the Aitkin County inspection.

Report completed By: Diane Grinde – Senior Detention Facility Inspector

Signature:



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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-16-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

800 Mhz Radio Update

Requested Meeting Date: 1-22-13 Estimated Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

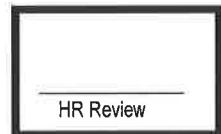
- For info only, no action requested Approve under Consent Agenda
- For discussion with possible action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion 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) No packet materials - Verbal update only

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 16, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Household Haz. Waste and Electronics Collections

Requested Meeting Date: January 22, 2013 Estimated Presentation Time: 5 min

Presenter: Terry Neff

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 391-5545, 5392
- Expenditure line account # for this item is: 391-6231,6230,6625,6109

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) Last Years Flyer

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

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



MEMORANDUM

DATE: January 15, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Household Hazardous Waste and Electronics Collection

The Household Hazardous Waste Collections have been scheduled for May 4, 2013 and September 7, 2013, from 9:00am to 12:00pm. The business hazardous waste collection will be September 7, 2013, by appointment.

I have confirmation from 5R Processors out of Lady Smith, Wisconsin that they will provide an electronics collection again this year. The collection is similar to last year and is free of charge to Aitkin County residents for almost all electronics (including TV's, monitors and consumer electronics). There will be a fee for wood console and projection TV's, and hard drive cleansing. The collection day will be July 13, 2013, from 10:00am to 2:00pm. I have attached the flyer from last years collection.

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

enclosure

c:\ctybrd\ctybrd2013

FREE COMMUNITY ELECTRONICS RECYCLING



**Saturday
July 14th
10:00am - 2:00pm**

**Sponsored by & Located at:
Aitkin County
Recycling Center**

**36488 400th Ave
Aitkin**

OPEN TO AITKIN COUNTY RESIDENTS

Acceptable items include: computers, monitors, printers, laptops, TVs, stereo equipment, cell phones, microwaves, and more!

Projection TVs and Wood Console TVs: \$25 each

Cathode-ray Tubes and TVs/Monitors with broken glass accepted for \$10

Not accepting items containing biohazards, hazardous waste, freon, large household appliances, liquids, smoke detectors, or fluorescent bulbs

***Optional Hard Drive Cleansing Service Available for \$10**

*Hard drive cleansing is done at 5R Processors, Ltd. main facility. Drives will not be returned.

For more information visit:

www.5Rprocessors.com

or call

1.800.689.2303



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

48
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: January 16, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Assemble Ordinance Committee

Requested Meeting Date: January 22, 2013 Estimated Presentation Time: 5 min

Presenter: Terry Neff

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

HR Review

Supporting Attachment(s)

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

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

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



MEMORANDUM

DATE: January 15, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Assemble Ordinance Committee

I have been requested to draft ordinance language to address vacation/private home rentals. In order to address this use the zoning ordinances need to be amended. I would like to amend the General Zoning Ordinance to address the vacation/private home rentals and interim uses, update sections 1, 3, 6-11, 13,14,16,17 Appendix A and Article 14. Most of the sections need to be amended to allow the aforementioned uses. Other sections proposed for amendment are to address current office procedures, reference appropriate ordinances, and update language. Appendix A is the list of uses that are permitted, conditional use permit required or not permitted. This list has not been updated for decades and is in need of amendment. Article 14 is the Zoning Table that needs updating.

The Shoreland Management Ordinance, Sections 2-5 also need to be amended to address the vacation/private home rentals and interim uses.

At the January 22, 2013, Aitkin County Board of Commissioners meeting, I will be requesting approval to assemble the Ordinance committee to review the proposed amendments to the above ordinances. I propose the committee consist of Commissioners Brian Napstad and Anne Marcotte, Pete Gansen - P&Z, Steve Hughes - SWCD, Mark Jacobs – Land Dept., Pat Wussow – Administrator and Jim Ratz - Attorney.

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: January 16, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Request to Purchase Vehicles

Requested Meeting Date: January 22, 2013 Estimated Presentation Time: 10 min

Presenter: Terry Neff

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 390-5136 and Reserves 391-Reserves
- Expenditure line account # for this item is: 390-6620 391-6620

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

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

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



MEMORANDUM

DATE: January 15, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Recommendation to purchase vehicle from quotes received 1/18/2013.

Two dealers will be providing quotes for the two vehicles requested by the Environmental Services Department. One vehicle will replace the 2001 Chevy Malibu in the FBL program and the other vehicle will replace the 2001 Ford Ranger in the Planning and Zoning Office. The vehicles being replaced were approved for sale at the December 18, 2012, Aitkin County Board of Commissioners meeting.

At the January 22, 2013, Aitkin County Board of Commissioners meeting I will provide the Commissioners with the quotes received, offer a recommendation and answer any questions.

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

c:\ctybrd\ctybrd2013

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-15-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2012 Motor Pool Report

Requested Meeting Date: 1-22-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) Motor Pool Reports

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: Sue Bingham, Administrative Assistant
RE: Motor Pool
DATE: January 15, 2013

In January of 2009 staff presented Motor Pool information to the County Board. At that time the Board felt the information was appropriate to be reviewed annually.

Attached for your review is all of the current information on our Motor Pool vehicles, along with year-end reports from 2010, 2011, and 2012.

During Tuesday's County Board meeting staff will discuss the details and answer any questions you may have.

2012 Motor Pool

Vehicle	Date Acquired	Mileage @ Purchase	2011 Year End Mileage	2012 Year End Mileage	Miles Driven 2012
#1 - 2006 Ford 500	4/7/2009	73,155	140,774	158,630	17,856
#2 - 2009 Chevy Cobalt	4/15/2010	26,616	54,127	65,266	11,139
#4 - 2010 Chevy Impala	11/4/2010	29,062	52,641	71,389	18,748
#30 - 2009 Chevy Impala	4/29/2010	12,176	46,200	66,451	20,251
#33- 1999 Ford Contour	9/17/2003	14,331	101,283	103,464	2,181
#34 - 2006 Ford Focus	10/19/2007	31,055	85,845	94,018	8,173
#35 - 2007 Mercury Sable	10/19/2007	71,381	143,043	151,173	8,130
#36 - 2006 Saturn	10/22/2007	33,940	99,168	107,005	7,837
#41 - 2000 Ford Taurus	7/21/2004	28,776	129,177	133,111	3,934
#60 - 2007 Town & Country	4/20/2010	29,185	44,608	50,860	6,252
#62 - 1999 Dodge Caravan	6/14/2006	34,689	66,704	69,860	3,156
#64 - 2011 Chevy Malibu	12/14/2011	21,286	21,741	38,920	17,179

Motor Pool - Major Expenses - 2012

Car #1, 2006 Ford 500		
Date	Repair	Cost
3/30/12	Body Work-Accident	1,000.00
5/14/12	Remove & Replace Canister Vent Solenoid	254.31
11/28/12	4 New Tires	624.22
	Total	1,878.53

(deductible)

Car #4, 2010 Chevy Impala		
Date	Repair	Cost
5/14/12	Parts & Labor, Minor Accident	610.48
10/10/12	4 New Tires	418.08
	Total	1,028.56

Less than deductible

Car #30, 2009 Chevy Impala		
Date	Repair	Cost
11/8/12	4 New Tires	430.08
	Total	430.08

Car #34, 2006 Ford Focus		
Date	Repair	Cost
12/31/12	4 New Tires	333.31
	Total	333.31

Car #36, 2006 Saturn		
Date	Repair	Cost
1/9/12	Body Work - Accident	1,000.00
10/1/12	2 New Tires	170.62
	Total	1,170.62

(deductible)

Car #41, 2000 Ford Taurus		
Date	Repair	Cost
4/26/12	Repair & Repack Left Front Wheel Bearing	204.02
	Total	204.02

Car #60, 2007 Chrysler Town & Country Van		
Date	Repair	Cost
1/20/12	New Battery	158.45
3/23/12	Front Ceramic Brakes & Clear EVAP code	165.81
	Total	324.26

Total Major Expenses 5,369.38

Vehicles No Longer in Motor Pool

No vehicles were replaced in 2012

Milage driven by department.

Department	Miles		
Assessor	396		
Attorney	0		
Auditor	64		
Administration	4706		
Extension	0		
Highway	255		
Economic Dev	4856		
Land	2160		3.0%
Land - Dan	1277		
Land - Tom	354		
LLCC-Admin	4894		
LLCC - Education			
Commissioner	2929		
Maintenance	234		
IT	12		
P&Z/Solid Waste	420		
Recorder	59		
Sheriff/STS	7984		
Treasurer	66		
Veterans Service	1647		
CMCC	542		
Human Services	91349		73%
Dept not listed	433		
Total	124637		

Departments are billed back for Motor Pool Services.

Custodial time charge back is 5% total Wages & Benefits (See below)

Supervisors time charge back is 5% total Wages & Benefits.

Maintenance costs for vehicles.

Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	47,507.76	\$3,634.34	\$3,444.31	\$7,531.50	\$36.00	62,153.92	\$3,107.70
Custodian #2	35,500.97	\$2,715.82	\$2,573.82	\$7,531.50	\$76.00	48,398.11	\$2,419.91
Custodian #3	28,403.18	\$2,172.84	\$2,059.23	\$10,462.68	\$55.00	43,152.93	\$2,157.65
Custodian #4	2,518.46	\$192.66	\$182.59	\$1,906.50	\$5.00	4,805.21	\$240.26
Custodian #5	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
CS (Vacant)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Administrator	97,434.84	\$7,453.77	\$7,064.03	\$7,531.50	\$73.00	119,557.13	\$5,977.86
Total	\$211,365.21	\$16,169.44	\$15,323.98	\$34,963.68	\$245.00	278,067.31	\$13,903.37

Other Costs Vehicle Upkeep

Vehicle Maintenance	9,472.00	Employee total	\$13,903.37
Vehicle Insurance	5,528.00	Vehicle Upkeep	\$15,226.00
Licenses, Taxes	\$176.00	Total	\$29,129.37
Car Equipment	\$50.00		
New Vehicle	\$0.00		
Other Cost Vehicle Upkeep Total	\$15,226.00		

FICA Rate 7.65%

HS = 73%***

\$21,349.51

PERA Rate 7.25% Employer Rate

Land = 3.0%****

\$886.01

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

* FICA rate includes Medicare & will automatically calculate, if the percentage changes, change it in the cell formula

** PERA will automatically calculate, if the percentage changes, change it in the cell formula

*** HS will automatically calculate, if the percentage changes, change it in the cell with the heading

**** Land will automatically calculate, if the percentage changes, change it in the cell with the heading

Bill Back 2012

If Staff drove their own vehicles @ 55.5 cents/mile:

\$69,173.54

Milage driven by department.

Department	Miles		
Assessor	267		
Attorney	0		
Auditor	825.5		
Administration	6285		
Extension	0		
Highway	1001		
Economic Dev	4919		
Land	2344		3.3%
Land - Dan	2498		
Land - Tom	65		
LLCC-Admin	5421		
LLCC - Education			
Commissioner	1564		
Maintenance	391		
MIS	5		
Planning & Zoning	185		
Recorder	189		
Sheriff	5897		
Treasurer	168.5		
Veterans Service	2506		
Human Services	112719		76%
Dept not listed	421		
Total	147671		

Departments are billed back for Motor Pool Services.

Custodial time charge back is 5% total Wages & Benefits (See below)

Supervisors time charge back is 5% total Wages & Benefits.

Maintenance costs for vehicles.

Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	45,080.36	\$3,448.65	\$3,268.33	\$7,632.00	\$73.20	59,502.53	\$2,975.13
Custodian #2	33,454.46	\$2,559.27	\$2,425.45	\$7,632.00	\$36.00	46,107.17	\$2,305.36
Custodian #3	34,028.80	\$2,603.20	\$2,467.09	\$14,145.12	\$73.20	53,317.41	\$2,665.87
Custodian #4	29,660.80	\$2,269.05	\$2,150.41	\$7,632.00	\$36.00	41,748.26	\$2,087.41
Custodian #5	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
CS (Vacant)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Administrator	88,859.29	\$6,797.74	\$6,442.30	\$7,632.00	\$73.20	109,804.52	\$5,490.23
Total	\$231,083.71	\$17,677.90	\$16,753.57	\$44,673.12	\$291.60	310,479.90	\$15,524.00

Other Costs Vehicle Upkeep

Vehicle Maintenance	7,995.00	Employee total	\$15,524.00
Vehicle Insurance	5,936.00	Vehicle Upkeep	\$26,974.00
Licenses, Taxes	\$0.00	Total	\$42,498.00
Car Equipment	\$810.00		
New Vehicle	\$12,233.00		
Other Cost Vehicle Upkeep Total	\$26,974.00		

FICA Rate	7.65%	HS = 76%***	\$32,439.22
PERA Rate	7.25% Employer Rate	Land = 3.3%****	\$1,412.18

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

* FICA rate includes Medicare & will automatically calculate, if the percentage changes, change it in the cell formula

** PERA will automatically calculate, if the percentage changes, change it in the cell formula

*** HS will automatically calculate, if the percentage changes, change it in the cell with the heading

**** Land will automatically calculate, if the percentage changes, change it in the cell with the heading

Bill Back 2011

If Staff drove their own vehicles @ 55.5 cents/mile:
\$81,957.41

Milage driven by department.

Department	Miles		
Assessor	427		
Attorney	0		
Auditor	355		
Administration	5233		
Extension	0		
Highway	799		
Economic Dev	6253		
Land	2665		3.5%
Land - Dan	1271		
Land - Tom	682		
LLCC-Admin	2560		
LLCC - Education	182		
Commissioner	726		
Maintenance	99		
MIS	1166		
Planning & Zoning	0		
Recorder	129		
Sheriff	5407		
Treasurer	118		
Veterans Service	1505		
Human Services	102691		77%
Dept not listed	605		
Total	132873		

Departments are billed back for Motor Pool Services.
 Custodial time charge back is 5% total Wages & Benefits (See below)
 Supervisors time charge back is 5% total Wages & Benefits.
 Maintenance costs for vehicles.
 Find the total Charge back for the Human Services and Land based on percentage of motor pool use by the department.

	Salary	FICA*	PERA**	Health	Life	total	Motor Pool Share
Custodian #1	45,704.01	\$3,496.36	\$3,085.02	\$6,942.78	\$73.20	59,301.37	\$2,965.07
Custodian #2	32,397.87	\$2,478.44	\$2,186.86	\$6,942.78	\$36.00	44,041.94	\$2,202.10
Custodian #3	29,500.78	\$2,256.81	\$1,991.30	\$13,432.90	\$73.20	47,254.99	\$2,362.75
Custodian #4	28,416.80	\$2,173.89	\$1,918.13	\$6,942.78	\$36.00	39,487.60	\$1,974.38
Custodian #5	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
CS (Vacant)	0.00	\$0.00	\$0.00	\$0.00	\$0.00	0.00	\$0.00
Pat	92,222.79	\$7,055.04	\$6,225.04	\$6,942.78	\$73.20	112,518.85	\$5,625.94
Total	\$228,242.25	\$17,460.53	\$15,406.35	\$41,204.02	\$291.60	302,604.75	\$15,130.24

Other Costs Vehicle Upkeep

Vehicle Maintenance	4,568.08	Employee total	\$15,130.24
Vehicle Insurance	5,373.00	Vehicle Upkeep	\$72,981.98
Licenses, Taxes	\$174.00	Total	\$88,112.22
Car Equipment	\$177.47		
New Vehicle	\$62,689.43		
Other Cost Vehicle Upkeep Total	\$72,981.98		

FICA Rate	7.65%	HS = 77%***	\$68,097.60
PERA Rate	6.75% Employer Rate	Land = 3.5%****	\$3,062.34

Health and Life Insurance is amount paid by employer for year - see auditors office for payroll break up

* FICA rate includes Medicare & will automatically calculate, if the percentage changes, change it in the cell formula

** PERA will automatically calculate, if the percentage changes, change it in the cell formula

*** HS will automatically calculate, if the percentage changes, change it in the cell with the heading

**** Land will automatically calculate, if the percentage changes, change it in the cell with the heading

Bill Back 2010

If Staff drove their own vehicles @ 0.50/mile:
 \$66,436.50

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-16-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 1-22-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) Applications, News Release

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: January 16, 2013

We have three openings on the Extension Committee:

District 1 – One application received, Sharon Dotzler
District 3 – No applications received
At Large – One application received, Bonnie Mickelson

It is staff's recommendation that the County Board appoint the applicants for the Extension Committee as listed next to the position they applied for.

Staff also recommends publishing another News Release for the District 3 opening.

Copies of all applications received are included for your review.

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Extension Committee

JAN 09 2013

AITKIN COUNTY COMMISSIONER DISTRICT

1

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I am currently serving on the Extension Committee, and wish to apply for re-appointment. I feel Extension needs to be kept apart of our community, especially for 4-H and Agriculture. I serve as A County-wide 4-H leader, Fair Board Director, Central MN Cattleman's Assn member + secretary, Aitkin Township treasurer and have been employed with the Aitkin Independent Age for 34 years. My husband, Ron and I with our family farm, raising beef cattle in the Cedarbrook area.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Signature of Applicant

Date

1/8/13

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority?

Yes

No

Is this application submitted at the suggestion of appointing authority?

Yes

No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT:

Sharon Dotzler

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

JAN 15 2013

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

University of Minnesota Extension Committee
Aitkin County - at Large

AITKIN COUNTY COMMISSIONER DISTRICT _____

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority." (May include employment, community service experience, or education that would be pertinent to this appointment)

I graduated from Aitkin High School, Member of Bethesda Lutheran Church, American Legion Ex., Clear Lake Lodge #692, Aitkin Co Fair Committee, American Legion Color Guard. And a lot of community service. I am retired. I was on the Extension Committee before. I think it's a good program I care about the people of Aitkin Co. to see that they get the programs they need to better themselves Adults and children.

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Bonnie Mickelson
Signature of Applicant

Jan 14, 2013
Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes _____ No _____

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Bonnie Mickelson

NEWS RELEASE

AITKIN COUNTY HAS (3) OPENINGS ON THE FOLLOWING COMMITTEE:

Extension Committee - All openings are three year terms

Commissioner District 1 (one opening) - City: Aitkin; Townships: Aitkin, Spencer

Commissioner District 3 (one opening) – City: McGrath; Townships: Beaver, Glen, Idun, Kimberly, Lakeside, Lee, Millward North, Millward South, Pliny, Rice River, Salo, Seavey, Spalding, Wagner, White Pine, Williams; Unorg Townships: 47-24, 45-24

At Large (one opening)

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Terms run from January 2013 through December 31, 2015.

Applications are being accepted until Noon on January 14, 2013.

To obtain an application please access

<http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the January 22, 2013 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at (218) 927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

Please run this news release in two issues.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-15-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 1-22-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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: Patrick Wussow, Aitkin County Administrator

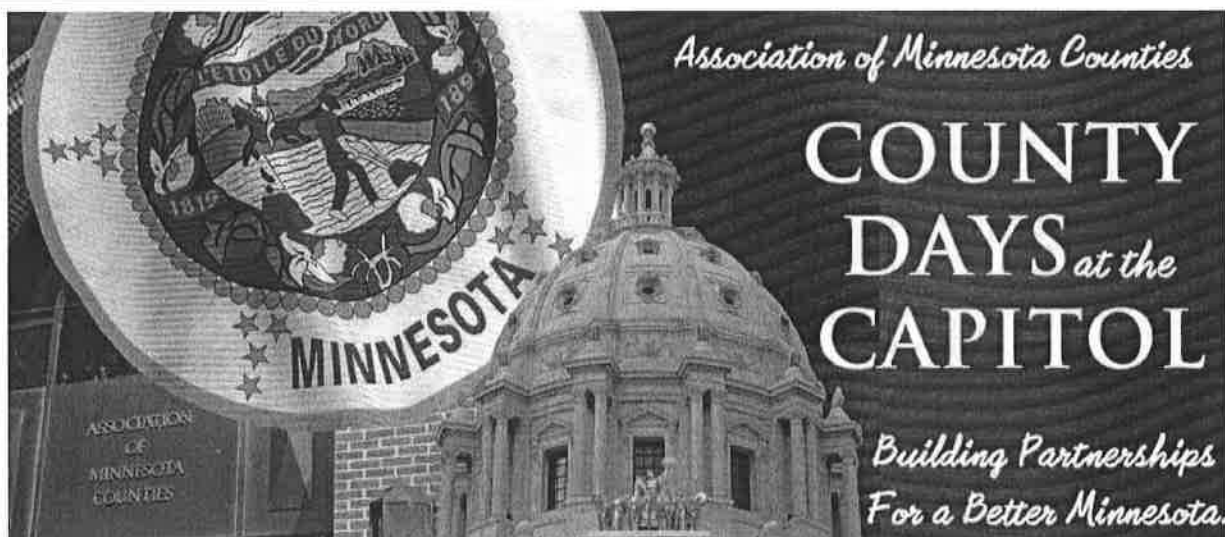
RE: Legislative Follow-up

DATE: January 15, 2013

Please review the attached materials for discussion at Tuesday's Board meeting.

Two items of importance would be to decide if we should schedule an Aitkin County Day at the Capitol, and to inform staff which commissioners will be attending the AMC Joint Legislative Conference in St. Paul, March 20-21, 2013.

Please contact me with questions.



Come to St. Paul in 2013 and Make Important Connections!

The county message is best heard in person from those who work in county government every day and that's why we're encouraging all Minnesota counties schedule a visit to St. Paul for **County Days at the Capitol** during the 2013 legislative session.

County Days at the Capitol offer counties an opportunity to both discuss the most relevant current events at the Capitol with AMC staff, meet with state legislators to advocate on behalf of counties, and attend committee hearings.

It's always important for county officials and staff to forge relationships with their state legislators, but the magnitude of the state's budget challenges and the number of first-time legislators significantly increases the importance of establishing a direct connection with state legislators this year. Ultimately, when tough decisions need to be made during this legislative session, AMC would like every legislator to feel that their county is a trusted source of information and guidance, and **County Days at the Capitol** are one way in which those important relationships will be cultivated.

We encourage you to invite your entire county board, other elected officials, key staff and even other local government or community leaders from your area to join you!

It's also important to **make appointments with your legislators*** ahead of time and we can help you with that when you schedule your visit.

We Look Forward to Seeing You in St. Paul!

*Please contact [Tasha Truskolaski](mailto:Tasha.Truskolaski@amc.org) if you need assistance in contacting legislators for meeting appointments.

What happens the day of your visit?

- Plan to arrive at AMC early (we recommend either 8 or 9 a.m.) but we can be flexible with the arrival time.
- Relax with refreshments while AMC staff briefs you on county priorities and what is going on at the Legislature that day.
- Our staff will also give you a brief fact-sheet on legislative issues of county concern to take with you when your group walks over to the Capitol for the legislative visits and hearings.

Pick a Date!

Please select any Tuesday, Wednesday or Thursday during Session to schedule your visit. While there's no limit to how many counties can come in on any given date, we may contact you about switching dates if it becomes disproportionate.

AMC JOINT LEGISLATIVE CONFERENCE, ST. PAUL
MARCH 20-21, 2013

Sign Up Today!

Simply schedule your visit by emailing [Tasha Truskolaski](mailto:Tasha.Truskolaski@amc.org), Intergovernmental Services Assistant, or by calling 651-789-4321.

Please let us know the date you've selected for your visit and approximately how many people will be in your group.

Patrick Wussow

From: Becky Pizinger <Pizinger@mncounties.org>
Sent: Monday, January 14, 2013 11:39 AM
To: ALL AMC BUILDING
Subject: AMC UPDATE: Legislature Swings Into Action



For the Week of Monday, January 14, 2013

Legislature Swings Into Action

The Legislature swings into action this week with a focus on committee introductions and state agency overviews. AMC has compiled the **2013 House and Senate Committee Assignments** into one document available [here](#). During the first few weeks of session, we will also include hints on how to easily access information on the legislative website, which was redesigned this year. If you have questions about specific legislation, or want more details about anything you read in this update, please let us know!

Helpful Links During the Legislative Session

The House and Senate websites have been redesigned. Over the next few weeks we will provide you with some links to help navigate the new site.

- [House Main Page](#)
- [Senate Main Page](#)
- [House and Senate Combined Meeting Calendar](#)
- [Find Out Who Represents You In the House or Senate](#)
- [House Member Contact Information](#)
- [Senate Member Contact Information](#)

Tax Reform Open House for Community Leaders

Thursday, January 17

6:00 – 7:30 p.m.

Department of Revenue, Skjogstad Room

600 North Robert Street, St. Paul

Members of the community (including but not limited to leaders and members of nonprofit, labor, faith, education, and local government organizations) are invited to meet with representatives of Gov. Dayton's administration and legislators as state biennial budget setting gets underway. They will share updates on tax reform and will listen to ideas on how to make our tax system more fair and balanced.

This will be an opportunity to mingle with Gov. Dayton's Chief of Staff Tina Smith, Deputy Chief of Staff Dana Bailey, Legislative Director Jaime Tincher, MMB Commissioner Jim Schowalter and Revenue Commissioner Myron Frans.

RSVPs are welcomed, but not required.

[Click here to learn more.](#)

Come to St. Paul in 2013 and Make Important Connections!

The county message is best heard in person from those working in county government every day and that's why we're encouraging all Minnesota counties schedule a visit to St. Paul for **County Days at the Capitol** during the 2013 legislative session.



Schedule your visit by emailing **Tasha Truskolaski**, Intergovernmental Services Assistant, or by calling 651-789-4321, with the date you've selected (any Tuesday, Wednesday or Thursday during Session) for your visit and approximately how many people will be in your group.

Environment & Natural Resources

For more information, please contact: **Annalee Garletz**, Policy Analyst

AMC staff has started meeting with key legislators on the environment committees to discuss AMC's environmental priorities. During these meetings staff have been stressing the need for local control in decision making so counties have flexibility to address the most pressing needs of their communities in the area of planning and zoning, the need to restore the inflationary adjustments to Payment in Lieu of Taxes (PILT), and AMC's opposition to shoreland rulemaking until the scope of the potential rule changes can be agreed to. Please **click here** for more detailed information on these policy positions in the AMC platform.

Next week the House and Senate Environment, Local Government/Government Operations, and Agriculture Committees will hold hearings where the various state agencies will review and discuss their programs.

General Government

For more information, please contact: **Beau Berentson**, Policy Analyst

Last Week

DFL Tax Priorities

The first week of the legislative session gave us our first glimpse of some of the tax reform priorities of the new DFL majorities in the Legislature:

In the House, one of the first bills introduced as the Legislative session opened was **H.F. 2**, which would expand the existing Property Tax Refund program for homeowners and renters. The bill, sponsored by Rep. Jim Davnie (DFL-Minneapolis), increases both the amount of potential refunds and eligibility for the program. AMC had previously met with Rep. Davnie to express our concern with returning the previously-existing Market Value Homestead Credit; this bill represents one way the Legislature may pursue providing homeowner property tax relief through a state-paid credit that does not use counties as a "middleman" between the state and taxpayers.

In the Senate, the first tax-related bills of the session focused on sales taxes, including a proposal requiring online-only retailers to collect sales taxes **S.F. 8 (Rest)**, and bills to extend the sales tax to clothing items that cost more than \$200 (**S.F. 9 (Rest) – Rest**) and to "digital products" **S.F. 35 (Rest)**.

MAGIC

AMC staff continues to speak to legislators about the MAGIC Act, and have several meetings set up with key committee leads and potential authors over the next two weeks. AMC is also seeking a meeting with the governor on this topic.

AMC Tax Priorities: PILT and Public Safety Radio Tax Exemption

AMC staff has been meeting with legislators to discuss two of AMC's priority issues this session: restoring the inflationary adjustments to PILT payments and providing a sales tax exemption/refund to all counties for purchases related to the conversion to the 800 megahertz public safety radio communication system (this is also referred to as the ARMER sales tax provision). Staff has received very good response so far from key members of the Tax Committee, and is pursuing authors and bill drafts.

The Week Ahead

This week, the Senate Tax Reform Division will hear several of the sales tax-related bills discussed above: requiring online-only retailers to collect and remit collect sales taxes, and extending the sales tax to clothing and "digital products."

Health & Human Services

For more information, please contact: Julie Ring, Legislative Coordinator/Policy Analyst

The session began with much attention to the Health Care Exchange legislation **H.F. 5 (Atkins)/ S.F. 1 (Lourey)**, which was highlighted in a press conference mid-week. Of surprise to some was the appearance of a trio of GOP legislators in support of the state-run Exchange bill, including Reps. Jim Abeler and Greg Davids and Senator Julie Rosen.

Legislators must complete work on this bill by the end of March to meet federal deadlines, so the bill will be on a fast pace through committees in the next ten weeks. We have asked county HHS staff to review the bill to ensure there are no unintentional impacts on county program work.

Also introduced last week was a bill that would expand Medical Assistance and bring eligibility in line with the Affordable Care Act requirements **H.F. 9 (Huntley)/ S.F. 5 (Sheran)**.

This week, the Senate and House HHS committees will hear overviews from the Departments of Human Services and Health.

AMC staff met with Sens. Lourey, Sheran and Hayden to review county HHS priority issues, including technology modernization and reimbursement for jail health costs. Next week, we are scheduled to meet with a full slate of House HHS committee members, including: Representatives Huntley, Leibling, Mack, Norton, and Schomacker. Sen. Rosen is scheduled for the following week, and we continue to add appointments daily.

Public Safety

For more information, please contact: Ryan Erdmann, Policy Analyst

Session is off to a relatively slow start with none of the committees in the public safety area meeting this week and only a couple of introductory meetings scheduled for next week.

The policy and finance jurisdictions for the public safety committees are very different in the house and senate and also different than what we have seen from past legislatures. In the Senate, this means having all of the Department of Public Safety (DPS), including the Office of Justice Programs where many grants to counties originate, as part of the Transportation and Public Safety Committee rather than in the Judiciary Committee where the Department of Corrections (DOC), Courts, etc. are handled. Given this untested structure, there are some issues where it is not entirely certain which committee has jurisdiction. In addition, the House has a Judiciary Committee, a Public Safety Committee and a Transportation committee that divide these issues differently including giving jurisdiction over parts of DPS to the public safety committee. None of this is an issue per se, but will require some time to adjust for those of us on the outside as well as the legislative staff that serve these committees.

Visits with the chairs are scheduled in the near future.

Transportation & Infrastructure

For more information, please contact: Abbey Bryduck, Policy Analyst

The House Transportation Finance committee, chaired by Representative Frank Hornstein, met last Thursday for member and staff introductions and to review the committee process. The Senate Transportation and Public Safety committee plans to meet twice this week for overviews on the committee's jurisdictional areas and the Department of Transportation.

Although there is interest from the House and Senate Transportation leadership in a transportation finance package this year (identified as an AMC priority), there have been unclear messages from the Governor's office as to whether he will pursue any of the recommendations from his Transportation Finance Advisory Committee. This report, which AMC actively participated in producing, can be found [here](#).

Last Monday, AMC was invited to present at the Transportation Alliance's Transportation Workshop for new and returning legislators. There was a healthy turnout which included all three of the transportation chairs. AMC gave a presentation on the county roads systems, funding and needs.

Bonding

The House Capital Investment Committee will meet next Thursday for an update on the debt service guidelines and bond cancellation report from the Minnesota Office of Management and Budget. The Senate Capital Investment Committee does not have a regularly scheduled meeting time this session.

While the House has indicated interest in a bonding bill in the \$800M range, it is unclear at this time if the Senate is interested in pursuing a bill at all. The Governor has shown possible support for a bonding bill in the \$250M range. Traditionally, the second year of the biennium is considered the "bonding year", but the legislature has passed bonding bills in both years of the biennium in the recent past.

If you do not want to receive the UPDATE, please reply to this email with the word "REMOVE" in the subject line. Thank you.

Association of Minnesota Counties | 125 Charles Avenue, St. Paul, MN 55103-2108 | Main Line: 651-224-3344, Fax: 651-224-6540
www.mncounties.org

Patrick Wussow

From: Ross Wagner <rwagner@co.aitkin.mn.us>
Sent: Monday, January 14, 2013 12:03 PM
To: Mark Jacobs; Anne Marcotte; Don Niemi; Kirk Peysar; Patrick Wussow
Subject: FW: MAPCED for Dec
Attachments: GGPC Weekly Update - 1-11-13.doc

FYI, I thought was a pretty good update.

From: Gail Levenson [<mailto:gail.levenson@co.cass.mn.us>]
Sent: Monday, January 14, 2013 8:53 AM
To: 'Michelle Sproessig'; 'Aitkin County Ross Wagner'; 'Alexandria Area Economic Development Comm Jason M Murray'; 'Benton County M. Headley'; 'Brainerd Lakes Area Development Corp Sheila Haverkamp'; 'Carlton County Economic Development-Pat Oman'; 'Carver County CDA John Sullivan'; 'Chisago County HRA-EDA Christopher Eng'; 'Community Development of Morrison County Carol Anderson'; 'Dick Dreher-Pope County'; 'Dodge County EDA Jim Elmquist'; 'Hennepin County Patrick Connoy'; 'Houston County EDA Jordan Wilms'; 'HRA of Stearns County Bob Swanberg'; 'Hubbard County REDC David Collins'; 'Jobs, Inc. Michael D Moore'; 'Kandiyohi County and City of Willmar EDC Jean Spaulding'; 'Karen Skepper-Anoka County'; 'Lac Qui Parle County EDA Pamela Lehmann'; 'Lake County Matt Huddleston'; 'Lincoln County Enterprise Dev. Corp Vince Robinson'; 'Linsey'; 'Martin County EDA Scott Higgins'; 'Meeker County Suzanne Hedtke'; 'MN Counties B. Berentson'; 'Murray County Economic Development Amy Hoglin'; 'Nancy'; 'Redwood Area Development Corporation Julie Rath'; 'Renville County HRA/EDA Chris Hettig'; 'Rice County Economic Development Deanna Kuennen'; 'Roseau County Jack Swanson'; 'Scott Arneson-Goodhue County'; 'Scott County EDA Michael Sobota'; 'Sherburne County'; 'St. James EDA/Watonwan County'; 'St. Louis County EDA'; 'Stevens County Economic Improvement Commi Michael Haynes'; 'Swift County RDA Jennifer Gruis'; 'Todd County Development Corporation Rick Utech'; 'Worthington Regional EDC Glenn Thuringer'; 'Wright County Economic Development Partne Ted LaFrance'; 'Yellow Medicine County EDC'
Subject: RE: MAPCED for Dec

Hi All! Enclosed is our first weekly legislative update from Beau at AMC. You will be getting these every week via Michelle's email.

Quick reminder that we will be planning a special MAPCED meeting in February to review the strategic planning next steps.

Sincerely,

Gail Levenson, CEDFP

Executive Director, Cass County Economic Development Corporation

Ph: 218-947-7522 * Cell: 218-640-3448 * website: casscountyedc.com

"Cass County has the 2nd lowest county tax rate in MN." 2012, Minnesota Department of Revenue. Give us a call and check out the advantages of locating your company here.

CONFIDENTIAL NOTICE: This message including attachments contain **Confidential Information intended for the individual and is protected by law.** If you are not the original recipient of the message sent by Gail Levenson, you should delete this message. Any disclosure, copying, or forwarded distribution of this message, or taking any action based on it, is strictly prohibited.

This message was secured by **ZixCorp^(R)**.

What Happened This Week

Taxes:

The first week of the legislative session gave us our first glimpse of some of the tax reform and budget priorities of the new DFL majorities in the Legislature.

The second bill introduced in the House (**H. F. 2**) by Rep. Jim Davnie (DFL-Minneapolis), the new chair of the House Property and Local Tax Division, aims to reduce residential property taxes by expanding the existing Property Tax Refund program for homeowners and renters. The bill increases both the amount of potential refunds and eligibility for the program. AMC had previously met with Rep. Davnie to express our concern with returning the previously-existing Market Value Homestead Credit; this bill represents one way the Legislature may pursue providing homeowner property tax relief through a state-paid credit that does not use counties as a “middleman” between the state and taxpayers.

In the Senate, the focus has been on sales taxes, including:

- Requiring online-only retailers to collect sales taxes (**S.F. 8** – Rest). This bill is supported by AMC’s policy platform.
- Extending the sales tax to clothing items, either by limiting the tax to just clothing costing more than \$200 (**S.F. 9** – Rest), or by expanding the tax to all clothing but with an income-based tax credit to offset the impact (**S.F. 11** – Rest). In either case, the new revenue generated by the bill would be used to lower the overall sales tax rate in the state.
- Extending the sales tax to “digital products.” (**S.F. No. 35** – Rest)

The Senate also saw bills to eliminate certain business tax preferences to fund expanded Research and Development tax credits (**S.F. No. 10** – Rest) and a bill to increase the threshold amount for estate taxes (**S.F. No. 12** – Koenen).

There were also some local tax bills introduced:

- **S.F. 13** (Dziedzic) would reinstate the authority for Hennepin and Ramsey Counties to impose the additional mortgage and deed tax the counties use to fund their respective Environmental Response Funds. This authority expired on Jan. 1. AMC has a platform position in support of reinstating these taxes for Hennepin and Ramsey.
- **S.F. No. 19** (Lourey) authorizes Carlton County to levy a tax for certain cemetery purposes.
- **H. F. 39**,/ **S.F. No. 15** (Persell/Saxhaug) authorizes a local tax for the city of Walker.
- **S.F. No. 30** (Skoe) modifies the levy authority of the Cook-Orr Hospital District.

In addition, AMC has been talking to legislators about two of AMC’s priority issues this session: restoring the inflationary adjustments to PILT payments and providing a sales tax exemption/refund to all counties for purchases related to the conversion to the 800 megahertz public safety radio communication system (this is also referred to as the ARMER sales tax provision). We’ve had very good response so far from Tax Committee leads, and are pursuing authors and bill drafts. Further updates will be provided in the future.

County Administration:

AMC staff is continuing to speak to legislators about the MAGIC Act, and have several meetings set up with key committee leads and potential authors over the next two weeks. We are also seeking a meeting with the Governor on this topic. Further updates will be provided in the future.

Elections:

There is a tremendous amount of discussion occurring around elections issues at this point, but no real action to speak of yet. There is significant interest in the DFL majority to bring "early voting" to Minnesota, in which a voter could show up a specific polling places in the days or weeks leading up to an election and be able to cast a ballot (which differs from our current absentee voting process in two key ways: the voter would not have to provide an "excuse" to vote early, and their vote would be actually cast *and counted* while the voter is present). AMC is working with County Officers and other local government partners to monitor this bill for potential costs and other impacts to local governments.

A proposal to move the state's Primary election from August to June became a little less certain this week, when Speaker of the House Paul Thissen (DFL-Minneapolis) stated his opposition to a June Primary during the annual Minnesota Chamber of Commerce event. AMC's platform includes a provision opposed to moving the Primary to June.

There will also be discussion this session about expanding the use of "electronic poll books." The system would essentially link polling places to the state driver's license database, allowing election officials to view photos of voters in a precinct before they cast a vote. Local governments will monitor any poll book legislation for potential costs/impacts.

Data Practices:

Legislation introduced this week (**H. F. 20**) on behalf of the League of Minnesota Cities would make private the personal e-mail addresses and telephone numbers of citizens collected by a government entity for "notification or informational purposes."

Economic Development:

Among the House DFL's "priority" bills this session are:

- **H. F. 3**, which would provide \$15 million in funding for the Minnesota Investment Fund in both 2014 and 2015; and
- **H. F. 4**, which provides \$2.5 million in 2014 and 2015 for the Minnesota Trade Office.

Other bill introductions of potential interest:

- **S.F. No. 3**: Increasing the minimum wage.
- **S.F. No. 4** and **S.F. No. 6**: Increasing the threshold for the Legislature to pass constitutional amendments.

- **S.F. No. 25**: Prohibiting discrimination against unemployed individuals.

ARROWHEAD COUNTIES ASSOCIATION
Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, Pine, St. Louis

Wednesday, December 19, 2012

Minutes

Members Present

Marv Bodie, Carlton County
Anne Marcotte, Aitkin County
Keith Nelson, St. Louis County
Bruce Martinson, Cook County
Sue Hakes, Cook County
Rob Ecklund, Koochiching County

Dick Brenner, Carlton County
Leo Trunt, Itasca County
Curt Rossow, Pine County
Kevin Adee, Koochiching County
Doug Carlson, Pine County
Tom Clifford, Lake County

Others Present

John Ongaro, Lobbyist
Pat Henderson, ARDC

Rani Douville, Recording Secretary

1. Call to Order/Introduction/Agenda Review

The meeting was called to order by Chair Bodie at 6:12 p.m.

2. Minutes

Minutes of the November 14, 2012 meeting were reviewed.

Motion to approve the minutes as submitted was moved by Frank Jewell, seconded by Anne Marcotte.

Approved by unanimous vote.

3. Financial Report

Frank Jewell presented the financial report as prepared by ARDC.

Motion to approve the financial report was moved by Frank Jewell, seconded by Kevin Adee.

Approved by unanimous vote.

4. Legislative Report

New developments: The legislature (house) has named Committee Chairs. Northern MN representatives are:

Environment and Natural Resources Policy: Rep. David Dill (DFL-Crane Lake)

Health and Human Services Finance: Rep. Tom Huntley (DFL-Duluth)

State Government Finance and Veterans Affairs: Rep. Mary Murphy (DFL-Hermantown)

5. AMC Report

Kevin Adee was unable to prepare a formal report this month due to a health issue (broken leg). There was an informal conversation about AMC and the recent Annual Conference. The next AMC District 1 meeting will be on June 14 in Carlton.

John Ongaro asked about the legislative dinner which is typically held during the AMC Legislative Conference in March. He was given the go ahead to start the planning for that event.

6. NACO Report

Rich Svee was not present so no formal report was made. Tom Clifford did speak with Rich earlier in the week and was asked to inform ACA members that NACO could really use more northeast Minnesota Commissioners to apply for NACO boards.

7. Other

Marv Bodie sent a memo dated 12/19/12 to Arrowhead EMS stating that he would be replacing Tom Clifford on the Arrowhead EMS Board.

8. Presentation Ceremony

Marv Bodie presented a parting gift to Tom Clifford (Lake County) and thanked him for his service on the Arrowhead Counties Association Board. A second parting gift for Jim Johnson (Cook County) was passed around for all to see. Bruce Martinson and Sue Hakes will deliver the gift to Jim with our thanks for his service to the ACA.

9. Next Meeting

The next ACA meeting will take place on Wednesday, January 16, 2013 @ 6:00 p.m.
The meeting location will be the Hampton Inn Conference Room on Canal Park.

10. Adjourn

A motion to adjourn the meeting was made at 7:10 p.m. by Kevin Adee, seconded by Frank Jewell.

Approved by unanimous vote.

Respectfully submitted,

**Rani Douville
Recording Secretary**

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

January 3, 2013

5:30 p.m.

MEMBERS PRESENT: Chairman Gary Tibbitts; Commission Members Jim Larson, John Welle

MEMBERS ABSENT: Commissioner Members Mark Wedel, Rich Peterson

ALSO PRESENT: Kathy Brophy, Ron Seiling, Adam Forsberg, Peter Dunn

1. Call to Order. The meeting was called to order by Chairman Tibbitts at 5:45 p.m.
2. Approval of Agenda. The Agenda was approved as presented.
3. Approval of Minutes. A motion to approve the minutes of the December Airport Commission Meeting was made by Welle, seconded by Larson. All aye.
4. Maintenance / FBO Report. Seiling stated that he recently purchased a step ladder and padlock for the fuel facility, and dampers for the Case.

Forsberg introduced his uncle and partner Peter Dunn. Dunn helps with maintenance and aircraft mechanics at the Airport. Forsberg reported that Aitkin Aviation, LLC has been approved by the FAA as an aeronautical chart supplier, allowing them to sell charts to customers. They have also been accepted as a written testing center for students training for their pilot's license. Forsberg is coordinating with Central Lakes College in Brainerd. He is also pursuing air charter service and has a restoration project coming in for a YAK52, along with flight instruction.

FuelMaster Maintenance Agreement. Commission Members and Forsberg reviewed maintenance options received from FuelMaster. Three options are available for extending the manufacturer's warranty on the FuelMaster Unit. Limited Maintenance extends the warranty on software and hardware, and provides free updates upon request. Hardware parts will be available at a 10% discount as well. Unlimited telephonic/electronic diagnostics and support is provided as well. This plan is \$495.00 per month.

They offer a Standard Maintenance plan which provides the same coverage as the Limited and also covers any necessary repair parts free of charge. This option is \$918.75 to \$1,149.75 per year, depending on the model of equipment.

The third option is Super Maintenance, which provides everything the Standard plan provides, but provides support 24/7 and covers Acts of God and site visits. The cost is \$2,304.75 per year.

After discussion, it was determined that Forsberg will contact FuelMaster for more information and report back at the next Airport Commission meeting.

5. Engineer's Report. The Commission was updated on the following projects:

Obstruction Removal. Commission Member Welle reported that the County crew has started the removals on the Hansen property. The recent snow has delayed the project. They may contact property owner Fannemel for permission to clear obstructions, even though the purchase has not been finalized.

Land Acquisition. Brophy reported that the Aitkin County Board of Adjustment approved the variance that was required in order to split Fannemel's lot into two parcels. The hearing was yesterday, January 2nd. The next step is to file for the lot split, providing surveys and legal descriptions of each parcel, and pay the \$150.00 fee. Then, hopefully, the closing process can resume.

Fuel Facility. A final walkthrough and training has been completed. The Commission received a copy of the punch list. All items have been addressed, except for turf restoration and routing/sealing joints between new concrete pavement and existing bituminous on the east side. These items will be completed in the spring. Bolton & Menk recommend approval of a Change Order revising the Substantial Completion Date to December 17, 2012. After discussion, a motion was made by Welle, seconded by Larson, approving the Change Order. All aye.

The Commission reviewed Partial Payment Estimate No. 3 from Eagle Construction for work completed through December 31, 2012. The amount is \$120,544.74. \$2,163.79 has been retained for the unfinished items. A motion to approve Partial Payment Estimate No. 3 was made by Larson, seconded by Welle. All aye.

The Commission received a bill from Zahl Petroleum Maintenance Co. for \$803.50 for their return trip because the phone line was not hooked up for their first training session. They are charging 7 hours of labor at \$79.50, plus \$247.00 for mileage/trip charge. Commission Members disagreed with this action. Brophy will notify Bolton & Menk.

Brophy reported that Bolton & Menk is putting together the O&M Manuals for the new fuel facility. They will be included in the SWPPP (Storm Water Pollution Prevention Plan) binder, which will also include the SPCC (Spill Prevention Control & Countermeasure) plan. Bolton & Menk is waiting for an MSDS sheet from Forsberg, which should be provided by the fuel supplier. Forsberg will contact his supplier.

Otherwise, Commission Member Larson reported that the new fuel facility is working great; although the hose is difficult to pull out. Forsberg reported that two to three planes are coming in each day for fuel. He also shared this load of fuel with the McGregor Airport so that both McGregor and Aitkin could get a better price.

ALP Approval. As reported last month, after a phone conference with MN DOT and FAA representatives, 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. However, since that time, Brophy has received information from Bolton & Menk that an additional \$7,522.00 will be needed to add this work. She is working with Engineer Matthew Johnson to come up with an acceptable solution.

6. Old Business. Commission Member Larson reported that a Flight Check 89 was recently conducted at the Airport. This work is part of getting ready for the new LPV/GPS approaches which will be on both ends of runway 16-34. This new approach technology allows pilots more support in landing when visibility is poor.

The Commission received a copy of the 5010 Inspection Report from MN DOT. The inspection was conducted in July, but the report has just now been received. Some obstructions are noted in the report, which Commissioner Member Welle stated will be taken care of on the Hansen and Fannemel parcels, and when the crosswind runway “displaced threshold” is finalized. Welle and Brophy will prepare a response, once these items have been taken care of. MN DOT is also asking that the listing of aircraft based in Aitkin as reported to the FAA through the website www.basedaircraft.com be updated. Forsberg and Brophy will work together to update the website.

It was noted that Bruce Thompson reported that his term/time serving as spokesperson for the Airport Hangar Owners and Pilots Association expired on December 31st.

Brophy reported that t-hangar stall ‘E’ has been vacant since November. The previous occupant has been billed for November, since 30-days notice was not provided.

7. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
8. Approval of Bills. A motion was made by Welle, seconded by Larson, to approve payment of the bills as presented. All aye.
9. Adjourn. A motion to adjourn was made by Larson, seconded by Welle. All aye. Time 7:00 p.m.

Chairman

Manager

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Talking Points

Meeting Date: December 13, 2012

Meeting Site: The meeting was conducted by interactive TV with sites in Aitkin, Itasca and Koochiching counties.

Financial Information:

- Reviewed the CHS budget and financial reports for various grants. Grants expenditures were on target for the year.
- The Board approved a resolution authorizing Cynthia Bennett to enter into contracts and sign documents on behalf of the Community Health Board in her capacity as CHS Administrator for the years 2013-15.

Administrative Information:

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face. As reported at our last meeting, we hired a student intern from UMD to enter the data for our 3 counties for the Community Assessment data sets used for our Assessment Plan. This work is now completed and the Triad group along with the District Epidemiologist will meet to review the data and begin assessment in each county. We will have a data comparison of our 3 counties and the state.
- **Electronic Medical Records (EMR)** – All 3 counties are required to have EMR capabilities by 2015. We have moved forward to negotiate a contract for the CHAMPS system as a three county entity. Each county will hold their own licenses and we have been offered a discounted price if we purchase as a three county CHS. The 3 county public health directors/supervisors held a conference call with the trainer from CHAMPS who would assist in the startup of the system. The hope is to have the system go live on April 1, 2013. Training for staff and supervisors would take place in the early part of 2013. Currently the 3 public health directors/supervisors have been meeting to look at coding for the system, so that all three counties can use the same codes and have consistency across our CHS area.
- **Assessment Planning** – This was talked about during the Triad report. Once we have reviewed the data, we will be actively working on Assessment Planning in all 3 counties.
- **2013-14 PPMRS Changes** - This is the system used for both fiscal and narrative reporting on all Public Health programs funded by the state. There is a new reporting system being developed mostly on the fiscal side which will require online data entry. Several Web-X sessions are planned for training as this program is developed.

Koochiching County Board Appointments – Terms of office for Board Members from

Koochiching County expire December 31, 2012. Current Board Members are eligible for reappointment. Commissioner McBride has brought this to the Koochiching County Board's attention and a letter was sent by CHS notifying the county of the expiration of terms.

CHS Administrator Transition – We will transition the CHS Administrator to Cynthia Bennett, Aitkin County, beginning January 1, 2013 for a 3 year term. This position is rotated among the Public Health Directors/Supervisors every three years.

Local Public Health Report:

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. She had not attended the last meeting of LPHA and had not received the minutes of the meeting at this time. She will distribute the minutes when received. She noted that this meeting is the last of the year and typically looks back on the work of the last year, and awards are presented at this meeting.

State CHS Advisory Committee (SCHSAC) Report:

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. She was not able to attend today's meeting of the Community Health Board, but sent the minutes from the last meeting for the Board's review. Laurie Westerlund, Aitkin County Commissioner, is the SCHSAC alternate and will be attending the December meeting of the State CHS Advisory Committee.

Public Health Reports:

- Reports were presented by Public health staff from each county.

Next Meeting & Future Meeting Dates:

- The next meeting of the Community Health Board will be February 14, 2013 in Grand Rapids.
- The Community Health Board set its meeting dates for 2013 as follows:
- February 14, April 11, June 13, August 8, October 10 and December 12, 2013
- The annual statewide Community Health Conference will be held September 25-27, 2013

Other:

- Commissioner Mike Hanson, Koochiching County was present at the meeting today, and has served as an alternate to the Community Health Board during the past 3 years. Previously he had served as a Community Health Board Member, Vice-Chair and Chair of the Community Health Board. He is now retiring as a County Board member. Current Board Chair McBride thanked Commissioner Hanson for his many years of service to the Community Health Board and his county Board.

NEWAC

Northeast Waste Advisory Council
307 First Street South, Suite 115
Virginia, Minnesota 55792
1-800-450-9278
218-749-0650 Fax



A partnership with the counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis, and the Western Lake Superior Sanitary District.

August 13, 2012

Call to Order: Chair Raukar called the NEWAC meeting to order at 10:08 a.m. at the Western Lake Superior Sanitary District, Duluth, Minnesota.

Present: *Brian Napstad* - Aitkin County; Heather Cunningham, *Thomas Proulx* – Carlton County; *Sue Hakes*, Tim Nelson – Cook County; Dale Olson – Koochiching County; *Tom Clifford*, Curt Gadacz – Lake County; Hank Fisher – MPCA; Diane Hildreth, *Steve Raukar*, Terry Soderberg, and Ted Troolin - St. Louis County; Karen Anderson, AJ Axtell, Dan Belden, Jack Ezell, Brandon Kohlts, *Bill Majewski*, and Heidi Ringhofer - WLSSD

***names in italics indicate voting members*

Approval of NEWAC Minutes – April 9, 2012: Upon motion by Commissioner Proulx and second by Majewski the minutes of the April 9, 2012 meeting were approved as presented.

Financial Report: Heather Cunningham, Carlton County handed out a copy of the April 10, 2012, thru August 13, 2012 financial report. There has been no financial activity. The current balance on hand is \$1,193.88. Upon motion by Majewski and seconded by Commissioner Napstad the financial report was approved as presented.

Current Business:

Election of Treasurer: The election of officers is held at the organizational NEWAC meeting, the next one being January 2013. Due to the recent retirement of Bruce Benson, Carlton County the remainder of his two year term will need to be filled. Chair Raukar opened the floor for nominations for Treasurer. A nomination for Heather Cunningham was made by Majewski. Chair Raukar called three times for any other nominations. There were none. Chair Raukar moved to close nominations. A motion for Heather Cunningham for Treasurer was made by Commissioner Napstad and supported by Commissioner Hakes. There was a unanimous vote for Heather Cunningham for Treasurer. Motion carried.

Emergency Management: June 2012 Flood Event Response. All Counties gave a brief summary of the related activities to the June flooding and how each County was impacted by the flood.

Aitkin – Commissioner Napstad reported to the group that two areas were severely impacted in Aitkin County because the area lakes were already high from all the May rains and the saturated grounds could not absorb the torrential rains of June 19th. The water did not crest until June 30th and Aitkin County began operating in emergency mode. The cooperation amongst the townships, city government and county government was fantastic. A flood relief center was established and Aitkin County hired a contractor to work with local disposal companies on the cleanup process. A curbside collection program and free disposal at the transfer stations of flood damaged material was put in place. Aitkin County staff is diligently working with the Federal Emergency Management Agency (FEMA) staff on calculating disposal and reimbursement costs. Current assessment estimates are around two million dollars in damage to roadways, curbside pickup and disposal programs are around two hundred thousand, two million dollars in infrastructure costs, and addition costs for ongoing cleanup.

Carlton – Commissioner Proulx stated all cities, townships and unorganized townships in Carlton County were affected by the flood. Carlton County is in the long term recovery stage. A long term recovery committee comprised of community members has been established and will be reaching out to other Counties affected by the flood as part of a regional long term mission. There are still many needs that remain. Currently the damage to houses is internal. Nine hundred houses were damaged by the flood and four hundred of these homes have lost 95% of their property value. Damages, not including personal property in Carlton County are estimated to be around 135 million dollars.

Heather Cunningham reported to the group that two temporary collection sites were set up to accept appliances, demolition, electronics, food waste and household hazardous waste from area residents. Two curbside collections were established. Dumpsters were placed in all communities for flood debris. A debris management coordinator was hired to manage the rural flood debris and volunteer organizations came to help with the cleanup efforts. Around six hundred thousand dollars has been spent on debris disposal, not including staff time. Staff continues to compile waste volume totals and will present final totals at an upcoming NEWAC meeting.

Cook – There were no flood related materials and damage estimates for all of Cook County are coming in under fifty thousand dollars.

Koochiching – Dale Olson stated that Koochiching County has an emergency action plan for natural disasters in place, but was unaffected by this storm.

Lake- Commissioner Clifford stated there was damage to County roads with estimates around two million dollars. Minimal personal property damage, residents are waiting to see what assistance will be available. Curt Gadacz stated that there was a fair amount of damage at the landfill and he is currently working with FEMA staff to assess the damage.

St. Louis – Troolin stated that areas impacted in St. Louis County were in and around the cities of Brookston and Floodwood. St. Louis County staff met with MPCA emergency response team members and WLSSD staff and a decision to accept flood waste free of charge, set up a temporary canister site in the City of Floodwood, and extend the collection times at the Brookston Transfer Station was made. A total of 130 tons of flood debris was collected. Most of the expenses incurred by St. Louis County were the additional expenses associated with a temporary site, additional staff and haulage costs. Commissioner Raukar stated that damages to the roads and bridges in St. Louis County are estimated to be around 60 million dollars.

WLSSD – AJ Axtell gave an emergency flood debris management program presentation to the group. WLSSD opened the materials recovery center to accept flood damaged materials for free while assessing a curbside collection program. 3000 households brought in flood damaged materials. Total material collected included 1383 electronics, 509 appliances, 2315 cubic yards of mixed waste, 269 mattresses, and 20 cubic yard boxes of household hazardous waste. The City of Duluth announced curbside collection would be available to residents with flood related materials. WLSSD signed contracts with area haulers and the curbside collection program began June 29th. Total material collected from the curbside program included 500 tons of flood related material, 677 appliances, 30 tons electronics and 471 chipped cubic yards of vegetative debris. The curbside program lasted three weeks. WLSSD is currently working with FEMA on two reimbursement programs, the curbside program and the collections at the materials recovery center. Karen Anderson stated that clearing materials from public right of ways that is risking public health and safety has a high potential for reimbursement. WLSSD staff have estimated disposal costs to be around three hundred thousand dollars, which does not include labor costs. Anderson will report the outcomes of FEMA reimbursements at a future NEWAC meeting. WLSSD staff are also determining costs associated with damage to the wastewater infrastructure.

Future Emergency Management Regional Planning: Troolin spoke to the group about establishing a solid waste administrator level process to develop a regional debris management plan that would include cooperative plans between counties. Troolin would like to add this as a discussion item for the upcoming

SWONER meeting with the goal of bringing the information back to the next NEWAC meeting for further review. A discussion about FEMA followed. Solid waste administrators were concerned about being knowledgeable in what is FEMA reimbursable and develop a process to follow to guarantee FEMA reimbursement. There is a 260 page debris management guide from FEMA that the group intends to integrate into the development of a regional plan.

2013 Legislative Items: Troolin gave the group the Minnesota Solid Waste Administrators Association (SWAA) 2013 Policy Platform handout, the SWAA executive board August 10th meeting agenda, and the 2012 County Statewide Meeting Participation list. Troolin updated the group about the 2013 Legislative session. Troolin stated discussions will take place on various solid waste legislative initiatives and is expecting these discussions to include inverse condemnation. SWAA opposes any legislation which would further restrict, hinder or impair a local unit of government's ability to organize waste collection services, or which would require a Local Unit of Government (LGU) to compensate a private waste hauler for claimed lost business due to LGU's decision to organize waste collection. Troolin briefly discussed the Recycling Reinvented handout proposal for extended producer responsibility (EPR) for packaging and printed paper handout with the group.

Agriculture pesticide update: There may be additional consideration of the current agriculture pesticide collection program. Troolin noted that in general, the County solid waste administrators are dissatisfied with the Department of Agriculture statewide with regards to the assistance with the pesticide program and the pesticide program as a whole.

Troolin stated that the policy platform has not changed significantly over the past few years. There are potential cut backs expected in SCORE funding and NEWAC will need to follow upcoming legislation closely. Troolin will continue to update the group as the legislative session progresses.

Product stewardship initiative: Heidi Ringhofer, WLSSD reported that there is a group of local units of government (LGU's) that have formed the Minnesota Product Stewardship Council. This is a core group made up of individuals from cities, counties, the metro area and greater Minnesota that want to actively support product stewardship bills that are in the best interest of LUG's. The goal is to get all Minnesota Counties onboard. The Solid Waste Administrator's Association (SWAA) is currently reviewing the Minnesota Product Stewardship Council before any endorsement will be made. There will be more discussions on product stewardship at the SWAA September meeting.

Environmental Quality Board (EQB) Environmental Permitting Process: Ted Troolin stated the permitting process is one of the initiatives the EQB has been following up on with the intention of streamlining and improving the entire environmental review process. Troolin was referred by NEWAC to attend the initial meeting. Members of the EQB gathered information from this meeting and are in the process of developing a report. Brian Napstad stated the draft report will be presented to the EQB on August 15th for endorsement. The EQB will be previewing the results at six locations around the State in November/December. The required outcome is to make recommendations to the Governor's Office on any potential changes to the environmental permitting process that will make the process more efficient and effective by December, 2012. The full report will be presented in February, 2013 to the Environmental Congress (which is comprised of the Governor, Legislators, EQB members, and State Agencies). The Environmental Congress will talk about the state of the environment in Minnesota and present a report card on the environment.

MPCA Update: Hank Fisher stated the MPCA will continue efforts to stay involved with future discussions to assist in developing a regional emergency management plan. Fisher updated the group on MPCA grant funding. The Agency submitted a proposal to the Legislative Coordinating Commission for Minnesota Resources (LCCMR) to obtain funds to establish convenient and affordable drop off collection programs and infrastructure within rural areas of the state in an effort to decrease burning of household garbage. Unfortunately, the Agency did not receive funding for this program but will continue to seek future funding. Fisher reported to the group that the mattress project with Goodwill Industries received a prestigious award in May. This is the third award the mattress project has received. A mattress collection and processing program

has been established in Minneapolis. Hutchinson will also be establishing a mattress collection and processing program within the next six months. June totals indicate over 150,000 pieces have been collected statewide. Current estimates indicate approximately 3% of the product sold in Minnesota is recycled.

Commissioner Proulx would like to express a special thanks to Heidi Kroening and have the minutes reflect the phenomenal job she did in helping Carlton County during their flood relief efforts.

Items by Counties and WLSSD:

Aitkin – The Shamrock Environmental Landfill in Cloquet, MN is a disposal facility for industrial waste and construction and demolition debris. Shamrock was granted a special permit by the MPCA to take additional flood related debris material. The special permit expired July 31, 2012. Solid waste staff will inform Aitkin County waste haulers about this.

Carlton – The household hazardous waste facility will close for the season on October 13th. This year the facility focus was on product re-use which will be reflected in disposal costs going down and the number of participants increasing. Equipment repairs are needed at the transfer station.

Cook – Commissioner Hakes toured the Cook County recycling center and found it to be a very labor intense process. County staff are working on SCORE funding and budget items including replacing old equipment at the solid waste facility. Staff are preparing for the upcoming electronics and household hazardous waste fall collections.

Koochiching – A household hazardous waste collection was held in June and one to be held in August along with a Clean Shop collection. Veit Disposal is working with County staff on leachate removal and installation of a new leachate collection system from a closed landfill site. In the process of filling a vacant solid waste position.

Lake – September 19th is the last day the household hazardous waste facility will be open for the season. There have been about 30 households per day using the facility this summer. E-waste collections were held every Wednesday and averaged about 800 to 1000 pounds.

St. Louis – The Regional Landfill construction is on schedule and should be completed shortly. Also, staff have started the process to develop and expand the leachate treatment area at the landfill to avoid future rainfall issues. Staff are looking into a film plastic recycling collection program and the feasibility of collecting #3 through #7 plastics. The request for bid final number for the construction expansion at the household hazardous waste facility in Virginia came in at \$180,000. A new scale will be installed shortly at the Regional Landfill at a cost of \$75,000.

WLSSD – The District focused efforts on updating advertisements and target audiences for the household hazardous waste re-use facility. Dramatic increases were reported in re-use and disposal costs were reduced by 25%. An expansion to the household hazardous waste re-use facility is planned. The District entered into their first recycling rebate agreement with haulers for the pickup of rural sheds. Staff are still assessing debris management fallout from the flood and the long term impact to the District.

Commissioner Raukar would like the SWONER group to take a look at special events that are going on in the summer months to see what the region is doing to manage the solid waste that is generated at these events. Troolin will add to this as an agenda item for the next SWONER meeting.

Scheduling Next Meeting: Discussion from the group on scheduling the next meeting followed. The group will follow legislative items to see if there is a need for a November meeting. Otherwise, the group will meet tentatively meet on January 14, 2013.

Adjourn: Upon motion by Commissioner Napstad and second by Commissioner Proulx, the meeting was adjourned at 12:01 p.m.

NORTHERN COUNTIES LAND USE COORDINATING BOARD
Thursday, November 1, 2012
Craig Engwall residence, Dora Lake, Minnesota

Call to Order: The meeting of the Northern Counties Land Use Coordinating Board was called to order at 10:12 a.m. by Acting Chair Todd Beckel with the following in attendance:

NCLUCB Member Counties Present:

Commissioner Brian Napstad, Aitkin County
Commissioner Fritz Sobanja, Cook County
Commissioner Rob Ecklund, Koochiching County, Chair
Commissioner Wade Pavleck, Koochiching County
Commissioner Rich Sve, Lake County
Commissioner Todd Beckel, Lake of the Woods County
Commissioner Don Jensen, Pennington County
Commissioner Oliver "Skip" Swanson, Pennington County
Commissioner Jack Swanson, Roseau County
Commissioner Steve Raukar, St. Louis County

Others Present:

Carol Pavleck, Koochiching County Resident
Craig Engwall, Northeast Regional Director, Department of Natural Resources
Bob Lessard, Department of Natural Resources
Jess Richards, Director Lands and Minerals, Department of Natural Resources
Douglas Skrief, NCLUCB Staff

(All actions of the Board were supported unanimously unless otherwise indicated.)

Administrative Actions

1. Discussion of the Agenda with the following additions:

- a. State: PILT (Comm. Sve)
- b. State: Rule Making (Comm. Napstad)
- c. State: Land Asset Management (Comm. J. Swanson)
- c. Local: Lutsen (Comm. Raukar)

2. Minutes of the September 6, 2012, Meeting

m. Sve s. D. Jensen

3-4. NCLUCB Financial Report and Bills:

Approval of the financial report and bills: The income and expenditures sheets reflected a general account balance of \$112,150.97 and a Land Use Conflict Management balance of \$15,005.28. The total accounts balance, after payment of approved expenses of \$630.55, was \$127,156.25 together with approval of bills of Administrative duties and expenses for Douglas Skrief \$735.37

m. Raukar s. J. Swanson

5. Correspondence – Correspondence to Dan Larson of MRCC was noted regarding NCLUCB resolution that current Parks and Trails Legacy splits are unfair to Greater Minnesota and cannot meet parks and trails planning needs and that an increase in Legacy funding to Greater Minnesota is requested.

ISSUES OF DISCUSSION

LOCAL

1. Molpus Forest Products Denying Access to Forest Roads – Dir. Engwall reported that at a recent MRCC meeting Senator Bakk and Representative Dill met to discuss issues surrounding Molpus Forest Partners – which recently purchased woodlands once belonging to Boise Paper and then Forest Capital - closing access to grant-in-aid snowmobile trails critical to the livelihood of local resorts. Molpus has agreed to keep the trails open through the Legislative session while seeking relief from a reduction in SFIA payments. Molpus, which now holds 135,000 acres in easement and about 150,000 other acres in northern Minnesota, is a timber investment management organization based in Mississippi. Comm. Pavleck reported hearing from numerous resorts concerned about their businesses. He suggested that Molpus might have hoped that counties would have complained to the state regarding the closures and payment reductions - from over \$2 million to \$100,000 maximum under the Pawlenty administration. In addition, Molpus is not agreeing to permits for Grant In Aid trails. Rerouting of trails would be difficult. To restore state funding in the current budget climate will not be easy, added Comm. Pavleck. Mr. Lessard recalled that Forest Capital was considering closure a few years ago but was promised that the Pawlenty administration and the Legislature was going to act for restoration. Comm. Pavleck noted that Molpus has agreed to keep open access from county and state land and, secondly, to wait to see results of the Legislative session. Comm. Beckel suggested including in discussion of easements the preservation of wetlands and potential wetland credits. Comm. Ecklund noted that discussion with Molpus staff revealed that snowmobile groups had not renewed use agreements with Forest Capital. A working group, he said, may be formed with interested parties. Molpus may consider restructuring of holdings to gain SFIA maximums and other benefits, but with holdings of 286, 000 acres with 135,000 with forest management access the issue remains complex.

2. Lutsen Water Pipeline – Comm. Sobanja explained that a pipeline is proposed to draw Lake Superior water to supply Lutsen with snowmaking capacity and perhaps drinking water. Current draws from the Poplar River have proven problematic due to water level fluctuations. The IRRRB has contributed to the project. Questions have arisen regarding the proposal, which may supply some municipal water needs. Supplies would stay in the watershed. Comm. Raukar noted that issues have arisen regarding diversion of water from the Great Lakes which are under federal jurisdiction. The DNR has been encouraging a Lake Superior alternative to taking from a designated trout stream that is prone to low water levels, noted Dir. Engwall. The cost is an issue in these small communities. Metering of drawn water was discussed along with state permitting when water levels are low. Use of water, a public resource, to support businesses was noted.

STATE

1. Land Asset Management – Comm. J. Swanson recounted that a land asset exchange process in Roseau County is proceeding; on November 9 the State of Minnesota is selling land. The County will, after the New Year, be selling land it acquired from the State. The exchange was initiated as a learning tool to educate counties and the State on the difficulties of the exchange process. A second exchange is now underway that has proven more effective as the State has agreed to sell an amount of land while the County agrees, in exchange, to give the State acres of a similar value. Approval of the Land Exchange Board – made up of the Governor, the State Auditor and the Attorney General – is needed. Dir. Richards added that there is a good deal of interest in the process, that the Governor is pleased with the model, and that staff is receiving calls of interest. Comm. Swanson added that one goal was to reduce State land holdings, but that this exchange process has not accomplished that though it has reduced public land holdings if not State holdings per se. Dir. Richards noted that the DNR is putting together a portfolio of potential land sales with a plan to have an ongoing process of identifying sale land. Push back comes from private landowners who now enjoy their immediate access to neighboring public land, Comm. Swanson explained. Pushback may also be generated within the DNR, added Dir. Engwall, where field staff is more used to looking at parcels from a natural resource rather than a land asset perspective. Classification of land, such as Trust lands, is also of issue. A current inventory of 64,000 Trust parcels is underway.

2. Executive Orders – Comm. Napstad made general observations, in part in light of training of new county commissioners by the Association of Minnesota Counties, about two Executive Orders, one regarding Review and Permitting and a second to do with Wetlands for which the Governor has asked agencies for recommendations for improvements in processes. The processes relate to rule making as dictated by legislative changes. The AMC teaches commissioners to work with legislators on the passage of legislation. Commissioners are not informed that the legislation has to go to agencies for interpretation, and that while sometimes it may be prescriptive and allow for expedited rule making, at other times it is less so.

A recent Environmental Quality Board meeting regarding ostensibly noncontroversial items turned out not to be when a public comment period attracted comments from an environmental attorney who by her presence made the point that changes are being tracked not just in the legislative negotiations and the signing by the Governor, but throughout the interpretive and rule making processes. AMC does not educate on the follow up of legislation and rule making.

Following discussion reviewed influences on the rule making process, degree of representation available from AMC, need for personal ongoing relationships with legislators and rule making bodies, need for particular expertise on issues that AMC may not be able to provide as well as the lack of county staff time to follow and influence rule making processes. The Board moved to seek a one-page Request For Proposal to be drafted by the Executive Director and reviewed by Comm. Napstad for a contracted representative of northern counties to follow, track, and report on the progress of developments regarding the Executive Orders under discussion.

m. J. Swanson s. Napstad

In further discussion, Comm. Napstad related that Dave Weirens is collecting information on wetlands to be distributed to the wetland committee of the BWSR Board. Comm. Beckel noted that a single author drafted the report. The final document will be reviewed by the BWSR Board December 12.

Opposition to the opening up of Shoreland Rules was raised by Comm. Beckel. Comm Pavleck noted the reluctance of local representatives to proceed. The issue is to be opened up perhaps due in part to pressure from environmental groups. There may be lack of funds in the DNR budget for the coming year to address the issue so the agency may be going to the Legislature to open the rules, suggested Comm. Napstad. He pointed to invasive species as a greater present emergency. The issue was discussed at AMC district meetings but creating a bill around the issue was problematic; it will be brought up at the joint meeting in St. Cloud. Mr. Lessard noted that the DNR and the Governor may be sympathetic to northern interests. The Board directed the Executive Director to draft a resolution, to be reviewed by Comm. Napstad, in opposition to opening up the Shoreland Rules and to instead concentrate on the emergency of invasive species, noting specific instances of invasives.

m. Pavleck s. Sobanja

3. PILT – Comm. Sve reported that the last meeting of the advisory committee on PILT had been held. The draft was somewhat disappointing with weak recommendations. Reinstatement of an inflation indicator was not included. Comm. Beckel offered to provide members a copy of the draft. Indications were that there was interest in keeping payments within the current \$25 million level. Senator Bakk had, noted Comm. Sve, encouraged asking for additional funding. It was noted that while the recommendation may not go anywhere, southern counties may have gained some greater understanding of northern issues.

4. Joint Meeting Agenda at AMC Conference – Comm. Beckel reported that an agenda includes DNR Land Asset Management, Invasive species, PILT, and Wetland issues.

5. Informational – Comm. Raukar noted two articles distributed with meeting materials regarding logging industry concerns and haze issues in Voyageurs National Park. He asked for support from other counties to further rules for intermediate timber auctions.

6. Power Lines – Comm J. Swanson reported on a proposal by the Minnesota Power Company to install a high voltage power line on the Minnesota-Canada border, down through the Iron Range to Hermantown. This would supply power to the Range and Duluth. A series of local meetings are being held. A meeting in Roseau was full. Local landowners were interested in one-time payments for easements. A small group was violently opposed to installation, noting distant beneficiaries. Construction would begin in 2017 for 2020 operation.

The Chair adjourned the meeting at 12:25.

Next meeting December 4, 2012, at the AMC Conference at River's Edge Convention Center in St. Cloud, MN

Submitted by Douglas Skrief

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



To: Chairperson, Aitkin County Board of Commissioners Date: 1-16-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Annual Performance Evaluation of County Administrator

Requested Meeting Date: 1-22-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible 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) Performance Evaluation Forms

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: County Administrator's Annual Performance Evaluation

DATE: January 16, 2013

Enclosed please find the performance evaluation forms for the County Administrator. Additionally you will find a summary document reviewing Aitkin County's Performance Appraisal Program, and a copy of the County Administrator's job description. Finally, we are adding a copy of the employment agreement which specifies that the County Board is to conduct the performance Evaluation in January of each year.

Please note that under the performance evaluation section titled Major Job Function, the 11 criteria/functions are based specifically from the job description as approved by the County Board.

Pursuant to MN. Statute 13D.05 Subd. 3a (copy attached) the performance evaluation portion of the meeting the County Board is required to close the meeting to the public, however, I as the employee can choose to open the meeting, and in this situation I am opening the meeting.

**AITKIN COUNTY
PERFORMANCE APPRAISAL PROGRAM**

The Aitkin County Performance Appraisal Program consists of ratings in two areas. The first area is a rating on how well the employee performed in each major area of the job called "Major Job Functions". The second area to be rated is the selected Performance Factors relating to the employees job.

STEPS

1. Develop the Major Job Functions. These are the 5-10 principle parts of the job. Major Job Functions are written as a two-to-five word headline starting with an action verb. If possible, these should be developed at the beginning of the rating period.
2. For the second area, select Performance Factors by marking an "x" under the heading "To Be Rated" for the sub factors the Rater feels applies to the employee's job. Again, if possible, these should be selected at the beginning of the rating period. NOTE: Only these sub factors that are marked need to be rated. Unusually these are a limited number where the supervisor feels most emphasis should be placed.
3. The employee and the supervisor rates the employee on each Major Job Function and the selected Performance Factor using the ratings listed below and write comments giving reasons for each particular rating.

OUTSTANDING: Sustained performance far exceeds performance standards, responsibilities and expectations and easily distinguishes them as one of the best in this area.

VERY GOOD: Consistently performs above standards, responsibilities and expectations for this area.

STANDARD: Consistently performs in a manner to meet standards, responsibilities and expectations for this area.

**DEVELOPMENT
NEEDED:** Has not consistently met the standards for this area. More development needed before this area becomes a strength.

UN-SATISFACTORY: Does not meet the standards expected in this area and immediate improvement is needed.

4. For the self rating, the employees are given blank rating forms for both the Major Job Functions and Performance Factors to be rated at least two weeks before the Performance Appraisal discussion is to take place. The employee is asked to rate his or her performance in each specific area and write reasons for the rating in each case on the Major Job Function form and the Performance Factor Comments sheet. The supervisor will also rate the employee and write reasons.
5. During the appraisal meeting the employee is asked to present the rating and reasons for each rating. The Rater (Supervisor, etc.) listens, asks clarifying questions, and may take notes. Next, the Rater presents the rating he or she has made also giving reasons. Where there are differences in the two ratings, they are discussed concentrating on the written reasons. This is not a negotiation session and it is understood that he Supervisor's rating

is the official rating. The Supervisor's ratings should be changed only when something was overlooked or otherwise misunderstood.

6. A final overall rating is assigned and a development/improvement plan is written and explained to the employee. In determining the overall rating for the Major Job Functions, consider which of the functions rated are more important or less important than the others. Then look at the ratings given for each function and assign one overall rating. Do the same for the performance Factors. In determining the combined rating, which will be the final overall rating, take into consideration the relative importance of the Major Job Functions versus Performance Factors.

EMPLOYEE NAME: _____ DATE: _____

PERFORMANCE FACTOR

RATING

Projects and Continuing Responsibilities	O	VG	S	DN	UN
<p>1. Critical Thinking /Decision Making: Do you use a common sense approach to handling situations? Do you think globally instead of falling prey to tunnel vision? Do you make objective, unbiased decisions based on facts? Do you keep an open mind? Are your decisions timely?</p>					
<p>2. Job and Company Knowledge: How well do you understand the concepts, techniques, requirements, etc., of your job? Do you keep up with trends in your field, as well as in your specific job area? Do you have a good working knowledge of this organization?</p>					
<p>3. Planning/Organization: Do you prioritize and plan your work effectively? How organized are you? Are your files, records and key documents in order, up to date, and easily accessible by others? How good is your attention to detail? How quickly do you turn around documents which require a response? Do you return phone calls promptly?</p>					
<p>4. Initiative: How often do you experiment to improve current systems? Do you take action without having to be asked? Do you offer solutions/options when you present problems?</p>					

Projects and Continuing Responsibilities	O	VG	S	DN	UN
<p>5. Emotional Control/Energy Level How well do you handle crisis and emotional upset? Are your moods generally stable and upbeat, or are you prone to Aflying off the handle? Can you sustain a high energy level as required by your job?</p>					
<p>6. Relationship With Supervisor How well do you inform your supervisor of your progress and possible problems? How cooperative and supportive are you? Do you work through, rather than around, your supervisor?</p>					
<p>7. Relationship With Coworkers Do you get along with your fellow employees? How well liked and respected are you? How well do you work as a team member?</p>					
<p>8. Confrontation Do you resolve conflicts directly, quickly and completely? Are you able to discuss unpleasant issues with courtesy and tact? How well do you give and take criticism?</p>					

Projects and Continuing Responsibilities	O	VG	S	DN	UN
<p>9. Verbal Communication How well do you come across one-on-one or in a meeting? Do you get to the point without rambling or over-explaining? Do you maintain sufficient (and natural) eye contact? Do you make sure your listeners have understood you? How well do people open up to you?</p>					
<p>10. Written Communication Is your writing clear, concise and well organized? Do you communicate accurately on paper? Is your grammar and usage correct? Are your documents proofread carefully? Does your writing reflect an appropriate personality?</p>					
<p>11. Delegation Do you give clear instructions when delegating? Do you delegate authority with the task? Do you review progress and provide feedback? Do you actively look for responsibilities you should delegate?</p>					

MAJOR JOB FUNCTIONS – COUNTY ADMINISTRATOR

Major Job Function	O	VG	S	DN	UN	Comments
1. Coordinates all county activities and committees as assigned.						
2. Implements Board actions and decisions; develops policies and plans for County operations; makes assignments to DHs; and unifies the management of affairs.						
3. Act as a liaison between the County and other agencies of government. Attends professional meetings and advises the Board on new developments.						
4. Oversees building maintenance, county facilities, repairs, and construction projects and contracts.						
5. Direct the Human Resources Department.						
6. Analyze the fiscal operation of the County to ensure compliance with laws and regulations. Review budget results with department heads. Present fiscal status to the Board on a regular basis.						

<p>7. Coordinate long-term planning and programs. Submit recommendations to the board on county matters and future matters as the administrator considers appropriated, such as facilities and development. Establish and monitor goal setting program for the County.</p>				

OVERALL RATING

MAJOR JOB FUNCTIONS 0 0 VG 0 S 0 DN 0 UN 0
PERFORMANCE FACTORS 0 0 VG 0 S 0 DN 0 UN 0
COMBINED RATING 0 0 VG 0 S 0 DN 0 UN 0

EMPLOYEE DEVELOPMENT

EMPLOYEE STRONG POINTS	EMPLOYEE COMMENTS
EMPLOYEE DEVELOPMENT NEEDS/GOALS	PLAN OF ACTION
	TARGET DATE

SIGNATURES:

Manager _____ Director: _____

Employee _____ Date _____

*** NOTE:** Your signature does not necessarily indicate agreement with the appraisal, only that it has been discussed with you. You are obligated to acknowledge the appraisal if your supervisor has discussed it with you.

FOR PROBATIONARY REPORTS ONLY:

Is this employee considered for continued employment?

Yes No

JOB TITLE: COUNTY ADMINISTRATOR

Reports to: Aitkin County Board of Commissioners

Classification: G

FLSA: Exempt

Supervision Exercised: Yes

Department: Administration

Site: West Courthouse Annex

Union: At Will

Date: 12/06

JOB SUMMARY:

Under the direction of the County Board, administers and manages the County's operations. Manages a staff of department heads engaged in directing County programs. Coordinates Aitkin County operations, interests and needs with neighboring governing bodies and the State, limited only as provided by statute. (A position may not include all the work examples given, nor does the list include all that may be assigned.)

MAJOR JOB FUNCTIONS:

- *1. Coordinate all county activities and committees not specifically assigned by statute to county elected officials. (5%)
- *2. Implements Board actions and decisions; develops policy, formulates plans and makes assignments to department heads. Carries out Board directives and requests. Develops and establishes policies and procedures for County operation. Coordinates the various activities of the County and unifies the management of its affairs. (10%)
- *3. Act as liaison between the County and other units and agencies of government. Attend professional meetings and advise the county board on new developments. (10%)
- *4. Oversee building maintenance, county facilities, repairs, and construction projects and contracts. (10%)
- *5. Direct the Human Resources Department. (10%)
- *6. Oversee the motor pool, vehicle maintenance, acquisition and disposition of vehicles. (5%)
- *7. Maintain efficient operating procedures and coordinate the preparation of a comprehensive procedure manual. (5%)
- *8. Analyze the fiscal operations of the county to ensure compliance with local, state and federal laws and regulations. Review budget results with department heads to monitor performance against budget. Present fiscal status to the county board on a regular basis. (5%)
- *9. Coordinate long-term planning and programs. Submit recommendations to the board on county matters, future financial needs and other subjects the administrator considers appropriate, such as facilities and organization development. (5%)
- *10. Coordinate the preparation of the proposed annual budget and present it to the board for its

review and approval. (5%)

- *11. Serve as clerk to the county board. (5%)
- *12. Communicate with the public and the media. (5%)
- *13. Coordinate the implementation of state and federal legislation. Establish and monitor goal setting program for county government. (5%)
- *14. Develop and administer purchasing procedures for supplies, equipment, insurance, maintenance, and service agreements. (5%)
- *15. Supervise Support Services for the Board. Manage Central Services. Evaluate performance of all non-elected department heads. Manages and advises department heads regarding administrative policies and procedures. Interprets and enforces administrative policies and procedures. Insures compliance with County Board directives and actions. Make annual pay adjustments for employees not already covered by an agreement in accordance with current policy. (5%)
- *16. Serves as chief safety officer for the County, coordinating all safety committee activities, and insuring compliance with OSHA regulations through employee safety training programs, equipment safety and inspection programs. (5%)

OTHER RESPONSIBILITIES:

1. Attend seminars and workshops as needed.
2. Performs other work-related duties as assigned/required.

MINIMUM REQUIREMENTS:

1. Bachelor's degree in Business Administration, Public Administration or related field;
2. Three years of public sector experience that includes financial planning and budgeting; and
3. Two years supervisory experience.
4. Valid drivers license.

EDUCATION, EXPERIENCE, AND SKILLS PREFERRED:

Master's in Business Administration, Public Administration or related field desired.

Knowledge of:

- County and local government policies and operations, particularly in the areas of personnel, purchasing, accounting and computer systems.
- Financial management with experience in the preparation and presentation of budgets and fund accrual accounting.
- Personnel relations, including development and implementation.
- Knowledge of law including but not limited to Equal Employment Opportunity, Americans with Disabilities Act, OSHA regulations, employee and labor relations, and

public administration policies and procedures.

Ability to:

- Direct a large staff in a broad range of service areas.
- Plan, direct, supervise and delegate work, as well as work with others in a consulting capacity.
- Communicate effectively, demonstrating exceptional oral, written and presentation skills. Communicate effectively with County Commissioners, coworkers, government organizations, civic groups, the media and citizens.
- Analyze and resolve management problems.
- Understand the political issues of county government. Serve as a liaison between the board and other elected officials.

Peripheral Duties:

1. Follow county policies and procedures
2. Maintain a safe work environment.

Working Conditions/Physical Requirement:

This position requires indoor work in an office setting where there is little lifting, dust, and noise. Sitting at a desk is done for the majority of the day using various office machinery and equipment. The employee is occasionally required to drive a car. Some travel required.

While performing the duties of this position, the employee is required to communicate and operate objects and multiple office equipment to accomplish the duties and tasks of the position.

Other:

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

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

* Essential for the purposes of Americans with Disabilities Act.

COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

Page 1 of 3

The Board of Commissioners of Aitkin County, Minnesota (hereinafter referred to as the "County" or "County Board") enters into this agreement with Patrick Wussow (hereinafter referred to as the "County Administrator" or "Employee"). The County and the County Administrator agree as follows:

1. Applicable Statute: The agreement is entered into by and between the County and the County Administrator pursuant to the provisions of M.S. 375A.06.
2. Duties: The County Administrator, under the direction of the County Board, shall be responsible for all of the duties as contained in the Aitkin County Job Description for County Administrator (Appendix A), including any amendments to the job description as may be made from time to time by the County Board. The County Administrator shall also serve and be responsible for duties as described in M.S. 375A.06.
3. Salary: The County Administrator's salary shall be at the rate of \$81,706.38 (grade G, step 6) for the year 2007, pro-rated from the first day of employment.
 - a. During the month of January of each year, upon satisfactory performance, the County Board may adjust the County Administrator's salary.
 - b. The employee's anniversary date shall be January 1 of the year hired.
4. Vacation: The County Administrator shall begin at the time of employment with 10 days of accrued vacation, to be reimbursed as the employee accumulates vacation days during the first year of employment. The employee is credited with 6 years of service for vacation purposes and thereafter vacation days shall be administered in accordance with county policy. The employee may not carry over more than the employee's accumulation rate at any time.
5. Holidays: The County Administrator shall have holidays in accordance with county policy.
6. Relocation Expenses: The County shall provide a lump sum payment of \$2,500.00 to the employee for relocation expenses, to be paid on or about October 1, 2007.
7. Deferred Compensation: The County Administrator is eligible to voluntarily participate in the deferred compensation program provided to Aitkin County employees.
8. Health Insurance: Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65.

COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

Page 2 of 3

9. Life Insurance: The County agrees to provide and pay for a life insurance policy of \$15,000 for the employee, and to provide life insurance coverage in the amount of \$10,000 for their spouse and dependents to age 19.
10. Sick Leave: Sick leave shall be administered in accordance with county policy. The employee shall earn sick leave at the rate of one (1) day for each full month of service. Employee is allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, the employee shall not be paid for any unused sick leave.
11. Duration: The agreement shall commence on the first day of employment (August 1, 2007) and shall remain in full force and effect unless the County Administrator resigns or the County Board terminates the County Administrator pursuant to the laws of the State of Minnesota.

In the event that the employee is terminated, the County Board agrees to provide severance as follows:

Full Months of Service	Months of Severance
0-12	0
13-36	3
37+	6

In calculating the amount of severance, the County will pay a lump sum payment equal to the employee's aggregate salary, holidays, and vacation during the appropriate number of months. In the event the County Administrator is terminated because of an illegal act regardless of whether any legal remedies are pursued or whether any conviction results, the County Administrator shall not be entitled to any severance pay.


The County Administrator agrees to provide the County Board not less than thirty (30) calendar days of notice in the event of a resignation. When the County Administrator leaves the employment of the County in good standing, he shall receive all vacation earned up to the last day of employment.

12. Evaluation: The County Administrator shall be formally evaluated annually by the County Board in accordance to the County's evaluation process.
13. Leave of Absence: All leaves shall be handled in accordance with County policy.
14. Funeral Leave: Employee shall be granted funeral leave in accordance with County policy.
15. Jury Duty: Employee shall be granted leave for jury duty in accordance with County policy.

COUNTY ADMINISTRATOR EMPLOYMENT AGREEMENT

16. Other Terms and Conditions: All provisions of the County relating to working conditions as they now exist or hereafter may be amended, also shall apply to the employee as they would to other employees of Aitkin County.
17. General Provisions:
- a. The text herein shall constitute the entire agreement between the parties.
 - b. If any provision, or any portion thereof, contained in this agreement is held unconstitutional, invalid, or unenforceable, the remainder of this agreement, or portion thereof, shall be deemed severable, shall not be affected and shall remain in full force and effect.

IN WITNESS WHEREOF, the County of Aitkin and Employee have caused this agreement to be signed and executed, both in duplicate, the day and year first above written.



Patrick Wussow
County Administrator

Date

July 12, 2007



Brian Napstad, Chairperson
Aitkin County Board of Commissioners

Date

7/17/2007

MEMORANDUM OF AGREEMENT

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

Whereas, on January 13, 2009 the County Board conducted the performance review for the County Administrator and he earned an average of "very good", and

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

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

Whereas, both parties agree that it is appropriate to revise the employment agreement to the following, from the current salary of \$84,157.57.

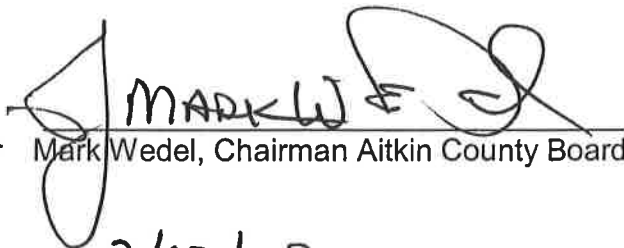
Therefore be it resolved that effective January 1, 2009 the following is in effect:

Original Agreement	<u>January 1, 2009</u> \$90,708.00 (grade G, step 7)	<u>January 1, 2010</u> \$93,433.00 (grade G, step 7 + 1 yr)
Revised Agreement	\$88,795.00 (Modified)	\$93,433.00 (grade G, step 7 + 1 yr)

The revised amount stipulates that the Administrator will be back on schedule with the wage chart by 2010 if he receives a satisfactory performance evaluation.



Patrick Wussow, County Administrator



Mark Wedel, Chairman Aitkin County Board

2/3/09
Date

2/03/09
Date

MEMORANDUM OF AGREEMENT

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

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

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

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

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

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

Original Agreement

January 1, 2010

\$93,433.00

(grade G, step 7 + 1 yr)

January 1, 2011

\$97,760.00

(grade G, step 8)

(assuming no
general adjustment)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)

(assuming no general
adjustment)

Revised Agreement

January 1, 2010

\$88,795.00

(Modified)

January 1, 2011

\$88,795.00

(Modified)

January 1, 2012

\$97,760.00

(grade G, step 8 + 1 yr)


Additional revision for the existing Agreement

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

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

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

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



Patrick Wussow, County Administrator



Paul Bailey, Chairman Aitkin County Board

4-28-10
Date

5-4-10
Date

13D.05 MEETINGS HAVING DATA CLASSIFIED AS NOT PUBLIC.

Subdivision 1. **General principles.** (a) Except as provided in this chapter, meetings may not be closed to discuss data that are not public data.

(b) Data that are not public data may be discussed at a meeting subject to this chapter without liability or penalty, if the disclosure relates to a matter within the scope of the public body's authority and is reasonably necessary to conduct the business or agenda item before the public body.

(c) Data discussed at an open meeting retain the data's original classification; however, a record of the meeting, regardless of form, shall be public.

(d) All closed meetings, except those closed as permitted by the attorney-client privilege, must be electronically recorded at the expense of the public body. Unless otherwise provided by law, the recordings must be preserved for at least three years after the date of the meeting.

Subd. 2. **When meeting must be closed.** (a) Any portion of a meeting must be closed if expressly required by other law or if the following types of data are discussed:

(1) data that would identify alleged victims or reporters of criminal sexual conduct, domestic abuse, or maltreatment of minors or vulnerable adults;

(2) active investigative data as defined in section 13.82, subdivision 7, or internal affairs data relating to allegations of law enforcement personnel misconduct collected or created by a state agency, statewide system, or political subdivision;

(3) educational data, health data, medical data, welfare data, or mental health data that are not public data under section 13.32, 13.3805, subdivision 1, 13.384, or 13.46, subdivision 2 or 7; or

(4) an individual's medical records governed by sections 144.291 to 144.298.

(b) A public body shall close one or more meetings for preliminary consideration of allegations or charges against an individual subject to its authority. If the members conclude that discipline of any nature may be warranted as a result of those specific charges or allegations, further meetings or hearings relating to those specific charges or allegations held after that conclusion is reached must be open. A meeting must also be open at the request of the individual who is the subject of the meeting.

Subd. 3. **What meetings may be closed.** (a) A public body may close a meeting to evaluate the performance of an individual who is subject to its authority. The public body shall identify the individual to be evaluated prior to closing a meeting. At its next open meeting, the public body shall summarize its conclusions regarding the evaluation. A meeting must be open at the request of the individual who is the subject of the meeting.

(b) Meetings may be closed if the closure is expressly authorized by statute or permitted by the attorney-client privilege.

(c) A public body may close a meeting:

(1) to determine the asking price for real or personal property to be sold by the government entity;

(2) to review confidential or protected nonpublic appraisal data under section 13.44, subdivision 3; and