

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS February 12, 2013 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
 - E) Citizens' Public Comment*
- 2) Consent Agenda
- A) Correspondence File January 22, 2013 – February 11, 2013
 - B) Approve 1/22/13 County Board Minutes
 - C) Approve Public Auction of Forfeited Guns – Sheriff's Dept.
 - D) Approve Resolution - Recorder's Office Transfer of Funds
 - E) Approve Resolution – Exempt Permit LG220 of the Ruffed Grouse Society
 - F) Approve Recycling Agreement Extensions
 - G) Approve Household Hazardous Waste Agreement
 - H) Approve January Manual Warrants
 - I) Approve Commissioner Warrants
 - J) Approve Reappointment of Roberta Elvecrog to the Snake River Watershed Citizens Advisory Committee
 - K) Approve Purchase of Application Extender Software Licenses – Planning & Zoning Dept.
 - L) Approve Resolution – S.A.P. 001-604-010 Local Bridge Replacement Program Grant Agreement
 - M) Approve Attendance at National Association of County Engineers (NACE) Conference – John Welle
 - N) Approve Resolution – Support for McGregor Safe Routes to School Infrastructure Project
 - O) Approve Resolution – Final Contract Payment S.P. 001-591-002
 - P) Approve Resolution – Final Contract Payment S.P. 001-599-033
 - Q) Approve Resolution – Final Contract Payment S.P. 001-603-011
- 9:05 3) Scott Turner, Sheriff
- A) Conference Call - 800 Mhz Radio Update
- 9:15 4) Patrick Wussow, County Administrator
- A) Department Head Presentation - Legislative Platform
- 10:00 B) Conference Call with Representative Joe Radinovich and Senator Carrie Ruud
- Break
- C) Aitkin County Day at the Capitol
 - D) Approve Equipment Purchase – Courthouse Maintenance
 - E) LLCC Marketing Director Follow-Up

* 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.**

- F) Approve iSeries Computer Purchase – IT Dept.
 - G) Approve Sandbag Purchase – Sheriff's Dept.
 - H) Approve Additional Radio Purchase – Sheriff's Dept.
- 11:30 5) Terry Neff, Environmental Services Director
A) Schedule Public Hearing for Amendments to the General Zoning Ordinance
- 11:40 6) Mike Dangers, County Assessor
A) Schedule Public Hearing – County Board of Appeal and Equalization
- 11:50 Lunch
- 12:50 7) Board Discussion
Mark Wedel – Airport, Facilities
Laurie Westerlund – HRA, Extension, Onanegozie, MACPZA Training, Park Board, CJI-H&HS Advisory, H&HS Advisory Sub-Committee, Mille Lacs Watershed
Don Niemi – Law Library, Lakes & Pines
Brian Napstad – Joint Powers Natural Resources Board, Facilities
Anne Marcotte – Economic Development
- 8) Committee Updates
A) Upcoming Meetings:
Lakes & Pines – February 25, 2013, Executive Committee
Community Health Board – February 14
Kinship of Aitkin County – February 19 at Noon at the Kinship Offices
ARDC – February 21, 2013, Board meeting
Arrowhead Counties Association – February 20 at 6:00 p.m., Hampton Inn, Duluth
B) Committee Minutes:
Aitkin County Labor Management – January 10, 2013
Snake River Watershed – November 26, 2012
Onanegozie RC&D Council – January 24, 2013
- 1:30 9) John Welle, County Engineer
A) Approve Resolution – Royalty Fee Schedule for Pliny Township Gravel Pit
B) Approve Resolution – Authorize Sale of Wetland Replacement Credits
C) Approve Resolution – Great River Road Right of Way Acquisition
- 2:15 10) John Welle, County Engineer
A) Closed Session under MN Statute 13D.05 Attorney Client Privilege
- 3:00 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.**

The Aitkin County Board of Commissioners met this 22nd day of January, 2013 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the January 22, 2013 amended agenda. Item 8A - Annual Performance Evaluation for the County Administrator, was changed to Item 5D.

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING MINUTES January 22, 2013

CALL TO ORDER

APPROVED
AGENDA

HEALTH &
HUMAN
SERVICES
BOARD

I. Attendance

The Aitkin County Board of Commissioners met this 22nd day of January, 2013, at 9:05 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Susan Cebelinski and Sue Tange, Social Services Supervisors; Kathleen Ryan, Fiscal Supervisor; Eileen Foss, Income Maintenance Supervisor; Sue Bingham, Acting Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Vernon Awes and Jim Carlson, HHS Advisory Members; Nanci Sauerbrau, Aitkin Independent Age; Bob Harwarth, Guest.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve the agenda as mailed/posted.

III. Review December 18, 2012 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the December 18, 2012 Health & Human Services Board Meeting Minutes as mailed/posted.

IV. Review Bills

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

V. General/Miscellaneous Information

A. **TANF (Temporary Assistance for Needy Families)** – Eileen Foss reviewed the numbers presented in the handout, as well as the “Work Will Always Pay...with MFIP” handout. Eileen noted that a “Bridges Out of Poverty” workshop will be presented in Aitkin on June 13, 2013, at a site to yet be determined.

B. H&HS Advisory Board

1. Appointment of Candidates to the Health & Human Services Advisory Committee:

New Member Applications:

a. Robert Marcum - District 3

b. Beverly Mensing – District 3

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and

carried; the vote was to approve and appoint Robert Marcum and Beverly Mensing to the Health & Human Services Advisory Committee representing District 3.

2. Appointment of David Leaf as the Chairperson and Cheryl Meld as the Vice-Chair per election by members at the January 9, 2013 meeting.

Motion by Commissioner Niemi, seconded by Commissioner Napstad, and carried; the vote was to approve and authorize David Leaf to serve as Chairperson of the Health & Human Services Advisory Committee and Cheryl Meld to serve as Vice-Chair of the Health & Human Services Advisory Committee.

- C. **Statewide Health Improvement Program (SHIP) Health Reform – FYI –** Tom Burke commented that this is an update noting that AMC is very active on the SHIP and it is listed as one of our legislative priorities for Health & Human Services. Right now we have a lot of SHIP activity going on in the McGregor area and previously in the Aitkin area.

VI. Contracts:

- A. **Detoxification Services Contract between ACHHS and Central Minnesota Mental Health Center for the period January 1, 2013 through December 31, 2013.**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve and authorize the Board Chair to sign the Detoxification Services Contract between ACHHS and Central Minnesota Mental Health Center for the period January 1, 2013 through December 31, 2013.

VII. Administrative Reports:

- A. **Caseload Update & Graph –** Eileen Foss, Income Maintenance Supervisor, reviewed the Caseload information.
- B. **Financial & Transportation Reports –** Kathy Ryan, Fiscal Supervisor, noted they are still posting end of the year 2012 information so this report does not reflect the final numbers.

VIII. Joint Powers Board Reports:

- A. **Tri-County Community Health Services Board (CHS) –** Commissioner Westerlund / Tom Burke / Cynthia Bennett Minutes of the December 13, 2012 meeting. Commissioner Westerlund noted that she attended the meeting via ITV. Cynthia is now going to be the Administrator for the CHS Board (Aitkin, Itasca, Koochiching). Tom Burke noted that the electronic system will be in place in the next few months.

IX. Committee Reports from Commissioners

- A. **H&HS Advisory Committee -** Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Vernon Awes & Jim Carlson Minutes of the January 9th meeting. Vern Awes noted that a sub-committee has been formed to look at the Statute governing the Advisory Committee to make sure the committee is aligned with the Mission Statement and By-Laws. Jim Carlson provided a summary of the Operation Christmas Program. Commissioner Westerlund also noted that Aileen DeMenge from the Workforce Center gave an excellent presentation at the last meeting.
- B. **AEOA / NEMOJT Committee Updates –** Commissioner Napstad noted that NEMOJT did not meet this past month. AEOA met to go over their yearend wrap-up. He noted that AEOA is a \$30 million dollar block grant organization

<p>and they are concerned that their dollars may be cut in the coming year. Updates & discussion on the schedule.</p> <p>C. CJI (Children’s Justice Initiative) – Commissioner Westerlund and Sue Tange discussed the outcome/presentation at the recent meeting.</p> <p>D. MRCC (MN Rural County Caucuses) – Commissioner Marcotte discussed the Vulnerable Children and Adult’s formula. Noted that AMC was involved and the AMC Board voted to support a three year rolling average for vulnerable Children and Adult Act Funding rather than a one year snapshot and to urge more funding for the program and that the Board cannot take a position on the funding formula itself.</p> <p>X. Next Meeting – February 26, 2013</p> <p>The Statistical Reports for the fourth quarter of 2012 for Income Maintenance, Social Services and Public Health were included in this packet.</p>	<p>HHS BOARD ADJOURNS</p>
<p>Break: 10:12 a.m. to 10:26 a.m.</p>	<p>BREAK</p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: January 8, 2013 – January 22, 2013; B) Approve County Board Minutes: January 8, 2013; C) Approve Auditor Warrants – December Sales & Use Tax: General Fund \$9,357.67, Road & Bridge \$1,938.97, Health & Human Services \$0.41, State \$7,811.50, Trust \$1.29, Forest Development \$-0.29, Long Lake Conservation Center \$140.58, Parks \$289.44 for a total of \$19,539.57; D) Approve Auditor Warrants – Tax Settlement Payments: Agency \$661,938.72; 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; a) Approve Tobacco License – Westerlund, Inc.; b) Approve Commissioner Warrants: General Fund \$250,163.40, Road & Bridge \$215,032.92, Health & Human Services \$38,972.60, State \$360.00, Trust \$23,021.98, Forest Development \$9,914.12, Long Lake Conservation Center \$20,604.72, Parks \$105,306.80 for a total of \$663,376.54</p>	<p>REGULAR BOARD RECONVENES</p> <p>CONSENT AGENDA</p>
<p>Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting to approve request of \$4,000.00 to C.A.R.E. to help with ongoing efforts to provide assistance to families due to last year’s flood, and for coordination of services needed to implement a collaborative behavioral health grant from the State of Minnesota.</p>	<p>REQUEST FOR \$4,000 – C.A.R.E.</p>
<p>Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – Support Local Deputy Registrar User Service Fee Increase:</p>	
<p>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,</p> <p>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</p>	<p>RESOLUTION 012213-012 SUPPORT LOCAL DEPUTY REGISTRAR USER SERVICE</p>

<p>local service; and,</p> <p>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,</p> <p>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,</p> <p>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,</p> <p>WHEREAS, Minnesota statute 171.061 subdivision 4 (b) specifically states that the filing fee for driver license transactions by the deputy agent "<u>shall cover all expenses involved in receiving, accepting, or forwarding to the department the applications and fees required</u>"; and,</p> <p>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,</p> <p>WHEREAS, the last user fee increase for driver license agents was enacted in 2005;</p> <p>NOW, THEREFORE, BE IT RESOLVED the <i>County of Aitkin</i> 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.</p>	<p>FEE INCREASE</p>
<p>Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-0-1 Westerlund abstained), to approve license to sell tobacco products at Westerlund, Inc. in the Town of Malmo, beginning January 15, 2013 and expiring March 31, 2013.</p>	<p>TOBACCO LICENSE – WESTERLUND, INC.</p>
<p>Sheriff Scott Turner gave the Board an update on the status of the 800 Mhz radio project.</p>	<p>800 MHZ RADIO UPDATE</p>
<p>Terry Neff, Environmental Services Director shared with the Board this year’s schedule for collection of household hazardous waste and electronic collections. The dates for household hazardous waste collections are May 4th and September 7, 2013. Electronic collections are scheduled for July 13, 2013.</p>	<p>HAZARDOUS WASTE & ELECTRONIC COLLECTIONS</p>
<p>Terry Neff, Environmental Services Director reported to the Board that he would like to schedule an Ordinance Committee meeting to address vacation/private home rentals, and to clean up and update the language in several old ordinances.</p>	<p>ASSEMBLE ORDINANCE COMMITTEE</p>

Motion by Commissioner Napstad, seconded by Commissioner Maracotte and carried, all members voting to approve purchase of two vehicles for the Environmental Services Department – 2012 Chevrolet Impala from Brandl GM at a cost of \$12,995.00, with trade of 2001 Chevrolet Malibu, and 2012 Ford Escape from Aitkin Motor at a cost of \$13,400.00, with trade of 2001 Ford Ranger. The 2012 Chevrolet Impala is a budgeted expense, and the 2012 Ford Escape will be funded using Solid Waste reserves.

VEHICLE PURCHASE – ENVIRONMENTAL SERVICES DEPT.

Patrick Wussow, County Administrator reviewed the 2012 Motor Pool Report with the Board.

MOTOR POOL REPORT

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to reappoint for three year terms on the Extension Committee: Sharon Dotzler from District 1, and Bonnie Mickelson as the At Large representative. No applications were received for the District 3 opening. Another News Release will be published in the Aitkin Age, and staff will post the opening on the County website.

EXTENSION COMMITTEE APPOINTMENTS

Patrick Wussow, County Administrator discussed current legislative issues with the Board.

LEGISLATIVE UPDATE

Under MN Statute 13D.05 Subd.3 (a), the meeting may be closed for Annual Performance Evaluation for the County Administrator. Under the same statute, the individual who is the subject of the review may request the meeting to be open. At the County Administrator's request, the meeting remained open. Patrick Wussow, County Administrator received an overall rating of Very Good.

COUNTY ADMINISTRATOR ANNUAL PERFORMANCE

Break: 12:11 p.m. to 12:17 p.m.

BREAK

The Board reported on the following:

BOARD DISCUSSION

Commissioner Anne Marcotte

- MRCC
- Arrowhead
- Open House in St. Paul – Tax Reform
- Accident in Aitkin intersection
- Radinovich vote on Economic Development
- Hennepin County Foster Care Placement

Commissioner Brian Napstad

- BWSR
- EQB
- NEWAC
- Ordinance Committee
- Mississippi Headwaters Board – Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – Support Mississippi Headwaters Board:

Whereas, Aitkin County is a member of the 8-county Mississippi Headwaters Board, which was established to identify and protect the natural, cultural, scenic, scientific, and recreational values of the Mississippi River's first 400 miles, and

Whereas, the Mississippi Headwaters Board is requesting funding from the State of Minnesota that is sufficient to allow the Board to effectively carry out its mission; a mission established by Minnesota Statute 103F.361-378, and

Whereas, for the last two years, the Mississippi Headwaters Board has exerted a great deal of effort to restore the historic levels of funding that allowed the Board to succeed in the past, and

Whereas, the Mississippi Headwaters Board recognizes the State of Minnesota's fiscal shortfalls of past bienniums, the Board believes it is uniquely positioned to provide a return on investment that will benefit the entire north-central region of Minnesota for generations to come.

Now, therefore, be it resolved that the Aitkin County Board of Commissioners supports efforts to restore the Mississippi Headwaters Board to its historic funding levels.

_____ District 1

_____ District 2

_____ District 3

_____ District 4

_____ District 5

Commissioner Marcotte left at 12:45 p.m.

Commissioner Don Niemi

- ARDC

Commissioner Laurie Westerlund

- Park Board
- CMCC
- ACAT
- Onanegozie

Commissioner J. Mark Wedel

- CMCC
- Kinship
- Sobriety Court
- Aitkin County Water Planning Task Force
- Old Armory Building

**RESOLUTION
022213-013
SUPPORT
MISSISSIPPI
HEADWATERS
BOARD**

**MARCOTTE
LEAVES**

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to adjourn the meeting at 1:25 p.m. until Tuesday, February 12, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 1/22/13

Via:

From: Sheriff Scott Turner

Title of Item: Public Auction of Forfeited Guns

Requested Meeting Date: 02/12/13 Est. Presentation Time:

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

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

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
What type of expenditure is this? _____ Other (attach explanation)
Revenue line account # that funds this item is: 206-5840
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) : List of guns

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: January 22, 2013
FROM: Sheriff Scott Turner RE: Auction of Guns

The Aitkin County Sheriff's Office is in possession of 13 long guns seized under forfeiture. The attached list provides specific makes/models of these long guns. As forfeiture proceedings are now complete, I would like the Board's approval to make these guns available for public auction.

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2/12/2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item: Transfer to Recorder's Technology and the Unallocated Fund

Requested Meeting Date: 2/12/2013 Estimated Presentation Time:

Presenter:

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)

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

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

ADOPTED February 12, 2013

By Commissioner: xx

021213-0xx

Recorder's Office Transfer of Funds

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$60,430.00 (\$10.00 for each document recorded in the County Recorder's office between January and December of 2012) from the General Revenue Fund to the County Recorder's Technology Fund, according to Minnesota Statute 357.18, Subd. 4; and

WHEREAS, the Aitkin County Board of Commissioners authorized and ordered the transfer of \$66,452.00 (\$11.00 for each document recorded in the County Recorder's office between January and December of 2012) from the General Revenue Fund to the Unallocated Fund according to Minnesota Statute 357.182, Subd. 7.

THEREFORE, BE IT RESOLVED, that the order of transfer of \$60,430.00 from the General Revenue Fund to the County Recorder's Technology Fund and the order of transfer of \$66,452.00 from the General Revenue Fund to the Unallocated Fund is authorized by the Aitkin County Board of Commissioners.

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 12th day of February 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 12th day of February A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

Month	Ucc	\$10.00Leg	Co Gen	St Gen F	R Tech fe	Unallot
Jan 12	0.00	350.00	6,568.50	4,830.00	4600.00	5,060.00
Feb	0.00	210.00	5,785.50	4,357.50	4150.00	4,565.00
March	0.00	430.00	6,409.00	4,714.50	4490.00	4,939.00
April	20.00	400.00	6,916.50	5,166.00	4920.00	5,412.00
May	0.00	440.00	7,757.50	5,743.50	5470.00	6,017.00
June	0.00	300.00	7,163.00	5,334.00	5080.00	5,588.00
July	20.00	350.00	6,583.00	4,840.50	4620.00	5,061.00
Aug	0.00	420.00	7,337.00	5,607.00	5340.00	5,874.00
Sept	0.00	230.00	6,941.00	5,082.00	4840.00	5,324.00
Oct	0.00	310.00	8,555.00	6,310.50	6010.00	6,611.00
Nov	0.00	390.00	7,554.50	5,533.50	5270.00	5,797.00
Dec	0.00	270.00	7,598.00	5,922.00	5640.00	6,204.00
Total	40.00	4,100.00	85,168.50	63,441.00	60430.00	66,452.00

↑ ↑
 2551 2561

2E

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

ADOPTED February 12, 2013

By Commissioner: xx

021213-0xx

Exempt Permit Form LG220 of the Ruffed Grouse Society

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the Application for Exempt Permit – Form LG220 – of the Ruffed Grouse Society – Aitkin Chapter, at the following location – The Landing, which has an address of 170 Southgate Drive, Aitkin, MN 56431 – Aitkin Township. (Note: Dates of activity for Raffles – March 1, 2013 thru December 31, 2013)

Commissioner xx moved the adoption of the resolution and it was declared adopted upon the following vote

FIVE MEMBERS PRESENT

All Members Voting Yes

STATE OF MINNESOTA)
County of Aitkin) ss.
Office of County Auditor,)

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 12th day of February 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 12th day of February 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: January 19, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Recycling Agreement Extensions

Requested Meeting Date: February 12, 2013 Estimated Presentation Time: N/A

Presenter: N/A

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: 391-5392, 391-5001
- Expenditure line account # for this item is: 391-6360

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

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



Supporting Attachment(s)

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

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

-Aitkin County 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 29, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Recycling Agreement Extensions

Enclosed are letters from Garrison Disposal and J&H Transfer requesting to exercise the one-year extension option to the recycling agreements (copy of agreements are enclosed). The agreements expire on December 31, 2013. This will be the second one year extension requested and will extend the expiration date to December 31, 2014. The rates paid for the recyclable materials last year were down, so our recycling agreement costs increased from the previous year. The cost for the recycling services last year was \$64,178.68, which is more than in 2010 and 2011, but less than in 2009 = \$69,900.00. Based on this information, I would recommend the County Board approve of the one-year extensions to the agreements.

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

enclosures

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January 7, 2013

Terry Neff
Aitkin County
209 2nd Street NW, Room 118
Aitkin MN 56431

Re: Recycling Contract Extension

Terry,

Garrison Disposal Company would like to exercise the one year extension option on the Aitkin County Recycling Contract. This extension will expire toward the end of 2014.

Terry, we would hope that the board will approve our request to extend the contract. Please feel free to call me if you or any of the board members have any questions regarding this contract extension.

Sincerely,

A handwritten signature in black ink, appearing to read 'P. Fischer', is written over the typed name.

Paul B. Fischer
President

Terry Neff

From: Lakes Sanitary [jhalek@frontiernet.net]
Sent: Thursday, January 17, 2013 1:55 PM
To: terry Neff
Subject: Renew contract

Terry Neff and Aitkin County Board I am requesting a extention on my recycling contract through the following year. Please let me know if you need anything else for this from me. Thank you Jessie Hooper

RECYCLING AGREEMENT

THIS AGREEMENT, is made and entered into this November 23, 2010, by and between the County of Aitkin, a political subdivision of the State of Minnesota, hereinafter "County" and Paul B. Fischer doing business as Garrison Disposal Company, Inc. located at P.O. Box 277, Aitkin, MN 56431, hereinafter "Contractor".

For the purpose of this Agreement, Paul B. Fischer and Garrison Disposal Co., Inc. shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor under this Agreement, shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.

WITNESSETH:

WHEREAS, County has determined that reduction of the County's solid waste stream through county-wide recycling is in the public interest; and

WHEREAS, County has requested proposals from qualified companies interested in performing county-wide recycling services for the County; and

WHEREAS, the proposal of the Contractor has been received and determined by the County to be the most responsive proposal received at the best services value for the estimated costs; and

WHEREAS, representatives of the County and the Contractor have met to negotiate the detailed terms of this Agreement contained herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein set forth, the parties agree as follows:

1. **DEFINITIONS:** The terms used within this Contract shall be defined according to the definitions contained in Attachment A: "Program Definitions" (incorporated herein to this Agreement).
2. **CONTRACTOR'S OBLIGATIONS:**
 - A. **Collection** This collection service element of this Agreement pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.
 1. **Residential Recyclable Materials** This collection service element is primarily targeted towards the collection of recyclables derived from residents' (both permanent and seasonal) households.
 2. **Collection of Drop-Off Recyclable Materials** This collection service element pertains only to materials deposited by residents and other users at designated

drop-off centers as listed in Attachment B. This collection element does not pertain to the collection of materials from residents via "curbside collection" programs (pick-up on a house-to-house, or business-to-business basis) that may be offered by haulers as services to their customers.

The County reserves the exclusive right to designate and establish new or alternative designated drop-off centers to be serviced by the Contractor within Aitkin County. The Contractor shall commence servicing alternative designated drop-off centers within thirty (30) days after written notice of said designation.. In the event the County establishes a new designated drop-off center(s), any additional compensation to be paid to the Contractor for servicing said site or sites shall be negotiated and agreed upon before the Contractor shall be obligated to service the same.

3. Rights of Other Haulers Other haulers collecting recyclables, but not under contract with the County, shall be allowed to unload their recyclables at the Aitkin County recycling facility subject to the posted processing / marketing prices or tipping fees (see Section 2.C.6 "Buy Back Operation at the County's Recycling Facility").

Recyclable material from other haulers must be of sufficient quality. Eligible materials received shall be consistent with the list of designated recyclable materials (Attachment C to this Agreement). The Contractor shall retain the rights to establish more specific grades of material categories, inspect recyclable materials from other haulers, and judge the quality of those materials. The Contractor may reject selected categories of materials or full loads if these materials or loads do not meet reasonable quality standards.

The Contractor may establish written recyclable material quality specifications. Before implementation, the County shall first approve these specifications. The County shall retain the right to require adoption of written material specifications.

4. Collection of MSW from Attended Sites The Contractor shall provide garbage removal services, for a posted price as determined by the Contractor, at all attended drop-off sites.
5. Provide and Maintain Containers The Contractor shall be responsible for purchase and installation of compartmentalized roll-off containers, or other suitable substitute containers, with adequate capacity and dimensions to serve the collection program needs.
6. Glass Collection The Contractor shall provide adequate capacity for separate collection and unloading of mixed-color glass.
7. Servicing Containers The Contractor shall provide adequate servicing of the drop-off containers. Full containers shall be promptly removed and replaced by empty containers.
8. Site Clean-Up The Contractor shall clean up all material deposited by residents at the designated drop-off site. No material, debris, litter or other form of solid waste resulting from the recycling program shall be left at the site.

The Contractor's employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position, and shall immediately clean up and dispose of any contents thereof that may be spilled.

9. Frequency of Collection from Unattended Drop-Off Sites The Contractor shall remove full containers on an "on-call" basis from unattended drop-off sites.
10. One-Day Notice for Collection of Unattended Containers The County will require the site host to monitor the unattended recyclables roll-off container(s) to determine when it is full and needs servicing. The site host shall contact the Contractor to request servicing of full container(s). The Contractor shall have one business day from the time of said notice to provide collection of the full container and replacement with an empty container.
11. Required Use of the Aitkin County Recycling Facility The Contractor shall use the County's recycling facility for transfer and / or processing.
12. All Full Roll-Off Containers to be Weighed The Contractor shall weigh all full recycling roll-off containers before unloading at the County Recycling Center to obtain the gross weight of the recyclables. Upon unloading, the Contractor shall then weighing the empty containers to obtain tare weights. A net weight shall be calculated and recorded on the weight ticket.
13. Weights in Other Containers May be Estimated Amounts of recyclables collected in containers other than roll-off boxes (for example, rear-load dumpsters, bins, etc.) may be estimated, rather than weighing each container, using standard industry practices. The methodology for such estimates shall be noted within monthly collection reports.
14. Collection Records The Contractor shall maintain a log of all collection operations by designated drop-off center. Site-by-site data to be collected shall include, but are not limited to: date and time of collection; mileage; gross, tare and net weight of recyclables collected; relative fullness of each compartment (e.g., paper compartment 90% full; metals / plastic compartment 100% full; and glass compartment 75% full); notes as to level of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).
15. Monthly and Annual Collection Reports The Contractor shall provide a monthly report to the County including a summary of collection data, in a format specified by the County. Monthly reports shall be due by the 15th of each month for data covering the previous month. Monthly collection reports shall provide site-by-site and total data including, but not limited to: frequency of collection; net weight of recyclables; net weight of MSW if an attended site; average fullness by recycling compartment; generalizations about levels of contamination in the recycling containers; and generalizations about the overall cleanliness of the site.

Monthly and annual collection reports shall provide, at a minimum, data about the source and type of tons collected by the Contractor, including, but not limited to: Aitkin County drop-off recyclables collected pursuant to the collection

requirements of this Contract; Aitkin County residential recyclables collected curbside; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Annual reports shall provide sum totals for each year of data contained in the monthly reports, in a format specified by the County. Annual reports shall be due by February 15 of each year for data covering the previous year.

16. Transition Period Clean-Up Services The Contractor shall provide clean-up of sites that have transitioned away from unattended to attended collections. This additional collection / removal service is expected to be necessary until residents become fully adjusted to the new schedule as proposed in the base program. The County shall first authorize any such special collections on a case-by-case basis. Proposers should include a separate line item cost component in their proposals for these special transition period clean-up services.

B. Public Relations / Public Education

1. Brochure The Contractor shall publish a recycling public education brochure that itemizes the list of acceptable and unacceptable materials as specified by the County. The brochure shall also have recyclables preparation instructions for residents. The brochure shall also list the locations and collection schedule for all designated drop-off centers. The Contractor shall provide the County with a draft of the brochure for approval prior to final printing and dissemination.
2. Phone Answering System The Contractor shall implement and maintain a phone answering system that provides answers to residents questions about the County's recycling programs and provides a direct means of communicating service complaints.

The office or answering service shall be in service with continuous supervision during the hours of 8:00 a.m. to 5:00 p.m. Monday through Friday and 8:00 a.m. to 1:00 p.m. Saturday. Address and telephone number of such office or answering service and any changes therein shall be the address and telephone number of the Contractor.

3. Relations with Site Hosts The Contractor shall assist the County in maintaining and improving good relations with local site hosts. The Contractor will be encouraged to provide other services or amenities to increase the incentives for hosts of unattended drop-off centers to improve site monitoring.
4. Instructional Signs at Drop-Off Sites The Contractor shall provide and install signs at each designated drop-off site that itemizes the type of recyclable materials acceptable and unacceptable for each commodity. The Contractor shall provide the County with a draft design and mock-up (including actual text) of the signs for County approval before final production and installation.
5. Container Compartment Labels The Contractor shall provide and install labels for each compartment in their recycling container to make clear to residents where each materials belongs. The Contractor shall provide the County with a draft of the compartment labels for approval prior to final printing and installation.

- 6. Other Public Education Opportunities The Contractor shall be encouraged to seek, develop and implement other public education opportunities to help improve recycling participation, recovery rates and compliance with resident preparation instructions.

C. Processing / Marketing

- 1. Operation of County Recycling Facility The Contractor shall operate and maintain the County's recycling facility in the City of Aitkin. The County owns the land and building only. Routine operations and maintenance shall be the responsibility of the Contractor. Routine operations and maintenance shall include, but not be limited to: operation / payment of all utilities, regular site / building clean-up, litter control, snow plowing, minor repairs, etc. Major capital improvements shall be the responsibility of the County.

The Contractor shall acquire, install and maintain its own processing equipment at its own expense.

The County recycling facility shall be open to the public for depositing materials during the following hours:

Monday through Friday:	7:30 a.m. to 4:00 p.m.
Saturday:	8:00 a.m. to 1:00 p.m.
Sunday:	Closed
Holidays:	Closed

These are the minimum hours that the County's recycling facility shall be open to the public for purposes of depositing materials at the public drop-off containers. These hours may not reflect the actual operating hours of processing and / or transfer at the recycling facility.

The Contractor shall specify the annual holiday schedule where the County recycling facility will be closed to the public. This holiday schedule should be included in the annual brochure published by the Contractor (see Subsection 2.B.1).

- 2. Processing or Transfer of Materials from Drop-Off Centers The Contractor shall specify in writing the intended plan of operations for the County's recycling facility including, but not limited to: safety, storage (both inside and outside the building), sorting, baling, and other materials handling (e.g., forklift, bobcat, etc.). The basic components of this facility-operating plan may not be changed without prior written approval by the County.
- 3. Marketing of Materials The Contractor shall be primarily responsible for securing adequate, long-term, end-markets for recyclable materials collected and processed for the duration of this Recycling Agreement. The only exception is mixed-color glass that will be the responsibility of the County to process and

market. (See Subsection 2.C.4. immediately below, "Interim Storage of Mixed Color Glass".)

4. Interim Storage of Mixed-Color Glass The County shall specify a location where the Contractor may deposit the mixed-color glass for interim storage. The County will take responsibility for the mixed-color glass upon inspection and unloading at the designated interim storage location. No other materials, other than mixed-color glass specified by the County, shall be deposited at the interim storage site.

The Contractor may perform a sort on the glass received from unattended drop-off sites to assure that contaminants (e.g., paper, plastic, metal) are removed so that the glass is unloaded at the interim storage location in relatively pure glass form. As an alternative to this sorting / cleaning of glass, the Contractor may establish additional markets for contaminated glass other than the County specified interim storage site.

The current designated interim storage location for mixed-color glass is the County property in Farm Island Township, immediately north and adjacent to the demolition landfill, west off of Highway 169, approximately five miles south of the City of Aitkin. The County may specify a different interim storage location after the year 2011. Any change in location that results in significant change in hauling costs to the Contractor will be considered a triggering event for renegotiation of the contracted cost of processing / marketing.

5. Processing / Marketing of All Other Recyclables The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the County's recycling system (excluding the County Recycling Facility building).

This provision is for all recyclables other than mixed-color glass from attended drop-off sites. (See Subsection 2.C.4. immediately above, "Interim Storage of Mixed Color Glass".)

Processing / marketing services shall include, but are not limited to: securing purchase commitments from markets (including quality specifications); receiving of materials from drop-off centers, interim storage; shipment to markets; and disposal of process rejects. Costs of rejects disposal shall be the responsibility of the Contractor.

Processing / marketing services may include: transfer without further processing; sorting; and densifying (e.g., baling).

6. Buy Back Operation at the County's Recycling Facility The Contractor shall implement a buy back operation at the County's recycling facility to provide for purchase of all specified recyclable materials at a competitive price. The buy back price shall be established by the Contractor by material on a monthly basis and reflect the following factors: market value of the specific material; cost of handling / processing to prepare for market; and competing prices at other similar buy back facilities in the immediate region. The Contractor shall maintain a current buy back price schedule available for distribution to the public and submit

a copy to the County at the time of any price changes. The buy back price may be a negative price (i.e., tipping fee for certain materials).

7. Processing / Marketing Data The Contractor shall maintain ongoing records on the amounts in tons of materials processed, transferred, and marketed, including rejects disposed.
8. Monthly and Annual Processing / Marketing Reports The Contractor shall summarize processing / marketing / disposal data in monthly and annual reports to the County. Monthly reports shall be due by the 15th of each month for data covering the previous month.

Monthly and annual processing reports shall provide, at a minimum, data about the source and type of tons processed by: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside via private haulers; Aitkin County non-residential recyclables; and non-Aitkin County recyclables collected outside of the county.

Identities of end-markets may be kept confidential if the Contractor submits a written request under the procedures specified in the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13). Annual reports shall provide sum totals for each year of data contained in the monthly reports. Annual reports shall be due by February 15 of each year for data covering the previous year.

3. TERM / TERMINATION OF THE CONTRACT

- A. Two Year Term The initial term of this recycling services Contract shall be for two years, with five, one-year extension options. The initial Contract term shall begin January 1, 2011 and expire December 31, 2012.
- B. County's One-Year Extension Options The County may request a one-year contract extension if written notice of such request is received by the Contractor by twelve (12) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be appealed. Contract extensions will provide for the same service levels and pricing as per this Agreement (with any escalators applied as per Section 5.H).
- C. County Retains Right to Extend and Postpone Contract Termination Date The County shall retain the rights to extend the Contract at any time and to postpone the initial Contract termination date, subject to approval by the Contractor.
- D. Termination of Contract Due to Contractor Default The County may, after giving Contractor and the surety seven days written notice and to the extent permitted by laws and regulations, terminate the Contract due to Contractor default. Default can include one or more of the following actions by the Contractor:

1. Failure to Perform the required work as specified in this Agreement, and fails to correct the deficiency within 30 days after receiving written notice from the County. In addition to other services, if the Contractor repeatedly fails to perform the services itemized in Section 4.K "Liquidated Damages", the Contractor may be deemed to be in default of this Agreement.
2. Violation of Any Law or Regulation of any municipal, county, state or federal laws, rules, regulations, ordinances and specifications.
3. Filing for Bankruptcy or Insolvency If Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title II, United States Code), as now or hereafter in effect, or if Contractor takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;

If a petition is filed against Contractor under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against Contractor under other federal or state law in effect at the time relating to bankruptcy or insolvency.
4. Assignment of this Contract without the prior written approval of the County.
- E. Contractor Termination of the Contract Services Contractor may stop service or terminate the Contract if, through no act or fault of the Contractor, the County Recycling Program is suspended for a period of more than ninety days by the County. Under this circumstance, the Contractor may, upon seven day's written notice to the County, terminate the Agreement and recover from the County payment for completed services.
- F. Program Re-Evaluation The design and performance of the program shall be re-evaluated at the one-year and two-year anniversary dates of the Contract. If program changes are recommended by the County or Contractor that significantly affect service costs, this will be considered a triggering event for renegotiation.

4. LEGAL AND INSURANCE REQUIREMENTS

- A. Ownership and Responsibility of Material Upon collection from the designated drop-off sites, all material in and immediately around the containers (recyclables and contaminants) becomes the property and responsibility of the Contractor. Ownership of the mixed-color glass shall transfer to the County upon unloading at the designated interim storage site as per Section 2.C.4., "Interim Storage of Mixed-Color Glass".
- B. Indemnification The Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney's fees, which the County may suffer or for which it may be held liable, arising out of or resulting from the Contractor's or his agent's or employee's actions or negligence in the performance of this Contract. Prior to the commencement of the Contract, the Contractor shall furnish the County certificates or copies of these policies of insurance in force.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates thereof shall not relieve the Contractor from liability assumed under any provisions of this Contract.

- C. **Independent Contractor** The Contractor shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor, per this Agreement shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.
- D. **Contractor Performance Bond** The Contractor will be required to furnish financial assurance to compensate the County for losses that may be incurred in the event Contractor fails to faithfully perform Contractor's obligations under this Contract. Said financial assurance shall be equal to the amount of the annual total contract price and shall take the form of a corporate surety bond, or in lieu thereof, an irrevocable letter of credit. Said financial assurance shall stay in effect throughout the contract period.
- Annual contract price, for purposes of this performance bond, shall be based on estimates derived by the County for the first year and actual contract payments for subsequent years.
- E. **Worker's Compensation Insurance** The Contractor shall provide and maintain worker's compensation insurance as required by law.
- F. **Comprehensive General Liability Insurance** Contractor shall provide and maintain at all times while this Contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$1,500,000 any one person and in the minimum sum of \$1,500,000 for two or more persons for the same occurrence, and for damage of property in the minimum sum of \$500,000. The County of Aitkin shall be named a coinsured on said policy for incidents arising out of the Contractor's performance of this Agreement, which shall provide that the coverage may not be terminated or changed by the insurer except upon ten days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages. The Contractor is also required to provide no fault motor vehicle insurance with regard to all motor vehicles used in carrying out the terms of this Contract, in the same amounts specified.
- G. **Auditing** The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.

The Contractor shall also allow the Legislative Auditor or the State Auditor as appropriate to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract.

- H. Non-Discrimination** Contractor agrees that Contractor shall not discriminate against any employee, applicant for employment or other person, supplier, or contractor because of race, color, religion, sex, marital status, national origin, disability or public assistance.
- I. Assignment and Subcontracting** Neither the County nor the Contractor shall assign the Agreement, or any part thereof, nor shall either the County or the Contractor sub-contract this Agreement or any part thereof without the prior written approval of the other party.
- The Contractor may not assign any parts of this Agreement via sale, merger or acquisition of the Contractor's company without the prior written approval of the County. The County, at its sole discretion, may elect to fully enforce the provisions of the Contract, rebid or renegotiate the Contract if the Contractor sells, merges or is acquired. The County shall specify its decision and schedule for how to continue the recycling services as specified in this Agreement within its written response to the Contractor.
- J. Compliance with All Laws, Rules, Regulations and Licensing Requirements** The Contractor shall comply with all municipal, county, state and federal laws, regulations, ordinances and specifications. The Contractor shall be licensed by Aitkin County as a solid waste hauler and shall pay the required annual County license fees. The Contractor shall obtain all other required municipal and county licenses necessary to collect, handle, store, process, transfer, remove, transport or dispose of solid waste within Aitkin County.
- K. Liquidated Damages** The County and Contractor agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:
1. Failure to service and collect full drop-off containers within the one business day limit as specified in Section 2.A.7 ("Servicing Containers") and Section 2.A.10 ("One-Day Notice for Collection of Unattended Containers") - \$100 per incident
 2. Failure to provide monthly and annual reports as specified within Sections 2.A.15 and 2.C.8 - \$200 per incident.
 3. Failure to submit a copy of buy back price changes as specified within Section 2.C.6 - \$100 per incident.
 4. Failure to respond to legitimate service complaints in a reasonable, professional and timely manner - \$50 per incident.
 5. Failure to appear at a scheduled, attended collection event - \$100 per incident.
- These amounts are liquidated damages for losses suffered by the County, and not a penalty.
- L. Dispute Resolution Process** The County and the Contractor agree to first use the following process to resolve disputes about issues related to the performance of this Contract. If an issue arises requiring resolution, either party shall initiate this

dispute resolution process by notifying the other party and scheduling a meeting. The meeting shall serve as a fact finding opportunity to identify the issue, clarify the problem, review this Contract provisions relating to the issue, discuss alternative remedies, and agree upon a means of dispute resolution. The parties shall make a good faith effort to complete the agreed-upon tasks within 30 days of the initial dispute resolution meeting, or specify an alternative schedule and deadline for resolving the issue. This dispute resolution process shall be considered as one alternative to the County declaring the Contractor in default as per Section 3.D of this Agreement. Nothing in this Contract section, Dispute Resolution Process, shall be construed or implied to reduce, eliminate or otherwise affect the rights of the County to use any and all other means of legal remedies.

- M. **Contact Persons for Legal Notices** The Contractor identifies Paul Fischer, who shall be designated to receive all notices and communications on behalf of the contracting parties with regard to the Contract. Written notice required to be provided to the County pursuant to this Agreement shall be provided to the County Solid Waste Administrator, Department of Environmental Services, Aitkin County Courthouse, Aitkin, MN 56431. Written notice required to be provided to the Contractor pursuant to this Agreement shall be provided to Paul Fischer.
- N. **Disposal of Reject Materials** Reject materials shall be disposed of by the Contractor at a permitted facility and will be subject to any applicable tipping fees.
- O. **Performance** Contractor shall see that all work done pursuant to this Agreement is accomplished with work forces and equipment which are adequate to insure the satisfactory collection and disposal of said materials at all times. Failure to perform may be excused only by adverse conditions caused by weather or similar hindrances which on other work might be regarded as "acts of providence".
- P. **Conflict of Interest** Neither the Contractor nor its employees either presently have, nor shall acquire interest, direct or indirect, in the Contract in any manner forbidden by law. No County official, or deputy or clerk or employee of such official, shall be directly or indirectly interested in this Contract.
- Q. **Severability** This Agreement is subject to the laws of the United States of America, the State of Minnesota and Ordinances of the County of Aitkin. In the event that any provision of this Agreement shall be held to be contrary to law or Ordinance by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision or provisions shall be voided. All other terms and conditions of the Agreement shall continue in full force and effect. The voided provision or provisions may be renegotiated at the written request of either party to this Agreement.
- R. **Governing Law** This Agreement shall be deemed to be a contract made in the State of Minnesota and shall be interpreted and construed in all respects in

accordance with the laws of the State of Minnesota applicable to contracts wholly to be performed therein.

- S. **Modification** Any alterations, variations, modification or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County and Contractor and attached to this Agreement.
- T. **Integration** The Parties agree that the entire Agreement between the Parties is contained herein and that this Agreement, including any and all exhibits attached hereto, supercede all oral Agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements between the Contractor and the County or either of them relating to the subject matter hereof.

5. **PAYMENTS AND RECORDS**

- A. **Monthly Invoices** The Contractor shall submit monthly invoice statements for payments for services rendered, said statements to be submitted to the Aitkin County Department of Environmental Services.
- B. **Service Components** Monthly invoices shall specify the following level of services:
1. **Collection Mileage (Round Trip) for Unattended Drop-Off Sites** to the designated drop-off centers as specified in Attachment B, including "cardboard only" unattended drop-off sites. Round trip miles to each designated unattended drop-off location shall be measured using the shortest truck route from the Garrison Disposal transfer station in Aitkin. These round trip distances shall then be established as the fixed distance for the period of this Contract and not changed without written notification by the Contractor to the County.

The Contractor shall notify the County if any route has seasonal weight limit restrictions that require longer haul distances due to detours on higher capacity roads.
 2. **Collection Service Payments for Remote, Attended Drop-Off Sites** The County shall pay the Contractor a set fee per day for collecting recyclables at attended drop-off sites. A minimum of two attended sites shall be serviced the same day. Each attended site shall be serviced at a minimum frequency of every other week. This collection service payment shall not apply to the County Recycling Center.
 3. **Processing Fee for Aitkin County Residential Recyclables Processed** The County shall pay the Contractor for processing and marketing of recyclables from Aitkin County only. Recyclables from private commercial accounts shall be eligible for this County processing fee. Material collected from outside Aitkin County shall not be eligible for payment.

Only "processed" glass from unattended drop-off sites is eligible for processing fee payment by Aitkin County. The Contractor shall make a good faith effort to

minimize the glass requiring processing. Other glass (e.g., from attended drop-off sites, including the Aitkin County Recycling Center, curbside collection programs, etc.) that is not sorted by the Contractor at the Aitkin County Recycling Center for purposes of removal of contaminants shall not be included in the request for processing fee payment.

4. Glass Shipping Charges may be assessed back to the County for glass transportation services from the County Recycling Center to the interim glass storage location.
5. Less Revenue (Risk) Share Credit (Charge) The Contractor shall itemize the amount of revenue received from the sale (or charge) of processed recyclable material. The Contractor shall submit actual market sales receipts and truck scale weight tickets, or other suitable documentation as approved by the County. This revenue (risk) share credit (charge) shall include Aitkin County recyclables, residential and commercial, plus materials collected from outside of Aitkin County **that receive a profit such as cardboard, aluminum and office paper**. The Contractor shall make a good faith effort to secure the best value, highest paying markets for recyclable materials. The County may assist the Contractor in securing additional, higher paying markets for recyclable materials.
- C. Payment for Services The County shall pay the Contractors for services rendered as invoiced upon successful completion of all services required, including, but not limited to, monthly reports as specified above in this Contract in sections 2.A.15 and 2.C.8.
- D. Compensation / Prices for Contract Services The County and the Contractor agree that the following prices and revenue share shall be paid by the County and credited back to the County from the Contractor:
 1. Mileage price for contracted collection services at unattended drop-off sites = \$2.08 per (round trip) mile
 2. Collection service fee for attended drop-off sites = prices are per day.
 - * Hill City/Palisade \$375.00
 - *McGrath/Malmo \$375.00
 3. Processing price for contracted processing services = \$75 per ton
 4. Glass Shipping Charges = \$35 per trip.
 5. Less Revenue (Risk) Share = 30% of revenue from material sales from all tons processed through the County Recycling Center.
- E. Records of Expenses and Revenues The Contractor shall be required to create, establish, maintain and preserve detailed written records listing all expenses and revenues incurred from collection, processing, marketing and transporting of recyclable materials from the designated drop-off centers listed in Attachment B. The above-mentioned records shall be open to the County for inspection during normal working hours of operation and shall be kept by the Contractor for a period of six (6) years following the termination of this Contract.

- F. Data Practices** The Contractor shall designate a management official as the responsible authority for the Contractor. Records of the Contractor established, maintained and preserved to the Contract shall be maintained and administered in accordance with the requirements of the Minnesota Government Data practices Act. Contractor designates Paul Fischer to be the responsible authority.
- G. County Record of Complaints** Complaints on service received by the County will be recorded in writing listing time, date, and name along with the address and telephone number of the person making the complaint on forms furnished by the County. A written copy of the complaint listing the nature of complaint and corrective action recommended by the County, shall be submitted to the Contractor. Monthly reports to the County by the Contractor shall identify the complaint and follow-up action taken.
- H. Inflation Adjustments** The Collection (mileage) and Processing (per ton) fees established in Section 5.D above shall be annually adjusted on January 1st at the same rate of the Consumer Price Index (CPI-U; Midwest Region – Urban Index, All items; 1982-84=100).
- I. Transition Period Clean-Ups** The Contractor shall perform clean-ups of sites closed or transitioned from permanent, unattended drop-off sites to scheduled pick-up, attended sites. Costs of such clean-up will be estimated by the Contractor based on the volume and frequency of material to be collected and removed. The Contractor shall provide such estimates immediately upon request of the County. The County shall retain the right to contract with other haulers for the clean-up services.

In Witness whereof, the Parties hereto set their hands.

By the duly elected or appointed representatives of **AITKIN COUNTY**:

_____	_____
BOARD OF COMMISSIONERS, CHAIRPERSON	Date
_____	_____
AUDITOR	Date
_____	_____
DIRECTOR OF ENVIRONMENTAL SERVICES DEPARTMENT	Date
_____	_____
AITKIN COUNTY ATTORNEY	Date

By the duly appointed representatives of the **CONTRACTOR**.

The Contractor acknowledges by his/her signature on this document that the Contractor has received a copy of this Contract and is in full agreement with the terms as imposed upon the Contractor by this Agreement and that the Contractor will comply with those terms and conditions.

_____	_____
Paul B. Fischer, Owner and President	Date

Attachment A
PROGRAM DEFINITIONS

1. "Attended Drop-Off Sites" means designated drop-off centers that have staff to supervise and assist residents with recyclables unloading and depositing into the containers. Attended drop-off sites will therefore be required to be on a scheduled basis with hours of operation to be specified by the County in Attachment B.

Attended drop-off sites shall be defined to include disposal services for mixed municipal solid waste (MSW). That is, in addition to recycling containers, the Contractor shall provide garbage removal services at the same attended recycling collections thereby allowing residents to pay for and deposit MSW.

2. "Buy Back" means the part of the processing operations at the County's recycling facility whereby the Contractor purchases materials from the public and other haulers.
3. "Containers" means compartmentalized, covered roll-off boxes with sufficient compartments to allow separate collection of the recyclable materials specified herein.

Other suitable types of container systems may be substituted for roll-off boxes (e.g., rear load dumpsters). Substitute types of containers must be specified in the proposal and must provide: adequate covering to prevent littering and precipitation from getting into the materials; adequate capacity; and ease of access by residents to deposit recyclable materials (e.g., unloading height not too high).

4. "Contamination" or "Contaminants" means incorrect materials deposited in the containers that are not acceptable as recyclables as defined by the County.
5. "Contractor" means the County's contracted recycling service vendor as per this Agreement.
6. "County Recycling Facility" means the Aitkin County Recycling Facility located in the City Industrial Park, on County Road 83, in Aitkin, Minnesota.
7. "Designated Drop-Off Center" means a specified facility for storage of recyclable materials. These facilities may be attended or unattended and will be located at site locations and schedules as specified by the County.

Attachment B is the current list of designated drop-off centers, including description of specific site locations and schedules of operations.

8. "Designated Drop-Off Center Host" or "Site Host" means the site sponsor, agency or business. The container may be on or near host's property. If the site is an unattended drop-off center, the site host will designate a contact person responsible for monitoring the recycling container as it fills up.
9. "Designated Private Recycling Facility" means a private facility that engages in the processing and marketing of recyclable materials.

10. “End Markets” means the final manufacturing plant or business where the processed recyclables are sold to make a new product (for example, mills). Brokers, intermediate processors and other recycling material reclaimers are not considered end-markets.
11. “Haulers” means solid waste management and / or recycling firms that provide collection services to residents and businesses in or near the Aitkin County region.
12. “Markets” for recyclable material include any person or company that buys (or charges) for recycling of specified materials. “Markets” may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.
13. “Mixed-Color Glass” Acceptable food and beverage glass jars and bottles (as per Attachment D) as prepared by residents, but not sorted by color. I.e., all colors of glass mixed into one compartment in the containers.
14. “Recyclables Collection” means taking up of all recyclable materials accumulated in containers at designated drop-off centers and the transporting of the recyclable materials to a recycling facility where they can be processed and / or transferred for marketing.
15. “Recyclable Materials” means those “minimum list of materials” identified by the County in Attachment C.
16. “Recycle/Recycling” means the process of collecting, processing and preparing recyclable materials and reusing them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
17. “Recycling Facility” is a general term and means either the County recycling facility a designated private recycling facility.
18. “Rejects” means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
19. “Triggering Event for Renegotiation” means any event that allows either the County or the Contractor to initiate renegotiation of the Contract due to systems changes that may effect costs of services.
20. “Unattended Drop-Off Sites” are designated drop-off centers that do not have staff present whereby residents are asked to unload their own recyclables without supervision. Unattended drop-off sites, in general, are open 24-hours per day, seven days per week, as specified by the County in Attachment B.

ATTACHMENT B - LIST OF DESIGNATED DROP-OFF CENTERS

Site No.	City/Location	Establishment (As Host for Site)	Service Type/Materials ^(b)	Minimum Frequency of Service ^(c)
1.	Aitkin/County Courthouse	Aitkin County	Unattended/Cardboard only	On Call
2.	Aitkin/County Recycling Center	County/Contractor	Attended/Full service	Empty as needed (On-site)
3.	Aitkin/High School	High School	Attended/Full service (For school use only)	On Call
4.	Aitkin/Rippleside Elem School	Elementary School	Attended/Full service (For school use only)	On Call
5.	Hill City	<i>Sonny's Citgo</i> (Hwys 200 & 169)	Attended/Full service	Every other week ^(c)
6.	Hill City School	School	Unattended/Cardboard only (For school use only)	On Call
7.	Long Lake Conservation Reserve	Conservation Reserve	Unattended/Full service	On Call
8.	Malmo	<i>Malmo Conoco</i>	Attended/Full service	Every other week ^(c)
9.	McGrath	1865 Café	Attended/Full service	Every other week ^(c)
10.	McGregor School	School	Unattended/Full service (For school use only)	On Call
11.	Palisade	<i>Palisade Supply</i>	Attended/Full service	Every other week ^(c)
12.	Savanna State Park	MN Dept of Natural Resources	Unattended/Full service (For park guests only)	On Call (Seasonal)

Notes:

- (a) This list of designated drop-off centers was revised by the County in June 2000 to exclude the former sites of Libby Dam and Savanna State Park, and on 2-15-02 to eliminate Jacobson and Tamarack. On 4-23-02 added Savanna State Park and on June 1, 2007 added J&H Transfer Station. 1-1-2011 removed J&H Transfer Station and McGregor Transfer Station. The County reserves the exclusive right to add or subtract designated drop-off centers to be serviced by the Contractor.
- (b) "Full Service" means all County-specified materials collected at this drop-off center (see Attachment C for detailed list).
- (c) Attended drop-off centers collected every other week shall be open a minimum of two (2) hours per collection. The Contractor shall specify exact schedule (i.e., days of the week, hours, etc. for each site) and submit to the County for approval. Severe weather is understood as a permissible exception to this schedule.

<u>Attachment C</u> LIST OF DESIGNATED RECYCLABLE MATERIALS		
Acceptable	Items NOT recyclable	Resident Preparation Instructions
Glass Glass bottles and jars (empty) Holding food and beverages only	Ceramic dishes, Dirty bottles, Bottles with caps Dinner Plates. Ovenware Clay pots Drinking glasses, crystal, broken glass Window panes, mirrors Light bulbs	No need to separate by color Remove lids Rinse to remove residue Do not break glass
Plastic No. 1 thru 6 Plastic bottles (empty – remove caps): Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs	Plastic Bags, screw on lids, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, screw on lids, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap	Remove caps, lids Rinse to remove residue Do not try to recycle more than these types of bottles Throw away caps and lids Throw away all other non-plastic May be mixed with tin and aluminum cans (a)
Cans: Aluminum and Tin Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil	Wire strapping, dirty cans, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids	Rinse to remove residue No need to remove labels May be mixed with plastics (b)

Notes:

- (a) Plastic may be mixed in same recycling container compartment with tin/aluminum cans at discretion of the contractor
- (b) Tin/aluminum cans may be mixed in same recycling container compartment with plastic at discretion of the contractor

Attachment C (continued)
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
<p>Cardboard Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Paperboard (cereal, kleenex, chip and pizza boxes).</p>	<p>Chipboard, packing peanuts, cellulose packing, foil, plastic wrap, egg crate material, milk cartons, wood scraps Waxed or coated cardboard No meat or juice stained cardboard</p>	<p>Flatten boxes Remove plastic or waxed paper liners and all Styrofoam packing materials</p>
<p>Paper Newspaper, magazines, catalogs, phone books Office paper: white or pastel Stationary/typing paper Envelopes: White, gold, brown, post-it notes, computer paper, Adding machine paper Index/tab/time cards, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper)</p>	<p>Blue prints, carbon paper, construction paper, copy paper wrappers, food packaging, Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers Cellophane, foils</p>	<p>Newspaper separate in brown paper bags or bundle with string/twine Magazines separate in brown paper bags or bundle with string/twine Catalogs may be included in same bags with magazines Phone books may be included in same bag with magazines</p>

RECYCLING AGREEMENT

THIS AGREEMENT, is made and entered into this November 23, 2010, by and between the County of Aitkin, a political subdivision of the State of Minnesota, hereinafter "County" and Jeff and Jesse Hooper doing business as J&H Transfer, located at 19149 360th St, McGregor, MN 55760, hereinafter "Contractor".

For the purpose of this Agreement, Jeff and Jesse Hooper, and J&H Transfer shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor under this Agreement, shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.

WITNESSETH:

WHEREAS, County has determined that reduction of the County's solid waste stream through county-wide recycling is in the public interest; and

WHEREAS, representatives of the County and the Contractor have met to negotiate the detailed terms of this Agreement contained herein;

NOW, THEREFORE, in consideration of the mutual promises and agreements herein set forth, the parties agree as follows:

1. **DEFINITIONS:** The terms used within this Contract shall be defined according to the definitions contained in Attachment A: "Program Definitions" (incorporated herein to this Agreement).
2. **CONTRACTOR'S OBLIGATIONS:**
 - A. **Collection** This collection service element of this Agreement pertains to the installation, maintenance and servicing of the drop-off system for collecting recyclables.
 1. **Residential Recyclable Materials** This collection service element is primarily targeted towards the collection of recyclables derived from residents' (both permanent and seasonal) households.
 2. **Collection of Drop-Off Recyclable Materials** This collection service element pertains only to materials deposited by residents and other users at designated drop-off centers as listed in Attachment B. This collection element does not pertain to the collection of materials from residents via "curbside collection" programs (pick-up on a house-to-house, or business-to-business basis) that may be offered by haulers as services to their customers.
 3. **Provide and Maintain Containers** The Contractor shall be responsible for purchase and installation of compartmentalized roll-off containers, or other suitable substitute containers, with adequate capacity and dimensions to serve the collection program needs.
 4. **Servicing Containers** The Contractor shall provide adequate servicing of the drop-off containers. Full containers shall be promptly removed and replaced by empty containers.
 5. **Site Clean-Up** The Contractor shall clean up all material deposited by residents at the designated drop-off site. No material, debris, litter or other form of solid waste resulting from the recycling program shall be left at the site.

The Contractor's employees shall handle all containers with reasonable care to avoid damage, shall replace all containers in an upright position, and shall immediately clean up and dispose of any contents thereof that may be spilled.

6. One-Day Notice for Collection of Unattended Containers The County will require the site host to monitor the unattended recyclables roll-off container(s) to determine when it is full and needs servicing. The site host shall contact the Contractor to request servicing of full container(s). The Contractor shall have one business day from the time of said notice to provide collection of the full container and replacement with an empty container.
7. All Full Roll-Off Containers to be Weighed The Contractor shall weigh all full recycling roll-off containers before unloading to obtain the gross weight of the recyclables. Upon unloading, the Contractor shall then weigh the empty containers to obtain tare weights. A net weight shall be calculated and recorded on the weight ticket.
8. Weights in Other Containers May be Estimated Amounts of recyclables collected in containers other than roll-off boxes (for example, rear-load dumpsters, bins, etc.) may be estimated, rather than weighing each container, using standard industry practices with approval of the County. The methodology for such estimates shall be noted within monthly collection reports.
9. Collection Records The Contractor shall maintain a log of all collection operations by designated drop-off center. Site-by-site data to be collected shall include, but are not limited to: date and time of collection; gross, tare and net weight of recyclables collected; relative fullness of each compartment (e.g., paper compartment 90% full; metals / plastic compartment 100% full; and glass compartment 75% full); notes as to level of contamination in the container by compartment; and notes about overall cleanliness of the site (e.g., illegal dumping, etc.).
10. Monthly and Annual Collection Reports The Contractor shall provide a monthly report to the County including a summary of collection data, in a format specified by the County. Monthly reports shall be due by the 15th of each month for data covering the previous month. Monthly collection reports shall provide site-by-site and total data including, but not limited to: frequency of collection; net weight of recyclables; average fullness by recycling compartment; and generalizations about levels of contamination in the recycling containers.

Monthly and annual collection reports shall provide, at a minimum, data about the source and type of tons collected by the Contractor, including, but not limited to: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside; and Aitkin County non-residential recyclables.

Annual reports shall provide sum totals for each year of data contained in the monthly reports, in a format specified by the County. Annual reports shall be due by February 15 of each year for data covering the previous year.

11. Recycling Route list Contractor must provide the County with a recycling route list if the Contractor is providing curb side collection to residential customers or providing recycling services to commercial establishments.

B. Public Relations / Public Education

1. Brochure The Contractor shall publish a recycling public education brochure that itemizes the list of acceptable and unacceptable materials as specified by the County. The brochure shall also have recyclables preparation instructions for residents. The brochure shall also list the locations and collection schedule for all designated drop-off centers. The Contractor shall provide the County with a draft of the brochure for approval prior to final printing and dissemination.
2. Container Compartment Labels The Contractor shall provide and install labels for each compartment in their recycling container to make clear to residents where each materials belongs. The Contractor shall provide the County with a draft of the compartment labels for approval prior to final printing and installation.

3. Other Public Education Opportunities The Contractor shall be encouraged to seek, develop and implement other public education opportunities to help improve recycling participation, recovery rates and compliance with resident preparation instructions.

C. Processing / Marketing

1. Processing or Transfer of Materials from Drop-Off Centers The Contractor shall specify in writing the intended plan of operations for the recycling facility including, but not limited to: safety, storage (both inside and outside the building), sorting, baling, and other materials handling (e.g., forklift, bobcat, etc.).
2. Marketing of Materials The Contractor shall be responsible for securing end-markets for recyclable materials collected and processed for the duration of this Recycling Agreement.
3. Processing / Marketing of All Recyclables The Contractor shall be responsible for design, installation, and operation of the recyclable materials processing and marketing elements of the recycling system.

Processing / marketing services shall include, but are not limited to: securing purchase commitments from markets (including quality specifications); receiving of materials from drop-off centers, interim storage; shipment to markets; and disposal of process rejects. Costs of rejects disposal shall be the responsibility of the Contractor.

Processing / marketing services may include: transfer without further processing; sorting; and densifying (e.g., baling).

4. Processing / Marketing Data The Contractor shall maintain ongoing records on the amounts in tons of materials processed, transferred, and marketed, including rejects disposed.
5. Monthly and Annual Processing / Marketing Reports The Contractor shall summarize processing / marketing / disposal data in monthly and annual reports to the County. Monthly reports shall be due by the 15th of each month for data covering the previous month.

Monthly and annual processing reports shall provide, at a minimum, data about the source and type of tons processed by: Aitkin County drop-off recyclables collected pursuant to the collection requirements of this Contract; Aitkin County residential recyclables collected curbside; and Aitkin County non-residential recyclable.

Identities of end-markets may be kept confidential if the Contractor submits a written request under the procedures specified in the Minnesota Government Data Practices Act (Minnesota Statutes, Chapter 13). Annual reports shall provide sum totals for each year of data contained in the monthly reports. Annual reports shall be due by February 15 of each year for data covering the previous year.

3. TERM / TERMINATION OF THE CONTRACT

- A. Two Year Term The initial term of this recycling services Contract shall be for two years, with five, one-year extension options. The initial Contract term shall begin January 1, 2011 and expire December 31, 2012.
- B. County's One-Year Extension Options The County may request a one-year contract extension if written notice of such request is received by the Contractor by twelve (12) months prior to current expiration date. Granting requests for contract extensions shall be at the sole discretion of the County and shall not be appealed. Contract extensions will provide for the same service levels and pricing as per this Agreement (with any escalators applied as per Section 5.H).

- C. **County Retains Right to Extend and Postpone Contract Termination Date** The County shall retain the rights to extend the Contract at any time and to postpone the initial Contract termination date, subject to approval by the Contractor.
- D. **Termination of Contract Due to Contractor Default** The County may, after giving Contractor and the surety seven days written notice and to the extent permitted by laws and regulations, terminate the Contract due to Contractor default. Default can include one or more of the following actions by the Contractor:
1. **Failure to Perform** the required work as specified in this Agreement, and fails to correct the deficiency within 30 days after receiving written notice from the County. In addition to other services, if the Contractor repeatedly fails to perform the services itemized in Section 4.J "Liquidated Damages", the Contractor may be deemed to be in default of this Agreement.
 2. **Violation of Any Law or Regulation** of any municipal, county, state or federal laws, rules, regulations, ordinances and specifications.
 3. **Filing for Bankruptcy or Insolvency** If Contractor commences a voluntary case under any chapter of the Bankruptcy Code (Title II, United States Code), as now or hereafter in effect, or if Contractor takes any equivalent or similar action by filing a petition or otherwise under any other federal or state law in effect at such time relating to the bankruptcy or insolvency;

If a petition is filed against Contractor under any chapter of the Bankruptcy Code as now or hereafter in effect at the time of filing, or if a petition is filed seeking any such equivalent or similar relief against Contractor under other federal or state law in effect at the time relating to bankruptcy or insolvency.
 4. **Assignment of this Contract** without the prior written approval of the County.
- E. **Contractor Termination of the Contract Services** Contractor may stop service or terminate the Contract if, through no act or fault of the Contractor, the County Recycling Program is suspended for a period of more than ninety days by the County. Under this circumstance, the Contractor may, upon seven day's written notice to the County, terminate the Agreement and recover from the County payment for completed services.
- F. **Program Re-Evaluation** The design and performance of the program shall be re-evaluated at the one-year and two-year anniversary dates of the Contract. If program changes are recommended by the County or Contractor that significantly affect service costs, this will be considered a triggering event for renegotiation.

4. **LEGAL AND INSURANCE REQUIREMENTS**

- A. **Ownership and Responsibility of Material** Upon collection from the designated drop-off sites, all material in and immediately around the containers (recyclables and contaminants) becomes the property and responsibility of the Contractor.
- B. **Indemnification** The Contractor shall indemnify and hold harmless the County and its officials, agents, and employees from and against all claims, damages, losses, and expenses, including attorney's fees, which the County may suffer or for which it may be held liable, arising out of or resulting from the Contractor's or his agent's or employee's actions or negligence in the performance of this Contract. Prior to the commencement of the Contract, the Contractor shall furnish the County certificates or copies of these policies of insurance in force.

Compliance by the Contractor with the foregoing requirements to carry insurance and furnish certificates thereof shall not relieve the Contractor from liability assumed under any provisions of this Contract.

- C. **Independent Contractor** The Contractor shall be deemed an independent Contractor, and not an employee of the County. Any and all employees, members or associates of the Contractor or other persons, while engaged in the work or services required to be performed by the Contractor, per this Agreement shall not be considered employees of the County. Any and all claims that may or might arise on behalf of said employees or other persons as a consequence of any act or omission on the part of said employees or the Contractor shall in no way be the obligation or responsibility of the County.
- D. **Worker's Compensation Insurance** The Contractor shall provide and maintain worker's compensation insurance as required by law.
- E. **Comprehensive General Liability Insurance** Contractor shall provide and maintain at all times while this Contract is in effect Comprehensive General Liability Insurance insuring against liability imposed by law for bodily injury or death, in the minimum sum of \$1,500,000 any one person and in the minimum sum of \$1,500,000 for two or more persons for the same occurrence, and for damage of property in the minimum sum of \$500,000. The County of Aitkin shall be named a coinsured on said policy for incidents arising out of the Contractor's performance of this Agreement, which shall provide that the coverage may not be terminated or changed by the insurer except upon ten days written notice to the County Auditor. All endorsements shall apply to both bodily injury or death and property damage coverages. The Contractor is also required to provide no fault motor vehicle insurance with regard to all motor vehicles used in carrying out the terms of this Contract, in the same amounts specified.
- F. **Auditing** The Contractor shall allow the County to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this recycling program.
- The Contractor shall also allow the Legislative Auditor or the State Auditor as appropriate to examine Contractor's books, records, documents, and accounting procedures and practices relevant to this Contract.
- G. **Non-Discrimination** Contractor agrees that Contractor shall not discriminate against any employee, applicant for employment or other person, supplier, or contractor because of race, color, religion, sex, marital status, national origin, disability or public assistance.
- H. **Assignment and Subcontracting** Neither the County nor the Contractor shall assign the Agreement, or any part thereof, nor shall either the County or the Contractor sub-contract this Agreement or any part thereof without the prior written approval of the other party.
- The Contractor may not assign any parts of this Agreement via sale, merger or acquisition of the Contractor's company without the prior written approval of the County. The County, at its sole discretion, may elect to fully enforce the provisions of the Contract, rebid or renegotiate the Contract if the Contractor sells, merges or is acquired. The County shall specify its decision and schedule for how to continue the recycling services as specified in this Agreement within its written response to the Contractor.
- I. **Compliance with All Laws, Rules, Regulations and Licensing Requirements** The Contractor shall comply with all municipal, county, state and federal laws, regulations, ordinances and specifications. The Contractor shall be licensed by Aitkin County as a solid waste hauler and shall pay the required annual County license fees. The Contractor shall obtain all other required municipal and county licenses necessary to collect, handle, store, process, transfer, remove, transport or dispose of solid waste within Aitkin County.
- J. **Liquidated Damages** The County and Contractor agree, in addition to any other remedies available to the County, the County may withhold payment from the Contractor in the amounts specified below as liquidated damages for failure of the Contractor to fulfill its obligations:

1. Failure to service and collect full drop-off containers within the one business day limit as specified in Section 2.A.4 (“Servicing Containers”) and Section 2.A.6 (“One-Day Notice for Collection of Unattended Containers”) - \$100 per incident
 2. Failure to provide monthly and annual reports as specified within Sections 2.A.10 and 2.C.5 - \$200 per incident.
 3. Failure to respond to legitimate service complaints in a reasonable, professional and timely manner - \$50 per incident.
 4. These amounts are liquidated damages for losses suffered by the County, and not a penalty.
- K. Dispute Resolution Process** The County and the Contractor agree to first use the following process to resolve disputes about issues related to the performance of this Contract. If an issue arises requiring resolution, either party shall initiate this dispute resolution process by notifying the other party and scheduling a meeting. The meeting shall serve as a fact finding opportunity to identify the issue, clarify the problem, review this Contract provisions relating to the issue, discuss alternative remedies, and agree upon a means of dispute resolution. The parties shall make a good faith effort to complete the agreed-upon tasks within 30 days of the initial dispute resolution meeting, or specify an alternative schedule and deadline for resolving the issue. This dispute resolution process shall be considered as one alternative to the County declaring the Contractor in default as per Section 3.D of this Agreement. Nothing in this Contract section, Dispute Resolution Process, shall be construed or implied to reduce, eliminate or otherwise affect the rights of the County to use any and all other means of legal remedies.
- L. Contact Persons for Legal Notices** The Contractor identifies Jeff Hooper, who shall be designated to receive all notices and communications on behalf of the contracting parties with regard to the Contract. Written notice required to be provided to the County pursuant to this Agreement shall be provided to the County Solid Waste Administrator, Department of Environmental Services, 209 2nd St NW, Aitkin, MN 56431. Written notice required to be provided to the Contractor pursuant to this Agreement shall be provided to Jeff Hooper 19149 360th St, McGregor, MN 55760.
- M. Disposal of Reject Materials** Reject materials shall be disposed of by the Contractor at a permitted facility and will be subject to any applicable tipping fees.
- N. Performance** Contractor shall see that all work done pursuant to this Agreement is accomplished with work forces and equipment which are adequate to insure the satisfactory collection and disposal of said materials at all times. Failure to perform may be excused only by adverse conditions caused by weather or similar hindrances which on other work might be regarded as “acts of providence”.
- O. Conflict of Interest** Neither the Contractor nor its employees either presently have, nor shall acquire interest, direct or indirect, in the Contract in any manner forbidden by law. No County official, or deputy or clerk or employee of such official, shall be directly or indirectly interested in this Contract.
- P. Severability** This Agreement is subject to the laws of the United States of America, the State of Minnesota and Ordinances of the County of Aitkin. In the event that any provision of this Agreement shall be held to be contrary to law or Ordinance by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision or provisions shall be voided. All other terms and conditions of the Agreement shall continue in full force and effect. The voided provision or provisions may be renegotiated at the written request of either party to this Agreement.

- Q. **Governing Law** This Agreement shall be deemed to be a contract made in the State of Minnesota and shall be interpreted and construed in all respects in accordance with the laws of the State of Minnesota applicable to contracts wholly to be performed therein.
- R. **Modification** Any alterations, variations, modification or waivers of the provisions of this Agreement shall only be valid when they have been reduced to writing, signed by the authorized representatives of the County and Contractor and attached to this Agreement.
- S. **Integration** The Parties agree that the entire Agreement between the Parties is contained herein and that this Agreement, including any and all exhibits attached hereto, supercede all oral Agreements and negotiations between the Parties relating to the subject matter hereof, as well as any previous agreements between the Contractor and the County or either of them relating to the subject matter hereof.

5. **PAYMENTS AND RECORDS**

- A. **Monthly Invoices** The Contractor shall submit monthly invoice statements for payments for services rendered, said statements to be submitted to the Aitkin County Department of Environmental Services.
- B. **Service Components** Monthly invoices shall specify the following level of services:
Processing Fee for Aitkin County Residential Recyclables Processed The County shall pay the Contractor for processing and marketing of recyclables from Aitkin County only. Material collected from outside Aitkin County shall not be eligible for payment.
- C. **Payment for Services** The County shall pay the Contractors for services rendered as invoiced upon successful completion of all services required, including, but not limited to, monthly reports as specified above in this Contract in sections 2.A.10 and 2.C.5.
- D. **Compensation / Prices for Contract Services** The County and the Contractor agree that the following prices and revenue share shall be paid by the County and credited back to the County from the Contractor:
Processing price for contracted processing services = \$45 per ton
Less Revenue Risk Share = 0% of revenue from material sales from all tons processed.
- E. **Data Practices** The Contractor shall designate a management official as the responsible authority for the Contractor. Records of the Contractor established, maintained and preserved to the Contract shall be maintained and administered in accordance with the requirements of the Minnesota Government Data practices Act. Contractor designates Jeff Hooper to be the responsible authority.
- G. **County Record of Complaints** Complaints on service received by the County will be recorded in writing listing time, date, and name along with the address and telephone number of the person making the complaint on forms furnished by the County. A written copy of the complaint listing the nature of complaint and corrective action recommended by the County, shall be submitted to the Contractor. Monthly reports to the County by the Contractor shall identify the complaint and follow-up action taken.
- H. **Adjustments** Processing (per ton) fees established in Section 5.D above shall be annually adjusted on January 1st to reflect a similar rate paid to Garrison Disposal for the preceding year (processing fee less revenue share/per ton).

In Witness whereof, the Parties hereto set their hands.

By the duly elected or appointed representatives of **AITKIN COUNTY**:

_____ BOARD OF COMMISSIONERS, CHAIRPERSON	_____ Date
_____ AUDITOR	_____ Date
_____ DIRECTOR OF ENVIRONMENTAL SERVICES DEPARTMENT	_____ Date
_____ AITKIN COUNTY ATTORNEY	_____ Date

By the duly appointed representatives of the **CONTRACTOR**.

The Contractor acknowledges by his/her signature on this document that the Contractor has received a copy of this Contract and is in full agreement with the terms as imposed upon the Contractor by this Agreement and that the Contractor will comply with those terms and conditions.

_____ Jeff Hooper, Owner and President	_____ Date
---	---------------

Attachment A
PROGRAM DEFINITIONS

1. “Attended Drop-Off Sites” means designated drop-off centers that have staff to supervise and assist residents with recyclables unloading and depositing into the containers (see Attachment B).
2. “Containers” means compartmentalized, covered roll-off boxes with sufficient compartments to allow separate collection of the recyclable materials specified herein.

Other suitable types of container systems may be substituted for roll-off boxes (e.g., rear load dumpsters). Substitute types of containers must be specified in the proposal and must provide: adequate covering to prevent littering and precipitation from getting into the materials; adequate capacity; and ease of access by residents to deposit recyclable materials (e.g., unloading height not too high).

3. “Contamination” or “Contaminants” means incorrect materials deposited in the containers that are not acceptable as recyclables as defined by the County.
4. “Contractor” means the County’s contracted recycling service vendor as per this Agreement.
5. “Designated Drop-Off Center” means a specified facility for storage of recyclable materials. These facilities may be attended or unattended and will be located at site locations and schedules as specified by the County.

Attachment B is the current list of designated drop-off centers, including description of specific site locations and schedules of operations.

6. “End Markets” means the final manufacturing plant or business where the processed recyclables are sold to make a new product (for example, mills). Brokers, intermediate processors and other recycling material reclaimers are not considered end-markets.
7. “Markets” for recyclable material include any person or company that buys (or charges) for recycling of specified materials. “Markets” may include, but are not limited to: end-markets, intermediate processors, brokers and other recycling material reclaimers.
8. “Recyclables Collection” means taking up of all recyclable materials accumulated in containers at designated drop-off centers and the transporting of the recyclable materials to a recycling facility where they can be processed and / or transferred for marketing.
9. “Recyclable Materials” means those “minimum list of materials” identified by the County in Attachment C.
10. “Recycle/Recycling” means the process of collecting, processing and preparing recyclable materials and reusing them in manufacturing processes that do not cause the destruction of recyclable materials in a manner that precludes further use.
11. “Recycling Facility” is a general term means a designated private recycling facility.
12. “Rejects” means materials that, after processing by the Contractor, are not marketable as recyclables and must be disposed as mixed municipal solid waste.
13. “Triggering Event for Renegotiation” means any event that allows either the County or the Contractor to initiate renegotiation of the Contract due to systems changes that may effect costs of services.
14. “Unattended Drop-Off Sites” are designated drop-off centers that do not have staff present whereby residents are asked to unload their own recyclables without supervision.

Attachment B

LIST OF DESIGNATED RECYCLABLES			
Location	Establishment (As Host for Site)	Service Type/Materials ^(a)	Minimum Frequency of Service
McGregor Transfer Station	J&H Transfer Station	Attended/Full service	On Call
J&H Transfer Station	J&H Transfer Station	Attended/Full service	On Call

Notes:

(a) "Full Service" means all County-specified materials collected at this drop-off center (see Attachment C for detailed list).

Attachment C
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
Glass Glass bottles and jars (empty) Holding food and beverages only	Ceramic dishes, Dirty bottles, Bottles with caps Dinner Plates. Ovenware Clay pots Drinking glasses, crystal, broken glass Window panes, mirrors Light bulbs	No need to separate by color Remove lids Rinse to remove residue Do not break glass
Plastic No. 1 thru 6 Plastic bottles (empty – remove caps): Milk, pop, beverage containers, Laundry Soap, cool whip and butter tubs	Plastic Bags, screw on lids, Any type of plastic film Pails, tubs, plates, plastic cups, bowls, caps, lids, Ketchup cups Plastic utensils, screw on lids, dirty bottles, rubber products, Styrofoam cups and packing materials, polyvinyl sheeting, heat shrink wrap	Remove caps, lids Rinse to remove residue Do not try to recycle more than these types of bottles Throw away caps and lids Throw away all other non-plastic May be mixed with tin and aluminum cans (a)
Cans: Aluminum and Tin Steel/tin cans Aluminum cans (emptied) Aluminum pie and meat tins Aluminum foil	Wire strapping, dirty cans, cardboard cans, appliances, power tools or batteries, metalized-look plastics, screw-on lids	Rinse to remove residue No need to remove labels May be mixed with plastics (b)

Notes:

- (a) Plastic may be mixed in same recycling container compartment with tin/aluminum cans at discretion of the contractor
- (b) Tin/aluminum cans may be mixed in same recycling container compartment with plastic at discretion of the contractor

Attachment C (continued)
LIST OF DESIGNATED RECYCLABLE MATERIALS

Acceptable	Items NOT recyclable	Resident Preparation Instructions
<p>Cardboard Corrugated cardboard (cardboard from boxes with fluted center and two side panels) Paperboard (cereal, kleenex, chip and pizza boxes).</p>	<p>Chipboard, packing peanuts, cellulose packing, foil, plastic wrap, egg crate material, milk cartons, wood scraps Waxed or coated cardboard No meat or juice stained cardboard</p>	<p>Flatten boxes Remove plastic or waxed paper liners and all Styrofoam packing materials</p>
<p>Paper Newspaper, magazines, catalogs, phone books Office paper: white or pastel Stationary/typing paper Envelopes: White, gold, brown, post-it notes, computer paper, Adding machine paper Index/tab/time cards, manila folders, note paper, thermal fax paper, NCR (carbonless copy-through paper)</p>	<p>Blue prints, carbon paper, construction paper, copy paper wrappers, food packaging, Metal bindings, plastic covers, Puzzle books, comic books, Rubber bands, paper clips, Adhesive labels and stickers Cellophane, foils</p>	<p>Newspaper separate in brown paper bags or bundle with string/twine Magazines separate in brown paper bags or bundle with string/twine Catalogs may be included in same bags with magazines Phone books may be included in same bag with magazines</p>

C:\solidwaste\recyclcontractJ&H2011

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 4, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Household Hazardous Waste Agreement

Requested Meeting Date: February 12, 2013 Estimated Presentation Time: N/A

Presenter: N/A

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, 391-5001
- Expenditure line account # for this item is: 391-6231

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

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



Supporting Attachment(s)


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

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

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



MEMORANDUM

DATE: February 4, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Renew Household Hazardous Waste (HHW) Agreement with the Western Lake Superior Sanitary District (WLSSD)

Enclosed is an Agreement with the WLSSD for providing HHW services to Aitkin County. This is a renewal of the existing Agreement which expired on December 31, 2012. County Attorney, Jim Ratz has reviewed and approved of the Agreement (see attached e-mail). The funding, fee's and duties for Aitkin County remain unchanged from the existing Agreement.

I recommend the Aitkin County Board of Commissioners approve of continuing the Agreement with the WLSSD and authorize the County Board Chair and Auditor to sign the Agreement.

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

enclosures

c:\ctybrd\ctybrd2013

Terry Neff

Subject: FW: Aitkin-WLSSD Joint Powers Agreement 1-22-12

From: Jim Ratz [<mailto:jratz@co.aitkin.mn.us>]
Sent: Thursday, January 31, 2013 4:44 PM
To: 'Terry Neff'
Subject: RE: Aitkin-WLSSD Joint Powers Agreement 1-22-12

Terry,

I have reviewed the above-referenced agreement, and find it to be proper as to form. I would note one extremely minor edit: In section 14, first paragraph, "/her" should be deleted.

Thanks,
Jim

Terry Neff

From: Heidi Ringhofer [Heidi.Ringhofer@wlssd.com]
Sent: Monday, February 04, 2013 6:39 AM
To: Terry Neff
Subject: RE: Emailing: Lake-WLSSD Joint Powers Agreement 1-22-12

Hi Terry

This should remain in the agreement in case you leave, a she replaces you and then maybe she would be replaced with a he. The agreement goes for 5 years.

Sound okay?
Heidi

-----Original Message-----

From: Terry Neff [<mailto:tneff@co.aitkin.mn.us>]
Sent: Friday, February 01, 2013 7:43 AM
To: Heidi Ringhofer
Subject: RE: Emailing: Lake-WLSSD Joint Powers Agreement 1-22-12

Heidi,

In the agreement our County Attorney found one very minor edit change to make, in Section 14 first paragraph /her should be eliminated. Can you make the change and send me another copy. I will have the Board Chair sign the document and send you the copies.

Thanks!

Terry Neff
Environmental Services Director
209 2nd St NW Rm 100
Aitkin, MN 56431
218.927.7342

**WESTERN LAKE SUPERIOR SANITARY DISTRICT
JOINT POWERS AGREEMENT
FOR THE OPERATION OF A HOUSEHOLD HAZARDOUS WASTE PROGRAM**

This Joint Powers Agreement (the "Agreement") is between **Western Lake Superior Sanitary District** ("WLSSD"), which has offices at 2626 Courtland Street, Duluth, MN 55806 (hereinafter the "District"), and Aitkin County, which has offices at 209 Second Street NW Room 118, Aitkin, MN 56431 (hereinafter the "County/CO").

Recitals

WHEREAS, This Agreement is made under the District's and County's authority in Minn. Stat. § 471.59 and Minn. Stat. Ch. 400 and 458D.

WHEREAS, The Minnesota Pollution Control Agency ("MPCA") is required by Minn. Stat. § 115A.96 to establish a statewide program to manage household hazardous wastes ("HHW"). Minn. Stat. § 115A.96, Subd. 3, provides that the statewide HHW program may be provided directly by the State or by contract with public or private entities.

WHEREAS, The District has partnered with the MPCA to provide a HHW program that furthers the goals of protecting the environment and the public health as articulated in the Waste Management Act and the State's, District's and County's Solid Waste Plans pursuant to a Joint Powers Agreement effective January 3, 2013 (the "State Agreement"). County is a Co-Sponsoring County within its jurisdiction. The District and County will comply with the terms of this Agreement and all applicable Federal, State and local rules, regulations, ordinances and permit conditions and provide environmentally sound and safe management options for Program Wastes and encourage, to the extent feasible, reduction, reuse, recycling and safe storage and management of Program Wastes.

WHEREAS, the parties wish to allocate the risks and responsibilities resulting from operation of the HHW program, and to incorporate the provisions of Minn. Stat. § 115A.96, Subd. 7, into this Agreement.

NOW, THEREFORE, The parties, for valuable consideration received, make the following Agreement:

1 Definitions

Terms as used in this Agreement shall have the following meanings:

- 1.1 Authorized Facility or Authorized Facilities.** A facility or facilities authorized by the State to store, blend, treat, reclaim, recycle, incinerate or dispose of Program Waste in accordance with State Contracts.
- 1.2 Base Funding.** Annual funding provided to the HHW programs by the State.
- 1.3 Co-Sponsoring /County (CO).** A county or other governmental unit located partially or completely within the Service Area or Regional Program that has signed an agreement for participation in the Program.

- 1.4 **Electronic Waste.** Devices containing complex circuitry, circuit boards and/or signal processing capabilities for processing and/or displaying information. Electronic waste may include, but is not limited to, computers and computer peripherals and laboratory, communications, audio, video and office equipment.
- 1.5 **Event Collection.** An Event Collection is a collection site temporarily designed and set up to safely and efficiently collect and package Program Wastes for reuse or for transportation to a permanent Management Facility or a permitted waste management facility.
- 1.6 **Hazardous Waste.** Waste as defined in Minn. Stat. § 116.06, Subd. 11.
- 1.7 **Household.** Household as defined in Minn. Stat. § 115A.96, Subd. 1 (a).
- 1.8 **Household Hazardous Waste (HHW).** Waste as defined in Minn. Stat. § 115A.96, Subd. 1(b).
- 1.9 **ID Number.** The site-specific identification number that the State obtains for the Program.
- 1.10 **Management Facility.** One or more permanent, temporary, mobile, satellite, or event collection sites located in the Service Area that accept Program Wastes for proper collection, management and storage. A Management Facility may be publicly or privately owned and/or operated.
- 1.11 **Optional Program Wastes.** Wastes listed in Clause 6.3 of this Agreement.
- 1.12 **Product Stewardship.** A product-centered approach to environmental protection that calls on those in the product life cycle - manufacturers, retailers, users, and disposers - to share responsibility for reducing the environmental impacts of products.
- 1.13 **Program.** The Program operated by the District and the County to implement Minn. Stat. § 115A.96, pursuant to this Agreement, which shall include the following major elements: (1) a HHW education and waste reduction program; and (2) a Management Facility or Facilities.
- 1.14 **Program Wastes.** HHW and Optional Program Wastes listed in Clause 6.3 of this Agreement.
- 1.15 **Reciprocal Use Agreements.** Agreements entered into by the Program allowing use of a Management Facility for Program Waste generated outside the Service Area.
- 1.16 **Regional Program.** The Program operated by the District.

- 1.17 Regional/ Sponsor Organization (SO).** The District which has a contract with the State to operate a Program.
- 1.18 Service Area.** The area included within the boundaries of the Regional Program.
- 1.19 State.** The State of Minnesota acting through the Minnesota Pollution Control Agency.
- 1.20 State Contracts.** Contracts entered into by the State and that are made available for the management of Program Wastes. These include: H-69(5) Hazardous Waste Management; H-79(5) Fluorescent Lamp, Lamp Ballast and Mercury Containing Materials and Residuals Transportation and Management; H-90(5) Used Electronic and Electronic Component Recycling and Management; and H-94(5) Used Oil, Filter, Absorbent and Antifreeze Management.
- 1.21 State Contractor Services.** Waste management services performed for Program activities and made available by the State through its contracts with waste management firms. Waste management services include supplying materials, receiving and sorting Program Wastes, packaging, repackaging, consulting, training, sampling, analysis, treatment, transportation, storage, recycling, processing and disposal.
- 1.22 State Hazardous Waste Rules.** The Minnesota Pollution Control Agency Rules, Chapters 7045 and 7001.
- 1.23 State's Authorized Transporter.** A transporter authorized to provide transportation or waste management services pursuant to a State Contract for transportation or management of Program Wastes as referred to in Minn. Stat. § 115A.96, Subd. 7.
- 1.24 Supplemental Funding.** Funding from the State in addition to the Base Funding.
- 1.25 Universal Waste.** Universal Waste has the meaning given at Code of Federal Regulations, title 40, section 273.9. Minnesota adopted the Federal Universal Waste Regulations in accordance with MN Rules, Chapter 7045.1400.
- 1.26 VSQG or Very Small Quantity Generator.** A Hazardous Waste generator which is classified as a VSQG in accordance with Minn. Rules pt. 7045.0206, and which has not lost VSQG status due to quantity of generation or over-accumulation.
- 1.27 VSQG Wastes.** Hazardous Wastes generated by a VSQG.

2 Term of Agreement

- 2.1 Effective date: As of January 3, 2013.**
- 2.2 Expiration date: December 31, 2017,** unless earlier terminated by law or in accordance with Clause 22 or 23 of this Agreement. It is the intent of the parties that termination or expiration of this Agreement shall not relieve the parties of the obligations assumed

under this Agreement that occur after termination or expiration, including without limitation, the obligations to properly close the Management Facility or Facilities, to pay costs incurred during the term of this Agreement and to defend, indemnify and hold harmless pursuant to Clause 19 of this Agreement.

3 Payment, Reporting and Funding

3.1 Annual Reporting. The State will provide electronic copies of the Participation, Program Cost and Waste Management Report forms (Report) to the District. The District will forward the Report to the County and instruct it on how to complete the Report. The District will collect Reports from the County and verify that the Reports are complete and that the participation totals are accurate.

Participation will be determined by the District and will be based on the Form and Reports submitted in accordance with Clause 3.1 of this Agreement. Qualified Participating Households are as follows:

- Only participants delivering residential Household Hazardous Waste generated within Minnesota to a Regional Program or County will be counted as households.
- One participant will be credited for the waste from one household. If more than one household is included in a delivery to a facility or collection, the actual number of households may be counted, provided proper documentation is kept.
- Each of the multiple deliveries from the same participant within a calendar year may be counted.
- Participants that deliver only one or more of the following wastes will not be counted: batteries, elemental mercury containing devices, antifreeze, circuit boards, PCB ballasts, CRTs and other electronic devices, fluorescent lamps, used motor oil and filters, mercury thermometers from dedicated thermometer exchange events, compressed gas cylinders, pharmaceuticals, sharps, ammunition and/or fireworks.
- Participants that only come to remove items from product exchange shelves will not be counted.
- Waste that is abandoned at a facility or collection may be counted as one participant if properly documented. No more than 5% of total participation may be accounted for in this manner.
- Participants from HHW collection efforts related to natural disasters will be evaluated by the State for qualification on a case-by-case basis.
- Business Waste will not be counted.

The Form and Reports submitted as of March 1 will be considered final. If the County does not submit Reports to the District on or before March 1, the County will not be eligible for the Stipend Amounts for that fiscal year. The District will review and confirm the participation numbers received from each County and pay the Stipend Amount to the County as made available by the State.

The District shall compile and prepare reports including the information received from the County which will be available to the public in accordance with Clause 15 of this Agreement. The District shall provide the County with a copy of any reports it prepares for the legislature or other entities that includes data submitted by the County. The District shall compile and prepare reports summarizing information received on the Regional Program, subject to the limitations of the District's database, available staff time and the quality of report data received from Co-Sponsoring Counties.

- 3.2 Fees Paid By County.** The County will pay to the District an Annual Fee for Household Hazardous Waste Management assistance received from the District. The Annual Fee is calculated as follows:

$$\text{Annual fee} = \text{annual WLSSD administrative cost per household} \times \text{County annual participation in Local Program.}$$

For purposes of this Agreement, the annual WLSSD administrative cost per household is calculated by dividing the total cost of the WLSSD HHW Program, excluding disposal costs, by the total number of households participating in the HHW Program within the region. In exchange for the Annual Fee, the County will receive the services set forth in the District-County Contract as follows.

- a. VSQG (Clean Shop) Collection Events. The County may request VSQG mobile collection event(s) each year to be operated and scheduled in accordance with the District-County Contract under the fees paid by the County as listed in Attachment A. Fee will be refunded within 30 days with a 14 day cancellation notice before the scheduled date of the event.
- b. HHW Collection Events. The County may request HHW Mobile Collection Events each year by February 15 annually in accordance with the District-County Contract. Fees for these collections will be billed on a per household basis after the scheduled collection count as listed in Attachment A as listed in the attached agreement. The County must provide a 14 day cancellation notice before the scheduled date of the event.
- c. Staffing. The County may request staffing services on an hourly rate as listed in Attachment A.
- d. The current rate of Internal Revenue Service (IRS) will be charged for all mileage for mobile collections or special services.
- e. Disposal Costs. The District will bill the County for the County's pro-rata share of the costs of disposal of all Program Waste disposed of at the Regional Facility that is billed to the District by the Contractor.

f. Unspecified Expenses. All expenses incurred by the County in operating the CO Program as required under this contract, excluding those for which the District will provide payment pursuant hereto, shall be paid by the County.

Residents from within the Co-sponsoring Service Area may deliver Household Hazardous Waste to the District HHW Facility, and such waste will be accepted by WLSSD as an additional service covered by the Annual Fee. This delivery of waste will be counted as a participant in the program of the District, and will not be included for purposes of calculating the County annual participation.

3.3 Assumption. For purposes of this Agreement, calculations in this Agreement will be based on County participation numbers and WLSSD administrative costs for the previous year.

3.4 Payment of Base and Supplemental Stipends. Under the District funding agreement with the State, the District may receive base funding and supplemental funding stipends from the State. In order to receive a portion of the base and supplemental stipends, the County must operate its programs in accordance with the terms of the District-County Contract.

a. **Available Funding.** Program funding from the District is contingent upon available State funding for Local Program activities, and the District shall have no obligation to provide funds to the County unless it has received such funds from the State. No minimum payment is guaranteed by the District.

b. **Payment of Stipends.** The District shall distribute stipends to the County in accordance with this Agreement within 45 days after the District has received funds from the State.

c. **Stipend Distribution.**

i. **Base Stipend.** The first portion of the base stipend will be distributed with each County and the District receiving an equal share of up to \$1000 ("Equal Stipend"). Any remaining Base Stipend will be disbursed based on the following formula:

Annual stipend = (State Base Stipend - Total Equal Stipend to all COs and District) ÷ [households in region] x [households in CO Service Area].

ii. **Co-sponsoring Program Operation and Waste Management Stipend and Supplemental Stipends.** received from the State by the District for program operation and waste management ("O&M Stipend") will be distributed based on the following formula:

Annual stipend = (State Participation Stipend ÷ total regional participation) x annual HHW participants in CO Service Area.

3.5 County Payment. The County shall remit payment to the District within thirty (30) days after receiving any bill from the District. The County shall send payment to District's billing address as follows:

Western Lake Superior Sanitary District
2626 Courtland Street
Duluth, MN 55806-1894

3.6 Contractor Services Payment. Contractor Services are waste management services which are performed for the County by a contractor made available by the State through its contracts with waste management firms. The County may receive Contractor Services directly through the state contract without using the District. The County shall promptly pay the Contractor for authorized services that are directly billed by the Contractor to the County.

3.7 Billing By District. By April 1 of each year, the District will bill the County for the Annual Service Fee and any scheduled Clean Shop Events. All other mobile events and services will be billed to the County after the services have been rendered.

4 Education and Waste Reduction Program

The County shall operate an education and waste reduction program in coordination with the State and in accordance with Minn. Stat. § 115A.96, Subd. 6 (a). The purpose of the program is to assist and inform the public concerning the proper management, identification and reduction of Program Wastes. The District shall make education and waste reduction materials available to the County.

5 Program Operations and Training

5.1 Training. The State and the District have jointly developed a training program that may be accessed by the District and the County.

5.2 Standard Operating Procedures. The State has worked with the District to develop and make available generic standard operating procedures. The District has developed Program specific standard operating procedures based on the generic standards available on the MPCA's website. The Program specific standards are not less restrictive than the generic standards.

6 Waste Acceptance and Management

6.1 The County shall provide for the operation of Management Facilities in accordance with this Agreement and all applicable rules, regulations, standards, and permit requirements. If a Management Facility is privately owned or operated, the County shall require the private owner or operator to meet the conditions and requirements set forth in this Agreement.

- 6.2 The County shall collect, store or otherwise manage HHW and may collect, store or otherwise manage Optional Program Wastes listed in Clause 6.3 below upon obtaining all applicable governmental approvals. The County may manage any waste listed below and commingle said wastes with HHW and manage said wastes under the ID Number acquired by the State. The State shall complete the “Notification of Regulated Waste Activity” form and acquire the ID Number solely in the name of the State for each Management Facility that requires an ID Number. The ID Number shall be used for transportation and disposal of all Program Wastes collected at a Management Facility. The County may also choose to obtain or retain its own ID Numbers for its Management Facilities if the wastes are managed in accordance with this Agreement and all applicable rules, regulations, permits and policies.
- 6.3 Program Wastes which may be accepted and commingled with HHW and which may be shipped under the State’s ID Number include:
- (a) HHW generated outside the service area and which is accepted in accordance with Minn. Rules pt. 7045.0310, subp 6;
 - (b) Hazardous wastes generated by a VSQG;
 - (c) Abandoned wastes that the District agrees to manage;
 - (d) Federal Universal Waste, defined in the Code of Federal Regulations, title 40, section 273.9, and in MN Rules 7045.1400 including: fluorescent or high-intensity discharge lamps, mercury-containing devices, pesticides, and batteries, and any additional waste streams added to the Federal Universal Waste list that are adopted by the State during the term of this Agreement;
 - (e) Electronic Waste; and
 - (f) Latex wastes, used oil and used oil filters, antifreeze and any other wastes managed under the State Contracts listed in 1.20.
- 6.4 At the expiration of this Agreement, or at the time of cancelation of this Agreement by either party, the County and its contractor shall cease to use the ID Number acquired by the State. If Hazardous Waste will no longer be manifested from the Management Facility, the State will cancel the ID Number. If the County plans to continue to manifest Hazardous Waste from a Management Facility, the County shall, within 7 days of cancellation or non-renewal, submit a “Subsequent Notification” form to the entity authorized to assign ID Numbers. The County shall provide, to the District’s Authorized Representative, documentation confirming that the number has been reassigned within 30 days of expiration or cancellation of this Agreement.
- 6.5 Nothing in this Agreement is intended to preclude the collection, management or storage of waste which is not Program Wastes at the Management Facility, provided that the County neither commingles the waste with Program Wastes nor uses the State’s ID Number when shipping said waste.
- 6.6 Specific allocation of duties can be found in Attachment B.

7 **Manifesting**

In the event that the County has direct pick up of waste, the County shall provide written documentation to the State demonstrating that its staff and its contractor's staff have been certified by their employer to sign manifests in accordance with DOT regulations 49 CFR 172.704. The County shall also provide documentation to the State demonstrating that its staff and its contractor's staff have been trained and certified to sign manifests in accordance with applicable Hazardous Waste regulations. Documentation shall be in the form of a letter from the employer to the State's Authorized Representative that confirms that staff are certified and trained and shall be signed by the County's Authorized Representative. Documentation shall be maintained in accordance with Clause 20 of this Agreement. County and contractor staff shall not sign manifests prior to submitting documentation to the MPCA. Waste shipped on a manifest signed by County or contractor staff for which documentation has not been submitted prior to signature shall not be covered by the indemnification provided in Clause 19.2 of this Agreement.

The County shall submit signed manifest copies to regulatory agencies in accordance with applicable manifesting regulations and shall retain copies of manifests as specified in Clause 20 of this Agreement. The County shall notify the District's Authorized Representative if manifest copies are not received from the transporter or receiving facility in accordance with Minn. Rules Parts 7045.0351 through 7045.0397. If a Management Facility is privately operated, the County shall include a provision in its contract with the private operator that requires the operator to notify the State's Authorized Representative if manifest copies are not received from the transporter or receiving facility in accordance with Minn. Rules, Parts 7045.0351 through 7045.0397.

8 **Approval to Store Waste More than 90 Days or Receive Waste from another Management Facility**

In accordance with Minn. Rules, pt. 7045.0310, subp. 6, the County may request, in writing, approval to store Program Wastes for more than 90 days or to accept Program Wastes from other Management Facilities. The County shall not store Program Wastes for more than 90 days and/or accept Program Wastes from other Management Facilities until written approval has been received.

9 **Alternative Management of Program Wastes**

In accordance with Minn. Rules, pt. 7045.0310, subp. 7, the County may request, in writing, State approval to treat Program Wastes on-site or manage Program Wastes at a facility not regulated pursuant to Minn. Rules pts. 7045.0208, subp. 1, or 7045.0310 (alternative management facility). The County shall not treat Program Wastes on-site or deliver Program Wastes to an alternative management facility until written approval is received from the State.

Treatment and alternative facility management methods which do not require approval of the State are: reuse, bulking of paints (including paint in aerosol containers), solvents, fuels, adhesives, used or waste oil and antifreeze; management of any waste that does not exhibit the characteristics of or is not listed as a hazardous waste under rules; and any specific management method previously approved in writing by the State for the Program.

10 State Contractor Services

- 10.1 The State, through its State Contracts, shall provide for the management, transportation and disposal of Program Wastes from the time that the Program Wastes come into the possession of a State's Authorized Transporter. The State shall manage all risks associated with the management, transportation and disposal of Program Wastes, from the time that Program Wastes come into possession of the State's Authorized Transporter, and any time thereafter, to avoid liability to the District and County. Said management, transportation and disposal shall be in accordance with all applicable rules, regulations, standards, permit requirements, and this Agreement.
- 10.2 The State shall make available to the District and County, State Contractor Services and shall require the State's Authorized Transporter to meet the conditions and requirements set forth in the State of Minnesota Contracts and this Agreement. Except as may be provided in other agreements between the parties, the County shall pay for the cost of State Contractor Services in accordance with the terms of the Contracts with the State's Authorized Transporter. The State shall consult with the counties in the procurement of State Contractor Services and in the development of the terms and conditions of the State Contracts.
- 10.3 The State has agreed to include a clause in any waste management contract developed for use by the Program indemnifying and holding the State and District harmless from all liability, obligations, claims, loss and expense, including reasonable attorneys and other professional fees, resulting from the acts of the contractor, its agents, employees or sub-contractors or obligations assumed by the contractor in said contract.
- 10.4 The State shall investigate and resolve matters related to the failure of the State's Authorized Transporters to perform services in accordance with the terms of the State Contracts listed in 1.20. The District shall notify the County when it receives notice of a release to the environment by a State's Authorized Transporter.
- 10.5 The provisions of Clause 19.2 of this Agreement shall apply to Program Wastes collected pursuant to this Agreement that are transported by the State's Authorized Transporter. Use of the State's Authorized Transporter shall constitute use of the Agency's Authorized Transporter within the meaning of Minn. Stat. § 115A.96, Subd. 7. Additionally, the County shall be deemed to be using the State's Authorized Transporter if the County contracts directly with the State's Authorized Transporter and wholly incorporates the terms of a State Contract for State Contractor Services.
- 10.6 The County is encouraged, but not required, to use State Contractor Services for the operation of a Management Facility. If the County chooses to use a transporter other than the State's Authorized Transporter for the management of Program Wastes, the provisions of Clause 19.2 of this Agreement shall not apply to such Program Wastes.

10.7 The District's Authorized Representative shall provide information to the County regarding the location of the State Contracts so that the County can readily access State Contracts for transportation and disposal.

11 Required Equipment and Inspections

The County shall arrange for the provision, inspection, maintenance and record keeping for all the safety equipment, personal protective equipment and other equipment necessary for Program operations.

12 Closure

The County is responsible for proper closure of a Management Facility in accordance with all applicable rules and regulations and Clause 6.4 of this Agreement. If approval to accept and store waste has been received pursuant to Clause 8 of this Agreement, the County shall arrange for the proper closure of the Management Facility in accordance with the terms of said approval.

13 Product Stewardship

The District shall inform the County of projects and opportunities related to product stewardship. The District will support County participation by reviewing initiatives and assisting in the resolution of issues that arise with implementation of product stewardship initiatives. The District may, at its sole discretion, provide supplies and public information materials to assist with implementation of product stewardship based efforts.

14 Authorized Representatives

The County's Authorized Representative is **Terry Neff**, Aitkin County Courthouse 209 Second Street NW Room 118, Aitkin, MN 56431, or his/her successor.

The District's Authorized Representative is **Heidi Ringhofer**, Solid Waste Services Director, 2626 Courtland Street, Duluth, MN 55806; 218-722-3336; Heidi.ringhofer@wlssd.com, or her successor.

15 Government Data Practices

The District and County must comply with the Minnesota Government Data Practices Act, Minn. Stat. Ch. 13, as it applies to all data provided by the County or District under this Joint Powers Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under the Agreement. The civil remedies of Minn. Stat. § 13.08 apply to the release of the data referred to in this clause by either the District or the County. If the County receives a request to release the data referred to in this clause, the County must immediately notify the District.

16 Compliance with Laws

All acts performed by the parties under this Agreement shall be performed in accordance with all applicable federal, state and local laws.

17 Dispute Resolution

In the event of a dispute between the parties arising out of this Agreement, either due to alleged non-compliance with the terms, or a disagreement regarding the terms, the parties agree to engage in good faith negotiation to resolve the dispute before resorting to legal process. Negotiation may include mediation or arbitration through third parties if both parties agree. Nothing communicated during the course of negotiation, mediation or arbitration may be used against either party in legal process if the dispute is not resolved.

18 Assignment, Amendments, Waiver, and Contract Complete

- 18.1 Assignment.** The County may neither assign nor transfer any rights or obligations under this Agreement without the prior consent of the District and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 18.2 Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 18.3 Waiver.** If either party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to enforce it.
- 18.4 No Waiver.** Nothing in this Agreement is intended to waive or limit the provisions of the Tort Claims Acts, Minn. Stat. § 3.736, or Minn. Stat. Ch. 466, or any other law, legislative or judicial, which limits governmental liability.
- 18.5 Contract Complete.** This Agreement contains all negotiations and agreements between the County and the District. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

19 Liability and Indemnification

It is the intent of the parties that any liability which may arise as a result of activities contemplated by this Agreement be governed according to the following provisions:

- 19.1 Liability to third persons.** The parties intend that any claims or causes of action by third persons are subject to the limitations upon liability provided by law. Further, nothing in this Agreement is intended to create a cause of action with respect to any third person.
- 19.2 State Indemnification.** The District and the County acknowledge and agree that the District and any County are indemnified by the State as provided for in Minn. Stat. § 115A.96, Subd. 7. In the event that Minn. Stat. § 115A.96, Subd. 7, is inapplicable to a specific situation, then the County and the District agree to be responsible for their own acts and omissions subject to the provisions, limitations, and exclusions of the Tort Claims Acts - Minn. Stat. Ch. 466.

20 State Audits

Under Minn. Stat. § 16C.05, Subd. 5, the District and County shall have available for inspection for a minimum of six years following the expiration or cancellation of this Agreement, complete and accurate records of the work funded by state funds disbursed under this Agreement, including, but not limited to: collection participant surveys, operational logs showing each qualifying delivery of waste, check-off sheets or electronically scanned participant data; personnel time sheets; paid invoices for public education services, paid invoices for waste management services; training costs; and data and quality control information. Upon receipt of a request from the District's authorized representative, the County shall, in addition, retain the records for such longer period as requested during the time of any administrative, judicial or other proceeding for which the records may be needed. The retention period shall continue until the administrative, judicial, or other proceeding for which the records may be needed is finally completed or until the District's authorized representative notifies the County in writing that the records need no longer be kept.

21 Governing Law and Venue

21.1 This Agreement and all statutes and rules cited herein shall be interpreted pursuant to the laws of the State of Minnesota.

21.2 Venue for all legal proceedings out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in St. Louis County, Minnesota.

22 Termination

The District may cancel this Agreement at any time, with or without cause, upon 180 days written notice to the County. The County may cancel this Agreement, with or without cause, by providing written notification to the District's Authorized Representative at least 180 days prior to the date of cancellation.

23 Termination for Insufficient Funding

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

24 E-Verify Certification (In accordance with Minn. Stat. §16C.075)

For services valued in excess of \$50,000, the County certifies that as of the date of services performed on behalf of the District, the County and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in

the United States who will perform work on behalf of the District. The County is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>. All subcontractor certifications must be kept on file with the County and made available to the District upon request.

25 Survival of Terms

The following Clauses survive the expiration or cancellation of this Agreement: 6.4 ID Numbers; 15 Government Data Practices; 16 Compliance with Laws; 19 Liability and Indemnification; 20 State Audits and 21 Governing Law and Venue.

1. Western Lake Superior Sanitary District 2.

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

_____ County

Print name: _____
Signature: _____
Title: _____ Date: _____

Print name: _____
Signature: _____
Title: _____ Date: _____

Print name: _____
Signature: _____
Title: _____ Date: _____

Print name: _____
Signature: _____
Title: _____ Date: _____

Attachment A

Households for use in this Agreement are based on the 2010 Census

Aitkin	16,029
Carlton	15,656
Cook	5,839
Itasca	27,065
Koochiching	7,900
Lake	7,681
St. Louis	44,936
Wlssd	58,122

Fees

Clean Shop Fees per Event= \$1000

Mobile Event Fees per household=\$20

Hourly Staffing Rates=\$50

Attachment B

Allocation of Specific Duties

SO Duties:

- The SO shall serve as liaison between the CO and the State for purposes of this contract.
- The SO shall send summary annual reports to the State from the region.

CO Duties:

- Procure all necessary safety equipment, personal protective equipment and other equipment for CO Management Facility operations, as required by regulation.
- Designate staff for Local Management Facility activities.
- Provide necessary training for workers who will staff facilities.
- Ensure that all staff performing duties related to Local Management Facility activities are properly qualified and trained.

Mobile Collection Event

SO Duties:

- Shall approve of proposed collection sites that meet State criteria prior to notifying State of intended Mobile Event Collection sites and dates;
- Shall compile collection summaries for CO and annual state reports;

CO Duties:

- Arrange for the use of collection sites;
- CO shall provide necessary training for workers who will staff collections;
- Conduct all Public Relations Coordination tasks
- Conduct Site Coordination tasks as listed as instructed by the SO;
- Provide the number of staff and/or volunteer workers as requested by the SO;
- Provide a forklift or a front-end loader, and operator for such equipment, if requested by the SO;
- Publicize and conduct product exchanges in conjunction with Mobile Event Collection
- Provide safety and emergency equipment, if requested by the SO.

Very Small Quantity Generator (VSQG) Mobile Event Collect

SO Duties:

- Provide the CO with applications and support;
- Serve as the contact for the VSQG Participant, process all applications, handle transactions, advise Participant on proper handling methods and on other matters;
- Process and handle all waste according to state, federal and local regulations and appropriate sections of this Contract and the contract between the SO and the State; and
- Notify the State of planned Event Collection dates at least 30 days prior to the proposed date.

CO Duties:

- Promote the VSQG Collection a minimum of 45 days prior to the collection;
- Arrange for the use of collection sites.

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Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIOI

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
			<u>Amount</u>		
1	DEPT				Commissioners
	5462 Bremer Bank (Elan ACH)				
33	01-001-000-0000-6340	P	19.26	Duluth 12/19	Meals (Overnight)
	5462 Bremer Bank (Elan ACH)		19.26	1 Transactions	
1	DEPT Total:		19.26	1 Vendors	1 Transactions
42	DEPT				Treasurer
	5462 Bremer Bank (Elan ACH)				
44	01-042-000-0000-6405		208.76	PFC	Office & Computer Supplies
	5462 Bremer Bank (Elan ACH)		208.76	1 Transactions	
42	DEPT Total:		208.76	1 Vendors	1 Transactions
43	DEPT				Assessor
	5462 Bremer Bank (Elan ACH)				
59	01-043-000-0000-6405		41.88	Amazon	Office, Film & Computer Supplies
60	01-043-000-0000-6405		77.97	Amazon	Office, Film & Computer Supplies
61	01-043-000-0000-6405		47.90	Nowlin	Office, Film & Computer Supplies
	5462 Bremer Bank (Elan ACH)		167.75	3 Transactions	
43	DEPT Total:		167.75	1 Vendors	3 Transactions
44	DEPT				Central Services
	8410 Bremer Bank				
2	01-044-904-0000-6360	P	38.88		CLAIMS
				12/26/2012 12/28/2012	Flex Plan Withdrawals
7	01-044-904-0000-6360		5,466.31		CLAIMS
				12/31/2012 01/04/2013	Flex Plan Withdrawals
11	01-044-904-0000-6360		3,852.04		CLAIMS
				01/07/2013 01/11/2013	Flex Plan Withdrawals
15	01-044-904-0000-6360		7,581.57		CLAIMS
				01/14/2013 01/18/2013	Flex Plan Withdrawals
24	01-044-904-0000-6360		6,172.03		CLAIMS
				01/21/2013 01/25/2013	Flex Plan Withdrawals
	8410 Bremer Bank		23,110.83	5 Transactions	

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<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>
44	DEPT Total:		23,110.83	Central Services	1 Vendors	5 Transactions
49	DEPT			Information Technologies		
	5462 Bremer Bank (Elan ACH)					
40	01-049-000-0000-6402		220.75	6-Power Supplies	Amazon	Computer Supplies & Software
38	01-049-000-0000-6231		25.00	MONTHLY IPAD DATA PLAN	AT&T	Programming, Services, Contracts
29	01-049-000-0000-6405	P	54.90	Toshiba Key Strips	PhoneGuys	Office Supplies (Non Computer)
	5462 Bremer Bank (Elan ACH)		300.65		3 Transactions	
49	DEPT Total:		300.65	Information Technologies	1 Vendors	3 Transactions
52	DEPT			Administration/Personnel Dept		
	5462 Bremer Bank (Elan ACH)					
34	01-052-000-0000-6405	P	343.05	HR Forms	ThompsonPublis	Office & Computer Supplies
35	01-052-000-0000-6405	P	294.09	New Health Care	ThompsonPublis	Office & Computer Supplies
	5462 Bremer Bank (Elan ACH)		637.14		2 Transactions	
52	DEPT Total:		637.14	Administration/Personnel Dept	1 Vendors	2 Transactions
122	DEPT			Planning & Zoning		
	5462 Bremer Bank (Elan ACH)					
54	01-122-000-0000-6405		95.99	Ricoc black toner cartridge	bluedog Ink	Office, Computer, Film, & Field Supplies
55	01-122-000-0000-6405		125.99	Ricoc cyan toner cartridge	bluedog Ink	Office, Computer, Film, & Field Supplies
56	01-122-000-0000-6405		125.99	Ricoc magenda toner cartridge	bluedog Ink	Office, Computer, Film, & Field Supplies
57	01-122-000-0000-6405		125.99	Ricoc yellow toner cartridge	bluedog Ink	Office, Computer, Film, & Field Supplies
	5462 Bremer Bank (Elan ACH)		473.96		4 Transactions	
122	DEPT Total:		473.96	Planning & Zoning	1 Vendors	4 Transactions
200	DEPT			Enforcement		
	5462 Bremer Bank (Elan ACH)					
28	01-200-000-0000-6625	P	101.98	printer for D.Exsted	Newegg	Office Equipment
	5462 Bremer Bank (Elan ACH)		101.98		1 Transactions	
200	DEPT Total:		101.98	Enforcement	1 Vendors	1 Transactions
252	DEPT			Corrections		

Aitkin County



Vendor No.	Vendor Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
5462	Bremer Bank (Elan ACH)									
62		01-252-252-0000-6405		40.43	Gym Equipment-Vollyball				Prisoner Welfare	
52		01-252-000-0000-6262		105.26	blood glucose test strips		Amazon		Medical Expenses & Supplies - Inmates	
58		01-252-000-0000-6418		44.70	Groceries		FamilyDollar		Groceries	
5462	Bremer Bank (Elan ACH)			190.39		3 Transactions				
252	DEPT Total:			190.39	Corrections		1 Vendors		3 Transactions	
390	DEPT				Environmental Health (FBL)					
12445	Brandl Motors									
20		01-390-000-0000-6620		13,907.50	2012 Impala-Traded '01 Malibu		2G1WG5E32C1310		Auto, Trailers, Snowmobiles	
12445	Brandl Motors			13,907.50		1 Transactions				
5462	Bremer Bank (Elan ACH)									
53		01-390-000-0000-6405		102.99	black toner cartridge HP		bluedog Ink		Office, Film, And Field Supplies	
5462	Bremer Bank (Elan ACH)			102.99		1 Transactions				
390	DEPT Total:			14,010.49	Environmental Health (FBL)		2 Vendors		2 Transactions	
391	DEPT				Solid Waste					
170	Aitkin Motor Company									
21		01-391-000-0000-6620		14,386.75	2012 Escape-traded '01 Ranger		1FMCU0D77CKB19		Auto	
170	Aitkin Motor Company			14,386.75		1 Transactions				
391	DEPT Total:			14,386.75	Solid Waste		1 Vendors		1 Transactions	
392	DEPT				Water Wells					
5462	Bremer Bank (Elan ACH)									
36		01-392-000-0000-6405	P	9.56	Alcohol swabs & Isopropyl		ThriftyWhite		Office & Film Supplies	
5462	Bremer Bank (Elan ACH)			9.56		1 Transactions				
392	DEPT Total:			9.56	Water Wells		1 Vendors		1 Transactions	
1	Fund Total:			53,617.52	General Fund				27 Transactions	

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 3 Road & Bridge

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor No.	Name	Account/Formula	Rpt	Accr	Amount	Warrant Description	Invoice #	Account/Formula Description
						Service Dates	Paid On Bhf #	On Behalf of Name
303	DEPT					R&B Highway Maintenance		
	48	Aitkin Co Abstract Company						
23		03-303-000-0000-6600			15,000.00	Earnest \$ on Gravel Pit purcha	08-0-024200etc	Capital Outlay
	48	Aitkin Co Abstract Company			15,000.00	1 Transactions		
	90762	Aitkin Co License Center						
3		03-303-000-0000-6590			3,672.94	TABS/PLATES-TRUCK 465		Repair & Maintenance Supplies
	90762	Aitkin Co License Center			3,672.94	1 Transactions		
303	DEPT Total:				18,672.94	R&B Highway Maintenance	2 Vendors	2 Transactions
307	DEPT					R&B Capital Infrastructure		
	7050	Anderson Bros Construction Co						
12		03-307-000-0000-6262			47,661.24	PARTIAL PAYMENT	20122	Contract Payments
	7050	Anderson Bros Construction Co			47,661.24	1 Transactions		
	12282	Dechantal Excavating, LLC						
1		03-307-000-0000-6262			1,981.33	PARTIAL PAYMENT	20129	Contract Payments
	12282	Dechantal Excavating, LLC			1,981.33	1 Transactions		
	12150	Eagle Construction Inc.						
6		03-307-000-0000-6262			6,300.02	PARTIAL PAYMENT	SP 001090002	Contract Payments
	12150	Eagle Construction Inc.			6,300.02	1 Transactions		
307	DEPT Total:				55,942.59	R&B Capital Infrastructure	3 Vendors	3 Transactions
3	Fund Total:				74,615.53	Road & Bridge		5 Transactions

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
400 DEPT		Public Health Department		
5462 Bremer Bank (Elan ACH)				
37 05-400-430-0403-6405	P	429.50 C&TC-KEYCHAINS		Supplies-Computer/Office/Meeting
30 05-400-440-0410-6405	P	19.12 monitor cables for new compute	Newegg	Supplies-Computer/Office/Meeting
5462 Bremer Bank (Elan ACH)		448.62	2 Transactions	
400 DEPT Total:		448.62	1 Vendors	2 Transactions
420 DEPT		Income Maintenance		
5462 Bremer Bank (Elan ACH)				
30 05-420-600-4800-6405	P	48.45 monitor cables for new compute	Newegg	Supplies-Computer/Office/Meeting
51 05-420-600-4800-6330		324.31 Hotel/Meal-NW Trng-Laird	St Paul	Transportation/Travel/Parking
			01/14/2013 01/17/2013	
5462 Bremer Bank (Elan ACH)		372.76	2 Transactions	
420 DEPT Total:		372.76	1 Vendors	2 Transactions
430 DEPT		Social Services		
5462 Bremer Bank (Elan ACH)				
50 05-430-700-4800-6405		64.97 Print Shop 23.1 Pro Plus-PK	Broderbund	Supplies-Computer/Office/Meeting
30 05-430-700-4800-6405	P	59.93 monitor cables for new compute	Newegg	Supplies-Computer/Office/Meeting
39 05-430-710-3812-6057		145.00 Add'l clothing allow.	SA#49447007	Family Foster Care-Icwa
5462 Bremer Bank (Elan ACH)		269.90	3 Transactions	
5714 K&J C-Stores Inc				
16 05-430-700-4800-6330		212.09- Redeposit #88162-wrong vendor		Transportation/Travel/Parking
17 05-430-710-3160-6057		200.00- Redeposit #88162-wrong vendor		Foster Care-Transportation
18 05-430-710-3160-6057		210.00- Redeposit #88162-wrong vendor		Foster Care-Transportation
19 05-430-710-3160-6057		50.00- Redeposit #88162-wrong vendor		Foster Care-Transportation
5714 K&J C-Stores Inc		672.09-	4 Transactions	
430 DEPT Total:		402.19-	2 Vendors	7 Transactions
5 Fund Total:		419.19		11 Transactions

DKB1
 2/12/13 7:58AM
 9 State

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	780 Bremer Bank					
10	09-000-000-0000-2025	0	34,072.40	DECEMBER DEED TAX		State's Share Of Deed Tax (97%)
9	09-000-000-0000-2026	0	28,579.16	DECEMBER MORTG REG		State Share Of Mortgage Registry (97%)
	780 Bremer Bank		62,651.56	2 Transactions		
	8410 Bremer Bank					
22	09-000-000-0000-2058		121,098.17	STATE GENERAL TAX		State General Tax-Education
	8410 Bremer Bank		121,098.17	1 Transactions		
0	DEPT Total:		183,749.73	Undesignated	2 Vendors	3 Transactions
9	Fund Total:		183,749.73	State		3 Transactions

DKB1
 2/12/13 7:58AM
 11 Forest Development

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
925 DEPT		Reforestation		
5462 Bremer Bank (Elan ACH)				
27 11-925-000-0000-6405		15.50	Notary Journal	N.LawInstitute Office Supplies
5462 Bremer Bank (Elan ACH)		15.50	1 Transactions	
925 DEPT Total:		15.50	Reforestation	1 Vendors 1 Transactions
11 Fund Total:		15.50	Forest Development	1 Transactions

DKB1
 2/12/13 7:58AM
 13 Taxes & Penalties

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
14	8410 Bremer Bank		34-1-068100 NSF Per 1	Benkusky	Del - Property Taxes
	13-943-000-0000-2004	66.20			
	8410 Bremer Bank	66.20	1 Transactions		
4	12197 Huhta/Leo		wrong name typed on check		Cur - Property Taxes
	13-943-000-0000-2001	14.40-			
5	13-943-000-0000-2001	14.40	reissue overpay check		Cur - Property Taxes
	12197 Huhta/Leo	0.00	2 Transactions		
13	6119 Wells Fargo RE Tax Services		09-0-013205 1 RE DIq		Del - Property Taxes
	13-943-000-0000-2004	20.00			
	6119 Wells Fargo RE Tax Services	20.00	1 Transactions		
943	DEPT Total:	86.20	Taxes And Penalties	3 Vendors	4 Transactions
13	Fund Total:	86.20	Taxes & Penalties		4 Transactions

Aitkin County



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
521 DEPT		LLCC Administration		
5462 Bremer Bank (Elan ACH)				
42 19-521-000-0000-6400		100.52 (16) journals for commissary	Raven	Commissary Items
43 19-521-000-0000-6205		45.00 Postage	USPS	Postage
46 19-521-000-0000-6205		10.13 POSTAGE	USPS	Postage
5462 Bremer Bank (Elan ACH)		155.65	3 Transactions	
521 DEPT Total:		155.65	LLCC Administration	1 Vendors 3 Transactions
522 DEPT		LLCC Education		
8410 Bremer Bank				
8 19-522-000-0000-6217		46.95 CREDIT CARD FEE		Credit Card Fees
8410 Bremer Bank		46.95	1 Transactions	
5462 Bremer Bank (Elan ACH)				
31 19-522-000-0000-6416	P	30.00 critter food	bug company	Education Supplies
32 19-522-000-0000-6416	P	30.00 critter food	bug company	Education Supplies
41 19-522-000-0000-6416		30.00 critter food	bug company	Education Supplies
48 19-522-000-0000-6416		30.00 CRITTER FOOD	BUGCOMPANY	Education Supplies
45 19-522-000-0000-6416		170.83 COTTON STRING	HERSCHNERS	Education Supplies
47 19-522-000-0000-6416		28.45 EDUC.SUPPLIES	WORMFARM	Education Supplies
5462 Bremer Bank (Elan ACH)		319.28	6 Transactions	
522 DEPT Total:		366.23	LLCC Education	2 Vendors 7 Transactions
524 DEPT		LLCC Maintenance		
5462 Bremer Bank (Elan ACH)				
49 19-524-000-0000-6302		29.38 VEHICLE MAINT.	AUTOVALUE	Vehicle Maintenance
5462 Bremer Bank (Elan ACH)		29.38	1 Transactions	
524 DEPT Total:		29.38	LLCC Maintenance	1 Vendors 1 Transactions
19 Fund Total:		551.26	Long Lake Conservation Center	11 Transactions

DKB1
 2/12/13 7:58AM
 21 PARKS

Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
	11095 Itasca Co Land Department				
26	21-520-000-0000-6802		Reimb.for ATV trail work	Rec#692	Trail Grants-State
25	21-520-000-0000-6805		Reimb.for ATV trail work	Rec#692	Trail Grants-Federal
	11095 Itasca Co Land Department				
		75,170.72		2 Transactions	
520	DEPT Total:	75,170.72	Parks	1 Vendors	2 Transactions
21	Fund Total:	75,170.72	PARKS		2 Transactions
	Final Total:	388,225.65	33 Vendors	64 Transactions	

Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	53,617.52	General Fund
	3	74,615.53	Road & Bridge
	5	419.19	Health & Human Services
	9	183,749.73	State
	11	15.50	Forest Development
	13	86.20	Taxes & Penalties
	19	551.26	Long Lake Conservation Center
	21	75,170.72	PARKS
	All Funds	388,225.65	Total

Approved by,

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age 01-001-000-0000-6230	P	107.25	Synopsis 12/18/12	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		107.25	1 Transactions		
9048	Napstad/Brian					
	01-001-000-0000-6330	P	222.00	Mileage	400@.555	Transportation & Travel & Parking
	01-001-000-0000-6330	P	276.95	Mileage	499@.555	Transportation & Travel & Parking
	01-001-000-0000-6330	P	349.65	Mileage	630@.555	Transportation & Travel & Parking
	01-001-000-0000-6330	P	383.51	Mileage	691@.555	Transportation & Travel & Parking
	01-001-000-0000-6330	P	435.68	Mileage	785@.555	Transportation & Travel & Parking
	01-001-000-0000-6250	P	49.95	Internet	Aug 2012	Telephone
	01-001-000-0000-6250	P	50.95	Internet	Dec 2012	Telephone
	01-001-000-0000-6250	P	50.95	Internet	Nov 2012	Telephone
	01-001-000-0000-6250	P	49.95	Internet	Oct 2012	Telephone
	01-001-000-0000-6250	P	49.95	Internet	Sept 2012	Telephone
9048	Napstad/Brian		1,919.54	10 Transactions		
1	DEPT Total:		2,026.79	Commissioners	2 Vendors	11 Transactions
12	DEPT			Court Administration		
2810	Larson/Shari S					
	01-012-000-0000-6232		1,681.25	Attorney fees		Attorney Services
	01-012-000-0000-6232		124.32	Mileage		Attorney Services
2810	Larson/Shari S		1,805.57	2 Transactions		
3699	O'Hara Jr., Ltd./William D.					
	01-012-000-0000-6232		210.00	Attorney fees P595464	18096	Attorney Services
	01-012-000-0000-6232		517.50	Attorney fees-01PR1329	18097	Attorney Services
	01-012-000-0000-6232		60.00	Atty Mileage-01PR1329	18097	Attorney Services
	01-012-000-0000-6232		75.00	Attorney fees-01PR1397	18098	Attorney Services
	01-012-000-0000-6232		75.00	Attorney fees-PR1296	18099	Attorney Services
3699	O'Hara Jr., Ltd./William D.		937.50	5 Transactions		
12	DEPT Total:		2,743.07	Court Administration	2 Vendors	7 Transactions
40	DEPT			Auditor		
88012	Aitkin Co Auditor					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-040-021-0000-6205	P	150.00	Postage for license center	USPS	Postage
	01-040-021-0000-6205		50.00	Postage for license center	USPS	Postage
88012	Aitkin Co Auditor		200.00		2 Transactions	
86222	Aitkin Independent Age					
	01-040-021-0000-6230		40.00	Serv/Dir License center	00001014	Printing, Publishing & Adv
86222	Aitkin Independent Age		40.00		1 Transactions	
1457	CPS Technology Solutions, Inc					
	01-040-000-0000-6231		60.50	February Maint	361801	Services, Labor, Contracts
	01-040-000-0000-6231		26.40	February Maint	361801	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		86.90		2 Transactions	
2099	Harmon/Elizabeth					
	01-040-000-0000-6330		23.25	Mileage Auditor/Treas mtg	50@.465	Transportation & Travel
2099	Harmon/Elizabeth		23.25		1 Transactions	
2214	Holder/Maryann					
	01-040-021-0000-6301		750.00	License center rent	March 2013	Rentals
2214	Holder/Maryann		750.00		1 Transactions	
2386	Information Systems Corp					
	01-040-000-0000-6231		461.67	12 mo plasmon maint agreement	4877	Services, Labor, Contracts
				04/12/2013 04/11/2014		
2386	Information Systems Corp		461.67		1 Transactions	
3871	People's Security Co. Inc,					
	01-040-021-0000-6231		251.88	Annual monitor fees, security	115607	Services, Labor, Contracts
				02/01/2013 01/31/2014		
3871	People's Security Co. Inc,		251.88		1 Transactions	
3267	Peysar/Kirk					
	01-040-000-0000-6330		33.90	Mileage MCIS Board meeting	60@.565	Transportation & Travel
3267	Peysar/Kirk		33.90		1 Transactions	
40	DEPT Total:		1,847.60	Auditor	8 Vendors	10 Transactions
43	DEPT			Assessor		
	1457 CPS Technology Solutions, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-043-000-0000-6231		46.20	February Maint	361801	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		46.20	1 Transactions		
1570	Erickson Oil Products Inc					
	01-043-000-0000-6405		4.68	(2) bottles windshield fluid	11347	Office, Film & Computer Supplies
	01-043-000-0000-6511		449.30	January Fuel	11347	Gas And Oil
1570	Erickson Oil Products Inc		453.98	2 Transactions		
12328	Ramsland & Vigen, Inc.					
	01-043-000-0000-6232	P	3,538.00	Appraisal Service	July-Nov 2012	Attorney Services
12328	Ramsland & Vigen, Inc.		3,538.00	1 Transactions		
6128	Tire Barn					
	01-043-000-0000-6511		41.21	Oil change 04 Ford Escape	23071	Gas And Oil
6128	Tire Barn		41.21	1 Transactions		
43	DEPT Total:		4,079.39	Assessor	4 Vendors	5 Transactions
44	DEPT			Central Services		
5398	CDW Government, Inc					
	01-044-195-0000-6625		3,683.45	Sisco 48 port switch	W589530	Unallocated Tech. Expense 357.182 Subd
	01-044-195-0000-6625		3,683.45	Sisco 48 port switch	W589543	Unallocated Tech. Expense 357.182 Subd
	01-044-196-0000-6625		1,242.98	HP Printer	W800887	Recorders Equip Fund Exp. 357.18 Subd 4
5398	CDW Government, Inc		8,609.88	3 Transactions		
11715	Granite Electronics					
	01-044-000-0000-6600		1,226.60	Update consolettes to T1R1	245378	Capital Outlay
	01-044-000-0000-6600		6,985.88	Chargers for radios	452365	Capital Outlay
11715	Granite Electronics		8,212.48	2 Transactions		
2386	Information Systems Corp					
	01-044-000-0000-6231		461.67	12 mo plasmon maint agreement	4877	Services, Labor, Contracts
				04/12/2013 04/11/2014		
2386	Information Systems Corp		461.67	1 Transactions		
86235	Office Shop Inc/The					
	01-044-000-0000-6231	P	617.21	Copy overages 2012	263590-0	Services, Labor, Contracts
	01-044-000-0000-6231		1,045.00	Copier contract CS	263694-0	Services, Labor, Contracts
	01-044-000-0000-6405		2,388.87	80 cases paper	930420-0	Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86235	Office Shop Inc/The		4,051.08		3 Transactions	
5748	Purchase Power 01-044-048-0000-6205		5,000.00	Postage	80009090017180	Postage
5748	Purchase Power		5,000.00		1 Transactions	
12110	Revelin, LLC 01-044-000-0000-6600		14,401.41	Install 800 MHz radios	25	Capital Outlay
12110	Revelin, LLC		14,401.41		1 Transactions	
4233	S & T Office Products Inc 01-044-196-0000-6625		149.61	Toner	01PP6120	Recorders Equip Fund Exp. 357.18 Subd 4
4233	S & T Office Products Inc		149.61		1 Transactions	
11590	Safetycare, Inc 01-044-000-0000-6208		395.00	Montie safety training	35052	In Service Training/Education
11590	Safetycare, Inc		395.00		1 Transactions	
5777	U.S. Bank 01-044-000-0000-6231		350.00	Advance Admin Fees 01/01/2013	3315749	Services, Labor, Contracts
	01-044-000-0000-6231		52.50	Incidental expenses	3315749	Services, Labor, Contracts
5777	U.S. Bank		402.50		2 Transactions	
44	DEPT Total:		41,683.63	Central Services	9 Vendors	15 Transactions
45	DEPT			Motor Pool		
6128	Tire Barn 01-045-000-0000-6302		41.49	Oil change, tire rot. 36	22899	Car Maintenance
	01-045-000-0000-6302		41.21	Oil change 1	22987	Car Maintenance
	01-045-000-0000-6302		35.52	Oil change 34	23070	Car Maintenance
6128	Tire Barn		118.22		3 Transactions	
45	DEPT Total:		118.22	Motor Pool	1 Vendors	3 Transactions
49	DEPT			Information Technologies		
5398	CDW Government, Inc 01-049-000-0000-6402		49.57	Kingston memory keys	W559586	Computer Supplies & Software

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-049-000-0000-6402		Office Pro Plus 013 Media	W920778	Computer Supplies & Software
	01-049-000-0000-6402		Power injector & cable	X143371	Computer Supplies & Software
5398	CDW Government, Inc				3 Transactions
1457	CPS Technology Solutions, Inc				
	01-049-000-0000-6231		February Maint	361801	Programming, Services, Contracts
1457	CPS Technology Solutions, Inc				1 Transactions
49	DEPT Total:		Information Technologies	2 Vendors	4 Transactions
52	DEPT		Administration/Personnel Dept		
2946	Madden Galanter Hansen,LLP				
	01-052-000-0000-6232	P	Long Distance		Attorney Services
			12/01/2012 12/31/2012		
	01-052-000-0000-6232	P	Labor relations services	13.6 hrs @117	Attorney Services
			12/01/2012 12/31/2012		
	01-052-000-0000-6232	P	Mileage	240@.56	Attorney Services
			12/01/2012 12/31/2012		
2946	Madden Galanter Hansen,LLP				3 Transactions
10521	MCHRMA				
	01-052-000-0000-6240		Dues for HR Mgr		Dues & Subscriptions
10521	MCHRMA				1 Transactions
86235	Office Shop Inc/The				
	01-052-000-0000-6405		Sticky notes, folders	929727-0	Office & Computer Supplies
	01-052-000-0000-6405		Two pocket folders	930357-0	Office & Computer Supplies
86235	Office Shop Inc/The				2 Transactions
10722	Visnovec/Nicole				
	01-052-000-0000-6330		Parking Affordable Care Act mt	1/18/13	Transportation & Travel & Parking
	01-052-000-0000-6330	P	Parking HR Regional Meeting	12/06/2012	Transportation & Travel & Parking
10722	Visnovec/Nicole				2 Transactions
10294	Wussow/Patrick				
	01-052-000-0000-6405		RF car charger		Office & Computer Supplies
10294	Wussow/Patrick				1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
52 DEPT Total:	1,934.45	Administration/Personnel Dept	5 Vendors	9 Transactions
60 DEPT		Elections		
6098 Synergy Graphics Inc 01-060-000-0000-6406	346.72	March Twp election ballots	69592	Ballots & Programming
6098 Synergy Graphics Inc	346.72		1 Transactions	
60 DEPT Total:	346.72	Elections	1 Vendors	1 Transactions
90 DEPT		Attorney		
12504 Barron County Clerk of Courts 01-090-000-0000-6231	17.50	Copies & cert fees	12CF305	Services, Labor, Contracts
12504 Barron County Clerk of Courts	17.50		1 Transactions	
7810 Isanti County Sheriff's Office 01-090-000-0000-6234	66.00	Subpoena - 01-jv12637	8043	Co Sheriff Services
7810 Isanti County Sheriff's Office	66.00		1 Transactions	
86235 Office Shop Inc/The 01-090-000-0000-6405	21.91	Stamp pad	263494-0	Office & Computer Supplies
01-090-000-0000-6405	658.21	Copy mac meter 1	263575-0	Office & Computer Supplies
01-090-000-0000-6405	326.41	Copy mac meter 2	263575-0	Office & Computer Supplies
01-090-000-0000-6405	12.70	Staples	930001-0	Office & Computer Supplies
86235 Office Shop Inc/The	1,019.23		4 Transactions	
4260 St Louis Co Sheriff's Office 01-090-000-0000-6234	50.00	Subpoena 01cr12782	1300362	Co Sheriff Services
4260 St Louis Co Sheriff's Office	50.00		1 Transactions	
90 DEPT Total:	1,152.73	Attorney	4 Vendors	7 Transactions
100 DEPT		Recorder		
86222 Aitkin Independent Age 01-100-000-0000-6230	30.00	1 year subscription	00001481	Printing, Publishing & Adv
86222 Aitkin Independent Age	30.00		1 Transactions	
2386 Information Systems Corp 01-100-000-0000-6231	461.66	12 mo plasmon maint agreement	4877	Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
2386 Information Systems Corp		461.66	04/12/2013 04/11/2014 1 Transactions	
100 DEPT Total:		491.66	Recorder	2 Vendors 2 Transactions
110 DEPT			Courthouse Maintenance	
10662 4 & 47 North Cleaning, Inc 01-110-000-0000-6231		267.18	Carpet cleaning	049383 Services, Labor, Contracts
10662 4 & 47 North Cleaning, Inc		267.18	1 Transactions	
1070 Aitkin True Value 01-110-000-0000-6422		14.93	3 wire plugs & HiVis plug	A231877 Janitorial Supplies
1070 Aitkin True Value		14.93	1 Transactions	
8239 Ameripride Linen & Apparel Services 01-110-000-0000-6422		44.54	Tissue, towels, soap, mop	2200337667 Janitorial Supplies
01-110-000-0000-6422		44.54	(5) MOP DRY 24", HANDLE	2200342785 Janitorial Supplies
8239 Ameripride Linen & Apparel Services		89.08	2 Transactions	
12106 Antoine Electric 01-110-000-0000-6231		54.00	Flagpole lighting	12208 Services, Labor, Contracts
01-110-000-0000-6231		54.00	Motor pool garage door	13211 Services, Labor, Contracts
12106 Antoine Electric		108.00	2 Transactions	
9372 Brainerd Country Power Equipment 01-110-000-0000-6590		1,878.56	Replace hydrop pump assembly	132335 Repair & Maintenance
9372 Brainerd Country Power Equipment		1,878.56	1 Transactions	
89399 DCI Industries Of Gainesville Inc 01-110-000-0000-6422		181.64	Disinfectant cleaner	40923 Janitorial Supplies
89399 DCI Industries Of Gainesville Inc		181.64	1 Transactions	
12515 Design Group, Inc/The 01-110-000-0000-6231		700.00	Equipment assessment	1537 Services, Labor, Contracts
12515 Design Group, Inc/The		700.00	1 Transactions	
1754 Garrison Disposal Company, Inc 01-110-000-0000-6255		433.65	Waste removal/recycling	8161584 Garbage

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
1754 Garrison Disposal Company, Inc		433.65	1 Transactions	
2186 Hillyard Inc - Kansas City				
01-110-000-0000-6422		754.68	Ice melt, towels, I force CV	600549833 Janitorial Supplies
2186 Hillyard Inc - Kansas City		754.68	1 Transactions	
2340 Hyytinen Hardware Hank				
01-110-000-0000-6422		21.74	Froggie tube therm	1084185 Janitorial Supplies
01-110-000-0000-6422		32.01	Ice melt	1085423 Janitorial Supplies
01-110-000-0000-6422		64.07	Ice melt	1086010 Janitorial Supplies
01-110-000-0000-6422		19.19	Hoover Y micro allergen	1086725 Janitorial Supplies
01-110-000-0000-6422		15.89	Power strip,ext cords	1086806 Janitorial Supplies
01-110-000-0000-6422		32.05	Rope tow w/ hooks	1086868 Janitorial Supplies
2340 Hyytinen Hardware Hank		184.95	6 Transactions	
2928 Lundberg Plumbing & Heating, Inc				
01-110-000-0000-6590		433.43	Water closet repairs	12464 Repair & Maintenance
2928 Lundberg Plumbing & Heating, Inc		433.43	1 Transactions	
9692 Minnesota Energy Resources Corporation				
01-110-000-0000-6254		864.28	Courthouse utilities	4323328-7 Utilities & Heating
01-110-000-0000-6254		14.75	LA Tool utilities	4911601-5 Utilities & Heating
9692 Minnesota Energy Resources Corporation		879.03	2 Transactions	
3950 Public Utilities				
01-110-000-0000-6254		421.87	Jail West Annex	0200000510000 Utilities & Heating
01-110-000-0000-6254		172.21	CH Bldg Coordinator	0200050109016 Utilities & Heating
01-110-000-0000-6254		143.65	Utilities Glarco	0200050186004 Utilities & Heating
01-110-000-0000-6254		56.56	Utilities Old Co Garage	0200050202003 Utilities & Heating
01-110-000-0000-6254		1,850.52	Utilities Courthouse	0300000509007 Utilities & Heating
01-110-000-0000-6254		75.71	LA Tool Bldg	0300050188007 Utilities & Heating
3950 Public Utilities		2,720.52	6 Transactions	
11607 Thrifty White Pharmacy-Aitkin				
01-110-000-0000-6422		3.20	PV Flex Fabric bandage	16 Janitorial Supplies
11607 Thrifty White Pharmacy-Aitkin		3.20	1 Transactions	
5005 Village Electric Motor Shop				
01-110-000-0000-6590		56.75	Repair heater motor	15542 Repair & Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5005	Village Electric Motor Shop		56.75		1 Transactions	
5174	Voss Lighting 01-110-000-0000-6422		29.49	ISTSLA0836	15218806-00	Janitorial Supplies
5174	Voss Lighting		29.49		1 Transactions	
110	DEPT Total:		8,735.09	Courthouse Maintenance	16 Vendors	29 Transactions
111	DEPT			Buildings		
89765	Minnesota Elevator Service 01-111-000-0000-6605		1,167.60	Repair detector cord/grdg strp	267009	Building & Structures
89765	Minnesota Elevator Service		1,167.60		1 Transactions	
111	DEPT Total:		1,167.60	Buildings	1 Vendors	1 Transactions
120	DEPT			Service Officer		
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Drive Van St Cloud	1/25/13	Per Diem
	01-120-000-0000-6350		50.00	Drive Van Mpls	1/28/13	Per Diem
	01-120-000-0000-6350		50.00	Drive van Mpls	1/8/13	Per Diem
2448	Janzen/Carroll Mark		150.00		3 Transactions	
3093	Jones/Stanley Carter 01-120-000-0000-6350		50.00	Drive van St Cloud	1/17/13	Per Diem
3093	Jones/Stanley Carter		50.00		1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-120-000-0000-6302		36.99	Oil change vet van	13238	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		36.99		1 Transactions	
5767	Lamke/Dennis 01-120-000-0000-6350		50.00	Drive Van Brainerd	1/16/13	Per Diem
5767	Lamke/Dennis		50.00		1 Transactions	
86235	Office Shop Inc/The 01-120-000-0000-6625		105.81	Desk drawer	929473-0	Office Equipment
	01-120-000-0000-6405		317.39	Color toners	930603-0	Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
86235 Office Shop Inc/The		423.20		
			2 Transactions	
10677 Olsen/Gerald D				
01-120-000-0000-6350		50.00	Drive van St Cloud	1/11/13 Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard				
01-120-000-0000-6350		50.00	Drive Van Mpls	1/29/13 Per Diem
01-120-000-0000-6350		50.00	Drive Van Mpls	1/9/13 Per Diem
3912 Peterson/Richard		100.00	2 Transactions	
11362 Roscoe/Bernie				
01-120-000-0000-6350		50.00	Drive van St Cloud	1/14/13 Per Diem
01-120-000-0000-6350		50.00	Drive Van Mpls	1/22/13 Per Diem
11362 Roscoe/Bernie		100.00	2 Transactions	
6097 Verizon Wireless				
01-120-000-0000-6250		14.58	Vet van cell phone	880690364 Telephone
6097 Verizon Wireless		14.58	1 Transactions	
10882 Wark/Charles F.				
01-120-000-0000-6350		50.00	Drive van Mpls	1/10/13 Per Diem
10882 Wark/Charles F.		50.00	1 Transactions	
11970 Wikelius/Charles				
01-120-000-0000-6350		50.00	Drive Van Brainerd	1/2/13 Per Diem
01-120-000-0000-6350		50.00	Drive Van Mpls	1/24/13 Per Diem
11970 Wikelius/Charles		100.00	2 Transactions	
5960 Wilmo/Wesley S.				
01-120-000-0000-6350		50.00	Drive Van St Cloud	1/3/13 Per Diem
5960 Wilmo/Wesley S.		50.00	1 Transactions	
9255 Witt/Warren				
01-120-000-0000-6350		50.00	Drive Van Mpls	1/4/13 Per Diem
9255 Witt/Warren		50.00	1 Transactions	
9063 Workman/Jeff				
01-120-000-0000-6350		50.00	Drive Van St Cloud	1/23/13 Per Diem

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
9063 Workman/Jeff		50.00	1 Transactions		
120 DEPT Total:		1,274.77	Service Officer	14 Vendors	20 Transactions
122 DEPT			Planning & Zoning		
86222 Aitkin Independent Age 01-122-000-0000-6230		51.57	BOA notice of hrg-2/6/13	1482	Printing, Publishing & Adv
86222 Aitkin Independent Age		51.57	1 Transactions		
86235 Office Shop Inc/The 01-122-000-0000-6231	P	80.63	Copy overages	263592-0	Services, Labor, Contracts, Programming
01-122-000-0000-6231		660.00	Yearly copier contract	263696-0	Services, Labor, Contracts, Programming
01-122-000-0000-6405		10.33	add mach paper, sharpies	930388-0	Office, Computer, Film, & Field Supplies
01-122-000-0000-6405		21.33	Scratch pads	930600-0	Office, Computer, Film, & Field Supplies
86235 Office Shop Inc/The		772.29	4 Transactions		
4010 Rasley Oil Company 01-122-000-0000-6511		30.12	P&Z Jan fuel	AITCOZOS	Gas And Oil
4010 Rasley Oil Company		30.12	1 Transactions		
122 DEPT Total:		853.98	Planning & Zoning	3 Vendors	6 Transactions
200 DEPT			Enforcement		
5322 A & M AUTO OF MCGREGOR 01-200-000-0000-6302		180.28	Front brake pads 224	040008	Car Maintenance
5322 A & M AUTO OF MCGREGOR		180.28	1 Transactions		
50 Aitkin Body Shop, Inc 01-200-000-0000-6302		5,637.45	Squad v deer repairs 212	0056273	Car Maintenance
01-200-000-0000-6302		108.00	Remove/install pushbar 209	0056327	Car Maintenance
50 Aitkin Body Shop, Inc		5,745.45	2 Transactions		
4488 Automated Word Professionals 01-200-000-0000-6231		192.00	Transcription	13-SO130100	Services & Labor (Incl Contracts)
4488 Automated Word Professionals		192.00	1 Transactions		
12445 Brandl Motors 01-200-000-0000-6302	P	607.47	Brake pads,rotors 204	200220	Car Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
12445 Brandl Motors		607.47	1 Transactions	
5398 CDW Government, Inc				
01-200-000-0000-6405		23.56	CABLE FOR EVIDENCE COMP.	W702157 Office Supplies
5398 CDW Government, Inc		23.56	1 Transactions	
10083 Cedarbrook Lumber Comp				
01-200-000-0000-6409		96.53	2x4's for evidence room	50919 Deputy Supplies
10083 Cedarbrook Lumber Comp		96.53	1 Transactions	
10475 Creative Product Sourcing,Inc				
01-200-000-0000-6409		311.96	DARE supplies	56934 Deputy Supplies
10475 Creative Product Sourcing,Inc		311.96	1 Transactions	
8156 Hibbing Community College				
01-200-003-0000-6241		3,600.00	2013 membership ARLET	71358 Registration Fee
8156 Hibbing Community College		3,600.00	1 Transactions	
2340 Hyytinen Hardware Hank				
01-200-000-0000-6302		5.32	Antifreeze	1084276 Car Maintenance
01-200-000-0000-6405		19.23	shower rod	1085666 Office Supplies
01-200-000-0000-6409		31.89	Padlock, 15 keys	1086897 Deputy Supplies
01-200-000-0000-6409		18.16	Plastic packing wrap	1087112 Deputy Supplies
2340 Hyytinen Hardware Hank		74.60	4 Transactions	
6121 Identisys				
01-200-039-0000-6425		195.72	Ribbon for gun permit printer	156796 Gun Permit Expenses
6121 Identisys		195.72	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-200-000-0000-6302		159.95	Oil change, tire rot. 212	13157 Car Maintenance
01-200-000-0000-6302		598.79	Oil chg,brakes,tires 225	13172 Car Maintenance
01-200-000-0000-6302		85.86	Oil change 206	13204 Car Maintenance
01-200-000-0000-6302		72.99	Oil chg, tires 200	13228 Car Maintenance
01-200-000-0000-6302		144.27	Battery 220	13237 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		1,061.86	5 Transactions	
252 Lynn Peavey Company				
01-200-000-0000-6405		179.50	Evidence gatherine supplies	268461 Office Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
01-200-000-0000-6405		113.50	268517	Office Supplies
01-200-000-0000-6405	P	90.00-	R04398	Office Supplies
252 Lynn Peavey Company		203.00		3 Transactions
6057 Nate's Towing				
01-200-000-0000-6359	P	90.84	12-4975	Wrecker Service
6057 Nate's Towing		90.84		1 Transactions
3712 Office Depot				
01-200-000-0000-6405		203.97	642220545001	Office Supplies
3712 Office Depot		203.97		1 Transactions
86235 Office Shop Inc/The				
01-200-000-0000-6405	P	89.74	263577-0	Office Supplies
01-200-000-0000-6231		688.50	263683-0	Services & Labor (Incl Contracts)
86235 Office Shop Inc/The		778.24		2 Transactions
4010 Rasley Oil Company				
01-200-000-0000-6511		168.10	AITCOSHERS	Gas And Oil
4010 Rasley Oil Company		168.10		1 Transactions
12110 Revelin, LLC				
01-200-000-0000-6314		138.94	30	Radio Maint
01-200-000-0000-6314		138.94	31	Radio Maint
01-200-000-0000-6314		69.47	32	Radio Maint
12110 Revelin, LLC		347.35		3 Transactions
4233 S & T Office Products Inc				
01-200-000-0000-6405		212.40	01PP6198	Office Supplies
01-200-000-0000-6405		9.14	01PP6199	Office Supplies
01-200-000-0000-6405		20.79	01PP8180	Office Supplies
4233 S & T Office Products Inc		242.33		3 Transactions
12214 Shopko Store Operating Co. LLC				
01-200-000-0000-6302		9.59	1449	Car Maintenance
12214 Shopko Store Operating Co. LLC		9.59		1 Transactions
4681 Streichers				
01-200-000-0000-6409		68.37	1994754	Deputy Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
4681 Streichers		68.37	1 Transactions	
6128 Tire Barn				
01-200-000-0000-6302		86.63	Oil Chg, bulb, rot. tires 219	23110 Car Maintenance
01-200-000-0000-6302		56.25	Headlight 219	23145 Car Maintenance
6128 Tire Barn		142.88	2 Transactions	
12186 Tracker Products LLC				
01-200-000-0000-6409		50.64	Evidence labels, paper rolls	14731 Deputy Supplies
01-200-003-0000-6241		100.00	Tracker conf reg-Drahota	14733 Registration Fee
01-200-003-0000-6241		100.00	Tracker conf reg-Lenk	14733 Registration Fee
01-200-003-0000-6241		100.00	Tracker conf reg-Everson	14733 Registration Fee
12186 Tracker Products LLC		350.64	4 Transactions	
200 DEPT Total:		14,694.74	Enforcement	22 Vendors 41 Transactions
202 DEPT			Boat & Water	
3950 Public Utilities				
01-202-000-0000-6254		16.26	Boat & water	0200063119006 Utilities
3950 Public Utilities		16.26	1 Transactions	
202 DEPT Total:		16.26	Boat & Water	1 Vendors 1 Transactions
252 DEPT			Corrections	
10944 Aitkin Dollar Store				
01-252-252-0000-6405		12.93	Reading glasses	791680 Prisoner Welfare
10944 Aitkin Dollar Store		12.93	1 Transactions	
456 Bob Barker Company, Inc.				
01-252-000-0000-6424		96.84	INMATE SUPPLIES-SOCKS	000255247 Inmate Supplies
456 Bob Barker Company, Inc.		96.84	1 Transactions	
710 Brainerd Dispatch				
01-252-252-0000-6405		164.00	Subscription 52 weeks	BRA12754 Prisoner Welfare
710 Brainerd Dispatch		164.00	1 Transactions	
5398 CDW Government, Inc				
01-252-000-0000-6625		89.98	Power injector dep room	W816023 Office Equipment

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
5398 CDW Government, Inc	600.83	Wireless access point dep rm	W830857	Office Equipment
	690.81	2 Transactions		
163 Charter Communications	42.18	Cable tv	83523056600060	Prisoner Welfare
163 Charter Communications	42.18	1 Transactions		
5583 Crawford Supply Company	51.60	Commissary supplies	SI67048	Commissary Supplies
5583 Crawford Supply Company	51.60	1 Transactions		
88628 Dalco	464.76	Paper products for jail	2560874	Janitorial Supplies
88628 Dalco	464.76	1 Transactions		
1485 Duluth News Tribune	647.92	Inmate subscription	178086274	Prisoner Welfare
1485 Duluth News Tribune	647.92	1 Transactions		
2186 Hillyard Inc - Kansas City	956.30	Janitorial	600549831	Janitorial Supplies
2186 Hillyard Inc - Kansas City	956.30	1 Transactions		
2317 Hunt/Debbie	50.00	MN Food mgr cert fee		Registration Fee
	35.00	MN Dept Health Recertification		Registration Fee
2317 Hunt/Debbie	85.00	2 Transactions		
5503 Keefe Supply Company	107.62	Commissary supplies	SI67192	Prisoner Welfare
5503 Keefe Supply Company	107.62	1 Transactions		
10567 Lake Country Auto Center Of Aitkin	90.14	Oil change, check brkes impala	13227	Car Maintenance
10567 Lake Country Auto Center Of Aitkin	90.14	1 Transactions		
9692 Minnesota Energy Resources Corporation	217.88	Utilities-STS	4058862-6	Utilities & Heating
	554.36	Utilities	4244670-8	Utilities & Heating

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
9692 Minnesota Energy Resources Corporation		4,196.66	Utilities 3 Transactions	4334475-3 Utilities & Heating
3712 Office Depot		579.90	Toner/printer cartridges 1 Transactions	642220545001 Office & Computer Supplies
86235 Office Shop Inc/The		688.50	Service contract 1 Transactions	263683-0 Services & Labor (Incl Contracts)
3789 Pan-O-Gold Baking Company		372.76	Groceries 3 Transactions	010024301729 010024302427 010024303125 Groceries Groceries Groceries
3950 Public Utilities		6,568.49	Sheriff emerg storage garage New Jail 2 New Jail 3 Transactions	0200000507004 0300000511002 0300000512016 Utilities & Heating Utilities & Heating Utilities & Heating
5830 R.R. Brink Locking Systems, Inc.		66.00	Jail lock switches 1 Transactions	026813 Repair & Maintenance Supplies
10771 Regional Diagnostic Radiology		207.45	Heinzen, P Perry, C 2 Transactions	RDR135270 RDR141436 Medical Expenses & Supplies - Inmates Medical Expenses & Supplies - Inmates
9499 Reliance Telephone Systems, Inc		1,871.35	Phone cards 1 Transactions	D-9915 Phone Card Prisoner Welfare
84172 Riverwood Healthcare Center		2,859.65	Heinzen, P	V5989769 Medical Expenses & Supplies - Inmates

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
84172	Riverwood Healthcare Center		2,859.65		1 Transactions	
4233	S & T Office Products Inc					
	01-252-000-0000-6405		212.39	Binders, pens, clips	01PP6198	Office & Computer Supplies
	01-252-000-0000-6405		9.14	3 ring binders	01PP6199	Office & Computer Supplies
	01-252-000-0000-6405		20.80	Envelopes, hanging org	01PP8180	Office & Computer Supplies
4233	S & T Office Products Inc		242.33		3 Transactions	
10878	Sew Much & More					
	01-252-000-0000-6424		34.52	Rit dye	792376	Inmate Supplies
10878	Sew Much & More		34.52		1 Transactions	
4681	Streichers					
	01-252-000-0000-6409		6.40	Buckle 302	1993614	Jail Supplies
4681	Streichers		6.40		1 Transactions	
4761	Sysco Minnesota Inc					
	01-252-000-0000-6418		2,016.82	Groceries	301170562	Groceries
	01-252-000-0000-6418		2,227.95	Groceries	301240140	Groceries
	01-252-000-0000-6418		2,712.63	Groceries	301310197	Groceries
4761	Sysco Minnesota Inc		6,957.40		3 Transactions	
11607	Thrifty White Pharmacy-Aitkin					
	01-252-000-0000-6262		186.81	January	20	Medical Expenses & Supplies - Inmates
11607	Thrifty White Pharmacy-Aitkin		186.81		1 Transactions	
252	DEPT Total:		28,248.32	Corrections	26 Vendors	39 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections-DT					
	01-253-000-0000-6823		10,724.08	2013 monthly appropriation	March	County Allocation
88879	Central Mn Community Corrections-DT		10,724.08		1 Transactions	
1430	Dotzler Power Equipment					
	01-253-000-0000-6231		76.82	Chainsaw repair	76048	Services, Labor, Contracts
1430	Dotzler Power Equipment		76.82		1 Transactions	
2340	Hyytinen Hardware Hank					
	01-253-000-0000-6405		5.81	Washer, paint mask	1084633	Operating Supplies

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-253-000-0000-6405		13.53	Paint, glue, sea foam	1084732	Operating Supplies
	01-253-000-0000-6405		19.95	Brush, goof off, paint thinner	1085577	Operating Supplies
2340	Hyytinen Hardware Hank		39.29		3 Transactions	
3660	Northwood Equipment					
	01-253-000-0000-6405		47.98	Chainsaw bar oil	P13503	Operating Supplies
	01-253-000-0000-6405		14.93	Chainsaw bar oil	P13709	Operating Supplies
3660	Northwood Equipment		62.91		2 Transactions	
4010	Rasley Oil Company					
	01-253-000-0000-6511		470.76	Jan gas	AITCOSHERS	Gas And Oil
4010	Rasley Oil Company		470.76		1 Transactions	
5551	Unclaimed Freight North					
	01-253-000-0000-6405		11.94	Winter wear		Operating Supplies
5551	Unclaimed Freight North		11.94		1 Transactions	
253	DEPT Total:		11,385.80	Aitkin Co Community Corrections	6 Vendors	9 Transactions
254	DEPT			Enhanced 911 System		
5398	CDW Government, Inc					
	01-254-000-0000-6610		175.48	MONITOR EOC	W305120	Equipment
5398	CDW Government, Inc		175.48		1 Transactions	
1180	Crow Wing Co Sheriff's Office					
	01-254-000-0000-6610		2,500.00	MTR 2000 duplexer & combiner		Equipment
1180	Crow Wing Co Sheriff's Office		2,500.00		1 Transactions	
88880	Datacomm Computers & Networks Inc					
	01-254-000-0000-6610		69.47	Replacement battery (EOC)	6529	Equipment
88880	Datacomm Computers & Networks Inc		69.47		1 Transactions	
1491	Dutch's Electric, Inc					
	01-254-000-0000-6231		318.79	Upgrade wiring Lawler tower	20372	Services, Labor, Contracts
	01-254-000-0000-6231		434.12	Upgrade wiring GRE tower	20373	Services, Labor, Contracts
	01-254-000-0000-6231		485.10	Upgrade wiring Glen tower	20374	Services, Labor, Contracts
	01-254-000-0000-6231		259.42	Upgrade White Pine tower	20375	Services, Labor, Contracts
1491	Dutch's Electric, Inc		1,497.43		4 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
254 DEPT Total:		4,242.38	Enhanced 911 System	4 Vendors 7 Transactions
257 DEPT			Sobriety Court	
86116 Mckanna/Richard				
01-257-022-0000-6406		50.00	Montly cell phone	7036AIN1866 Sobriety Crt Expenses
86116 Mckanna/Richard		50.00		1 Transactions
6146 RS Eden				
01-257-022-0000-6406	P	178.00	Sobriety court drug testing	44380 Sobriety Crt Expenses
6146 RS Eden		178.00		1 Transactions
257 DEPT Total:		228.00	Sobriety Court	2 Vendors 2 Transactions
391 DEPT			Solid Waste	
22 Aitkin Area Chamber Commerce				
01-391-000-0000-6231		195.00	Registration Commerce show	Services, Labor, & Minor Contracts
22 Aitkin Area Chamber Commerce		195.00		1 Transactions
3503 Neff/Terry B.				
01-391-000-0000-6241		45.00	MDH Sanitarian renewal	Registration Fee
3503 Neff/Terry B.		45.00		1 Transactions
4010 Rasley Oil Company				
01-391-000-0000-6511		21.63	Solid waste Jan fuel	AITCOZOS Gas And Oil
4010 Rasley Oil Company		21.63		1 Transactions
391 DEPT Total:		261.63	Solid Waste	3 Vendors 3 Transactions
392 DEPT			Water Wells	
405 A.W. Research Laboratories, Inc.				
01-392-000-0000-6231		52.00	Lead, ug/L-C test	8900 Services, Labor, Contracts
405 A.W. Research Laboratories, Inc.		52.00		1 Transactions
12511 Cerilliant				
01-392-000-0000-6231		251.75	1 of twice yearly testing	315328 Services, Labor, Contracts
12511 Cerilliant		251.75		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
392	DEPT Total:		303.75	Water Wells	2 Vendors	2 Transactions
500	DEPT			Library And Historical Society		
	11416 Aitkin County C.A.R.E					
	01-500-502-0000-6848		37,900.00	2013 appropriations		CARE Approp
	11416 Aitkin County C.A.R.E		37,900.00		1 Transactions	
	1495 East Central Regional Library					
	01-500-500-0000-6801		115,121.00	1st 1/2 2013 appropriation	1-2013/AC	Library Appropriations
	1495 East Central Regional Library		115,121.00		1 Transactions	
500	DEPT Total:		153,021.00	Library And Historical Society	2 Vendors	2 Transactions
601	DEPT			Extension		
	10850 Carlson/David					
	01-601-000-0000-6350		35.00	Extension comm	1/29/13	Per Diem
	01-601-000-0000-6360		22.60	Mileage extension comm	40@.565	Extension Comm Expenses (Not Per Diem)
	10850 Carlson/David		57.60		2 Transactions	
	10120 Chute/Debra					
	01-601-000-0000-6350		35.00	Extension committee	1/29/13	Per Diem
	10120 Chute/Debra		35.00		1 Transactions	
	91345 Elvecrog/Roberta C					
	01-601-000-0000-6350		35.00	Extension committee	1/29/13	Per Diem
	91345 Elvecrog/Roberta C		35.00		1 Transactions	
	12045 Janzen/Joy					
	01-601-000-0000-6350		35.00	Extension comm	1/29/13	Per Diem
	01-601-000-0000-6360		9.04	Mileage ext comm	16@.565	Extension Comm Expenses (Not Per Diem)
	12045 Janzen/Joy		44.04		2 Transactions	
	90853 Mickelson/Bonnie H					
	01-601-000-0000-6350		35.00	Extension comm	1/29/13	Per Diem
	90853 Mickelson/Bonnie H		35.00		1 Transactions	
601	DEPT Total:		206.64	Extension	5 Vendors	7 Transactions

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>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>On Behalf of Name</u>
1 Fund Total:		281,359.68	General Fund	243 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
11406	Innovative Office Solutions 03-301-000-0000-6400	P	66.53-	LABELMAKER 122812	178679	Supplies And Materials
	03-301-000-0000-6400		46.59	BOARD 013013	219965	Supplies And Materials
	03-301-000-0000-6400		72.89	WALLETS 020613	225129	Supplies And Materials
11406	Innovative Office Solutions		52.95	3 Transactions		
3247	MCEA					
	03-301-000-0000-6240		270.00	J WELLE 012613		Dues
	03-301-000-0000-6240		190.00	M QUALE 012613		Dues
3247	MCEA		460.00	2 Transactions		
4233	S & T Office Products Inc					
	03-301-000-0000-6400		17.89	FILES 020113	01PP6136	Supplies And Materials
	03-301-000-0000-6400		2.78	BANDS 020113	01PP6137	Supplies And Materials
4233	S & T Office Products Inc		20.67	2 Transactions		
301	DEPT Total:		533.62	R&B Administration	3 Vendors	7 Transactions
302	DEPT			R&B Engineering/Construction		
12136	Aitkin Rental Center 03-302-000-0000-6449		96.19	SAW 012813	36464	Rd/Br Engr. Supplies
12136	Aitkin Rental Center		96.19	1 Transactions		
2340	Hyytinen Hardware Hank 03-302-000-0000-6400		8.98	GLOVES 013113	1086162	Supplies And Materials
2340	Hyytinen Hardware Hank		8.98	1 Transactions		
9802	Kragness/Conrad 03-302-000-0000-6296		90.68	MILEAGE 020113	SWPPP	Meeting Expense/Physicals
9802	Kragness/Conrad		90.68	1 Transactions		
302	DEPT Total:		195.85	R&B Engineering/Construction	3 Vendors	3 Transactions
303	DEPT			R&B Highway Maintenance		
195	Aitkin Tire Shop 03-303-000-0000-6590		34.00	LABOR 011413	51613	Repair & Maintenance Supplies
	03-303-000-0000-6590		48.00	LABOR 011413	51653	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	03-303-000-0000-6590		TIRES/MOUNT	011413	51679	Repair & Maintenance Supplies
195	Aitkin Tire Shop					3 Transactions
8411	American Welding & Gas, Inc.		AC CAN	012913	2085565	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		O2	012913	2085664	Misc Bldg & Shop Supplies
8411	American Welding & Gas, Inc.					2 Transactions
8239	Ameripride Linen & Apparel Services		SHOP LAUNDRY	012913	2200340251	Misc Bldg & Shop Supplies
	03-303-000-0000-6523					1 Transactions
8239	Ameripride Linen & Apparel Services					
86467	Auto Value Aitkin		YELLOW TAPE	122712	40017517	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	BATTERY	010713	40017984	Repair & Maintenance Supplies
	03-303-000-0000-6590					2 Transactions
86467	Auto Value Aitkin					
11945	Brainerd General Rental		CLEANER	013013	49779	Misc Bldg & Shop Supplies
	03-303-000-0000-6523					1 Transactions
11945	Brainerd General Rental					
12445	Brandl Motors		BLADE	121412	1131	Repair & Maintenance Supplies
	03-303-000-0000-6590	P	HANDLE	112912	T15325	Repair & Maintenance Supplies
	03-303-000-0000-6590	P				2 Transactions
12445	Brandl Motors					
8265	Centurylink		PHONE - HILL CITY	020413	301226554	Telephone
	03-303-000-0000-6250					1 Transactions
8265	Centurylink					
1200	Cummings Oil, Inc		JACOBSON	010713	25589	Motor Fuel & Lubricants
	03-303-000-0000-6513		PALISADE	010713	25589	Motor Fuel & Lubricants
	03-303-000-0000-6513		PALISADE	010713	26830	Motor Fuel & Lubricants
	03-303-000-0000-6513		SWATARA	010713	26830	Motor Fuel & Lubricants
	03-303-000-0000-6590		PUMP	010713	27319	Repair & Maintenance Supplies
1200	Cummings Oil, Inc					5 Transactions
8500	Diamond Mowers, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
8500 Diamond Mowers, Inc		REBUILD SPINDLE 020113	74008	Repair & Maintenance Supplies
		1 Transactions		
1491 Dutch's Electric, Inc		BALLAST 013013	20534	Misc Bldg & Shop Supplies
1491 Dutch's Electric, Inc		1 Transactions		
7935 East Central Energy	P	POWER MCGRATH 123112	70415419	Utilities
7935 East Central Energy		1 Transactions		
7060 Federated Co-Ops Inc.		MCGREGOR 011413	29027	Shop Fuel
7060 Federated Co-Ops Inc.		1 Transactions		
8622 Frontier		MCGREGOR 020713	2187684481	Telephone
8622 Frontier		1 Transactions		
1754 Garrison Disposal Company, Inc		TV 020413	762039	Utilities
1754 Garrison Disposal Company, Inc		GARBAGE 020413	8161980	Utilities
		2 Transactions		
1959 H & L Mesabi Inc		SHOES 012313	86831	Repair & Maintenance Supplies
1959 H & L Mesabi Inc		1 Transactions		
7525 Hometown Bldg Supply		FURNACE 012513	36668	Misc Bldg & Shop Supplies
7525 Hometown Bldg Supply		Mailbox	36770	Signs & Posts
		2 Transactions		
2340 Hyytinen Hardware Hank		CLEANER 013113	1083319	Misc Bldg & Shop Supplies
2340 Hyytinen Hardware Hank		FILTERS 013113	1083818	Misc Bldg & Shop Supplies
2340 Hyytinen Hardware Hank		WHITE 013113	1084887	Misc Bldg & Shop Supplies
2340 Hyytinen Hardware Hank		RING 013113	1085198	Misc Bldg & Shop Supplies
2340 Hyytinen Hardware Hank		NIPPLE 013113	1085209	Misc Bldg & Shop Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6523		43.15	ROLLER 013113	1086858 Misc Bldg & Shop Supplies
03-303-000-0000-6523		103.63	PAINT 013113	1086969 Misc Bldg & Shop Supplies
03-303-000-0000-6516		19.23	MAILBOX 013113	1087367 Signs & Posts
03-303-000-0000-6523		176.60	LIGHTS 013113	1087513 Misc Bldg & Shop Supplies
03-303-000-0000-6516		17.30	MAILBOX 013113	1087758 Signs & Posts
2340 Hyytinen Hardware Hank		475.52	10 Transactions	
11177 Industrial Fluid Technologies				
03-303-000-0000-6513		555.57	HYDRAULIC OIL 012913	2163622 Motor Fuel & Lubricants
11177 Industrial Fluid Technologies		555.57	1 Transactions	
8101 Kris Engineering Inc				
03-303-000-0000-6590		4,036.42	CUTTING EDGES 020413	21667 Repair & Maintenance Supplies
8101 Kris Engineering Inc		4,036.42	1 Transactions	
91187 Lake Country Power				
03-303-000-0000-6254		80.29	CSAH 14 013113	141979801 Utilities
03-303-000-0000-6254		77.94	CSAH 6 013113	141979901 Utilities
91187 Lake Country Power		158.23	2 Transactions	
2991 Malmo Market				
03-303-000-0000-6513		34.42	GASOLINE 013113	21618 Motor Fuel & Lubricants
03-303-000-0000-6513		41.47	GASOLINE 013113	21965 Motor Fuel & Lubricants
03-303-000-0000-6513		56.32	GASOLINE 013113	28011 Motor Fuel & Lubricants
03-303-000-0000-6513		68.06	GASOLINE 013113	29402 Motor Fuel & Lubricants
03-303-000-0000-6513		34.12	GASOLINE 013113	30249 Motor Fuel & Lubricants
03-303-000-0000-6513		53.50	GASOLINE 013113	30785 Motor Fuel & Lubricants
03-303-000-0000-6513		43.57	GASOLINE 013113	32321 Motor Fuel & Lubricants
03-303-000-0000-6513		39.48	GASOLINE 013113	32685 Motor Fuel & Lubricants
03-303-000-0000-6513		31.27	GASOLINE 013113	33193 Motor Fuel & Lubricants
03-303-000-0000-6513		53.14	GASOLINE 013113	33803 Motor Fuel & Lubricants
03-303-000-0000-6513		71.57	GASOLINE 013113	35440 Motor Fuel & Lubricants
03-303-000-0000-6513		49.82	GASOLINE 013113	38714 Motor Fuel & Lubricants
2991 Malmo Market		576.74	12 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590		20.67	SET 013013	624571 Repair & Maintenance Supplies
10824 Maney International Inc		20.67	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
3100	McGregor Oil				
	03-303-000-0000-6513		33.85	GASOLINE 013113	18168 Motor Fuel & Lubricants
	03-303-000-0000-6513		41.10	GASOLINE 013113	18169 Motor Fuel & Lubricants
	03-303-000-0000-6513		59.18	GASOLINE 013113	48165 Motor Fuel & Lubricants
	03-303-000-0000-6513		53.03	GASOLINE 013113	48166 Motor Fuel & Lubricants
	03-303-000-0000-6513		31.05	GASOLINE 013113	48167 Motor Fuel & Lubricants
	03-303-000-0000-6513		43.20	GASOLINE 013113	48170 Motor Fuel & Lubricants
	03-303-000-0000-6513		46.96	GASOLINE 013113	48171 Motor Fuel & Lubricants
	03-303-000-0000-6513		32.10	GASOLINE 013113	48172 Motor Fuel & Lubricants
	03-303-000-0000-6513		63.04	GASOLINE 013113	48173 Motor Fuel & Lubricants
	03-303-000-0000-6513		71.77	GASOLINE 013113	48174 Motor Fuel & Lubricants
	03-303-000-0000-6513		31.86	GASOLINE 013113	48175 Motor Fuel & Lubricants
	03-303-000-0000-6513		86.94	GASOLINE 013113	48176 Motor Fuel & Lubricants
	03-303-000-0000-6513		42.33	GASOLINE 013113	48630 Motor Fuel & Lubricants
3100	McGregor Oil		636.41	13 Transactions	
9239	Mn Department Of Natural Resources-OM				
	03-303-000-0000-6519	P	7,059.07	DNR LEASE 1440020951 123112	20020951 Gravel & Royalties
9239	Mn Department Of Natural Resources-OM		7,059.07	1 Transactions	
8372	Mn Petroleum Marketers Assn				
	03-303-000-0000-6298		195.00	DIESEL TANK - MCGRATH 020413	24870 Shop Maintenance
	03-303-000-0000-6298		195.00	DIESEL TANK - MCGREGRO 020413	24870 Shop Maintenance
8372	Mn Petroleum Marketers Assn		390.00	2 Transactions	
8436	Northland Parts				
	03-303-000-0000-6523		2.13	PLUG 011413	253856 Misc Bldg & Shop Supplies
	03-303-000-0000-6523		8.86	MATERIAL 011413	254061 Misc Bldg & Shop Supplies
	03-303-000-0000-6523		11.20	PLUG 011413	254595 Misc Bldg & Shop Supplies
8436	Northland Parts		22.19	3 Transactions	
10720	Nuss Truck & Equipment				
	03-303-000-0000-6590		212.67	VALVE 013013	3105086 Repair & Maintenance Supplies
10720	Nuss Truck & Equipment		212.67	1 Transactions	
10412	O'Reilly Auto Parts				
	03-303-000-0000-6590	P	76.33	HOSE 120912	1878-228293 Repair & Maintenance Supplies
10412	O'Reilly Auto Parts		76.33	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8583	Olsen Companies 03-303-000-0000-6590		490.83	SLING 012913	511683	Repair & Maintenance Supplies
8583	Olsen Companies		490.83	1 Transactions		
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513	P	50.82	GAS 122612	238365	Motor Fuel & Lubricants
	03-303-000-0000-6590	P	6.62	WIPES 122612	238365	Repair & Maintenance Supplies
	03-303-000-0000-6513		32.94	GASOLINE 011713	239438	Motor Fuel & Lubricants
	03-303-000-0000-6513		36.68	GASOLINE 011713	240079	Motor Fuel & Lubricants
	03-303-000-0000-6513		49.80	GASOLINE 011713	240631	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		176.86	5 Transactions		
3950	Public Utilities 03-303-000-0000-6254	O	38.57	UTILITIES 123112	0200059455006	Utilities
	03-303-000-0000-6254	O	71.49	WATER 123112	0200063335002	Utilities
	03-303-000-0000-6254	O	43.50	UTILITIES 123112	0200063388000	Utilities
	03-303-000-0000-6254	O	45.96	UTILITIES 123112	0200064092005	Utilities
3950	Public Utilities		199.52	4 Transactions		
8499	R.C. Habeck Excavating, LLC 03-303-000-0000-6515	P	293.27	REPLACE CULVERT 110412	1220	Culverts
8499	R.C. Habeck Excavating, LLC		293.27	1 Transactions		
4010	Rasley Oil Company 03-303-000-0000-6513		67.40	GASOLINE 020113	10001	Motor Fuel & Lubricants
	03-303-000-0000-6513		55.56	GASOLINE 020113	10018	Motor Fuel & Lubricants
	03-303-000-0000-6513		26.73	GASOLINE 020113	10022	Motor Fuel & Lubricants
	03-303-000-0000-6513		69.54	GASOLINE 020113	1058	Motor Fuel & Lubricants
	03-303-000-0000-6513		72.36	GASOLINE 020113	1082	Motor Fuel & Lubricants
	03-303-000-0000-6513		42.18	GASOLINE 020113	2526	Motor Fuel & Lubricants
	03-303-000-0000-6513		87.49	GASOLINE 020113	5588	Motor Fuel & Lubricants
	03-303-000-0000-6513		32.10	GASOLINE 020113	6084	Motor Fuel & Lubricants
	03-303-000-0000-6513		61.92	GASOLINE 020113	6907	Motor Fuel & Lubricants
	03-303-000-0000-6513		67.71	GASOLINE 020113	8507	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.14	GASOLINE 020113	8540	Motor Fuel & Lubricants
	03-303-000-0000-6513		21.53	GASOLINE 020113	8555	Motor Fuel & Lubricants
	03-303-000-0000-6513		44.34	GASOLINE 020113	8566	Motor Fuel & Lubricants
	03-303-000-0000-6513		37.68	GASOLINE 020113	8576	Motor Fuel & Lubricants
	03-303-000-0000-6513		65.93	GASOLINE 020113	8614	Motor Fuel & Lubricants

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6513		35.84	GASOLINE 020113	8634 Motor Fuel & Lubricants
03-303-000-0000-6513		37.55	GASOLINE 020113	8641 Motor Fuel & Lubricants
03-303-000-0000-6513		71.92	GASOLINE 020113	8642 Motor Fuel & Lubricants
03-303-000-0000-6513		21.93	GASOLINE 020113	8693 Motor Fuel & Lubricants
03-303-000-0000-6513		63.67	GASOLINE 020113	8699 Motor Fuel & Lubricants
03-303-000-0000-6513		70.38	GASOLINE 020113	8734 Motor Fuel & Lubricants
03-303-000-0000-6513		21.37	GASOLINE 020113	8760 Motor Fuel & Lubricants
03-303-000-0000-6513		57.30	GASOLINE 020113	8764 Motor Fuel & Lubricants
03-303-000-0000-6513		43.90	GASOLINE 020113	8881 Motor Fuel & Lubricants
03-303-000-0000-6513		79.42	GASOLINE 020113	8882 Motor Fuel & Lubricants
03-303-000-0000-6513		44.48	GASOLINE 020113	8886 Motor Fuel & Lubricants
03-303-000-0000-6513		70.30	GASOLINE 020113	9199 Motor Fuel & Lubricants
03-303-000-0000-6513		65.28	GASOLINE 020113	9243 Motor Fuel & Lubricants
4010 Rasley Oil Company		1,469.95	28 Transactions	
4070 Riley Auto Supply				
03-303-000-0000-6590		59.82	GOVENOR 013113	531547 Repair & Maintenance Supplies
03-303-000-0000-6590		37.70	GRIP 013113	531592 Repair & Maintenance Supplies
03-303-000-0000-6590		23.38	GRIP 013113	531663 Repair & Maintenance Supplies
03-303-000-0000-6590		39.54	SLING 013113	531744 Repair & Maintenance Supplies
03-303-000-0000-6590		299.21	BRAKE 013113	531763 Repair & Maintenance Supplies
03-303-000-0000-6590		41.67	GRIP GUN 013113	531771 Repair & Maintenance Supplies
03-303-000-0000-6590		73.43	BUNGEE 013113	531810 Repair & Maintenance Supplies
03-303-000-0000-6590		74.80	BLOW METER 013113	531850 Repair & Maintenance Supplies
03-303-000-0000-6590		149.61	SLING 013113	531865 Repair & Maintenance Supplies
03-303-000-0000-6590		74.80	BLOW METER 013113	531871 Repair & Maintenance Supplies
03-303-000-0000-6590		45.93	CLAMP 013113	531891 Repair & Maintenance Supplies
03-303-000-0000-6590		16.84	FREIGHT 013113	531993 Repair & Maintenance Supplies
03-303-000-0000-6590		272.81	FITTING 013113	531999 Repair & Maintenance Supplies
03-303-000-0000-6590		32.03	BLADE 013113	532077 Repair & Maintenance Supplies
03-303-000-0000-6590		161.06	FITTING 013113	532093 Repair & Maintenance Supplies
03-303-000-0000-6590		32.05	ROTARY 013113	532102 Repair & Maintenance Supplies
03-303-000-0000-6590		135.27	BARB 013113	532150 Repair & Maintenance Supplies
03-303-000-0000-6590		179.52	SOLVENT 013113	532183 Repair & Maintenance Supplies
03-303-000-0000-6590		39.96	FREIGHT 013113	532198 Repair & Maintenance Supplies
03-303-000-0000-6590		256.49	DRIER 013113	532242 Repair & Maintenance Supplies
03-303-000-0000-6590		287.48	DRIER 013113	532254 Repair & Maintenance Supplies
03-303-000-0000-6590		256.49-	DRIER 013113	532292 Repair & Maintenance Supplies
03-303-000-0000-6590		7.62	BARB 013113	532300 Repair & Maintenance Supplies

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 3 Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4070	Riley Auto Supply		2,084.53		23 Transactions	
8671	Village Laundromat & Car Wash, Inc 03-303-000-0000-6523		25.65	RAGS 012512	841460	Misc Bldg & Shop Supplies
8671	Village Laundromat & Car Wash, Inc		25.65		1 Transactions	
5295	Ziegler Inc 03-303-000-0000-6590		21.09	PAWLL 012513	PC190026365	Repair & Maintenance Supplies
5295	Ziegler Inc		21.09		1 Transactions	
303	DEPT Total:		33,199.26	R&B Highway Maintenance	36 Vendors	139 Transactions
307	DEPT			R&B Capital Infrastructure		
8694	Mn Dept Of Transportation 03-307-000-0000-6260	O	387.83	INSPECTION 122812	P00001395	Professional Services
	03-307-000-0000-6260	O	11.77	SAMPLING 121812	P00001395	Professional Services
8694	Mn Dept Of Transportation		399.60		2 Transactions	
307	DEPT Total:		399.60	R&B Capital Infrastructure	1 Vendors	2 Transactions
3	Fund Total:		34,328.33	Road & Bridge		151 Transactions

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
423 DEPT		Unorganized Cemetary		
3116 Mcneil,Treas/Delpha				
04-423-000-0000-6801	P	10.73	Apportionment Unorg cem 51-27	Appropriations
04-423-000-0000-6801	P	2.87	MV Credit Unorg Cem 51-27	Appropriations
04-423-000-0000-6801	P	8.21	Apportionment Unorg Cem 52-27	Appropriations
04-423-000-0000-6801	P	1.23	MV Credit Unorg Cem 52-27	Appropriations
3116 Mcneil,Treas/Delpha		23.04	4 Transactions	
3757 Packer,Warren/Treas.				
04-423-000-0000-6801	P	152.34	Apportionment Unorg cem 50-25	Appropriations
04-423-000-0000-6801	P	17.47	MV credit Unorg Cem 50-25	Appropriations
3757 Packer,Warren/Treas.		169.81	2 Transactions	
423 DEPT Total:		192.85	Unorganized Cemetary	2 Vendors 6 Transactions
4 Fund Total:		192.85	Special Revenue(Unorg R&B,Fir	6 Transactions

DKB1
 2/11/13 9:06AM
 5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
400 DEPT		Public Health Department		
1457 CPS Technology Solutions, Inc 05-400-440-0410-6231	10.56	February Maint	361801	Services Or Contracts
1457 CPS Technology Solutions, Inc	10.56	1 Transactions		
400 DEPT Total:	10.56	Public Health Department	1 Vendors	1 Transactions
420 DEPT		Income Maintenance		
1457 CPS Technology Solutions, Inc 05-420-600-4800-6231	26.75	February Maint	361801	Services Or Contracts
05-420-640-4800-6231	35.20	February Maint	361801	Services Or Contracts
1457 CPS Technology Solutions, Inc	61.95	2 Transactions		
420 DEPT Total:	61.95	Income Maintenance	1 Vendors	2 Transactions
430 DEPT		Social Services		
1457 CPS Technology Solutions, Inc 05-430-700-4800-6231	33.09	February Maint	361801	Services Or Contracts
1457 CPS Technology Solutions, Inc	33.09	1 Transactions		
430 DEPT Total:	33.09	Social Services	1 Vendors	1 Transactions
5 Fund Total:	105.60	Health & Human Services		4 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
0	DEPT			Undesignated		
1091	Commissioner Of Revenue 09-000-000-0000-2044	0	111.19	20% Severed Mineral	3rd settlement	20% Severed Mineral Tax
1091	Commissioner Of Revenue		111.19	1 Transactions		
4580	Mn Dept Of Finance 09-000-000-0000-2030		570.00	January marriage fees		State Fees, Assessments & Surcharges
	09-000-000-0000-2051	0	40.41	Tif Admin Fee	Nov/Dec 2012	State Share Of Tif Tax
4580	Mn Dept Of Finance		610.41	2 Transactions		
0	DEPT Total:		721.60	Undesignated	2 Vendors	3 Transactions
9	Fund Total:		721.60	State		3 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
943	Cook Logging 10-900-000-0000-2300		1,312.83	Bond refund rec #1303	12862	Timber Permit Bonds
943	Cook Logging		1,312.83	1 Transactions		
1735	Gelhar/Paul 10-900-000-0000-2300		751.00	Bond refund rec 1446	13121	Timber Permit Bonds
1735	Gelhar/Paul		751.00	1 Transactions		
11922	Guertin/Ron 10-900-000-0000-2300		607.18	Bond refund rec 1437	13074	Timber Permit Bonds
11922	Guertin/Ron		607.18	1 Transactions		
3605	North Shore Forest Prod Inc 10-900-000-0000-2300		674.50	Bond refund rec 1373	12859	Timber Permit Bonds
	10-900-000-0000-2300		1,642.70	Bond refund rec 1417	13335	Timber Permit Bonds
3605	North Shore Forest Prod Inc		2,317.20	2 Transactions		
10926	Park Falls Hardwood 10-900-000-0000-2300		1,148.23	Bond refund rec 1459	13242	Timber Permit Bonds
	10-900-000-0000-2300		1,424.16	Bond refund rec 1452	13348	Timber Permit Bonds
10926	Park Falls Hardwood		2,572.39	2 Transactions		
5791	Sappi 10-900-000-0000-2300		3,063.07	Bond refund rec 1418	13141	Timber Permit Bonds
5791	Sappi		3,063.07	1 Transactions		
7042	Vierkandt/Brian 10-900-000-0000-2300		842.56	Bond refund rec 1260	12934	Timber Permit Bonds
7042	Vierkandt/Brian		842.56	1 Transactions		
5109	Westerlund Sawmill 10-900-000-0000-2300		2,058.50	Bond refund rec 1458	13144	Timber Permit Bonds
5109	Westerlund Sawmill		2,058.50	1 Transactions		
900	DEPT Total:		13,524.73	Timber Permit Bonds	8 Vendors	10 Transactions
923	DEPT			Forfeited Tax Sales		
50	Aitkin Body Shop, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
50	Aitkin Body Shop, Inc			949.90	Repair truck		56343		Repair & Maintenance Supplies	
195	Aitkin Tire Shop			306.74	Tire 303		51656		Repair & Maintenance Supplies	
195	Aitkin Tire Shop			54.57	Lube, oil, filter 315		51673		Repair & Maintenance Supplies	
195	Aitkin Tire Shop			361.31		2 Transactions				
783	Canon Financial Services, Inc			417.82	Contract copier 22		12493203		Services, Labor, Contracts	
783	Canon Financial Services, Inc			417.82		1 Transactions				
10438	Commissioner Of Revenue			500.00	State deeds for 2012				State Deed Forfeited Tax Sales	
		O		75.00	Repurchase deeds 2012				State Deed Repurchase	
10438	Commissioner Of Revenue			575.00		2 Transactions				
1735	Gelhar/Paul			850.00	Overappraised refund		13121		Refunds & Reimbursements	
1735	Gelhar/Paul			850.00		1 Transactions				
11922	Guertin/Ron			33.67	Overappraised refund		13074		Refunds & Reimbursements	
11922	Guertin/Ron			33.67		1 Transactions				
3605	North Shore Forest Prod Inc			1,135.68	Overappraised refund		12859		Refunds & Reimbursements	
3605	North Shore Forest Prod Inc			1,135.68		1 Transactions				
86235	Office Shop Inc/The			604.49	Copies for Jan		263576-0		Office Supplies	
86235	Office Shop Inc/The			604.49		1 Transactions				
10926	Park Falls Hardwood			3,591.51	Overappraised refund		13348		Refunds & Reimbursements	
10926	Park Falls Hardwood			3,591.51		1 Transactions				
10930	Tidholm Productions			85.98	timber payment cards		61514106		Office Supplies	

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 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10930	Tidholm Productions		Amount	1 Transactions	
			85.98		
923	DEPT Total:		8,605.36	Forfeited Tax Sales	10 Vendors 12 Transactions
10	Fund Total:		22,130.09	Trust	22 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
4489	Rainforest Alliance, Inc. 11-924-000-0000-6231		20,692.00	2013 Reassessment FSC	130012	Services, Labor, Contracts
4489	Rainforest Alliance, Inc.		20,692.00	1 Transactions		
924	DEPT Total:		20,692.00	Forest Resource	1 Vendors	1 Transactions
925	DEPT			Reforestation		
120	Aitkin Implement Company 11-925-000-0000-6590		1,181.82	Radiator, door switch	R41192	Repair & Maintenance Supplies
120	Aitkin Implement Company		1,181.82	1 Transactions		
86467	Auto Value Aitkin					
	11-925-000-0000-6590	P	18.24	Nylon washers, permatex 416	40017433	Repair & Maintenance Supplies
	11-925-000-0000-6590		17.08	Wiper blades 608	40017763	Repair & Maintenance Supplies
	11-925-000-0000-6590		19.36	Tail light 315	40017802	Repair & Maintenance Supplies
	11-925-000-0000-6590		13.78	Nuts, caps, undercoating 309	40018159	Repair & Maintenance Supplies
	11-925-000-0000-6590		12.83	Wheel nut 309	40018162	Repair & Maintenance Supplies
	11-925-000-0000-6590		8.66	Wiring 315	40018228	Repair & Maintenance Supplies
	11-925-000-0000-6590		79.70	Strobe light 416	40018901	Repair & Maintenance Supplies
86467	Auto Value Aitkin		169.65	7 Transactions		
1701	Forestry Suppliers Inc					
	11-925-000-0000-6406		584.08	Paint	413385-00	Field Supplies
	11-925-000-0000-6406		776.38	Paint	413385-01	Field Supplies
1701	Forestry Suppliers Inc		1,360.46	2 Transactions		
2340	Hyytinen Hardware Hank					
	11-925-000-0000-6590		3.98	Wire connect, clips 5th whl	1085189	Repair & Maintenance Supplies
	11-925-000-0000-6406		8.75	Hammer	1086931	Field Supplies
2340	Hyytinen Hardware Hank		12.73	2 Transactions		
4010	Rasley Oil Company					
	11-925-000-0000-6511		427.72	January gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		427.72	1 Transactions		
10891	Roth Construction					
	11-925-000-0000-6361		2,000.00	Headboom road const. 6-1	41426	Road Construction Service

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 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
10891	Roth Construction		2,000.00	1 Transactions	
4233	S & T Office Products Inc				
	11-925-000-0000-6405		315.08	Folders, laminent, binders	01PP2742 Office Supplies
	11-925-000-0000-6405		65.34	File folders	01PP6397 Office Supplies
	11-925-000-0000-6405		224.44	Shredder	01PP7269 Office Supplies
4233	S & T Office Products Inc		604.86	3 Transactions	
925	DEPT Total:		5,757.24	Reforestation	7 Vendors 17 Transactions
11	Fund Total:		26,449.24	Forest Development	18 Transactions

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 12 Agency

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
930	DEPT 90081 ARDC 12-930-000-0000-6801	P	3,613.21	ARDC Oct/Nov Tax Settlement		Apportionments
	90081 ARDC		3,613.21		1 Transactions	
930	DEPT Total:		3,613.21	ARDC	1 Vendors	1 Transactions
931	DEPT 5838 Nw Carlton Co Ambulance District 12-931-162-0000-2045	P	137.99	Towns Ambulance district levy	3RD SETTLEMENT	Nw Carlton Co Ambulance District
	5838 Nw Carlton Co Ambulance District		137.99		1 Transactions	
931	DEPT Total:		137.99	Towns	1 Vendors	1 Transactions
12	Fund Total:		3,751.20	Agency		2 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
8622	Frontier 19-521-000-0000-6250		513.68	long distance	2187684653	Telephone
8622	Frontier		513.68	1 Transactions		
9463	NMN,Inc 19-521-000-0000-6400		118.80	Playing cards for commissary	10044747	Commissary Items
9463	NMN,Inc		118.80	1 Transactions		
86235	Office Shop Inc/The 19-521-000-0000-6405		42.88	Printer ink cartridges	263533-0	Office & Computer Supplies
86235	Office Shop Inc/The		42.88	1 Transactions		
5750	Sam's Club 19-521-000-0000-6400		284.36	Commissary supplies	28300664286222	Commissary Items
5750	Sam's Club		284.36	1 Transactions		
4425	Shirts Plus 19-521-000-0000-6400		713.78	Water bottles	60012	Commissary Items
	19-521-000-0000-6400		143.40	Beanies	60013	Commissary Items
	19-521-000-0000-6400		490.20	T-shirts, bandanas	60021	Commissary Items
	19-521-000-0000-6400		573.90	Shirts	60038	Commissary Items
4425	Shirts Plus		1,921.28	4 Transactions		
521	DEPT Total:		2,881.00	LLCC Administration	5 Vendors	8 Transactions
523	DEPT			LLCC Food		
5998	Appert's Foodservice 19-523-000-0000-6418		1,999.47	GROCERIES	1873151	Groceries-Students
	19-523-000-0000-6420		68.85	GROCERIES	1873151	Food Service Supplies
5998	Appert's Foodservice		2,068.32	2 Transactions		
5814	Hagen/Christine 19-523-000-0000-6418		25.70	Food service groceries	Cub	Groceries-Students
	19-523-000-0000-6418		15.09	Food service groceries	Walmart	Groceries-Students
5814	Hagen/Christine		40.79	2 Transactions		
5662	McGregor Dairy,Inc 19-523-000-0000-6418		211.40	Groceries	20194	Groceries-Students

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	19-523-000-0000-6418		104.55	Groceries	20225	Groceries-Students
5662	McGregor Dairy,Inc		315.95		2 Transactions	
5750	Sam's Club					
	19-523-000-0000-6418		45.72	Food supplies	28300664286222	Groceries-Students
5750	Sam's Club		45.72		1 Transactions	
4761	Sysco Minnesota Inc					
	19-523-000-0000-6418		886.66	Groceries	301240139	Groceries-Students
4761	Sysco Minnesota Inc		886.66		1 Transactions	
523	DEPT Total:		3,357.44	LLCC Food	5 Vendors	8 Transactions
524	DEPT			LLCC Maintenance		
120	Aitkin Implement Company					
	19-524-000-0000-6590		52.58	log splitter hydraulic fluid	41181	Repair & Maintenance Supplies
120	Aitkin Implement Company		52.58		1 Transactions	
5998	Appert's Foodservice					
	19-524-000-0000-6422		87.93	GROCERIES	1873151	Janitorial Services/Supplies
5998	Appert's Foodservice		87.93		1 Transactions	
2340	Hyytinen Hardware Hank					
	19-524-000-0000-6422		108.60	Maintenance supplies	1087418	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		108.60		1 Transactions	
3760	Palisade Cooperative Oil Assoc					
	19-524-000-0000-6511		60.80	Gas can & fuel-240646	LONGLAK	Gas And Oil
	19-524-000-0000-6511		83.83	Gas & diesel-239384	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc		144.63		2 Transactions	
5750	Sam's Club					
	19-524-000-0000-6422		14.88	Maint supplies	28300664286222	Janitorial Services/Supplies
5750	Sam's Club		14.88		1 Transactions	
524	DEPT Total:		408.62	LLCC Maintenance	5 Vendors	6 Transactions
19	Fund Total:		6,647.06	Long Lake Conservation Center		22 Transactions

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21 PARKS

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
86222	Aitkin Independent Age 21-520-000-0000-6230		47.45	Bids-satellites,garbage,mowing	00001519	Printing, Publishing & Adv
86222	Aitkin Independent Age		47.45	1 Transactions		
1570	Erickson Oil Products Inc 21-520-000-0000-6511		1,275.24	January gas	9423	Gas & Oil
1570	Erickson Oil Products Inc		1,275.24	1 Transactions		
12514	GMRPT Coalition 21-520-000-0000-6231		225.00	2013 Membership Parks & Trails		Services, Labor, Contracts
12514	GMRPT Coalition		225.00	1 Transactions		
7525	Hometown Bldg Supply 21-520-000-0000-6590		14.11	1x6 for Aitkin/Berglund signs	36759	Repair & Maintenance Supplies
	21-520-000-0000-6590		11.76	1x6,1x2 for Berglund signs	36787	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		25.87	2 Transactions		
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		13.78	Clips	1084963	Repair & Maintenance Supplies
	21-520-000-0000-6590		13.34	Paint & primer for tables	1085184	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		27.12	2 Transactions		
3950	Public Utilities 21-520-000-0000-6254		270.83	Land Dept	0200000348003	Utilities
	21-520-000-0000-6254		16.26	Miss Access	0200063077005	Utilities
3950	Public Utilities		287.09	2 Transactions		
520	DEPT Total:		1,887.77	Parks	6 Vendors	9 Transactions
21	Fund Total:		1,887.77	PARKS		9 Transactions
	Final Total:		377,573.42	246 Vendors	480 Transactions	

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
1	281,359.68	General Fund	
3	34,328.33	Road & Bridge	
4	192.85	Special Revenue(Unorg R&B,Fire	
5	105.60	Health & Human Services	
9	721.60	State	
10	22,130.09	Trust	
11	26,449.24	Forest Development	
12	3,751.20	Agency	
19	6,647.06	Long Lake Conservation Center	
21	1,887.77	PARKS	
All Funds	377,573.42	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: 2-4-2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Reappoint Roberta Elvecrog to the Snake River Watershed Citizens Advisory Committee

Requested Meeting Date: 2-12-2013 Estimated Presentation Time: _____

Presenter: _____

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) _____

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

Sue Bingham

From: Patrick Wussow [patrick.wussow@co.aitkin.mn.us]
Sent: Monday, February 04, 2013 11:16 AM
To: 'Sue Bingham'
Subject: FW: Snake River Citizen appointment

From: Teresa Wickeham [mailto:teresa.wickeham@co.kanabec.mn.us]
Sent: Monday, February 04, 2013 10:45 AM
To: patrick.wussow@co.aitkin.mn.us
Subject: Snake River Citizen appointment

At the last meeting of the Snake River Watershed Citizen meeting the Aitkin citizen representative Roberta Elvecrog stated you needed a request for re-appointment to the committee. Please consider this your request to re-appoint a citizen to the Snake River Watershed Citizens Advisory Committee.

Thank you and if you have any questions please contact
Teresa Wickeham
Snake River Watershed Coordinator

Teresa Wickeham
Environmental Services Supervisor
Kanabec County

This message is intended only for the use of the individual or entity to which it is addressed and may contain information that is privileged, confidential and exempt from disclosure under applicable law. If the reader of this message is not the intended recipient or the employee or agent for delivering the message to the intended recipient, you are hereby notified that dissemination, distribution or copying of this communication is strictly prohibited. If you received this communication in error, please notify us immediately by replying to this message and delete the original message and its contents. Thank You.

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 4, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Purchase Software

Requested Meeting Date: February 12, 2013 Estimated Presentation Time: N/A

Presenter: Consent Agenda

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)


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

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

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



MEMORANDUM

DATE: February 5, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Recommendation to Purchase Software

The Planning and Zoning Office currently is storing all the parcel files and other documents on an acrobat program. It has served us well over the years but is in dire need of replacement. It was recently discovered the system is near capacity. It is no longer a question of *if* the system will fail but a question of *when!* The MIS Department is recommending we use the Application Extender storage and retrieval system that all the other Departments in Aitkin County are currently using. This storage system has a start-up cost of approximately \$5,000.00 which will cover five licenses. This will allow 5 staff members to use the system at the same time, which may not be enough. We currently have 8 computers operating the system, but we will try it for a few months and see if there are any problems. The replacement of the current storage and retrieval system was not included in the 2013 Planning and Zoning budget.

I am requesting the Aitkin County Board of Commissioners authorize the purchase of the five licenses for the Planning and Zoning Department.

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.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: S.A.P. 001-604-010 Local Bridge Replacement Program Grant Agreement

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

Type of Action Requested (check all that apply)

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: January 2, 2013

Consent Agenda Item:

S.A.P. 001-604-010 Local Bridge Replacement Program Grant Agreement

Summary:

This project to replace the existing bridge on CSAH 4 over the Rice River was awarded to Dallco, Inc. on August 7, 2012. A \$273,527.15 state bonding grant is available toward the \$580,037.42 cost of the project. The following resolution is needed to authorize my signature on the grant agreement. Although I have not provided a copy of the grant agreement, a copy of it is available upon request.

Resolution:

WHEREAS, The County of Aitkin has applied to the Commissioner of Transportation for a Grant from the Minnesota State Transportation Fund for construction of S.A.P. 001-604-010, and

WHEREAS, the Commissioner of Transportation has given notice that funding for this local bridge replacement project is available; and

WHEREAS, a Grant Agreement has been proposed with the grant amount determined to be \$273,527.15.

NOW, THEREFORE BE IT RESOLVED, that Aitkin County agrees to pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any appropriated amount that is not needed.

NOW, THEREFORE BE IT RESOLVED, that the County of Aitkin does hereby agree to the terms and conditions of the Grant Agreement and authorizes the Aitkin County Engineer to execute the Agreement and any amendments thereto.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: National Association of County Engineers (NACE) Conference attendance

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request 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)
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Consent Agenda Item:

National Association of County Engineers (NACE) Conference attendance

Summary:

This year, the NACE conference is being held in Des Moines, Iowa from April 21st through April 24th. As the current secretary of the Minnesota County Engineers Association, I would like authorization to attend this out-of-state event at an estimated cost of \$550 for conference registration and \$536 plus taxes and fees for lodging.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Resolution of Support for McGregor Safe Routes to School Infrastructure Project

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

_____ HR Review

Supporting Attachment(s)

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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Consent Agenda Item:

Resolution of Support for McGregor Safe Routes to School Infrastructure Project

Summary:

The City of McGregor, in cooperation with the McGregor School District and Aitkin County Public Health, are in the process of submitting a grant application for a Safe Routes to School Project to construct several blocks of sidewalk to provide access to the McGregor School. As part of the grant application, Aitkin County would have to sponsor the project on behalf of the City. The following resolution is proposed for this purpose.

Resolution:

BE IT RESOLVED, That the County of Aitkin act as the sponsoring agency for a Safe Routes to school (SRTS) Project within the City of McGregor and acknowledges herewith that it is willing to be the project sponsor knowing full well that such sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

BE IT FURTHER RESOLVED, That John Welle, Aitkin County Engineer is hereby authorized to act as agent on behalf of this applicant.

Agreement to Maintain Facility

WHEREAS, The Federal Highway Administration (FHWA) requires that states agree to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way acquired without prior approval from the FHWA; and

WHEREAS, Transportation enhancement projects receive federal funding from the reauthorization of the Surface Transportation Program (STP) of the Safe, Accountable, Flexible, Efficient Transportation Equity Act – A Legacy for Users (SAFETEA-LU) of 2005; and

WHEREAS, the Minnesota Department of Transportation (MNDOT) has determined that for projects implemented with SRTS funds, this requirement should be applied to the project sponsor, and

WHEREAS, The County of Aitkin is the project sponsor for the Safe Routes to School project within the City of McGregor

THEREFORE BE IT RESOLVED, that the Project Sponsor hereby agrees to assume full responsibility for the design, construction, operation, and maintenance of property and facilities related to the aforementioned transportation enhancement project.
and further agrees to act as the project sponsor for this project.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – S.P. 001-591-002

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale Other (please list) _____
- Request 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
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- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Consent Agenda Item:

Final Contract Payment – S.P. 001-591-002

Summary:

This project was a Safe Routes To School project that was constructed in 2011 in the area of Rippleside Elementary School on behalf of the City of Aitkin and the Aitkin School District. The final project cost of \$178,383.07 is approximately 4.4% above the \$170,903.70 bid amount for the project. The increased cost was due to minor overruns of various construction bid items and two additional work orders that needed to be written for unforeseen work that was done during construction. With all of the work on this project being done on city street right of way, the City of Aitkin has authorized final payment for this project. Authorization is requested to make final payment to Roth Construction in the amount of \$1,887.29.

Resolution:

WHEREAS, Contract No. 20115-- Project Nos. SP 01-591-02 – Aitkin Safe Routes to School has in all been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, That we do hereby accept said completed projects for and in behalf of the County of Aitkin and authorize final payment to Roth Construction in the amount of \$1,887.29 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – S.P. 001-599-033

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Consent Agenda Item:

Final Contract Payment – S.P. 001-599-033

Summary:

This project was a township bridge replacement project that was constructed in 2011 on a joint Aitkin/Farm Island township road. The final project cost of \$190,248.45 is approximately 6.7% below the \$203,837.12 bid amount for the project. Both Farm Island and Aitkin townships have authorized final payment for this project. Authorization is requested to make final payment to Landwehr Construction in the amount of \$11,874.96.

Resolution:

WHEREAS, Contract No. 20116– Project Nos. SAP 01-599-33 – Bridge Replacement and Approach Grading has in all been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, That we do hereby accept said completed projects for and in behalf of the County of Aitkin and authorize final payment to Landwehr Construction in the amount of \$11,874.96 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13
Via: Patrick Wussow, County Administrator
From: John Welle
Title of Item: Final Contract Payment – S.P. 001-603-011

Requested Meeting Date: 2-12-13 Estimated Presentation Time: Consent Agenda
Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Consent Agenda Item:

Final Contract Payment – S.P. 001-603-011

Summary:

This project was a bridge replacement on CSAH 3 over the Willow River that was constructed in 2011. The final project cost of \$1,277,515.57 is less than 0.5% above the \$1,271,409.84 bid amount for the project. Authorization is requested to make final payment to Lunda Construction Company in the amount of \$64,276.22.

Resolution:

WHEREAS, Contract No. 20113– Project Nos. SAP 01-603-11 – Bridge Replacement over the Willow River has in all been completed, and the County Board being fully advised in the premises,

NOW THEN BE IT RESOLVED, That we do hereby accept said completed projects for and in behalf of the County of Aitkin and authorize final payment to Lunda Construction Company in the amount of \$64,276.22 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-5-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

800 Mhz Radio Update

Requested Meeting Date: 2-12-13 Estimated Presentation Time: _____

Presenter: Scott Turner, Sheriff

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)
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- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
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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)

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- 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) Verbal update only - via telephone

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: 2-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Platform – Department Head Presentation

Requested Meeting Date: 2-12-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator and Department Heads

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)
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- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
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Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

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



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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, County Administrator

RE: Aitkin County 2013 Legislative Platform, Staff Presentations

DATE: February 6, 2013

Please find the proposed legislative platform proposals from staff. Staff will be present to briefly review and respond to questions from the County Board.

It is my understanding that the County Board will review these proposals with staff and make a final determination of the top five or six priorities for the County.

Please review the attached document and contact me with questions.

Aitkin County 2013 Legislative Platform

Legislative Positions by Department

Road & Bridge

Transportation and Infrastructure

Transportation Funding and Distribution

Aitkin County supports sustainable annual increases in gas tax and motor vehicle registration fees to keep pace with annual construction inflation. Aitkin County supports the current constitutional formula for distribution of the highway user tax distribution fund.

Transportation Cost Control

Aitkin County supports efforts at the local, state, and federal level to control the rapidly increasing cost of road of bridge construction through the re-examination of mandates that currently apply to transportation projects.

Bonding Programs

Aitkin County supports continuing state funding for local roads and bridges through Local Bridge Bonding and the Local Road Improvement Program.

Wetland Mitigation

Aitkin County supports continuing state funding from non-transportation funding sources for wetland mitigation of county highway projects as provided by the 1996 amendments to the Wetland Conservation Act.

Road Construction Permitting

Aitkin County supports the efforts of state and federal regulatory agencies to streamline current environmental permit requirements for road construction projects.

Aid for Beaver Damage and Containment

Aitkin County supports funding for counties with large beaver control issues to preserve and protect county roads and property owners by funding damage caused by beavers and by funding county containment programs for beavers.

Ten Ton Roads

Aitkin County supports a statewide initiative that will build a comprehensive statewide system of 10-ton local roads to connect to major transportation routes. The system will provide greater transportation efficiencies for farm and forest-to-market roads.

Eminent Domain

Aitkin County supports the current balance in statutes between landowner rights and public agency eminent domain rights as those rights relate to transportation projects.

Aitkin County does not support statutory changes that require public agency reimbursement of landowner attorney fees in eminent domain proceedings.

Great River Road Bonding

Aitkin County supports state financial assistance to complete the third and final phase of the Great River Road National Scenic Byway Improvements on Aitkin County State-Aid Highway 21.

Health & Human Services

Health & Human Services

Simplifying Health & Human Services Programs

Administrative simplification has the potential to dramatically improve efficiency and effectiveness. It is a critical component to creating a more sustainable health & human services system.

Investments in Technology

A technology infrastructure which assures efficient administration of publicly funded services must be developed. Aitkin County supports the Department of Human Services and Department of Health efforts to modernize technology systems. Updating the state's aging technology infrastructure is essential to effective administration of programs and achieving client outcomes.

Aligning Funding with Outcomes for Vulnerable Populations

Achieving expected outcomes has become increasingly difficult due to an unsustainable rate of growth in health care and long term care spending combined with decreasing State revenues. Investments must be strategically re-focused in programs that cost-effectively achieve desired outcomes.

Tribal Court Ordered Child Placements

The Agreement on Indian Child Welfare dated February 22, 2007 obligates local social service agencies (counties) to pay for the cost of foster care of Indian children who are placed by tribal court order. Aitkin County supports legislative action to remove the costs of tribal court ordered child placements from the property tax levies of Minnesota counties as it creates disproportionate property tax impacts on Minnesota counties.

Promote Health in all Minnesota Counties through Statewide, Stable Funding for SHIP

The Statewide Health Improvement Program (SHIP) was launched in 2008 to reduce health care costs and chronic disease rates through local partnerships led by public health. Funding for SHIP was cut by 70% in 2011. For the program to help all Minnesotans live healthier, longer lives SHIP needs to be funded statewide again from a stable source.

Preventing disease is the most common sense and cost-effective way to improve health outcomes and reduce health care costs.

Making healthy choices easier related to smoking, activity levels and nutrition will impact rates of cancer, heart disease, diabetes and other chronic and expensive-to-treat conditions.

Jail Health Care Costs

Make the appropriate statutory changes to allow for inpatient treatment for inmates to be covered by MA. This is allowable under the federal rules and other states are doing this, but a statute change is required to do it in Minnesota. Also allow for public health care program eligibility to continue when an inmate is in custody but not yet convicted of a crime (this change was made for the GAMC program, but change over the last few years mean GAMC essentially no longer exists and other public programs do not allow for this, they end when a person is incarcerated).

Environmental Services/Planning & Zoning

Environment and Natural Resources

Chapter 394 Planning and Zoning Laws

In order to promote the health, safety, morals, and general welfare of the counties within the State of Minnesota, Aitkin County supports legislation that would prevent any changes or legislative acts that alter or change any section, subdivision or subitem of Minnesota Statutes Chapter 394 without going through the rule making process and having support of the Minnesota Association of Planning and Zoning Administrators.

Inverse Condemnation

Aitkin County opposes any legislation which would further restrict, hinder or impair a local unit of government's ability to contract for services, or which would require a local unit of government to compensate a private business/contractor for claimed lost business due to a local unit of government's decision to contract for services.

Program Administration

Aitkin County opposes any state statute, policy or rule changes that result in increased County workload or program costs without commensurate increases in state funding.

Vacation Rental by Owner

In order to protect the public health, safety, neighboring property values, and conserve the economic and natural environmental values of shorelands, Aitkin County opposes any legislation which would restrict, hinder or impair a local unit of government's ability to establish regulations on the use of vacation/private homes as rental property to a transient population.

Land

General Government

PILT

With recent downturn in timber markets and property values PILT is important to the County's ability to provide the benefits of public land.

1. Maintain (important)
2. Increase (nice - but not likely)

Forest Land Taxation Policy

Lower timber prices have reduced timber volume from private lands impacting loggers and forest industry – tax policies that encourage active, sustainable forestry practices could provide incentives to good stewardship

1. Remove cap on SFIA payments
2. Look at alternative strategies such as WI MFL program

Magic Act

Much of MS 282 and other statutes that apply to County land are outdated; but there is no consensus among Counties to do any overhauling. Currently most interpretations of statute lean toward prohibiting a practice if not specifically allowed by statute. Elements of the "magic act" would increase flexibility in providing benefits from County Administered lands by allowing projects/practices not specifically addressed by statute.

Land Exchanges

Streamline the process for administrative land exchanges (between Co & State) especially those involving Trust Fund lands. The current laws are extremely cumbersome and add to the cost. These swaps could increase efficiency and reduce costs for all by consolidating areas of fragmented ownership.

Administration

General Government

State of MN to Collect its share of Property tax

The County Board and AMC both would like the State of MN to collect the State General Tax through an electronic process that it has in place with the collection of sales tax, while the tax remains in place. The **objective** would be to eliminate the State General Tax.

Remove Fiscal Disparities

Aitkin County would like the current Fiscal Disparities aid program (for the taconite relief area) to be eliminated.

Taxation of Local Governments Purchases

Aitkin County and AMC support the exemption of local government purchases from the state and local sales and use taxes.

Open Meeting Law

Aitkin County and AMC support more effective and efficient public notice alternatives and authority to utilize technological tools to conduct needed business; examples include delinquent taxation notices, publication of minutes, etc.

Mandate Reform and Removal

Aitkin County and AMC oppose the implementation of mandates and costs on counties without full and stable funding from the federal or state government. If mandates are not accompanied with commensurate funding, they must be removed in order to prevent property tax increases.

Economic Development

General Government

Statewide Property Tax

Aitkin County is concerned with the ever increasing Commercial State property tax on our businesses. Many businesses in Aitkin County pay significantly more to the State Property tax than they do to the local jurisdictions. Not only does this property tax continue to increase but there does not seem to be any accountability for this tax. The State does not hold a Truth in Taxation or similar type hearing nor does the state collect the tax. The State requires the county to collect the tax then turn the collected money over to the State, reducing any accountability on a significant amount of the property tax our businesses are paying. At the very least, the State should collect their own tax and be subject to the same standards that Counties and Cities are in informing the tax payers on their property taxes.

Fiscal Disparities

Aitkin County commercial properties located in the Taconite Relief Area (TRA) are subject to the Fiscal Disparity Tax. Similar to the Commercial State Property Tax, this tax has been increasing disproportionately more than what the local jurisdictions property taxes are. Businesses that are subject to the Fiscal Disparity Tax feel the formula used to distribute the tax should re-examined to determine if it is fair to all jurisdictions in the TRA and if the formula reflects today's current economy and conditions.

Assessors

General Government

Property Tax Working Group

Support the recommendations of the Property Tax Working Group, especially the idea of reducing the number of classifications. Everyone who contacts the Property Tax System would appreciate a simpler system for a variety of reasons, including cost of administration. It takes more time to properly classify a property with 55 choices versus the 4 choices that the Group recommends. Consider opposing the Group's idea of a statewide computer system which would decrease local control, potentially increase cost through decreased competition among the computer cooperatives, and cause increased costs through the data conversion process. Also consider opposing the Group's recommendation to switch away from a tax capacity based system since it works and people are used to the system. Changing tax capacity to mill rates would cause lots of confusion for a minimal benefit.

State Funded High Quality Aerial Photography Program

Provide a state funded high quality aerial photography program such as Pictometry. The State already funds the purchase of aerial photography for forestry programs. They also have funded the LIDAR program for all to use. The majority of Minnesota counties already have Pictometry. State funding would shift the burden off the local taxpayers for a program that benefits the public as well as State and local government agencies. The benefits of a product such as Pictometry include greater public safety efficiency, assessment efficiency, as well as permitting and compliance efficiency. Anyone would have an easier time navigating and recreating in the outdoors with such a product available.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Conference Call with Representative Joe Radinovich and Senator Carrie Ruud

Requested Meeting Date: 2-12-13 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) _____

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Aitkin County 2013 Legislative Platform – Conference Call

DATE: February 6, 2013

The County Board will hold a telephone conference call with Representative Radinovich and Senator Ruud on Tuesday February 12th at 10:00 a.m. Staff is trying a conference call with the elected officials in St. Paul for the first time as a way to improve communications. Historically the Senators and Representatives hold a meeting with the County Board before or after the legislative session. By having at least a monthly conference call the Board will be able to accommodate the time constraints of the officials meeting in St. Paul.

The ten o'clock time was chosen so that the County Board will have time to hear staffs' legislative priorities (on the agenda for 9:15 to 10:00) and create the County's top five legislative priorities to present to the officials in St. Paul.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin County Day at the Capitol

Requested Meeting Date: 2-12-13 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)
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- 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



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- Other supporting document(s) (please list) AMC flier

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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

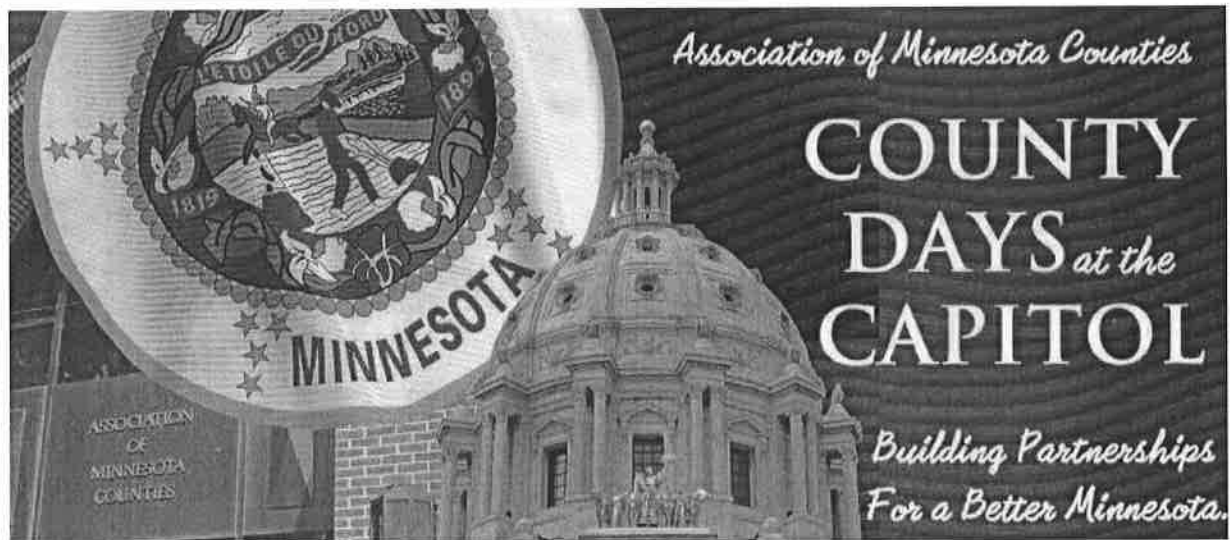
FROM: Patrick Wussow, County Administrator

RE: Aitkin County Day at the Capitol

DATE: February 6, 2013

A verbal update will be given at the Board meeting. At this time staff is waiting for a response from Crow Wing County.

Attached is a copy of the information provided by the Association of MN Counties about County Days at the Capitol.



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.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-5-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Equipment Purchase – Courthouse Maintenance

Requested Meeting Date: 2-12-13 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)
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- Authorize filling vacant staff position
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- 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)

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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, County Administrator
RE: Equipment Purchase – Courthouse Maintenance
DATE: February 5, 2013

The 2005 Cub Cadet currently being used by Courthouse Maintenance has had \$3,060.74 in repairs in the past nine months. Although repaired, fine metal shavings remain in the hydraulic fluid which cannot be completely removed. The broom is also worn out and in need of replacement.

Quotes were received for identical equipment through Northwood Equipment in Aitkin, and the State Government website. A quote was also requested from Aitkin Implement for comparable New Holland equipment, but nothing was available.

The funding for this expenditure would come from fund 111, where \$50,000 is budgeted for equipment like this, sidewalk replacement, carpet replacement, etc.

Staff requests County Board approval for purchase of a new John Deere 1420 Series II Commercial mower with a 62" mower deck, a heavy-duty rotary broom, and a soft cab.

Northwood Equipment:	\$24,000.00 delivered
State Government website:	\$24,590.72 + delivery
Aitkin Implement	Not available

Quote Id: 7626552

Customer: AITKIN COUNTY

Prepared For:
AITKIN COUNTY



Prepared By: **Gary K Miller**
NORTHWOOD EQUIPMENT
1120 2nd Street NW
Aitkin, MN 56431
Phone: 218-927-2140
Fax: 218-927-2319
Work Email: gary@northwoodequipment.com

Date: January 29, 2013

Offer Expires: February 28, 2013



JOHN DEERE

Quote Id: 7626552

Customer: AITKIN COUNTY

January 29, 2013

AITKIN COUNTY
AITKIN COUNTY COURTHOUSE
AITKIN, MN 56431

Our Mission: The purpose of Northwood Equipment of Aitkin, MN is to provide products and services to our customers that will help them succeed in their enterprises. Professionalism and Integrity in our dealings with customers and suppliers will ensure our continued success in providing high quality products and services through an effective, empowered workforce, and by responding in a timely manner to the needs of you, our customer.

Gary K Miller
218-927-2140
NORTHWOOD EQUIPMENT

CONFIDENTIAL



JOHN DEERE

Quote Id: 7626552

Customer: AITKIN COUNTY

Quote Summary

Prepared For:

AITKIN COUNTY
AITKIN COUNTY COURTHOUSE
209 2ND ST NW
AITKIN, MN 56431
Business: 218-927-7354

Prepared By:

Gary K Miller
NORTHWOOD EQUIPMENT
1120 2nd Street NW
Aitkin, MN 56431
Phone: 218-927-2140
gary@northwoodequipment.com

Quote Id: 7626552

Created On: January 29, 2013

Last Modified On: January 29, 2013

Expiration Date: February 28, 2013

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 1420 Series II Commercial Front Mower (Less Mower Deck)	\$ 18,445.00	\$ 12,000.00 X	1 =	\$ 12,000.00
JOHN DEERE 62 In. 7-Gauge Steel Commercial Rear Discharge Mower Deck (For 1400 Series II and Non-Series II Front Mowers)	\$ 4,395.00	\$ 3,200.00 X	1 =	\$ 3,200.00
JOHN DEERE 60 Heavy-Duty Rotary Broom (For 1400/1500 Series II and Non-Series II Front Mowers)	\$ 5,819.42	\$ 4,500.00 X	1 =	\$ 4,500.00
JOHN DEERE Soft Cab (For 1400/1500 Series II and Non-Series II Front Mowers)	\$ 5,875.66	\$ 4,300.00 X	1 =	\$ 4,300.00
Equipment Total				\$ 24,000.00

Quote Summary

Equipment Total	\$ 24,000.00
SubTotal	\$ 24,000.00
Total	\$ 24,000.00
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 24,000.00

Salesperson : X _____

Accepted By : X _____

CONFIDENTIAL



Selling Equipment

Quote Id: 7626552

Customer: AITKIN COUNTY

JOHN DEERE 1420 Series II Commercial Front Mower (Less Mower Deck)				
Hours:				Suggested List
Stock Number:				\$ 18,445.00
				Selling Price
				\$ 12,000.00
Code	Description	Qty	Unit	Extended
0065TC	1420 Series II Commercial Front Mower (Less Mower Deck)	1	\$ 18,280.00	\$ 18,280.00
Standard Options - Per Unit				
1000	Two Wheel Drive	1	\$ 0.00	\$ 0.00
2000	23x10.50-12 4PR Turf Drive Tires	1	\$ 0.00	\$ 0.00
3000	Deluxe Suspension Seat with Armrests	1	\$ 0.00	\$ 0.00
Standard Options Total				\$ 0.00
Other Charges				
	Setup	1	\$ 125.00	\$ 125.00
	EnviroCrate	1	\$ 40.00	\$ 40.00
Other Charges Total				\$ 165.00
Suggested Price				\$ 18,445.00
Customer Discounts				
Customer Discounts Total			\$ -6,445.00	\$ -6,445.00
Total Selling Price				\$ 12,000.00

JOHN DEERE 62 In. 7-Gauge Steel Commercial Rear Discharge Mower Deck (For 1400 Series II and Non-Series II Front Mowers)				
Hours:				Suggested List
Stock Number:				\$ 4,395.00
				Selling Price
				\$ 3,200.00
Code	Description	Qty	Unit	Extended
0351TC	62 In. 7-Gauge Steel Commercial Rear Discharge Mower Deck (For 1400 Series II and Non-Series II Front Mowers)	1	\$ 4,230.00	\$ 4,230.00
Other Charges				
	Setup	1	\$ 125.00	\$ 125.00
	EnviroCrate	1	\$ 40.00	\$ 40.00
Other Charges Total				\$ 165.00
Suggested Price				\$ 4,395.00



Selling Equipment

Quote Id: 7626552

Customer: AITKIN COUNTY

Customer Discounts		
Customer Discounts Total	\$ -1,195.00	\$ -1,195.00
Total Selling Price		\$ 3,200.00

JOHN DEERE 60 Heavy-Duty Rotary Broom (For 1400/1500 Series II and Non-Series II Front Mowers)				
Hours:				Suggested List
Stock Number:				\$ 5,819.42
				Selling Price
				\$ 4,500.00
Code	Description	Qty	Unit	Extended
0500TC	60 Heavy-Duty Rotary Broom (For 1400/1500 Series II and Non-Series II Front Mowers)	1	\$ 3,215.00	\$ 3,215.00
Standard Options - Per Unit				
1000	Lift Arms, Cylinders, Drive Shaft and Hardware	1	\$ 1,617.00	\$ 1,617.00
	Standard Options Total			\$ 1,617.00
Dealer Attachments				
TCB11474	Single Spool Auxiliary Hydraulic Kit	1	\$ 510.39	\$ 510.39
R66949	Quik-Tatch Weight, 42 Lb.	4	\$ 62.06	\$ 248.24
TCB10303	Rear Weight Mounting Kit	1	\$ 103.79	\$ 103.79
	Dealer Attachments Total			\$ 862.42
Other Charges				
	Setup	1	\$ 125.00	\$ 125.00
	Other Charges Total			\$ 125.00
	Suggested Price			\$ 5,819.42
Customer Discounts				
	Customer Discounts Total		\$ -1,319.42	\$ -1,319.42
Total Selling Price				\$ 4,500.00

JOHN DEERE Soft Cab (For 1400/1500 Series II and Non-Series II Front Mowers)				
Hours:				Suggested List
Stock Number:				\$ 5,875.66
				Selling Price
				\$ 4,300.00



Selling Equipment

Quote Id: 7626552

Customer: AITKIN COUNTY

Code	Description	Qty	Unit	Extended
0227TC	Soft Cab (For 1400/1500 Series II and Non-Series II Front Mowers)	1	\$ 2,135.00	\$ 2,135.00
Standard Options - Per Unit				
9000	Front Windshield	1	\$ 460.00	\$ 460.00
9001	Single Speed Front Windshield Wiper	1	\$ 347.00	\$ 347.00
9003	Floor Mounted Heater/Defroster Kit	1	\$ 735.00	\$ 735.00
9004	4-Post ROPS Conversion Kit with Canopy	1	\$ 1,558.00	\$ 1,558.00
Standard Options Total				\$ 3,100.00
Dealer Attachments				
TCB10538	Breakaway Beacon Light	1	\$ 315.66	\$ 315.66
Dealer Attachments Total				\$ 315.66
Other Charges				
	Setup	1	\$ 325.00	\$ 325.00
Other Charges Total				\$ 325.00
Suggested Price				\$ 5,875.66
Customer Discounts				
Customer Discounts Total			\$ -1,575.66	\$ -1,575.66
Total Selling Price				\$ 4,300.00

Series II Wide-Area Mowers

II

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care of large areas
as possible.

1445
Front Mower



1600 Turbo
Wide-Area Mower

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

LLCC Business and Marketing Manager Follow-up

Requested Meeting Date: 2-12-13 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)
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Fiscal Impact (check all that apply)

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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: LLCC Business and Marketing Manager Hiring Follow-up

DATE: January 31, 2013

This will be a verbal presentation.



14° Snow



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Help wanted: LLCC manager

Story Comments

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LLCC lodge

The North Star Lodge at Long Lake Conservation Center.

Related Stories

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Posted: Friday, November 2, 2012 11:22 am | Updated: 10:28 am, Tue Nov 6, 2012.

0 comments

Posted on November 2, 2012 by Nanci Sauerbrei

After more than a year without an executive director at Long Lake Conservation Center (LLCC), a business and

marketing manager will be hired and take over the leadership.

The Aitkin County Board approved the new position that will focus on implementing the recommendations made by Maven Consulting for bringing more revenues into LLCC.

Commissioner Brian Napstad voted against the motion, preferring to delay another two weeks to define measurable goals and a timeline for financial sustainability. In addition to the salary, estimated between \$39,520 and \$71,344, one step lower than the previous executive director's position, he cautioned that the total package with benefits could approach \$100,000.

"This is a person who will say, 'What's my budget?'" Napstad expected \$250,000 a reasonable amount for LLCC to become more attractive among camps.

Land Commissioner Mark Jacobs wants the name, Long Lake Conservation Center, to generate familiarity

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among people, like Wolf Ridge at Finland where he visited recently. Grant writing experience would be a requirement to help achieve that goal.

Other than improved cell phone reception, Commissioner Anne Marcotte did not expect many of the consultant's recommendations, like website visibility and fundraising, to cost a lot of money. Commissioner Laurie Westerlund suggested interns could perform many of the duties.

"There's a way to do it, (we) just need to get someone in there to figure it out," Jacobs said. He agreed with Napstad that a realistic business plan was necessary with a date to evaluate success or failure.

"In my opinion," said Commissioner Don Niemi, "we moved this far. See if it can break even. It's not an albatross we have to have forever."

"We're trying to give it every chance possible," Board Chair Mark Wedel said. "Make it or break it."

"It just seems to follow along and consume resources, it's a substantial amount of money," Napstad added. "Bring it to the public. Have a referendum, Determine if it's really a service to the public."

The business manager hiring will proceed. In the meantime, a contract will be developed to set goals and objectives for a new hire.

Lake Improvement District

Environmental Director Terry Neff brought a draft of a proposed LID (Lake Improvement District) policy, modeled after Crow Wing county's LID policy, to the board for discussion. As soon as minor revisions are made to the policy, the board is expected to take prompt action on its adoption so that future LID applications can be enforced under Aitkin County guidelines.

Next July or August, a referendum will be held when Lake Minnewawa property owners will decide whether a LID should be established. The need for a referendum came about when one group petitioned for a LID and another group petitioned against the LID. If the referendum passes, the Minnewawa LID would be subject only to the state's rules because the application was made before a county policy was adopted.

Vets' Community Outreach grant

Minnesota's 87 counties will receive an equally distributed share of \$200,000, a one-time appropriation from the Minnesota Department of Veterans Affairs. Veterans Service Officer Penny Harms said that the \$2,298 grant would be used for radio ads and publicity at the Aitkin County commerce show.

Flood summary, property tax relief

County Assessor Mike Dangers summarized the reassessment of Aitkin County's June 2012 flood damage as follows:

- Total number of parcels with building damage: 310
- Total number of homes destroyed: Five
- Estimated total dollar value of damage to buildings: \$4,533,900
- Average dollar value of damage per parcel: \$14,625
- Total number of parcels potentially eligible for tax relief: 215



Calendar

February 2013						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28		
today's events		browse		submit		

Homes Cars Jobs

Homes

2BR Townhome w/attached garage, air, gas heat, utility room w/hookups.
 Updated: 7:54 am

Year Around Mobile Home, 1986 Schultz, 2BR, 2BA, on Bay
 Updated: 7:54 am

FSBO, 3 bdrm, 2 bath, rented lot, 2 miles from
 \$30,000
 Updated: 7:54 am

[More Homes](#)

Posted in Government meetings on Friday, November 2, 2012 11:22 am. Updated: 10:28 am.

Similar Stories

- Pockets of rural property within Aitkin city limits
- Unity needed to drive alternate truck route forward
- In other business 01-30-13
- In other business 01-30-13

Most Read

- Shooting suspects released
- Blue Goose pays taxes in full
- Deputies interrupt burglary in progress
- Family safe after vehicle goes through ice

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2/6/2013

Via: Patrick Wussow, County Administrator

From: Steve Bennett – IT Dept

Title of Item:

Approve iSeries computer purchase

Requested Meeting Date: 2/12/2013 Estimated Presentation Time: 5 min

Presenter: Steve Bennett

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 01-44-195-6625

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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Memo

To: Aitkin County Board of Commissioners and County Administrator

From: Steve Bennett, IT

Date: February 6, 2013

Re: Approve iSeries purchase

The iSeries computer (AS400) houses the County's tax and property records. It also contains payroll and financial applications. The item was included in the 2013 budget and approved for purchase this year. Per section 8.15 of the Personnel Policies and Procedures Manual, I am requesting approval of the purchase of the item above. Attached is the quote from CPS Technology Solutions.

Jan. 2nd, 2013



**Aitkin County
Server Replacement Proposal**

The purpose of this document is to provide the costs and considerations in replacing your current IBM M15 with a Power7 720 server.

After the first 3 Years, IBM Hardware Maint. would \$972.00 per year (CPS Maint would be \$725.00) and your Software Maint. would be \$1400.00.

The server model we are recommending is still the Power 720 4 way. The E4C model listed below was just announced 14 months ago, and features higher speed PCI slots, and enhances performance.

**New IBM Model 8202-E4C Power7 5950 CPW 4 way Processor Server
w/32GB Memory**

- 8x 15k rpm 139GB Disk Drives (973 GB usable after Raid 5)
- TS 2250 External LTO5 Tape Drive-includes 3 Year on Site Warranty
- DVD-RAM Drive
- 4x 10/100/1000 Ethernet Connection.
- All necessary cables, specifics, and other required parts for a complete working system
- P05 SWMA – 1 Year
- One processor activation for i5OS
- 3 year Hardware Warranty
- Power VM – Includes 1 Year Maint.
- i5/OS (w/ DB2, UDB, WAS Express) V6R1 or V7R1 –

Total Model 8202-E4C Server	\$17,600.00
Processor and User transfer fee	\$5,000.00
<i>Rather than re-buying your 50 users and paying for an iOS Activation, IBM will transfer all of this from your 525 for a flat fee. This saves you almost \$5000 over doing it the other way. However, if you plan on retaining your M15 and using it, we should discuss your options. This price is part of the \$21,470.00</i>	
Upgrade standard 3 year Hardware Warranty to 7x24 onsite	\$1000.00
Extend 7x24 Software maintenance to 3 years includes Power VM	\$3400.00
Total Price with 3 year coverages includes CPS Discount	\$27,000.00+ tax

Trade-In

We estimate that your current M15 and external tape drive with no users or processor activations is worth \$400.00.

Options

APC 1500VA UPS, APC Smart Card and APC i-Series Smart Cable \$859.00

Implementation

We would like to be your partner in this project. CPS Technology Solutions holds the State and Local Government VAE from IBM which is a recognition of our experience and expertise in helping local governments make the right moves regarding their IT infrastructure. We have helped more Minnesota governments with iSeries replacements than all other IBM Business Partners combined. You can count on us to be there during every step of the process, and to be there after the sale as well.

Please let us know if you have any questions.

Randy McCarty
Vice President
CPS Technology Solutions
763-278-9648
rmccarty@cpsts.com

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-6-13

Via: Patrick Wussow, County Administrator

From: Scott Turner, Sheriff

Title of Item:

Sandbag Purchase

Requested Meeting Date: 2-12-13 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)
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SCOTT A. TURNER

SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

218-927-2138 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887

MEMO

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

From: Sheriff Scott Turner Re: Sandbag Purchase

I do not need to remind you about the devastating effects of the Summer of 2012 flood. It would, however, have been much worse if we had not take the preventative steps of having a large cache of sandbags on hand and readily dispensed to those people who were in need of such.

Last year we began the season with 50,000 sandbags on hand in Aitkin County. We used all of those and secured another 80,000 as well. I am proposing that we once again purchase some sandbags to have on hand this year as well. At the Governor's Conference on Emergency Management next week, I hope to hear more about the flood forecast for the coming spring. Last year at that same conference we were preparing for a drought and wildfire season – showing just how unpredictable natural disasters can be.

I obtained price quotes from three Minnesota Companies that sell sand bags. They are as follows:

Valley Bag Company – East Grand Forks, MN:
50,000 14x26" woven poly sandbags with ties \$.15 each or \$7500.00
Freight to 56431 (4 pallets) \$258.00
Total: \$7758.00

Berg Bag Company - Minneapolis, MN:
10,000 – 16.7 cents/bag
25,000 - 15.7 cents/bag
50,000 - 14.7 cents/bag
Freight is included in this pricing. The total for 50,000 bags would be \$7350.00

Jacobs Trading Company – Hopkins, MN:
19 cents/bag
Freight is included in this pricing
Total for 50,000 bags would be \$9500.00

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-7-13

Via: Patrick Wussow, County Administrator

From: Scott Turner, Sheriff

Title of Item:

Additional Radio Purchase

Requested Meeting Date: 2-12-13 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)
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- Approve/adopt proposal by resolution (attach draft resolution)
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Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
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Staffing Impact (Any yes answer requires a review by Human Resources Manager before going to the board)

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



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217 Second Street NW
Aitkin, MN 56431

218-927-2138 Emergency 911
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887

MEMO

To: Aitkin County Board of Commissioners

Date: February 6, 2012

From: Sheriff Scott Turner

Re: Additional Radio Purchase

Some time back, we purchased a number of ARMER radios for law enforcement, Aitkin County Highway Department and various emergency response units in Aitkin County. Taking input from all of those organizations we came up with the number of radios needed. Since that time, there has been additional need indentified by three of the agencies for which we had previously provided radios.

With that being said, the following requests have been made and we are in support of providing for these requests:

- 4 XTL 1500 mobiles for Aitkin County Highway Dept
- 2 XTL 2500 mobiles for Jacobson Fire Department
- 3 XTS 1500 portables (1 Jacobson FD and 2 Palisade FD)
- 3 impres chargers for the portables

Below is a price quote from Granite Electronics for this purchase – using the state bid pricing.

Radio	Unit Price	Quantity	Extended Price
XTL 1500 mobile	\$2,132.62	4	\$8,530.48
XTL 2500 mobile	\$3,185.95	2	\$6,371.90
XTS 1500 portable	\$1,344.00	3	\$4,032.00
Impres Charger	\$ 123.75	3	\$ 371.25
Total			\$19,305.63

This purchase would be made using the money that was reserved for the radio system.

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



To: Chairperson, Aitkin County Board of Commissioners Date: February 4, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Amendment to Zoning Ordinance

Requested Meeting Date: February 12, 2013 Estimated Presentation Time: 10

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

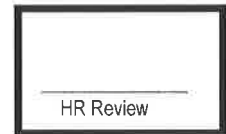
- For info only, no action requested
- For discussion only with possible future action
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- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
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-Aitkin 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: February 4, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Public Hearing for Amendments to the General Zoning Ordinance

The Ordinance Review committee consisting of: Commissioner - Brian Napstad, Commissioner - Anne Marcotte, Pete Gansen - P&Z, Steve Hughes - SWCD, Rich Courtemanche – Land Dept., Pat Wussow – Administrator, Jim Ratz – Attorney and myself, met on February 1, 2013 to review proposed changes to the General Zoning Ordinance. As mentioned in my January 15, 2013 memo to the Board, the proposed changes are to address 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 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 also needs updating. Enclosed is a copy of the proposed amendments. ~~Strikethrough~~ is language that is proposed for deletion and **red** is proposed new language.

At the February 12, 2013, Aitkin County Board of Commissioners meeting, I will be requesting approval to hold the public hearing on the proposed amendments before the Aitkin County Planning Commission on March 18, 2013.

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

[SECTION 1] STATUTORY AUTHORIZATION

In second paragraph change “Aitkin County Upper Mississippi River Conservation Ordinance” to “**the Mississippi Headwaters Board Management Plan**”.

[SECTION 3] DEFINITIONS

3.05, (1) – eliminate.

3.13 – “Deck” means a horizontal, unenclosed platform with or without attached railings, seats, trellises or other features, attached or functionally related to a principal use or site and at any point extending more than ~~three feet~~ **thirty (30) inches** above ground.

3.52 – “Sewage Treatment System” means a septic tank and soil absorption system or other individual or cluster type sewage treatment system as described in ~~Section 18.04~~ **Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No.1 and subsequent amendments of this ordinance.**

Add definition of:

“**Department**” - means the Aitkin County Environmental Services Department.

“**Interim Use**” – is a temporary use of property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permit it.

“**Vacation/Private Home Rental**” – a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (31) consecutive days.

[SECTION 6] EXTRACTIVE USE STANDARDS

6.00, A. – Sand and Gravel Pits: Extraction of top soil, sand, and gravel, aggregate materials and minerals is a conditional **or interim** use in the unincorporated areas of Aitkin County, only if a conditional **or interim** use permit is authorized pursuant to the provisions of Article 11.00 of this ordinance, and then only if all of the ~~following~~ standards and requirements **of the Aitkin County Mining and Reclamation Ordinance** are met.

6.00, A, 1 – eliminate.

6.00, A, ~~2~~ **1**. – Owners or other persons controlling sites that have been in operation prior to the effective date of this ordinance pursuant to duly and validly issued permits and licenses which are still in force as of the effective date of this ordinance, shall ~~prepare a rehabilitation plan for the site addressing mitigation of the effects of erosion, sedimentation, and restoration of the site and shall conform to fulfill such plans~~ **comply with Section 3.8 of the Aitkin County Mining and Reclamation Ordinance.**

6.00,A,3 – change to 6.00,A, **2**.

[SECTION 7] SPECIAL PROVISIONS: MOBILE HOME AND MOBILE HOME PARKS

7.03,f and 7.05,A,B – change number of copies to be submitted from seven (7) to **eleven (11)**, and number of copies to the planning commission from two (2) to **five (5)** and include the **Township Chairperson** to get a copy.

[SECTION 8] ADMINISTRATION

8.31 – ~~Certificate of Sanitary Sewer Compliance is required as defined in Section 18.04.~~ **A septic system Certificate of Compliance is required as defined in the Aitkin County Individual Sewage Treatment System Ordinance No.1 and subsequent amendments.**

[SECTION 9] PLANNING COMMISSION

9.0 Name of organization:

The name of this organization shall be the Aitkin County Planning Commission.

9.01 Authorization:

The authorization for the establishment of this Planning Commission is set forth under MS 394.21 to 394.37, amendments and supplements thereto. Powers and duties are delegated to the Planning Commission by the Board of County Commissioners of Aitkin County, Minnesota, by Resolution dated March 1, 1966, in accordance with the above-mentioned enabling law.

9.02 Membership:

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. At least one (1) member shall be from the Board of County Commissioners. Members shall be appointed for a term of three (3) years, ~~with a maximum of two (2) consecutive full terms~~. An appointment to fill a vacancy shall be only for unexpired portion of term. Each member shall be entitled to one vote.

9.03 Officers:

SubSection 1. The officers of the Planning Commission shall consist of a ~~chairman~~ **chairperson**, ~~vice-chairman~~ **chairperson**, and secretary.

SubSection 2. The ~~chairman~~ **chairperson** shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.

SubSection 3. The ~~vice-chairman~~ **chairperson** shall act for the ~~chairman~~ **chairperson** in his absence.

SubSection 4. The secretary need not be a member of the commission. The secretary shall keep the minutes and records of the Commission; and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the ~~chairman~~ **chairperson**, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a secretary.

9.04 Election of Officers:

SubSection 1. An annual organization meeting shall be held on the first regular meeting of each year.

SubSection 2. Nominations shall be made from the floor at the annual organization meeting, and election of officers specified in **Section 9.03 Article IV, SubSection 1**, shall follow immediately thereafter.

SubSection 3. A candidate receiving a majority vote of the membership of the Planning Commission shall be declared elected and shall serve for one (1) year, until his/her successor shall take office.

9.05 Meetings:

SubSection 1. Meetings shall be held on the third Monday of each month at ~~4:00~~ 7:30 P.M., in the Aitkin County Courthouse unless otherwise specified by the ~~chairman~~ chairperson in the call for meeting. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting.

SubSection 2. A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

SubSection 3. Special meetings may be called by the ~~chairman~~ chairperson. It shall be the duty of the ~~chairman~~ chairperson to call a special meeting when requested to do so by a majority of members of the Commission or Zoning Administrator or designee. The secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting.

SubSection 4. All meetings or portions of meetings at which official action is taken shall be open to the general public.

SubSection 5. Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

9.06 Order of Business:

SubSection 1. The order of business at the regular meetings shall be:

- ~~a. Roll Call;~~
- ~~b. Reading of minutes of previous meeting;~~
- ~~c. Communications;~~
- ~~d. Reports of officers and committees;~~
- ~~e. Old business;~~
- ~~f. New business; and~~
- ~~g. Adjournment.~~

- a. Chair will call the meeting to order.
- b. Chair will read the meeting rules and direct citizens to the agenda for the order of business.
- c. Roll Call/Introduction of board members and staff.
- d. Approval of the agenda.
- e. Old business.
- f. New business.
- g. Approval of minutes from previous meeting(s).
- h. Staff updates.
- i. Adjourn meeting.

SubSection 2. A motion from the floor must be made and passed in order to dispense with any item on the agenda.

SubSection 3. Filing of Decisions: Decisions on Conditional Uses, **Interim Uses** and Rezoning made by the Planning Commission shall be filed within **twenty (20) five (5)** working days, as a certified copy of any order, with the County Recorder.

9.07 Powers: The Planning Commission shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To cooperate with the Planning and Zoning Administrator and other employees of the County in preparing and making recommendations to the County Board of Commissioners with such comments and recommendations for plan execution in the form of official controls and other measures and amendments thereto.
- c. To conduct such hearings as may be required by law and by the provisions of this ordinance, and in connection there with to make findings and conclusions which shall be transmitted to the Planning and Zoning Office which shall forthwith transmit same to the County Board of Commissioners with such comments and recommendations as it deems necessary.
- d. All other powers granted to it by law and by the provisions of this ordinance.

9.08 Removal: Members of the Planning commission may be **removabled** for a cause by a majority vote of the County Board of Commissioners upon the filing of written **charges cause** with the County Board of Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written **charges cause**.

9.09 Vacancies: Vacancies occurring on the Planning Commission shall be promptly filled by the County Board of Commissioners and any members so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.

9.10 Rules of Procedure: The board of County Commissioners shall establish the Rules of Procedure setting forth the terms of office, election of officers, conduct of meetings, and such other rules as the Board of Commissioners deem appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure, ~~however,~~ **S**such rules and changes, **however,** shall be consistent with State Statutes and Aitkin County Ordinances.

9.11 Public Hearings: Public hearings shall be conducted and notices therefore, shall be given in compliance with Minnesota Statutes, Section 394.26.

[SECTION 10] BOARD OF ADJUSTMENT

10.0 Name of organization:

The name of this organization shall be Aitkin County Board of Adjustment.

10.01 Membership:

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. Members shall be appointed for a term of two (2) years, with a maximum of three (3) consecutive full terms. An appointment to fill a vacancy shall be only for the unexpired portion of the term. Each member shall be entitled to one (1) vote.

10.02 Officers:

SubSection 1. The officers of the Board of Adjustment shall consist of a ~~chairman~~ **chairperson**, ~~vice-chairman~~ **chairperson**, and secretary.

SubSection 2. The ~~chairman~~ **chairperson** shall preside at all meetings and hearings of the Board of Adjustment and shall have the duties normally conferred by parliamentary usage on such officers.

SubSection 3. The ~~vice-chairman~~ **chairperson** shall act for the ~~chairman~~ **chairperson** in his/~~her~~ absence.

SubSection 4. The secretary need not be a member of the Board of Adjustment. The secretary shall keep the minutes and records of the Board and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings to the Board members, arrange to correspondence of the Board of Adjustment, and such other duties as are normally carried out by a secretary.

10.03 Meetings:

10.04

Regular meetings shall be held on the 1st and 3rd Wednesday of each month in the Aitkin County Courthouse. Special meetings may be called by the ~~Chairman~~ **chairperson**. At least forty-eight (48) hours notice of the meeting time set for such special meetings shall be given each member.

SubSection 1. Quorum: A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

SubSection 2. Cancellation of Meetings: Whenever there is no proper business which may come before a regular meeting of the Board of Adjustment, the ~~Chairman~~ **chairperson** may dispense with such meeting by notice to all members not less than forty-eight (48) hours prior the regular meeting time.

SubSection 3. Conduct of the Meeting: All meetings shall be open to the public. The order of business at regular meetings shall be:

- a. ~~Roll Call~~
- b. ~~Reading and approval of minutes of preceding meeting~~
- c. ~~Reports of committees~~
- d. ~~Hearings of appeals~~
- e. ~~Old Business~~
- f. ~~New business, and~~
- g. ~~Adjournment~~

a. **Chair will call the meeting to order.**

- b. Chair will read the meeting rules and direct citizens to the agenda for the order of business.
- c. Roll Call/Introduction of board members and staff.
- d. Approval of the agenda.
- e. Old business.
- f. New business.
- g. Approval of minutes from previous meeting(s).
- h. Staff updates.
- i. Adjourn meeting.

No board member shall sit in hearing nor vote in passing any case in which he is personally or financially interested. If, because of absences, an additional concurring vote shall be laid held over. The Chairman chairperson shall direct the Secretary to cause a copy of the record in the case to be transmitted to the absent member. At the next regular meeting if it falls within thirty (30) days, or at a special meeting if necessary, the member absent at the preceding meeting shall affirm that the Board has examined the record. Such affirmation shall appear in the record. The Chairman chairperson shall then call for a vote on the case that had been laid held over.

10.05 Powers: The Board of Adjustment shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with enforcing the provisions of this ordinance.
- c. To order the issuance of permits for buildings in areas designated for future public use on an official map.
- d. To order the issuance of variances from the terms of any official control, including restrictions placed on any nonconformity. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the official control. In considering a variance request, the Board of Adjustment must also consider several factors, including but not limited to: is the variance in harmony with the general purposes and intent of the official control and consistent with the comprehensive plan, is the owner proposing to use the property in a reasonable manner not permitted by the official control, is the practical difficulty due to circumstances unique to this property, is the need for the variance created by actions other than the landowner or prior landowners, will the issuance of the variance maintain the essential character of the locality, and does the practical difficulty involve more than economic considerations. No variance may be granted which would allow any use that is prohibited in the zoning district in which the property is located. The Board of Adjustment may impose conditions in the granting of variance to insure compliance and protect adjacent properties and the public interest.

The applicant for a variance which, in the opinion of the Board of Adjustment, may result in a material adverse effect on the environment may be requested by the Board of Adjustment to demonstrate the nature and extent of the effect.

10.06 **SubSection 1.** Application: In the cases of applications to the Board of Adjustment for the granting of variances for those requirements specified in the Zoning Ordinance as requiring

Board approval, the application shall be made upon forms provided by the Zoning Administrator **or designee**.

SubSection 2. The Calendar: Each case filed in the proper form with the required data shall be placed on the Secretary's calendar. As soon as a case is put on the calendar, the applicant or appellant shall be notified to appear on the date when the case will be heard.

10.07 Hearings:

SubSection 1. Form of Notice: The notice shall state the location of the building or lot, the general nature of the question involved, and the time and place of the hearing. A copy of the notice and a list of persons to whom mailed shall become part of the records of the Board.

SubSection 2. Conduct of Hearing: Any person may appear in person or by agent or attorney at the hearing. The order of business for the hearing shall be:

- a. ~~Statement of the case by the chairman~~
- b. ~~The argument in favor of the appeal~~
- c. ~~The argument in opposition to the appeal and,~~
- d. ~~Rebuttal by both sides.~~

- a. Read notice of hearing
- b. Staff report
- c. Comments of applicant to staff report/additional info or testimony
- d. Board/Commission discussion
- e. Comments in favor or neutral
- f. Comments in opposition
- g. Further Board/Commission discussion – may include discussion with applicant and/or audience at discretion of the Board/Commission
- h. Motion
- i. Findings of Fact
- j. Further Discussion, if any
- k. Second to the motion
- l. Vote

The first person to be heard on the affirmative side shall be the applicant or his agent. Witnesses may be called and factual evidence may be submitted. All witnesses shall affirm that their testimony is true.

SubSection 3. Rehearings: An application for a rehearing shall be made in the same manner as for an original hearing. The application for a rehearing shall be denied by the Board if from the record it shall appear that there has been no substantial change in facts, evidence, or condition, **or a minimum of twelve (12) months has passed**.

10.08 Decisions:

SubSection 1. Time of Decisions: Final decision of the Board shall be made ~~no later than thirty (30) days from the date of the hearing~~ **according to MN Statutes Section 15.99**. Every attempt shall be made to reduce this period to a minimum.

SubSection 2. Vote: The concurring vote of a majority of the members of the Board shall be necessary to reverse any order, requirement, or determination of the Zoning Administrator. The same vote shall be necessary for the granting of a variance.

SubSection 3. Form of Decisions: The final decision of the Board shall be made by a formal written order signed by the ~~Chairman~~. **chairperson** Such decision shall show the reasons for the determination and may reverse or affirm, wholly or in part, or may modify the order or determination appealed from. Such decisions shall also state in detail, in the case of variances, and exceptional difficulty or unusual hardships upon which the appeal was based and which the Board found present. The decision shall also state in detail what, if any, conditions and safeguards are required.

SubSection 4. Filing of Decisions: Decisions of the Board shall be filed within **twenty (20) five (5)** working days, as a certified copy of any order, with the County Recorder.

10.09 Appeals:

- a. Appeals may be taken by any person aggrieved, or by any officer, department, board, or bureau of a town, municipality, county, or state. Such appeal shall be taken within thirty (30) days by filing with the Board of Adjustment a notice of appeal specifying the grounds thereof.
- b. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the appellant, to the officer from whom the appeal is taken, and to the public and shall decide the same within thirty (30) days of the hearing **or as per MN Statutes Section 15.99.**
- c. An appeal stays all proceedings in furtherance of the action appealed from, unless the Board of Adjustment certifies that by reason of fact stated in the certificate, a stay would cause imminent peril to life or property.
- d. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and to that end shall have all the powers of the officer from whom the appeal was taken and may direct the issuance of permit.
- e. The Board shall keep complete and detailed records of all its proceedings, which shall include the minutes of its meetings, its finds and actions taken on each matter heard by it, including the final order. The order shall include the legal description of the property involved. Reasons for the decision shall be stated in writing. The Board shall record the vote of each member on each question or if absent or failing to vote, indicating such fact. All records shall be open to the public and shall be filed within five (5) working days by the secretary of the Board of Adjustment.

Meetings shall be held at the call of the chairperson and at such other times as the Board of Adjustment may determine. All meetings and hearings shall be conducted in conformance with the provisions of the Minnesota Open Meeting Law, Minnesota Statutes, Section 471.705 and any additions or amendment thereto.

- f. A majority vote of the members of the Board of Adjustment shall be sufficient on action under consideration.
 - g. All variances granted shall be recorded in the Office of the County Recorder by the secretary of the Board of Adjustment within **twenty (20) five (5)** working days.
 - h. All decisions by the Board of Adjustment in granting variances or in hearing appeals shall be final, except that any aggrieved person or persons or any department, Board of Commissioners, or the state shall have the right to appeal within thirty (30) days after the receipt of notice of the decision, to the District Court in the county in which the land is located on Questions of law and fact.
- 10.10 Removal: Members of the Board may be ~~removable~~**ed** for cause by a majority vote of the Board of County Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written ~~charges~~ **causes**.
- 10.11 Vacancies: Vacancies occurring on the Board shall be promptly filled by the Board of County Commissioners and any member so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.
- 10.12 The Board shall always act with due considerations toward promoting the public health, safety, and welfare, thereby encouraging the most appropriate use of land consistent with the Comprehensive Plan.
- 10.13 Rules of Procedure: The Board of Commissioners shall establish Rules of Procedure setting forth the terms of offices, election of officers, conduct of meetings and such other rules as the Board of Commissioners deems appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure; however, such rules and changes shall be consistent with State Statutes and Aitkin County Ordinance.
- 10.14 Public Hearings: Public hearings shall be conducted and notices thereof shall be given in compliance with the Minnesota Statutes, Section 394.26.

[SECTION 11]

11.00 CONDITIONAL USE **AND INTERIM USE** PERMITS

- 11.01 Conditional **and Interim** use permits shall only be granted in accordance with Minnesota Statutes, Chapter 394, including the public hearing provisions thereof and the provisions of that statute shall apply to all conditional **or interim** use permits issued under this ordinance.

Any use listed in this Ordinance as a conditional use may, at the discretion of the County, be processed and allowed as an interim use in accordance with MN Statutes Section 394.303 if:

- **Such use will conform to the zoning regulations;**
- **If the date or event that will terminate the use can be identified with certainty;**
- **Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and**
- **The user agrees to any conditions that the County deems appropriate for permission of the use.**

- Public hearings on the granting of interim use permits shall be held in the manner provided in section 394.26.

11.02 Application for a Conditional **or Interim** Use Permit shall be on forms provided by the Zoning Administrator, shall be signed by the owner of the property involved, and shall be submitted with such plans, maps, and necessary for evaluation of the application.

11.03 Application for a conditional **or Interim** use permit shall be granted by the Planning Commission only if the Planning Commission makes all the following findings:

1. That the ~~conditional~~ **proposed** use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood;
2. That the proposed ~~conditional~~ use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties;
3. That the location and character of the proposed ~~conditional~~ use are considered to be consistent with a desirable pattern of development for the locality in general;
4. That the proposed ~~conditional~~ use conforms to the comprehensive land use for the County;
5. That adjoining property owners, and others required to be given notice pursuant to Minnesota Statutes, Chapter 394, have been given written notice pursuant to Minnesota Statutes, Chapter 394, of the proposed ~~conditional~~ use and of the hearing before the Planning Commission;
6. That other applicable requirements of this ordinance, or other ordinances of the County have been met.
7. The ~~requested~~ **proposed** use is not injurious to the public health, safety, and general welfare.

11.04 In connection with the issuance of a conditional **or Interim** use permit the Planning Commission may impose such restrictions or conditions as it deem necessary to protect the public interest, to insure compliance, and to protect adjacent properties, including, but not limited to, matters relating to appearance, lighting, hours of operation, performance characteristics, restoration, reclamation, and the delivery of bonds or other security for the proper completion and performance of any restrictions or conditions. Also, when deemed appropriate by the Planning Commission, recorded restrictive covenants may be required by the Planning Commission.

- A conditional use permit shall remain in effect for so long as the conditions agreed upon are observed, and such use has not been expanded, intensified or changed, or be re-established if discontinued for a continuous twelve (12) month period or more. However, whenever it is deemed advisable, a time limitation or review requirement may be placed as a condition on any permit.
- An interim use permit shall remain in effect until the termination date established through the approval process, so long as the conditions agreed upon are observed.

11.05 REVOCATION OF A CONDITIONAL OR INTERIM USE PERMIT

- A) A conditional or interim use permit may be revoked by the Planning Commission for good cause, upon due notice and hearing.
- B) Good cause shall include any violation of the agreed upon conditions attached to the conditional or interim use permit.
- C) Notice of Intent to Revoke. A written notice of intent to revoke shall be prepared by the Aitkin County Zoning Officer or his/her representative. This notice shall include the following:
 - 1) Identity and address of the conditional or interim use permit holder(s).
 - 2) Legal description of the property.
 - 3) The facts alleged to constitute good cause to revoke and the dates or approximate dates of alleged violation(s).
 - 4) The date, time, and place of the public hearing of the Planning Commission at which time revocation of said conditional or interim use permit will be considered and determined.
 - 5) The right of said conditional or interim use permit holder or his authorized representative to attend and be heard at said hearing.

11.06 Any person or department, board, or commission of the County or of the State of Minnesota may appeal any decision of the Planning Commission relative to a conditional or interim use permit by writ of certiorari to the Minnesota Court of Appeals within thirty (30) days of the Planning Commission's final decision.

[SECTION 13] VIOLATIONS AND PENALTIES

13.04 Change \$700.00 to \$1,000.00. Also change the last sentence to read "Each day that a violation is permitted to exist shall constitute a separate offense and shall be the duty of the County Attorney to institute proper action. The County Attorney shall have the authority to prosecute any and all violations of this Ordinance."

13.05 In the event of a violation or threatened violation of this ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue citations and/or cease and desist orders to halt the progress of any ongoing violation. When the work has been stopped by the Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the cease and desist order lifted.

13.06 After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage and supplies. This cost shall be above and beyond any other fee imposed by this Ordinance.

[SECTION 14] SCHEDULE OF FEES, CHARGES, AND EXPENSES

14.01 Late Application Fee: ~~Late application fee may be levied up to a triple fee~~ Any application for a permit which is made after the work is commenced and which requires a permit shall be charged five (5) times the permit fee or five (5) percent of the project cost at the Departments discretion.

[SECTION 16]

16.0 – Sanitary Systems Installer Permits: Eliminate entire subpart including a.,b.,c.,d.

[SECTION 17]

Eliminate 17.0, a,b, and c. and replace with the following:

17.0 Vacation/Private Home Rental

The following standards apply to vacation/private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- (1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for one (5) year in order to determine the compliance level of the owner with the conditions of approval. Subsequent renewals shall not be for more than five (5) years. The County will establish fees for the application and renewal.
- (2) The application for an Interim Use Permit shall include:
 - a. All information required for a conditional use permit,
 - b. Detailed and to scale floor plan of the structure, including the number of bedrooms and all sleeping accommodations,
 - c. A to scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities and sewage treatment systems.
 - d. Rules and regulations for guests and emergency contact information (police, fire, hospital, septic tank pumper).
 - e. Current compliance inspection on the septic system.
 - f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
 - g. Plan for garbage disposal.
- (3) The occupancy of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- (4) The Owner shall allow the County access to the interior of the structure to verify the information on the submitted plans in preparation of staff analysis of the request for the Planning Commission.
- (5) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.

- (6) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. On-site parking shall only be on an improved surface (gravel, asphalt, or concrete). Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
- (7) The use of recreational vehicles, tents, accessory structures or fish houses to obtain additional occupancy is prohibited.
- (8) Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Mn State Building Code or the requirements of the Department, whichever is stricter. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- (9) On premise advertising signs are prohibited.
- (10) The owner shall provide a visual demarcation of the property lines as determined by the Planning and Zoning Administrator or designee.
- (11) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
- (12) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.
- (13) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
- (14) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County's Lodging Ordinance, if applicable.
- (15) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.
- (16) All vacation/private home rentals, operating prior to the effective date of these standards, shall be in compliance with this Section within one hundred twenty (120) days of the effective date of these standards.

17.01 Water Supply and Sewage Treatment

Sewage Treatment – any premises used for human occupancy must be provided with an adequate method of sewage treatment, as follows:

- A. Publicly owned sewer system must be used where available.
- B. All private sewage treatment systems must meet or exceed the **Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No.1 and subsequent revisions.** ~~Minnesota Pollution Control Agency's ...~~ A copy of which is hereby adopted by reference and declared to be a part of this ordinance
- C thru J – Eliminate.

APPENDIX A- CLASSIFICATION LIST

An open circle, \emptyset C, appearing in the table for any use means that the use will be permitted in the zoning district only if the Planning Commission issues a “Conditional or Interim Use Permit”. An X P means that the use is permitted in the zoning district subject to the general provisions of the zoning ordinance and NP means the use is not permitted in the zoning district. For uses not included on this list, application shall be made to the Board of Adjustment for interpretation.

FR- Farm Residential

R- Residential

C- Commercial

M- Manufacturing

P- Public

O- Open

CLASSIFICATION LIST	FR	R	C	M	P	O
Advertising display, mfg.	NP	NP	\emptyset C	XP	np	np
Ag. Impl., distr., display, rep., sale	\emptyset C	NP	XP	XP	np	np
Airport, public, private	\emptyset C	NP	NP	NP	\emptyset c	\emptyset c
Amusement park	\emptyset C	NP	\emptyset C	NP	\emptyset c	np
Animal Hospital	\emptyset C	NP	\emptyset C	XP	C	C
Antique Sales	\emptyset C	\emptyset C	XP	XP	C	C
Antique Displays, auto, mach., etc.	\emptyset C	NP	XP	XP	npC	C
Appliance rep., small hshld and/or sales	\emptyset C	\emptyset C	XP	XP	npC	C
Armory	XP	XP	XP	NP	XP	\emptyset c
Asphalt products & processing	\emptyset C	NP	C	\emptyset C	\emptyset c	\emptyset c
Assc., (clubs, lodges) private	\emptyset C	\emptyset C	XP	NP	np	np
Athletic club	\emptyset C	NP	XP	NP	np	np
Athletic field	XP	XP	XP	XP	XP	XP
Auditorium, Assembly Hall	XP	XP	XP	NP	XP	XP
Auto, Truck, Sales, repair and parts	\emptyset C	NP	XP	XP	np	C
Bakery mfg., sales (small home operation)	\emptyset C	\emptyset C	XP	NP	np	\emptyset c
Baked goods, mfg. (industrial type)	NP	NP	\emptyset C	XP	np	np
Bank & Trust Co., Loan Co.	\emptyset C	\emptyset C	XP	NP	np	np
Bar, Saloon, Cocktails, Tavern	\emptyset C	NP	XP	C	\emptyset c	C
Beauty Shop	XP	\emptyset C	XP	XP	\emptyset c	\emptyset c
Bed and Breakfast	C	C	NP	NP	C	C
Beverage, Wholesale, and Storage	\emptyset C	NP	XP	XP	np	np
Bicycle, Snowmobile, rep and sales	\emptyset C	NP	XP	XP	np	C
Bottled Gas, Storage, Distribution	\emptyset C	NP	\emptyset C	XP	np	C
Bowling Alley	\emptyset C	\emptyset C	XP	XP	np	np
Broadcast Studio (Radio & TV)	\emptyset C	\emptyset C	XP	XP	\emptyset c	\emptyset c

Bldg. Contractor, large equip warehouse	⊖ C	NP	⊖ C	XP	np	C
Bldg. Contractor, light res. & general	XP	⊖ C	XP	XP	C	C
Bldg. Materials, storage & sales	⊖ C	⊖ C	XP	XP	⊖c	⊖c
Brewery/Distillery	C	NP	P	P	C	C
Bus Line, depot, garage, repair	NP	NP	XP	XP	np	np
Bus Storage (school) (private)	XP	⊖ C	XP	XP	XP	XP
Business Office, general	⊖ C	⊖ C	XP	XP	C	⊖c
Business Office, professional	XP	XP	XP	XP	XP	⊖c
CLASSIFICATION LIST	FR	R	C	M	P	O
Café, restaurant, supper club	⊖ C	NP	XP	XP	⊖c	⊖c
Campground, private & public	⊖ C	⊖ C	⊖ C	NP	⊖c	⊖c
Carpenter Shop & Power Woodworking	⊖ C	NP	⊖ C	XP	C	C
Carpet & Rugs, sales & storage	⊖ C	⊖C	XP	XP	⊖c	⊖c
Carwash	⊖ C	NP	XP	XP	⊖c	⊖c
Cement, concrete, mfg., sales & storage	C	NP	C	XP	np	C
Cemetery (except family burial)	⊖C	⊖C	NP	NP	⊖c	⊖c
Childcare Center, playschool	⊖C	⊖C	⊖C	NP	⊖c	⊖c
Church, synagogue	XP	XP	XP	NP	XP	XP
Coin machine, rental & service	⊖C	NP	XP	XP	np	C
College	XP	NP	XP	NP	⊖c	⊖c
Community Center, town hall	XP	XP	XP	NP	XP	XP
Convent	XP	XP	XP	NP	XP	⊖c
Curio & Souvenir Shop	⊖C	NP	XP	NP	⊖c	⊖c
Dairy Farm (exclusive of residence)	XP	⊖C	NP	NP	P	⊖p
Dairy Products, sales & storage	XP	NP	XP	XP	O	XP
Dance Hall, Pavilion	⊖C	NP	NP	XP	⊖c	C
Disposal Plant, sewage	⊖C	⊖C	⊖C	⊖C	⊖c	⊖c
Dog Pound, kennel	XC	NP	⊖C	XC	Xc	⊖c
Drive-In Restaurant	⊖C	NP	XP	XP	⊖c	C
Drive-In Theater	⊖C	NP	⊖C	⊖C	⊖c	C
Driving Range, golf	⊖C	NP	XP	NP	Xc	C
Dry Cleaning, Bulk processing	NP	NP	XP	XP	np	np
Dwelling, single family (mobile)	XP	XP	⊖C	⊖C	XP	XP
Dwelling, duplex	XP	XP	⊖C	⊖C	⊖c	⊖c
Dwelling, multiple	⊖C	⊖C	⊖C	⊖C	⊖c	⊖c
Eggs, Poultry Farm	XP	⊖C	⊖C	XC	XP	XP
Electric Company, substations	⊖C	⊖C	⊖C	⊖C	⊖c	⊖c
Elevators, grain, corn, etc.	⊖C	⊖C	⊖C	XP	⊖c	⊖C
Essential Services	XP	XP	XP	XP	XP	XP
Explosives	NP	NP	NP	⊖C	np	np
Express Co., warehouse, garage	⊖C	⊖C	⊖C	XP	⊖c	⊖c
Fairground	⊖C	NP	⊖C	⊖C	XP	⊖c
Farm (except livestock & poultry, commercial)	XP	XP	XP	XP	XP	XP
Farm (including livestock & poultry, comm.)	XP	⊖C	⊖C	⊖C	XP	XP

Farm, hobby	XP	OC	OC	OC	XP	XP
Florist, greenhouse, nursery & sales	XP	OC	XP	XP	XP	XP
Forestland, private, commercial, public	XP	XP	XP	XP	XP	XP
Frozen food, cold storage locker	OC	NP	XP	XP	C	C
Fur farm, preparation, storage	XC	NP	OC	OC	OC	OC
Game preserve	XP	OC	NP	NP	XP	XP
Game Farm (with hunting)	OC	NP	NP	NP	OC	OC
CLASSIFICATION LIST	FR	R	C	M	P	O
Garage, public storage	OC	NP	XP	XP	XC	OC
Gasoline-Commercial retail	OC	NP	XP	NP	XC	XC
Golf Course	OC	OC	NP	NP	XC	XC
Gravel Pit, exclusive of crushing	XC	OC	XC	XC	XC	XC
Gravel Pit, quarry, crushing operation	OC	OC	XP	XC	OC	OC
Grocery (with bait)	OC	OC	XP	XP	OC	C
Group Home (handicapped)	OC	OC	OC	NP	OC	OC
Home, Old Age, Children, Nursing, Maternity	XP	OC	OC	NP	OC	OC
Home Occupation (small)	XP	OC	OC	NP	OC	OC
Hospital, public, private	OC	OC	OC	NP	OC	OC
Housing, group or cluster (PUD)	OC	OC	OC	OC	OC	OC
Ice, Manufacturing, Sales	OC	NP	XP	XP	OC	OC
Ice Skating Rink, Outdoor & Public	XP	OC	XP	XP	OC	OC
Industrial Park (PUD)	OC	NP	OC	XP	np	np
Junk & Salvage Yard	OC	NP	NP	OC	np	np
Laboratory, research, commercial, etc.	OC	NP	XP	XP	OC	OC
Laundry, bulk processing	NP	NP	XP	XP	np	np
Laundromat	OC	NP	XP	XP	OC	OC
Liquor, off-sale	OC	NP	XP	XP	OC	OC
Lumber yard, retail	OC	NP	XP	XP	OC	OC
Machine Shop & Factory	OC	NP	OC	XP	np	np
Meat processing, Locker plant	OC	NP	XP	XP	C	C
Mineral Exploration	OC	OC	OC	OC	OC	OC
Mining, quarry, equipment, crushing, etc.	OC	OC	OC	OC	OC	OC
Mobile home, seasonal or travel trlr, temp.	XC	OC	XP	NP	XC	XC
Mobile home park	OC	OC	OC	NP	OC	OC
Motel	OC	NP	XP	OC	OC	OC
Museum, historical display	OC	NP	XP	NP	OC	OC
Oil products, fuel storage (bulk)	NP	NP	OC	XP	np	np

Paper & Wood products, processing	C	NP	OC	OC	np	C
Park, Playground, (no overnight)	XP	XP	XP	XP	XP	XP
Pipe, culvert, mfg.	OC	NP	OC	XP	np	C
Pipe Line, gas, oil, etc.	OC	OC	OC	OC	OC	OC
Printing, lithograph, photo, etc.	OC	NP	XP	XP	np	np
Professional office, doctor, etc.	XP	OC	XP	XP	OC	OC
Public Bldg., including utility plant	OC	OC	XP	XP	XP	OC
Race Track	OC	NP	OC	OC	OC	OC
Radio, TV transmitting station	OC	NP	OC	XP	OC	OC
Railroad, service & repair	NP	NP	NP	XP	np	np
CLASSIFICATION LIST	FR	R	C	M	P	O
Retail stores, sales (not specified)	OC	NP	XP	XP	OC	OC
Resort, rental cabins, including residence	XC	OC	XP	OC	OC	OC
Roadside Park, rest (no overnight)	XP	XP	XP	XP	XP	XP
Roller Skating Rink, indoor ice skating	OC	NP	XP	XP	OC	OC
Sauna, steam bath, commercial	OC	NP	XP	OC	OC	OC
Sawmill	OC	NP	OC	XP	OC	OC
Sawmill portable (temporary)	XP	NP	XP	XP	XP	XP
School, public & private	XP	OC	XP	NP	OC	OC
School, commercial (beauty, etc.)	OC	NP	XP	XP	OC	OC
Second Hand Store, Flea Market	OC	NP	XP	OC	OC	OC
Septic Tank Mfg.	OC	NP	OC	XP	np	O
Shopping Center (PUD)	OC	NP	XP	OC	OC	OC
Shooting Range (trap, skeet, rifle, archery)	OC	NP	NP	NP	OC	OC
Solid Waste Site (Hazard, Toxic)	-----	NOT	PER	MIT	TE	D
Solid Waste Disposal Site	OC	NP	NP	NP	OC	OC
Swimming Pool, public	OC	NP	XP	NP	OC	C
Taxidermist	XP	OC	XP	XP	OC	OC
Tire Repair, equipment, sales	OC	NP	XP	XP	OC	OC
Timber harvest, logging operation	XP	OC	XP	XP	XP	XP
Transmitter Towers	OC	NP	OC	XP	OC	OC
Vacation/Private Home Rental	C	C	C	C	C	C
Water Reservoir	XP	XP	XP	XP	XP	XP
Welding Shop	OC	NP	OC	XP	C	C
Wood products, secondary (pallet, etc.)	OC	NP	OC	XP	OC	OC

[Article 14 Appendix B– Zoning Tables]

Section 14.00 Zoning Schedule

General Category	Zone District	Examples of Permitted Uses *	Lot Width	Per Unit Lot Area** (Minimum Lot Size)	Road Setback from right of way Trunk Highways				Side yard Setback ***	Bldg. Lot Cov.
					Federal	State	County	Township		
Farm-residential	F-R	Single & 2 family dwellings, agricultural, forestry, & seasonal use, etc.	300'	2.5 acres – if platted 5 acres – metes and bounds	50'	50'	50'	30'	20'	35%
Residential	R	Single & 2 family dwellings, churches, accessory use or structure, etc.	100'	Individual water supply 20,000 sq. ft. 1 st unit, 10,000 sq. ft. each add. Unit.	50'	50'	50'	30'	10'	35%
			100'	Multiple ownership water supply 14,000 sq ft 1 st unit, 7,000 sq. ft. each add. Unit.	50'	50'	50'	30'	10'	35%
			75'	Multiple ownership water supply & sewer system, 10,000 sq. ft. 1 st unit, 5,000 each add. Unit.	50'	50'	50'	30'	10'	35%
Commercial	C	Shopping centers, General commercial uses, shop, etc. XXXX	100'	Same as R district	50'	50'	50'	30'	10'	50%
Manufacturing Industrial	M	Limited Industry, warehouses, small repair shops, etc.	100'	20,000 sq. ft.	50'	50'	50'	30'	20'	50%
Public Multi-Purpose	P (6R)	Parks, Recreation, State Forest, etc.	300'	2.5 acres – if platted 5 acres – metes and bounds	50'	50'	50'	30'	20'	35%
Open Space	O	Agricultural & Forestry uses. Flood plains, swamp lands, and other areas unsuitable or unsafe for development.	300'	2.5 acres – if platted 5 acres – metes and bounds	50'	50'	50'	30'	20'	35%

Shoreland (See Shoreland Management Ordinance)		Lands within 1,000 ft. of lake, pond, or flowage & 300 ft from river or stream. (3 classes).								
GENERAL DEVELOP- MENT	GD	Structural set- back 75' Sewer setback- 50'	100'	20,000 sq. ft.	50'	50'	50'	30'	10'	30%
	RD	Structural setback 100' Sewer setback 75'	150'	40,000 sq. ft.	50'	50'	50'	30'	10'	30%
RECREAT- IONAL DEVELOP- MENT	NE	Structural set- back 200' Sewer setback 150'	200'	80,000 sq. ft.	50'	50'	50'	30'	10'	30%
NATURAL ENVIRON- MENT										

*This list is representative only. See section 19.00 Appendix A for a more complete classification list and conditional uses. **Greater area, if needed to meet soil conditions (See subdivision platting regulations). ***~~Accessory buildings may be constructed within ten (10) feet of the side and rear lot lines in some districts provided that no portion of the structure shall extend within seven (7) feet from any lot line and that building's housing livestock shall not be closer than thirty five (35) feet for any lot line or dwelling and shall comply with state and county health requirements. XXXX Same as Article 4.01e.~~

Note: Lots within an approved subdivision plat may meet the minimum requirements of the R zone and State Shoreland Management Standards.

c:\draftgenord2013amend

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2/6/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Request to Schedule Public Hearing – County Board of Appeal and Equalization

Requested Meeting Date: 2/12/13 Estimated Presentation Time: _____

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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



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

MEMO

February 6, 2013

To: County Board of Commissioners

From: Mike Dangers, County Assessor 

Re: 2013 County Board of Appeal and Equalization Meeting Date and Time

The County Board needs to set the 2013 County Board of Appeal and Equalization (CBOAE) meeting time in accordance with Minnesota Statute 274.14. Attached to this document is a copy of this Statute, minutes from the 2012 CBOAE and a copy of the scheduling page of the Minnesota Property Tax Administrator's Manual. A calendar of June 2013 is also attached.

The Board must either convene on a Saturday or convene on a weekday with appointment times available after 7:00pm. The Board may schedule the initial meeting on any date between Saturday June 15 and Saturday June 22. Last year, the CBOAE convened on Tuesday, June 12 at 4:05pm and adjourned at 8:15pm. Sixteen appeals were made at that time with nearly half of them made without the owner or owner representative present. A primary reason for this was that County Staff were able to come to an agreement with owners prior to the Meeting. This saved time and expense for all parties.

The Assessor's Office plans to schedule appointments again this year. Appointments have been required to appeal to the CBOAE. If this continues to be our policy, the Board would then have the option to adjourn prior to 7pm. The Notices of Valuation and Classification shall clearly state that appointments are required.

I encourage the Board to schedule the meetings to best satisfy the needs of the taxpayers. At last year's meeting, the majority of the appeals were made by residents of Aitkin County.

Please contact me at (218) 927-7340 with any questions.

274.14 LENGTH OF SESSION; RECORD.

The board must meet after the second Friday in June on at least one meeting day and may meet for up to ten consecutive meeting days. The actual meeting dates must be contained on the valuation notices mailed to each property owner in the county as provided in section 273.121. For this purpose, "meeting days" is defined as any day of the week excluding Sunday. At the board's discretion, "meeting days" may include Saturday. No action taken by the county board of review after June 30 is valid, except for corrections permitted in sections 273.01 and 274.01. The county auditor shall keep an accurate record of the proceedings and orders of the board. The record must be published like other proceedings of county commissioners. A copy of the published record must be sent to the commissioner of revenue, with the abstract of assessment required by section 274.16.

For counties that conduct either regular board of review meetings or open book meetings, at least one of the meeting days must include a meeting that does not end before 7:00 p.m. For counties that require taxpayer appointments for the board of review, appointments must include some available times that extend until at least 7:00 p.m. The county may have a Saturday meeting in lieu of, or in addition to, the extended meeting times under this paragraph.

History: (2050) *RL s 860; 1949 c 543 s 4; 1971 c 564 s 9; 1973 c 582 s 3; 1975 c 339 s 7; 1976 c 334 s 8; 1980 c 437 s 8; 1987 c 229 art 4 s 1; 1987 c 268 art 7 s 38; 1Sp1989 c 1 art 9 s 29; 1990 c 480 art 7 s 15; 1995 c 264 art 11 s 5; 2005 c 151 art 5 s 27; 2008 c 366 art 6 s 32; 2009 c 88 art 10 s 13*

**BOARD OF APPEAL AND EQUALIZATION
JUNE 12, 2012
OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 12th day of June, 2012 at 4:05 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Staff present – Karen Ladd, Tom Burman, Jim Hicks, Darcy Moore, Lori Tibbetts, Stacy Westerlund, and Rebecca Trapp

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all voting yes to approve the BAE agenda.

Introduction and General Review of 2012 Assessment

The following persons appeared, wrote letters, or telephoned regarding appeal and equalization of property:

William (Bill) Kangas

Numerous

Information presented: Would like the gun range noise valuation circle reconsidered. Feels there are no sales to prove a reduction is necessary.

Action: Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried. All voted no change.

Denny Solsvig representing Denny's Lakeview Inn, LLC

09-1-101101

Information presented: Believes taxes are too high.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried. All voted no change.

Theodore and Patricia Skaff

16-0-044901

Information presented: Owner purchased property for less than what was valued, so wishes to have his property valued at what he paid for it.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried. All voted no change.

Charles Hawkinson

08-0-025900

Information presented: Feels valuation is too high, and property should qualify for class 2e and Aggregate Resource Preservation Program.

Action: Motion by Commissioner Niemi, seconded by Commissioner Napstad to reduce 2012 assessed value to \$25,000.00. Roll call vote. Motion carried (4-2 Marcotte/Westerlund)

Charles Hawkinson – Gun Lake Sand & Gravel

08-0-023001, 08-0-024200, 08-0-024300,
08-0-025800, 08-0-025901, 08-0-025902,
08-1-064600

Appeal was withdrawn.

Linda Farah

22-0-046002

Information presented: Concerned because after purchasing land from neighbor, the per acre value increased.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Niemi to reduce 2012 assessed value to \$24,600.00. Roll call vote. All voted yes.

Keith Nenti

56-1-012600

Information presented: Valuation of parcel is too high.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried. All voted yes to reduce land value to \$55,000.00 and building value to \$100.00 for a total 2012 assessed value of \$55,100.00.

Dennis Kohlgraf

30-0-012800

Information presented: Valuation too high due to gun range noise.

Action: Motion by Commissioner Napstad, seconded by Commissioner Westerlund to reduce 2012 assessed value to \$108,166.00. Roll call vote. Motion carried (5-1 Marcotte).

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to reassess all residential homestead residences in Aitkin County within ¼ mile of gun range for 2012 assessed values.

Clifford Grulke

53-0-019402

Information presented: Valuation is too high.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried. All voted yes to correct land typing which results in a \$500 reduction of Estimated Market Value for a final Estimated Market Value of \$40,300.00 as recommended by the County Assessor.

Martin Wellens

41-0-059201

Information presented: Feels value too high.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried. All voted no change.

Christopher Worms

39-0-060900

Information presented: Feels value too high.

Action: Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried. All voted no change.

Dennis Tennison

06-0-006200

Information presented: Wants an appropriate amount of acreage deducted for Loon Avenue (CR #65) right of way.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried. All voted to change acreage deduction for row from 2 ac to 3 ac, giving a total estimated market value reduction of \$400.00, to \$228,500.00 as recommended by the County Assessor.

Cliff & Michelle Nelson

02-0-051302

Information presented: Requesting agricultural homestead classification be reinstated.

Action: Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried. All voted to classify as agricultural homestead as recommended by the County Assessor.

Robert & Marilyn Feero

56-1-134100

Information presented: Concerned Estimated Market Value too low.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried. All voted to increase Estimated Market Value to \$122,800.00 as recommended by the County Assessor.

Steve Slette

09-0-051402

Information presented: Glen Township Local Board of Appeal and Equalization increased number of gravel pit acres from 1 to 7.

Action: Motion by Commissioner Niemi, seconded by Commissioner Marcotte and carried. All voted to reduce gravel pit acres to 2 acres for the 2012 assessment as recommended by the County Assessor.

Patricia Peters

11-0-064410

Information presented: Valuation too high.

Action: Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried. All voted no change as recommended by the County Assessor.

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 8:15 p.m.

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

ATTEST:

Kirk Peysar
Aitkin County Auditor

SEAL

Section: Assessment Review and Appeals

County Boards of Appeal and Equalization

The County Board of Appeal and Equalization (CBAE) is the second avenue in the appeals process. As noted above, a property owner must first appeal to the Local Board of Appeal and Equalization before being eligible to appear at the county board (as provided in Minnesota Statutes, section 274.01).

The board may meet on any ten consecutive meeting days in June after the second Friday in June. "Meeting days" typically means any day of the week excluding and Sunday. The board may elect to consider Saturday as a meeting day as well. At least one meeting must be held until 7:00 pm; and if the county does not hold a meeting until 7:00 pm they must instead hold a meeting on a Saturday. This is to ensure that property owners have ample time to present their appeals. A board may convene on the first Monday after the second Friday in June at 6:00 p.m. and adjourn at 8:00 p.m. and these requirements will have been met. The board may also convene on the Saturday immediately following the second Friday. In any scenario, the board must allow for ten full meeting days before June 30, and may not hold meeting beyond those ten meeting days without approval from the Commissioner of Revenue. If the board chooses to consider Saturday a "meeting day," it must consider a second Saturday as a meeting day if it falls within ten meeting days of the original Saturday meeting. All boards must adjourn no later than June 30. Any action taken after that date is considered invalid except corrections of clerical errors. The dates of the meetings must be contained in valuation notices.

If a board completes its work before ten meeting days have transpired, and has met the requirements to be present for a meeting not recessing/adjourning prior to 7:00 p.m. or has met on a Saturday, it is not necessary for the board to continue to meet for each of the ten meeting days.

***If a county requires appointments for CBAE appeals, the county must allow appointments until 7:00 p.m., but the board is not required to meet until 7:00 p.m. or on a Saturday (per Minnesota Statutes, section 274.14). If the board requires appointments and allows for appointment times as late as 7:00 p.m., but those times go unfilled, the board does not need to physically meet at or until 7:00 p.m., nor is the board required to allow walk-ins at that time. The allowance of scheduled appeals until 7:00 p.m. is sufficient.

However, if the CBAE allows for walk-ins and does not require appointments, the board may not adjourn prior to 7:00 p.m. In other words, if value notices sent to taxpayers show that the board will meet during a specific time frame, the assumption is that the board will be available during that time frame for walk-in appointments and therefore must meet (i.e. if the notices say the board will meet from 1 p.m.-7p.m., the board must be in attendance during that posted time for walk-ins).

We recommend that requirements to schedule an appeal to a CBAE be clearly stated in Notices of Valuation and Classification, and if appointments are required, rather than stating the specific time frame in which the board will be convened, list the time the board will begin only and be prepared to schedule appointments until 7p.m. to comply with statute.

JUNE 2013

:s
:2

SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
MAY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31	JULY S M T W T F S 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31					1
						New Moon

2	3	4	5	6	7	8
					Flag Day (USA)	

9	10	11	12	13	14	15
Father's Day First Quarter					Summer Begins	

16	17	18	19	20	21	22
Full Moon	St. John the Baptist Day (Que.)					

23						
Last Quarter						
30	24	25	26	27	28	29

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Royalty Fee Schedule for Pliny Township Gravel Pit

Requested Meeting Date: 2-12-13 Estimated Presentation Time: 15 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

- | | |
|--|--|
| <input type="checkbox"/> For info only, no action requested | <input type="checkbox"/> Approve under Routine Business |
| <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 motion | <input checked="" type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Authorize filling vacant staff position | |
| <input type="checkbox"/> Request to schedule public hearing or sale | <input type="checkbox"/> Other (please list) _____ |
| <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



Supporting Attachment(s)

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Regular Agenda Item:
Royalty Fee Schedule for Pliny Township Gravel Pit

Summary:

Effective January 1, 2012, Aitkin County was granted a 20-year lease by the Minnesota Department of Natural Resources for aggregate removal on a parcel of land located in Section 3 of Pliny Township. The royalty payment in the lease is \$1.25 per cubic yard for common gravel material and \$6.30 per cubic yard for uncrushed rock. During 2012, Aitkin County processed the first material at this pit location. To gain access to the site prior to processing of the material, approximately \$60,000 was spent by our maintenance forces to construct an access road on the public land surrounding the leased pit area.

As part of the lease agreement, we are required to allow private contractors into this pit for state highway work only. To accomplish this, a separate agreement will be executed between the contractor and Aitkin County. This agreement will establish working restrictions as listed in our lease with the DNR, and will also include an increased royalty fee to cover our pit start-up costs, on-going maintenance costs, and administration costs.

The following resolution is requested to establish the royalty cost for these potential agreements.

Resolution:

WHEREAS, Aitkin County and the Minnesota Department of Natural Resources have entered into Lease Number 144-002-0951 for the removal of aggregate materials located on a 37-acre tract of land located in the southeast quarter of Section 3, township 44 north, range 23 west, and

WHEREAS, private contractors that want to remove aggregate material from the lease area for use on state highway projects are required to enter into an Aggregate Removal and Processing Agreement between themselves and Aitkin County, and

WHEREAS, such agreements will include increased royalty fees to the contractor to allow Aitkin County as the Lessee to recover pit start-up costs, pit maintenance costs, and administrative costs related to management of the aggregate removal operations.

NOW, THEREFORE, BE IT RESOLVED, that the royalty fee per cubic yard included in all Aggregate Removal and Processing Agreements for this pit location shall 1.3 times the royalty fee per cubic yard owed by Aitkin County to the Department of Natural Resources.

BE IT FURTHER RESOLVED, that other sales of processed material may be approved at the discretion of the Aitkin County Engineer at a cost of 1.3 times the combined royalty and processing cost of the material.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Authorize Sale of Wetland Replacement Credits

Requested Meeting Date: 2-12-13 Estimated Presentation Time: 15 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

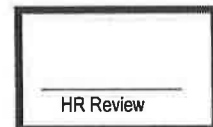
- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Regular Agenda Item:
Authorize Sale of Wetland Replacement Credits

Summary:

In May, 1995, the Aitkin County Highway Department acquired 120 acres of drained farmland in Section 30 of Fleming Township. The purpose of the acquisition was to restore wetlands for wetland mitigation needed to replace impacts from highway construction. 75 acres of wetland was subsequently restored in the following years and 7.54 acres of the restored area was used to fulfill wetland mitigation requirements on several projects. In the late 1990's, however, wetland replacement for county highway projects became a Minnesota Board of Water and Soil Resources responsibility, so 67.56 acres of wetland restoration remain to be utilized at this site.

Since we are no longer in need of this large acreage of wetland restoration, and due to demand for wetland replacement credits, I am requesting authorization by resolution to offer these credits for sale on the open market for a price of \$0.45 per square foot.

Resolution:

WHEREAS, Aitkin County is the owner of the north half of the southwest quarter, and the northwest quarter of the southeast quarter of Section 30, Township 48 North, Range 25 West, and

WHEREAS, this parcel contains 67.56 acres of approved wetland restoration credit that were developed for the purpose of mitigating county highway impacts, and

WHEREAS, due to statutory changes that require the Minnesota Board of Water and Soil Resources to replace county highway wetland impacts, these wetland replacement credits are no longer needed to replace wetland impacts for Aitkin county highway projects.

NOW, THEREFORE, BE IT RESOLVED, that the Aitkin County Highway Department is hereby authorized to enter into transactions for the sale of wetland credits for project specific wetland mitigation at the price of \$0.45 per square foot.

BE IT FURTHER RESOLVED, that proceeds from all sales shall be deposited into the Road and Bridge fund.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Great River Road Project Update, Right of Way Acquisition Resolution

Requested Meeting Date: 2-12-13 Estimated Presentation Time: 15 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- 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)
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: February 5, 2013

Regular Agenda Item:

Great River Road Project Update , Right of Way Acquisition Resolution

Summary:

My office has been working for a number of years now on the segment of the Great River Road (CSAH 10) from US Hwy 169 to CSAH 3 in the City of Palisade. This project involves the grading, realignment, and paving of this 7-mile segment of CSAH 10 with a total estimated construction cost of \$3,722,000. Prior to last year, we had only \$2,257,000 of remaining Federal High Priority Funds to fund this project, which represented only 60% of the project cost.

In December, 2011, a resolution was authorized supporting submittal of a \$720,000 Federal Scenic Byways grant application to bring the federal funding percentage to 80%. In May, 2012, we were notified that our grant application was successful, having received \$720,000 of only \$37 million available nationwide. We are therefore working to deliver this project during the 2014 construction season. Due to requirements of the Scenic Byway grant, we are planning a single project that will include grading, aggregate base, and bituminous paving rather than the two-phased project approach that is typically taken.

We are prepared to begin making right of way offers in the very near future on this project. There are three parcels of public land from which right of way will need to be acquired. The process for acquisition of right of way on state-owned land requires the following Board resolution.

Resolution:

WHEREAS, Aitkin County plans to reconstruct County State Aid Highway No. 10, from the Junction of U.S. Highway No. 169 to the Junction of County State Aid Highway No. 3, and

WHEREAS, The Aitkin County Board of Commissioners has been apprised of the alignment of said reconstruction of County State- Aid No. 10 (S. P. 001-610-022).

NOW, THEREFORE BE IT RESOLVED, The Aitkin County Board of Commissioners hereby authorizes acquisition of right-of-way for permanent easements of State-Owned land for said reconstruction as it pertains to:

- Parcel No. 2 Part of SW ¼, NE ¼, Section 2, Township 48N, Range 26W
- Parcel No. 3 Part of NW ¼, NE ¼, Section 2, Township 48N, Range 26W
- Parcel No. 4 Part of NE ¼, NE ¼, Section 2, Township 48N, Range

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-4-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Closed Meeting - M.S. 13D.05 subd. 3(b) Attorney-Client privilege

Requested Meeting Date: 2-12-13 Estimated Presentation Time: 30 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

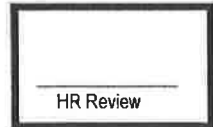
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
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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) _____

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: Closed Meeting – M.S. 13D.05 subd. 3(b) Attorney-Client Privilege

DATE: February 6, 2013

Chairman Wedel needs to read the following into the public record and ask for a motion:

“The Aitkin County Board will close the meeting under MN Statute 13D.05 Subd.3 (b), Attorney-Client privilege.”

AITKIN COUNTY LABOR MANAGEMENT COMMITTEE

AGENDA

January 10, 2013

8:15 County Board Room

To 2012 LMC Representatives:

- Cathy Olson, AFSCME Courthouse Unit, Alternate
- Diane Eastman and Rae Zahn, AFSCME HHS Unit
- Ross Wagner Department Head Representative
- LLCC Representative, None currently assigned
- Dave Conway, Local 49 LLCC Unit
- Paul White, Local 49 R&B Unit, Aitkin Shop
- Butch Olson, Local 49 R&B Unit, Outlying Shop
- Erin Melz, Public Health Department, Alternate
- Denise Lee, Salaried & Professional Unit, Alternate Tom Veenker
- Dan Guida, Teamsters Licensed Unit
- Tom Fistere, Teamsters Non-licensed Unit, Alternate Kim Morrissey
- Debbie Hamilton, Teamsters Supervisory Unit, Alternate Jeremy Swensen
- Ex-officio Members, Mark Wedel, Patrick Wussow, Bobbie Danielson / Alternate for HR is Nicole Visnovec
- One Business Agent, Ginger Thrasher (substituting for another agent in 2012)

AITKIN COUNTY LABOR MANAGEMENT COMMITTEE MISSION STATEMENT:

The Labor Management Committee exists to provide a way for labor and management to communicate in an environment of openness, with a view toward fostering mutual respect and trust, developing a working partnership in the organization and generating pride in our work product. The Committee also exists to improve the work environment by utilizing input by any County employee in the decision-making process.

Attending: Patrick Wussow, Denise Lee, Cathy Olson, Erin Melz, Tom Burke, Rae Zahn, Diane Eastman

Review and Approve the October Agenda

Review and Approve the July Minutes

Old Business:

A. **HR Updates:** Bobbie was unable to attend

B. **County Administrator's Updates:**

County Board adopted a 2013 Budget of \$25,236,228 with a levy of \$11,725,696 (levy increase of 3%).

Election results

County Commissioner Napstad re-elected (Napstad 66% - Pratt 44%)

County Commissioner Westerlund re-elected. Unopposed

New Senator MN District 10 – Carrie Ruud

New House MN District 10b – Joe Radinovich

County Board is working with Department Heads to determine Legislative priorities.

County Board is planning Aitkin County Day at the Capital in February (date not determined at this time).

C. **By-laws Discussion:** We'll leave as is until we have our LMC training

D. Evaluation Forms: Since performance evaluation forms include essential function text from each job description, these will be reviewed and updated "after" the Job description study is completed.

E. Comp Worth Study: Update - still working on it

F. Information sharing by LMC Representatives

Assessor Office: The Assessor's office sent out close to 1200 homestead applications for the townships up for reassessment in 2013. Those that do not respond by returning their application will lose their homestead classification for taxes payable in 2014. We are also continuing to work on the flood related parcels from June of 2012.

Health & Human Services:

Public Health: Have a new computer system called CHAMPS and are beginning the training process.

Road & Bridge: Have been busy plowing, salting and sanding the county roads.

New Business:

A. Suggestion box criteria – All 3 suggestions boxes now have a sign that asks:

- Did you see a safety concern today?
- Were you able to quickly find where you needed to be?
- Do you have an idea about improving the accessibility or convenience of services provided by Aitkin County?
- Do you have an idea for a seminar or training opportunity you'd like offered to employees?
- Are there ways your job, the facilities or environment could be improved and made more enjoyable (i.e. casual Fridays, break rooms, waiting areas, technology options, social events, other??)?

Thank you Erin Melz for completing the signs and putting them up.

It was decided that all suggestion from the boxes that are appropriate will be attached to the minutes from each meeting.

Standing Committees:

Safety: No meeting

Insurance/VEBA: No updates

Health Promotion: 2013 Going Green Eco-friendly series:

February 13, 2013 "The Dirt on Composting" Debbie Flowers

April/May "Planting Tips for the Best Yield"

August/September "Processing your Crops"

Nov/Dec "Organic vs Non-Organic What's the Big Deal?"

Employee Training: Several courses are offered on the Intranet for all employees. You can find a complete list of course topics on the Training page and the Safety Training Page.

Suggestion Boxes: See attached

Meeting dates for 2013

January 10

April 11

July 11

October 10

Respectfully submitted,

Diane Eastman



SNAKE RIVER WATERSHED MANAGEMENT BOARD

903 Forest Ave E • Mora, MN • 55051 • (320) 679-6456 • Fax: (320) 679-6433

"Working to enhance and protect the water resources of the Snake River Watershed"

Minutes of the Snake River Watershed Management Board and Citizen Advisory Committee- November 26, 2012 Held at Pokegama Lake Association Building 12965 Lake Line Rd Pine City MN

Board Members Present: Kim Smith, Roger Tellinghuisen, Don Niemi, Mitch Pangerl

Citizens Advisory Committee (CAC) Members Present: Ray Schultz, Doug Odegard, Roberta Elvecrog, Paul Hoppe, Dean Yorston

Technical Advisors Present: Sam Martin-Pine SWCD, Kelly Osterdyk-Kanabec SWCD, Susan Shaw-Mille Lacs SWCD, Julie Salmon-Pine County-NRCS

Recording Secretary: Teresa Wickeham, SRW Coordinator

Public Attending: Al Johnson and Scott Jeanson, Pokegama Lake Association

I. Call to Order/ Additions to Agenda

The joint November 26, 2012 meeting of the Snake River Watershed Management Board and CAC was called to order at 9:10am by Board Chairman Tellinghuisen.

The SRWMB Chairman called for additions to the agenda

- TMDL Invoices: Kanabec County SWCD-\$1412.50
- Snake River TMDL –TSA III- \$790.00

CAC: A motion was made by Ray Schultz, seconded by Roberta Elvecrog to recommend approval of the agenda as presented with additions.

All in favor, motion carried.

Board: A motion was made by Mitch Pangerl, seconded by Kim Smith to approve the agenda as presented with additions.

All in favor, motion carried.

II. Approval of Minutes

Minutes from October 22, 2012

CAC: A motion was made by Roberta Elvecrog, seconded by Doug Odegard to recommend approval of the minutes of October 22, 2012 with the following corrections:

The Aitkin newspaper is News Hopper not Grasshopper.

Clarification of SRW and SWCD match for the Envirothon

The Ford Township Bridge project is in the discussion stage at this point.

All in favor motion carried.

Board: A motion was made by Kim Smith, seconded by Don Niemi to approve the October 22, 2012 minutes with corrections.

All in favor, motion carried.

III. New Business

The Board and CAC reviewed invoices presented.

Invoices/Claims:

ERA Labs-TMDL Samples-Inv# 121602 and #121510-\$1896.00

Kanabec SWCD- Envirothon 2013 match \$100.00

Parcel info for TMDL-\$97.51

Pine County SWCD-TMDL sampling and mileage-\$188.89

TMDL Invoices: Kanabec County SWCD-\$1412.50

Snake River TMDL –TSA III- \$790.00

CAC: A motion was made by Roberta Elvecrog, seconded by Ray Schultz to recommend approval of the invoices as presented and added.

All in favor, motion carried.

Board: A motion was made by Don Niemi, seconded by Mitch Pangerl to approve payment of invoices as presented and added.

All in favor, motion carried.

Projects/Proposals: None

CAC:

Board:

IV. Old Business

V. Updates

Paul Hoppe- Kanabec SWCD Supervisor has attended the Healthy Water Initiative meeting. Paul stated at the meeting that the counties need to know what the requirements are going to be for loading reductions.

The Board and CAC also talked about credit for work done and true calculations of the loading.

Kanabec County SWCD- Kelly Osterdyk-There will be a CWP Grant round opening in Dec.2012 closing Feb.2013 and a proposal resolution will be required from the SRWMB.

CAC:

A motion was made by Doug Odegard, seconded by Ray Schultz to recommend submitting a proposal resolution to the Minnesota Pollution Control Agency for the next upcoming grant round, Dec. 2012-Feb.2013.

All in favor motion carried.

Board:

A motion was made by Kim Smith, seconded by Mitch Pangerl to submit an authorized proposal resolution to the Minnesota Pollution Control Agency for the next upcoming grant round, Dec. 2012-Feb.2013.

All in favor, motion carried.

Mille Lacs SWCD-Susan Shaw stated that there will be a meeting 11/27/2012 for the 319 Groundhouse Implementation Grant. This is a progress and update meeting.

Pine County SWCD-Sam Martin-Pine County- Stated that the Pokegama Lake Association is a large asset to the SRW and the Pine SWCD with support and funding for projects in both Pine County and Kanabec County.

Cross Lake Association-Dean Yorston- work on the dam near Cross Lake was supposed to be done this year but it has not been started as of yet.

Pine County-NRCS- Julie Salmon- NRCS is working on Ag Waste plans focusing on nutrient plans being done first. In the process of coming up with a calculating method for measuring nutrients.

Pokegama Lake Association-Al Johnson- The association worked on the cutting of curly leaf pondweed from May to June. The group talked about the funding from the Pokegama Lake Association and how they raised their money through pull tabs at various locations

VI. Public Comment

Roger Tellinghuisen stated that he is now on the RC&D Board (Resource, Conservation and Development Board). The organization has hired a new person, Katlin Matila(sp) to coordinate efforts with the counties that sit on the Board.

Roger also stated that he likes having the joint meetings and finds them to be very informative.

Roger also thanked the Pokegama Lake Association for hosting the meeting today.

VII. Adjourn:

Having no other business:

CAC: A motion was made by Roberta Elvecrog, seconded by Ray Schultz to adjourn the CAC meeting.

All in favor, motion carried.

Board: A motion was made by Don Niemi, seconded by Kim Smith to adjourn the SRW Board meeting.

All in favor, motion carried.

Meeting adjourned.

Respectfully submitted,
Teresa Wickeham
Coordinator/Recording Secretary SRWMB

**Onanegozie RC&D Council
Annual Meeting Minutes
Mille Lacs County Historic Courthouse, Milaca, MN
Thursday, January 24, 2013**

Members Present:

Aitkin Co.: Franklin Turnock & Laurie Westerlund
Chisago Co.: Mike Robinson & Roland Cleveland
Isanti Co.: Larry Southerland, Al Koczur & Tom Anderson
Mille Lacs Co: Roger Tellinghuisen, Ken Lindstrom & Kurt Beckstrom
Pine Co.: Kon Bergum

Others Present: Larry Nelson – Onanegozie RC&D Council Executive Director, Katie Mattila – Onanegozie RC&D Council Project Coordinator, Lynn Carter – Mille Lacs SWCD

The meeting was called to order at 10:05 am.

Agenda Items –

1. Establish Quorum, Call to Order and Recognize Members:

Pledge of Allegiance.

2. Secretary's Report:

Motion by R. Cleveland; 2nd F. Turnock to approve the annual meeting minutes from the March 22, 2012 Onanegozie RC&D Council's annual meeting. M/C.

3. Committee Designations:

Audit Committee: Robert Hoefert and Tom Anderson

Budget Committee: Laurie Westerlund, Kon Bergum, Rolland Cleveland and Katie Mattila

Nominations Committee: Larry Southerland and Mike Robinson

Motion by R. Cleveland; 2nd M. Robinson to designate the three committees. M/C.

4. Election of Council Officers:

The following offices are open for election: President, Vice President, Secretary and Treasurer.

Motion by L. Westerlund; 2nd T. Anderson to cast a white ballot and re-elect the current officers to another one-year term. No other nominations were offered. M/C.

5. Civil Rights Statement:

L. Southerland read the Council's Civil Rights Statement.

Motion by K. Bergum; 2nd A. Koczur to adopt the Civil Rights Statement for 2013. M/C.

6. Meeting Rotation Schedule:

The Council discussed a quarterly RC&D Council meeting schedule for 2013, the fourth Thursday of the first month of the quarter: April 25, July 25, October 24.

Motion by R. Cleveland; 2nd T. Anderson to adopt the meeting schedule as discussed. M/C.

7. 2012 Conflict of Interest Policy Statement:

L. Southerland read the Council's 2013 Conflict of Interest Policy Statement and distributed for Council members to review and sign. A copy is attached to the annual meeting minutes.

8. No other items were presented for discussion.

Motion by M. Robinson; 2nd L. Westerlund to adjourn at 10:40. M/C.



City of Aitkin

109 First Avenue NW • Aitkin, MN 56431
218/927-2527 • Fax 218/927-1834
www.ci.aitkin.mn.us

FEB 05 2013

MEMO
January 17, 2013

Legislative Issues / Concerns

This memo and attachments are provided for your convenience, and to help make some points. Please feel free to contact Aitkin City Clerk Kathy Brophy for additional clarification, information, or any assistance.

Fiscal Disparities (FD)

I'm sure you are aware, but just by way of history, please allow me to summarize. A Fiscal Disparities pool was created for the Taconite Area in 1995, modeled after the only other one in the State of Minnesota, which is in the seven-county metropolitan area. 1998 was the first year that the Taconite Area contributed to the pool. Since that time, through 2011, Aitkin County commercial/industrial property owners have contributed a total of \$435,419.80 in fiscal disparities tax (see the enclosed spreadsheet). You can see that the Counties of Aitkin, Cook, Itasca, Lake, and Crow Wing have contributed substantial amounts to this program, with the County of St. Louis being the benefactor.

Basically, the FD tax is created by grabbing 40% of the growth in commercial, industrial, and public-utility tax capacity (using 1995 as the base year) and applying a different, higher tax rate. That portion of the tax is then sent to an administrator (in St. Louis County) who does various calculations to determine how the tax collected will be distributed back to the counties in the pool.

According to a report that was compiled in 2005 by the House Research Department, there was no purpose section in the law regarding the Taconite or Iron Range program, nor was the need for the program spelled out. The program was modeled after the seven-county metro area program; however there are huge differences between the Taconite area and the metro area. The concept of FD is to create a revenue-sharing program so that all communities in the pool benefit from development and growth in one community. However, in the Taconite area, the geographic area encompassed does not constitute an integrated regional economic sphere –

Legislative Issues/Concerns
January 17, 2013
Page Three

Perhaps there should have been an opportunity in this case, and in any other case, for the local taxing authority to negotiate for payments in lieu of taxes. The City of Aitkin would support some legislature proposed that would address this issue in the future for all communities throughout the State.

Enclosures: Taconite Pool Breakdown 1998 – 2011
Fiscal Disparities paid by four separate parcels
January 2005 Report on Minnesota's Fiscal Disparities Programs

Fiscal Disparities
Taconite Pool - 1998 - 2011

	Aitkin	Cook	Itasca	Lake	Crow Wing	St Louis	Kooch
1998	6,806.47	(37,432.59)	(22,961.29)	(566.88)	98.02	53,900.19	156.09
1999	(6,144.45)	23,775.32	(52,171.58)	117,135.52	4,369.84	(86,894.84)	(69.81)
2000	(10,812.38)	24,688.35	4,945.79	89,576.49	20,700.75	(129,031.16)	(67.84)
2001	(4,148.38)	27,390.72	40,668.15	108,784.71	39,869.26	(212,457.98)	(106.48)
2002	11,899.61	39,028.89	1,082.92	116,183.31	50,892.57	(219,004.21)	(83.09)
2003	18,972.19	38,932.11	(66,946.46)	76,607.59	73,976.98	(141,443.90)	(98.50)
2004	22,498.25	71,187.96	135,100.48	97,907.08	68,521.75	(395,122.26)	(93.25)
2005	34,544.35	102,509.55	89,182.74	115,377.55	90,768.23	(432,281.27)	(101.14)
2006	34,607.36	122,541.29	132,422.07	140,335.19	92,241.45	(522,053.94)	(93.42)
2007	37,941.29	149,961.80	90,072.16	182,794.96	115,754.72	(576,405.26)	(119.67)
2008	46,854.66	169,481.49	97,487.30	207,881.50	126,231.00	(647,810.75)	(125.20)
2009	69,870.23	159,180.21	172,485.09	203,645.96	113,197.95	(718,234.72)	(144.71)
2010	65,781.30	162,382.96	328,975.19	224,364.10	93,716.35	(875,138.12)	(81.77)
2011	106,749.30	200,908.69	28,335.25	284,449.10	94,793.80	(715,144.06)	(92.08)
Total additional taxes paid / (received)	435,419.80	1,254,536.75	978,677.81	1,964,476.18	985,132.67	(5,617,122.28)	(1,120.87)

RK Midwest Enterprises, LLP
 Lake States Lumber, Aitkin, MN 56431
 Parcel ID# 56-0-159801
 Industrial Preferred Class Code
 Lumber Manufacturing Plant

Tax Year	Total Tax	FD Portion	w/o FD	Difference
2011	14,416.00	2,879.22	2,110.61	768.61
2010	13,344.00	2,060.64	1,458.39	602.25
2009	13,828.00	2,242.93	1,721.30	521.63
2008	14,084.00	1,604.28	1,185.68	418.60
2007	15,338.00	1,683.45	1,408.94	274.51
2006	16,108.00	1,813.62	1,567.71	245.91
2005	16,726.00	2,001.04	1,720.62	280.42
2004	17,654.00	1,364.41	1,196.24	168.17
2003	15,360.00	1,392.77	1,006.10	386.67
2002	15,822.00	761.72	429.81	331.91
2001	20,134.00	241.71	203.15	38.56
Total Additional Tax paid due to FD				4,037.24

Aitkin Iron Works
 301 Bunker Hill Drive
 Aitkin, MN 56431
 Parcel ID# 56-1-179400
 Industrial Preferred Class Code
 Iron Manufacturing Plant

Tax Year	Total Tax	FD Portion	w/o FD	Difference
2011	91,898.00	18,353.88	13,453.64	4,900.24
2010	84,416.00	13,034.39	9,224.78	3,809.61
2009	83,586.00	13,572.19	10,415.36	3,156.83
2008	85,128.00	9,710.00	7,176.17	2,533.83
2007	92,986.00	10,220.02	8,553.96	1,666.06
2006	97,666.00	11,005.62	9,513.05	1,492.57
2005	101,428.00	12,141.24	10,440.26	1,700.98
2004	107,278.00	8,290.29	7,268.27	1,022.02
2003	93,356.00	8,468.28	6,117.57	2,350.71
2002	98,224.00	4,724.92	2,666.23	2,058.69
2001	126,412.00	1,521.29	1,278.64	242.65
Total Additional Tax paid due to FD				24,934.19

January 2005

**Minnesota's Fiscal Disparities
Programs**

**Twin Cities Metropolitan Area
and Iron Range**

This publication provides an overview of the state's two tax-base sharing programs, providing information on their backgrounds, policy rationales, program mechanics, redistributive effects, and tax burden impacts.

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Introduction

In 1971, the state of Minnesota instituted a program of commercial-industrial tax-base sharing within the Twin Cities metropolitan area. While the program is most often referred to by its nickname, the fiscal disparities program, the official statutory name of the program is the Charles R. Weaver Metropolitan Revenue Distribution Act. Although the concept of tax-base sharing has been discussed in policy and academic circles for many years, Minnesota's implementation is unique within the United States and may be unique worldwide in terms of the geographic area covered and the amount of tax base that is shared. In 1995, a parallel program was established on the Iron Range of northeastern Minnesota.

This report is a primer on Minnesota's two tax-base sharing programs. It is intended for use by at least two different groups of people: those affected by the programs who would like a better understanding of how the programs work, and those in other parts of the state, elsewhere in the United States, or other places in the world who have heard about Minnesota's tax-base sharing program and would like to learn more about it.

In trying to provide some background to these two diverse audiences, the report briefly covers many topics. The report:

- provides some background on the geographic area(s) covered by the program(s), including demographic and economic data;
- discusses the policy rationale(s) for the program(s), and even more briefly, aspects of the program currently being debated in the policy arena;
- describes in some detail the mechanics of the program;
- provides historical and current data on the redistribution that actually takes place under the program (i.e., the "winners" and the "losers"); and
- looks at the impact of the program on tax burdens by simulating the property tax system in the absence of fiscal disparities (metro program).

Although the report describes the two programs separately, because the Iron Range program is patterned so closely after the metro program, those portions on how the program works are included only in the section describing the Twin Cities metropolitan program, but are applicable to both.

Development of the Metropolitan Area

The Twin Cities metropolitan area of today is quite different from that of the late 1960s and early 1970s when the fiscal disparities program began. Many of these differences result from demographic and developmental factors predicted by planners; many more are due to unforeseen factors.

Table 1:
**Total Population of Metro Area by Type of Location:
 1970 and 2002**

	1970 Population	% of Total	2002 Population	% of Total
Central Cities (Mpls./St. Paul)	744,300	39.7	670,700	24.8
Inner Ring	527,200	28.2	510,000	18.9
Developing Ring	432,600	23.1	1,086,000	40.2
Outlying Area	<u>168,600</u>	<u>9.0</u>	<u>438,100</u>	<u>16.2</u>
Total*	1,872,700	100.0	2,704,800	100.0

* Totals may not add up to 100% due to rounding.

Table 2:
**Commercial-Industrial (C/I) Property Tax Base
 of Metro Area by Type of Location: 1971 and 2003**

	1971 C/I Net Tax Capacity* (millions)	% of Total	2003 C/I Net Tax Capacity (millions)	% of Total
Central Cities (Mpls./St. Paul)	\$38.0	47.9	\$185.6	23.9
Inner Ring	22.2	28.0	167.6	21.6
Developing Ring	14.9	18.8	355.1	45.8
Outlying Area	<u>4.2</u>	<u>5.3</u>	<u>66.8</u>	<u>8.6</u>
Total**	\$79.4	100.0	\$775.2	100.0

* 1971 assessed value converted to net tax capacity.

** Totals may not add up to 100% due to rounding.

communities less attractive places for businesses to locate or expand in, exacerbating the problem. Sharing of C/I tax base can reduce this effect.

- Communities generally believe that commercial and industrial properties pay more in taxes than it costs to provide services to them. This encourages communities to compete for these properties by providing tax concessions or special services. Tax-base sharing may reduce this competition, thereby discouraging urban sprawl and reducing the cost of providing regional services, such as sewage and transportation.
- Tax-base sharing equalizes the imbalance between some local governments' public service needs and financial resources. The uneven distribution of property tax base, particularly commercial and industrial property, is a major cause of this imbalance.
- Communities may be more willing to accept low tax-yield regional facilities, such as parks, to preserve environmental amenities because they know they will share the benefits of other communities' commercial development.
- Tax-base sharing can provide additional resources to older areas to finance urban redevelopment.

The formula is based wholly on fiscal capacity, defined as equalized market value per capita. There is no measure of spending need in the distribution formula other than population. This means that:

- If the municipality's fiscal capacity is the same as the metropolitan average, its percentage share of the areawide tax base will be the same as its share of the area's population;
- If its fiscal capacity is above the metro average, its share will be smaller;
- If its fiscal capacity is below the metro average, its share will be larger.

Taxing Jurisdiction Levies vs. Tax Burdens

Tax-base sharing takes place before local jurisdictions levy taxes. The jurisdiction decides what amount it must levy to provide local services. In the absence of tax-base sharing, the levy would simply be spread on the tax base within the jurisdiction. With fiscal disparities, however, the tax burden on taxpayers within the jurisdiction may be more or less than the jurisdiction's levy. The jurisdiction still receives the full amount that it levied. However, if the jurisdiction is a net contributor (i.e., contributes more than it gets back), the properties within the jurisdiction will pay more tax than the jurisdiction's levy. If the jurisdiction is a net recipient (of tax base), the jurisdiction's taxpayers will pay less than the amount levied. *

Impact on Individual Parcels

All property except C/I pays a property tax determined by the local tax rate, which reflects the net effect of fiscal disparities upon each taxing district's tax base.

For C/I property, a ratio is computed in each municipality by dividing that municipality's contribution net tax capacity by its total C/I net tax capacity. (Since only 40 percent of the growth over the base year is contributed, that rate will never exceed 40 percent.) This ratio represents the portion of each C/I parcel's net tax capacity that pays a tax determined by the areawide tax rate. The rest of the parcel's net tax capacity pays a tax determined by the local tax rate. Because a portion of each C/I parcel is taxed at a uniform rate, the tax burden on comparable parcels of C/I property will vary less from jurisdiction to jurisdiction than it would without fiscal disparities.

Step-by-step Calculations

The step-by-step calculations under fiscal disparities for a hypothetical city are shown on the following pages. An alternative version of the calculations is shown in appendix B. The basic mechanics are easier to understand in the alternative version, which leaves out the one-year lag that was instituted to facilitate administration of the program in light of the complexity of Minnesota's property tax system.

Step 1: Determine the City's Contribution to Areawide Tax Base

2002 Payable 2003 Commercial-Industrial Net Tax Capacity ⁴	\$8,000,000
Less 1971 Commercial-Industrial Net Tax Capacity	<u>-2,500,000</u>
Net Growth over 1971 Base Value	\$5,500,000
Contribution Rate	<u>x 40%</u>
City's Contribution to Areawide Tax Base	\$2,200,000

Step 2: Determine the Areawide Tax Base

Net Tax Capacity Contributed from City of Minnesota	\$2,200,000
Net Tax Capacity Contributed from All Other Cities and Towns in the Metro Area	<u>\$297,800,000</u>
Total Areawide Tax Base	\$300,000,000

Step 3: Distribution Index for City of Minnesota

$$\text{Population of City/Town} \times \frac{\text{Average Fiscal Capacity}}{\text{City/Town Fiscal Capacity}} = \text{Distribution Index}$$

$$20,000 \times \frac{\$30,000}{\$25,000} = 24,000$$

Step 4: Sum of Distribution Indices for All Municipalities

	<u>Index</u>	<u>Percent</u>
City of Minnesota (step 3)	24,000	1.2%
All Other Metropolitan Cities and Towns	<u>1,976,000</u>	<u>98.8%</u>
	2,000,000	100.00%

The city of Minnesota's final distribution index is 1.2 percent of 2,000,000; therefore, it receives 1.2 percent of the areawide tax base.

⁴ Laws 1976, chapter 191, provided that the fiscal disparities contribution and distribution values and tax rates would be based on the previous year. This was done for administrative reasons. Appendix B contains an example of how the program works without the one-year lag (i.e., based on current values and rates).

Step 9: Determine the Areawide Tax Rate

The administrative auditor computes the areawide tax rate as follows:

$$\frac{\text{Total Areawide Levy (step 8)}}{\text{Total Areawide Tax Base (step 2)}} \times \frac{\$400,000,000}{\$300,000,000} = 1.333 \text{ (133.3\% of net tax capacity)}$$

This tax rate is applied to the contribution net tax capacity of all municipalities in the metro area.

The areawide tax rate is a composite rate which provides revenues for municipalities, school districts, county governments, and special taxing districts.

Step 10: County Auditor Calculates the City of Minnesota's Tax Rate

2003 Payable 2004 Total Certified Levy	\$8,000,000	
Less Portion Attributable Receivable from Areawide Tax Base (step 7)	<u>-1,260,000</u>	
2003 Payable 2004 Adjusted Levy for the City (local portion)	6,740,000	
<u>2003 Payable 2004 Adjusted Levy</u>	<u>\$6,740,000</u>	= 0.337
Taxable Net Tax Capacity (step 6)	\$20,000,000	
City Tax Rate		0.337 (33.7% of tax capacity)

The city's tax rate of 0.337 is added to the tax rates for the appropriate county, school district, and special taxing districts. That total rate is applied to all taxable property in the city of Minnesota except the fiscal disparities portion of C/I property (see step 11).

Step 11: Property Tax Computation on C/I Parcel

The fiscal disparities contribution net tax capacity of \$2,200,000 is equal to 25 percent of the total assessment district's payable 2004 C/I net tax capacity of \$8,800,000. Therefore, 25 percent of the net tax capacity of each parcel of C/I property in the city is subject to the areawide tax. The remaining 75 percent of the net tax capacity of each C/I parcel is subject to the local tax rate.

The payable 2004 property tax computation for a parcel of C/I property located in the city of Minnesota with a market value of \$300,000 (net tax capacity of \$5,250) is shown on the following page.

Administrative Aspects of the Program

The fiscal disparities program requires additional administrative tasks to be performed annually by property tax administrators. The county officials meet regularly to establish timelines, coordinate data collection and reporting, and to decide how to handle situations brought about by changes in general property tax laws, unique property situations, etc. Department of Revenue staff annually determine the fiscal capacity for each city and town. The administrative auditor (from Anoka County, as elected by the other metropolitan auditors) determines the distribution indices and the areawide tax rate.

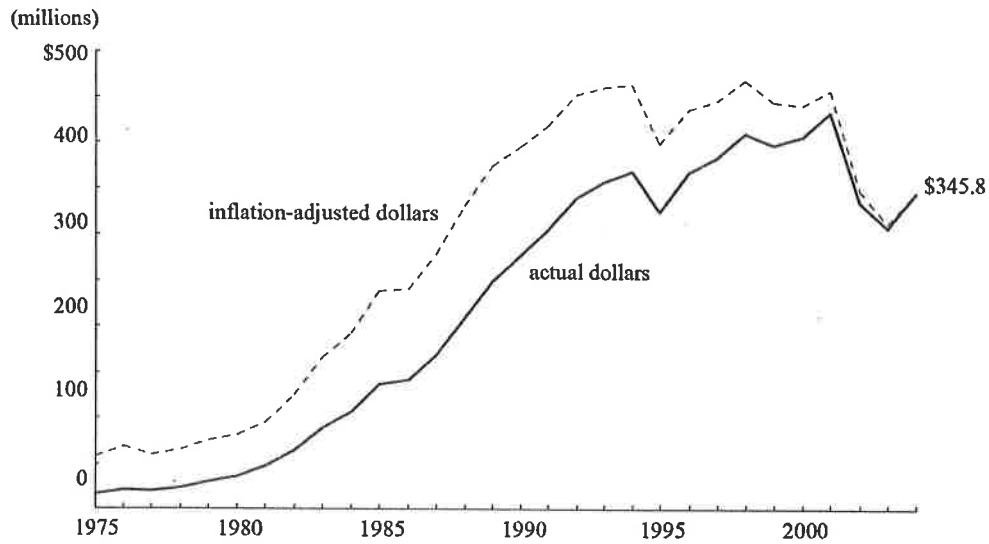
For counties that are not subject to fiscal disparities, the county auditor simply determines each taxing jurisdiction's local tax rate by dividing its property tax levy by its total net tax capacity. However, for counties that are subject to fiscal disparities, the county auditor must also do the following:

- Determine each taxing district's taxable net tax capacity, which is the actual tax base located within its boundaries minus its contribution to the areawide base
- Apportion the levy of each taxing district into an areawide portion and a local portion (The distribution tax capacity times the previous year's local tax rate equals the areawide portion of the levy. The remaining amount of the taxing district's levy is considered its local portion.)
- Determine the local tax rate for each jurisdiction by dividing the local portion of the levy by its taxable net tax capacity

Growth in Distribution Tax

Figure C shows that the total areawide tax has grown significantly since the program began. The program's growth from 1982 through 1994 was remarkable; in most of the years annual increases in the areawide tax were greater than 10 percent. A slump in C/I real estate values in the early to mid-1990s put a stop to the rapid growth. In the late 1990s the legislature embarked on a program of "class rate compression" to reduce the disparity in effective tax rates between C/I property and other types of property, which dampened growth in that period. Then, in 2001 the legislature initiated a major overhaul of the property tax system. The most significant result of the overhaul was the state takeover of financial responsibility for basic educational expenses, transit, and a portion of voter-approved school levies (see pages 19 to 21).

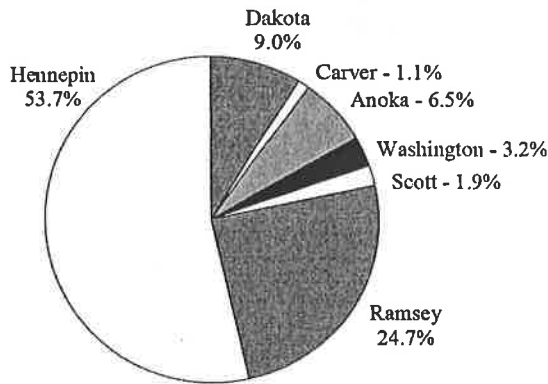
Figure C:
Metro Fiscal Disparities Distribution Tax, 1975-2004



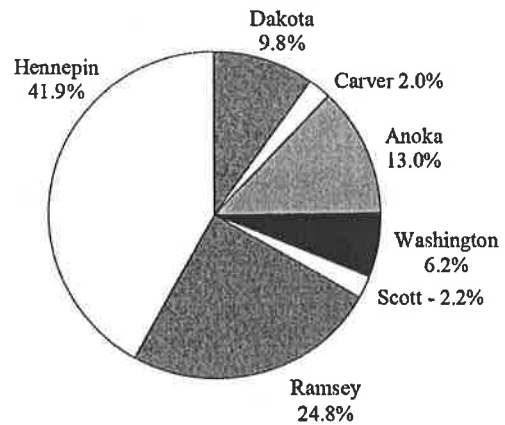
Historical data for growth in the distribution tax amount is presented in Appendix D.

Figure D:
**Payable 1985 and 2004 Metro Contribution
 and Distribution Values by County**

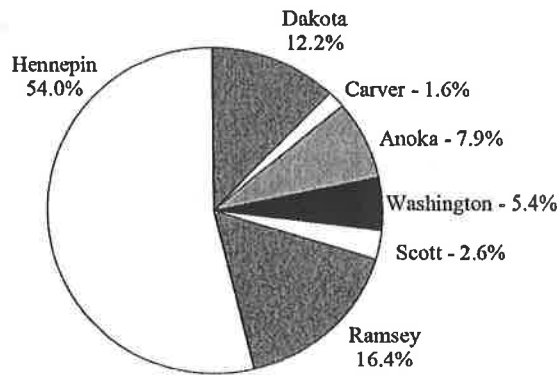
**1985 Contribution Assessed Value
 \$1,264 million**



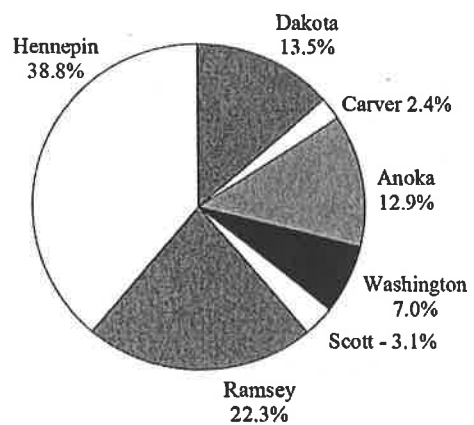
**1985 Distribution Assessed Value
 \$1,264 million**



**2004 Contribution Net Tax Capacity
 \$252 million**



**2004 Distribution Net Tax Capacity
 \$252 million**



Transit levy takeover. The state took over the portion of the operating costs of the metro transit system that had been funded by a levy on all metro property taxpayers. The takeover was funded through a dedication of revenue from the state sales tax on motor vehicles. Besides the takeover of the metro transit system, a portion of the motor vehicle sales tax was also set aside to replace property tax levies for transit systems in greater Minnesota.

State property tax. The class rate changes and the general education takeover would have resulted in considerably lower property taxes on C/I property and seasonal-recreational property. To provide more modest relief to these classes of property and to provide funding for other elements of the reform, a new state property tax was instituted to offset the changes in the composition of the local tax base. About 6 percent of the state property tax is borne by seasonal-recreational property, with the remaining 94 percent borne by C/I property. The state tax constitutes approximately one-third of the total tax burden on C/I and seasonal-recreational properties.

State aid changes. State aids to nonschool local governments were reduced and partially reformed, primarily through the elimination of homestead and agricultural credit aid (HACA) for all types of local governments except counties. HACA was generally regarded as untargeted aid when compared to aid programs that consider local service needs and the adequacy of the local tax base to meet those needs.

HACA reductions forced towns and special taxing districts to increase levies or reduce spending. But cities, which collectively lost almost \$200 million in HACA, were given approximately \$140 million in the more targeted program known as local government aid (LGA). Some individual cities, primarily suburbs, were net losers of aid, while some individual cities, primarily larger nonmetro cities, were net gainers.

Fiscal Disparities Impact

Class rate compression causes the areawide pool to be smaller than it otherwise would have been. Generally speaking, compression causes the C/I share of the total tax base to shrink, so the relative relationship between the areawide pool and the total metro tax base is also shrinking. However, compression does not affect the relationship between the size of the areawide pool and the size of the total metropolitan area C/I tax base. Figure B (page 15) and appendix C show that the areawide pool declined from 11.4 percent of the total metro tax base in 2001 to 10 percent in 2002 directly due to the 2001 tax reform. Moreover, the pool had encompassed roughly 13 percent of the total metro tax base in the early 1990s before the general movement toward compression got underway. However, the pool's share of the total metro C/I base increased from 28.7 percent in 2001 to 30.1 percent in 2002, and in fact has continued to climb to 32.3 percent in 2004.

Eliminating the general education and transit levies, and partially eliminating school referendum levies, caused the overall level of local taxes to be reduced by 21.7 percent in the metro area between pay 2001 and pay 2002. Because of the way fiscal disparities is calculated, this caused

Impact of Fiscal Disparities on Tax Burdens

Most fiscal disparities discussions focus on tax base—on how much is being redistributed and how much tax base equalization is achieved. However, it is possible to go one step further and analyze the actual impact on tax burdens using property tax simulation.

The Simulation

The question of greatest interest is: how would tax burdens be different if the fiscal disparities program had never been enacted? That question is impossible to answer because even though the fiscal disparities calculations can be “undone,” there is no way to measure, or undo, the effect the fiscal disparities program has had on property values, local government spending and levy decisions, and business location decisions.

Setting those issues aside, the premise of the simulation for this exercise is not that the fiscal disparities program never existed, but rather that it is suddenly eliminated. The simulation is based on taxes payable in 2004. At the time of the simulation, final levies for taxes payable in 2004 were not yet available, but all of the fiscal disparities data and most of the other actual data was available. The simulation uses preliminary levies (also known as truth-in-taxation levies), augmented with data on school district referendum levies that passed after certification of preliminary levies.

The local government aid (LGA) formula was modeled for aids payable in 2004 under two scenarios. The first scenario used the actual tax capacity measures employed in determining 2004 aid distributions, but the LGA formula was run in its “pure” form, ignoring any phase-in components designed to minimize LGA changes for a given city from one year to the next. The second scenario used tax capacities as they would be without fiscal disparities, also using a pure formula with no phase-in components. The LGA change between the two scenarios was used for the simulation, with levy increases offsetting aid reductions and vice-versa. County program aids were modeled in the same way, even though the formula for county program aid does not come into play until taxes payable in 2005. School aids were modeled under the “no fiscal disparities” alternative as well; however, since the major property tax reform of 2001, most school aids and levies are not related to the size of a district’s tax base,⁸ so the effect on school levies was fairly minimal.

⁸ Under the reformed property tax system, school district referendum levies are highly “equalized,” meaning that the levy is tied to the size of a district’s tax base, but school district referendum levies are based on an alternate tax base known as “referendum market value,” and there is no redistribution of this tax base under fiscal disparities.

**Table 3:
 Factors Contributing to Tax Impacts
 if Fiscal Disparities were Eliminated**

(in millions)

	Metro	Greater Minnesota	Statewide
TIF effect	\$16.6	\$0.7	\$17.4
Metro livable communities levy	-5.0	0	-5.0
School capital improvement aid effect	-2.0	0	-2.0
LGA effect	-9.1	9.1	0
County aid/levy effect	-0.4	0.4	0
Miscellaneous effects	-0.2	0.1	-0.2
Total tax change	\$-0.1	\$10.3	\$10.2

Overall Impact by Type of Property

Probably the most interesting result is that for the metro area as a whole, taxes on C/I property (including public utilities) were reduced by \$52.5 million, or 3.7 percent. Average tax burdens on other property types increased from 2 percent to 4 percent; the average increase for residential homesteads was 2.6 percent. In the abstract, this result would not be expected because “moving” C/I tax base around from one jurisdiction to another would not be expected to lower the tax on C/I property in the aggregate, nor would it increase taxes on other classes in the aggregate. There are three factors that contribute to the reduced overall tax burden on C/I property:

- The first factor is that in the aggregate, the C/I tax base is redistributed from municipalities where tax rates are lower to municipalities where tax rates are higher, so that the average rate of tax levied against C/I property would decrease without fiscal disparities.
- The second factor arises from how the market value tax enters into the equation. For the most part, the market value tax exists outside the realm of fiscal disparities—it is paid by the property physically located in the district levying the tax. However, in 1993 a provision was enacted calling for the tax rates used in fiscal disparities calculations to include the market value tax. This increases the burden on C/I property, since C/I property pays its full share of the market value tax in the jurisdiction where the property is located, but then essentially pays a little more when the levies are also imposed on the fiscal disparities pool.
- Third, there is the explicit \$5 million levy for the Metropolitan Council’s tax base revitalization account that is borne exclusively by C/I property through the areawide pool. The simulation assumes that this levy would not exist in the absence of fiscal disparities.

Effects on Individual Cities

Effects are more pronounced when smaller geographic areas are considered. Table 5 shows what the impact would be in Minneapolis and St. Paul, and in the six cities (over 10,000 population) with the greatest impact, in either direction. Homeowners in cities that are major recipients under fiscal disparities would face tax increases between 10 percent and 13 percent; homeowners in cities that are major contributors would see reductions of 2.5 percent to 5 percent. Consistent with the countywide results, C/I properties would face lower taxes in most places, varying from 2 percent to 5 percent in net recipient cities, and from 5 percent to 10 percent in net contributor cities. C/I taxes would actually be higher in municipalities that are currently net recipients, and that would have a relatively high tax rate without fiscal disparities. This effect can be seen for the cities of Minneapolis, St. Paul, and South St. Paul in Table 5.

Table 5:
**Tax Impacts for Selected Cities if Fiscal Disparities were Eliminated
 (Taxes Payable in 2004)**

City	Average Total Local Tax Rate			Average Tax Change if Fiscal Disparities Eliminated	
	With Fiscal Disparities	Without Fiscal Disparities	Tax Rate Change	Residential Homestead	Commercial/Industrial
Minneapolis	158.6	161.8	3.2	2.2 %	2.6 %
St. Paul	130.4	140.3	9.9	8.8	2.7
Six largest net recipients:					
Andover	105.5	118.2	12.7	13.1	(2.1)
South St. Paul	127.8	139.4	11.6	10.5	2.7
Coon Rapids	109.9	120.9	11.0	11.6	(2.9)
East Bethel	100.3	110.8	10.5	12.0	(4.8)
Ramsey	117.3	127.8	10.5	10.0	(2.0)
Anoka	121.7	132.2	10.5	9.9	(0.8)
Six largest net contributors:					
Bloomington	122.4	116.2	(6.2)	(5.5)	(9.0)
Golden Valley	145.0	139.6	(5.4)	(3.2)	(5.3)
Mnettonka	125.6	120.8	(4.8)	(3.8)	(9.5)
Eden Prairie	121.1	116.5	(4.6)	(4.0)	(9.6)
Plymouth	119.4	116.4	(3.0)	(2.4)	(9.7)
Edina	113.3	110.9	(2.6)	(2.7)	(9.4)

Table 7 shows the eight cities (over 10,000 population) with the highest and lowest tax rates without fiscal disparities, and what happens to their tax rates when fiscal disparities enter the picture. Somewhat surprisingly, the fiscal disparities program actually causes tax rates to be lower than they otherwise would be in five of the eight low-tax-rate cities shown in Table 7. Things are more as one would expect at the high end of the range, where seven of the eight high-tax-rate cities have lower tax rates with fiscal disparities than they would without, although the differences are fairly modest.

Table 7:
Tax Rate Impacts for Selected Cities under Fiscal Disparities
(Taxes Payable in 2004)

	Without Fiscal Disparities	With Fiscal Disparities (Current Law)	Rate Change due to Fiscal Disparities
Cities with lowest tax rates without fiscal disparities:			
Mendota Heights	89.6	89.8	0.2
Eagan	103.4	102.9	(0.5)
Forest Lake	104.0	100.4	(3.6)
West St. Paul	104.2	102.7	(1.5)
Ham Lake	108.3	98.5	(9.8)
Shakopee	109.6	110.6	0.9
East Bethel	110.8	100.3	(10.5)
Edina	110.9	113.5	2.7
Cities with highest tax rates without fiscal disparities:			
Brooklyn Center	168.7	162.7	(6.0)
Minneapolis	161.8	158.6	(3.2)
New Hope	158.1	154.8	(3.3)
Robbinsdale	154.1	149.0	(5.1)
Crystal	151.5	147.1	(4.4)
Hopkins	151.2	152.2	1.0
Chanhassen	147.8	144.2	(3.6)
Brooklyn Park	146.8	141.7	(5.0)

These results raise some questions about one of the presumed purposes of the program, which is to reduce the range of tax rate disparities across the area. It suggests that some communities that the fiscal disparities program seems to regard as "needy" would have low tax rates even without fiscal disparities. For instance, Ham Lake would have a relatively low tax rate of 108.3 percent without fiscal disparities; its rate with fiscal disparities is an incredibly low 98.5 percent. That may call into question whether redistribution of tax base is necessary to keep tax rates from climbing in low-tax-base areas, and from dropping ever lower in high-tax-base places.

Changes in the Fiscal Disparities Program

There have been few changes in the fiscal disparities program since its implementation in 1975. This section summarizes the two most significant changes made and also describes a proposed change passed by the 1995 Legislature but vetoed by the governor.

Mall of America Surcharge (1986)

In 1986, the legislature made a significant change to the fiscal disparities program for development of the Metropolitan Stadium site in Bloomington (now the location of the Mall of America). Laws 1986, chapter 391, provides that for property taxes payable in 1988 through 1999, the city of Bloomington annually receives an amount from the pool in addition to its "normal" fiscal disparity distribution. The supplemental amount is equal to the amount of interest paid on the bonds that were sold by the city for highway improvements for the mall site. The law requires Bloomington to repay the supplemental distributions over the ten-year period from 2006 to 2015.¹¹ Approximately one-tenth of the amount will be repaid in each of those years. The repayments will be achieved by artificially increasing Bloomington's contribution value by converting the repayment amount into additional contribution value.

Livable Communities Fund Surcharge (1995)

Laws 1995, chapter 255, article 2, sections 11 to 13, provide that the Metropolitan Council will annually receive a special distribution from the fiscal disparities areawide tax base to finance the tax-base revitalization account within the metropolitan livable communities fund, which is available to municipalities that elect to participate in the local housing incentives program established under the law. This annual "surcharge" on the areawide pool is equal to the amount by which the current level of the Bloomington highway bond interest distribution (see above) is less than the payable 1988 distribution, up to \$5 million. This surcharge was \$4.3 million in 1996, and is \$5 million in each year after that.

A Vetoed Provision: Including Certain Residential Property in the Areawide Tax Base (1995)

A proposal to expand tax-base sharing was passed in 1995 by the House and Senate but vetoed by the governor. H.F. 431 (sponsored by Rep. Myron Orfield) would have captured the growth in value of all residential homestead property over \$200,000 market value and put it into the areawide tax base to be shared by all municipalities in the region. Under the current fiscal disparities law, the areawide tax base is composed solely of C/I value.

¹¹ The 1986 law provided that the repayments would be made from 2000 to 2009, but Laws 1995, chapter 255, article 2, section 10, delayed the start of the repayment period by six years.

value to determine its fiscal disparities contribution. When each TIF district is created, municipalities elect either (a) to limit the tax increment to taxes derived from value which is not contributed to fiscal disparities, or (b) to allow the TIF district to receive all taxes derived from the property, thereby requiring that a higher percentage of C/I value in the rest of the municipality be contributed.

However, property located in Housing and Redevelopment Authority (HRA) districts established before August 1, 1979, is disregarded in computing fiscal disparities contributions regardless of when the actual development occurs. Some argue this exemption is unfair because it allows some municipalities to experience C/I growth without any portion being contributed to the areawide pool.

(b) Minneapolis-St. Paul International Airport

Airport property is taxed by the Metropolitan Airports Commission (MAC), Hennepin County, and various special taxing districts. The airport has always been excluded from participation in fiscal disparities. Some question its exclusion because its roughly \$4.8 million in C/I net tax capacity would increase the pool by nearly \$2 million.

While airport property would seem to be an appropriate tax base for regional sharing, its unique circumstances make its inclusion in fiscal disparities problematic. First, its tax rate is not comparable to that of other jurisdictions because the property pays no school district or municipal taxes. Second, under current law, the airport would receive no distribution from the pool because it has no population. If the airport was required to contribute to the pool, it would not get anything back, unless some alternative formula for determining its distribution were established.

3. Eliminating the 1971 Base Value Subtraction

Some argue the subtraction of 1971 base C/I value before determining the fiscal disparities contribution itself constitutes an unfair exemption. The charge of unfairness stems from the notion that the fiscal disparities program discriminates against those areas that have experienced most of their development since 1971, compared to those largely developed before 1971. Apparently, this subtraction was a legislative compromise to allow jurisdictions to retain the value they had before the program began. Thirty-four years after initial enactment, some ask if this feature of the program is still appropriate.

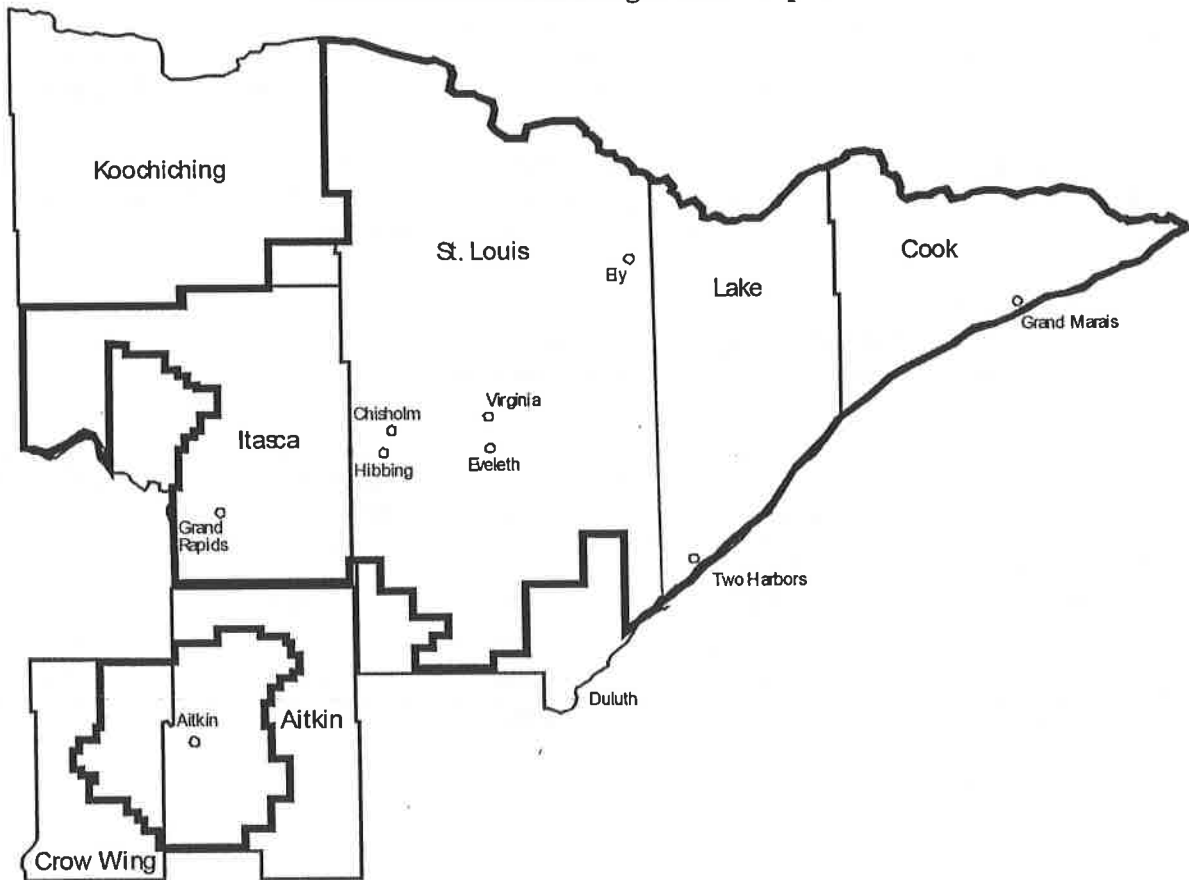
4. Need-based Distribution Formula

The fiscal disparities distribution formula is based on a single factor: each municipality's aggregate property value per capita compared to the areawide average property value per capita. Some people regard this formula as "need-based," since it looks at a municipality's relative need for tax base to make it more equal to that of other jurisdictions. Others have argued that the distribution formula should try to measure relative needs between jurisdictions more

Iron Range Fiscal Disparities Program

In 1996, a new fiscal disparities program was established on the Iron Range in northern Minnesota. The boundaries for the new program are known as the "taconite relief area" (see map, below). Mechanically, the program was set up to work exactly the same way as the program in the metropolitan area, except using 1995 as a base year. The first year of implementation was for taxes payable in 1998. The program is codified in Minnesota Statutes, chapter 276A.

Figure E:
Boundaries of Iron Range Fiscal Disparities



Similarities Between Metropolitan Area and Iron Range

Some of the purposes underlying the metro area program described on pages 5 and 6 also apply to the Iron Range. The possibility of low-tax base, high-tax rate areas having difficulty attracting C/I development, leading to ever higher local tax rates, applies to both programs. The generally desirable goal of tax-base sharing reducing competition between municipalities for C/I development also applies to both areas equally. The argument that tax-base sharing may make jurisdictions more willing to accept low-tax-yield regional facilities such as parks may also hold true on the Iron Range, even in the absence of strongly coordinated regional planning.

Growth in Program

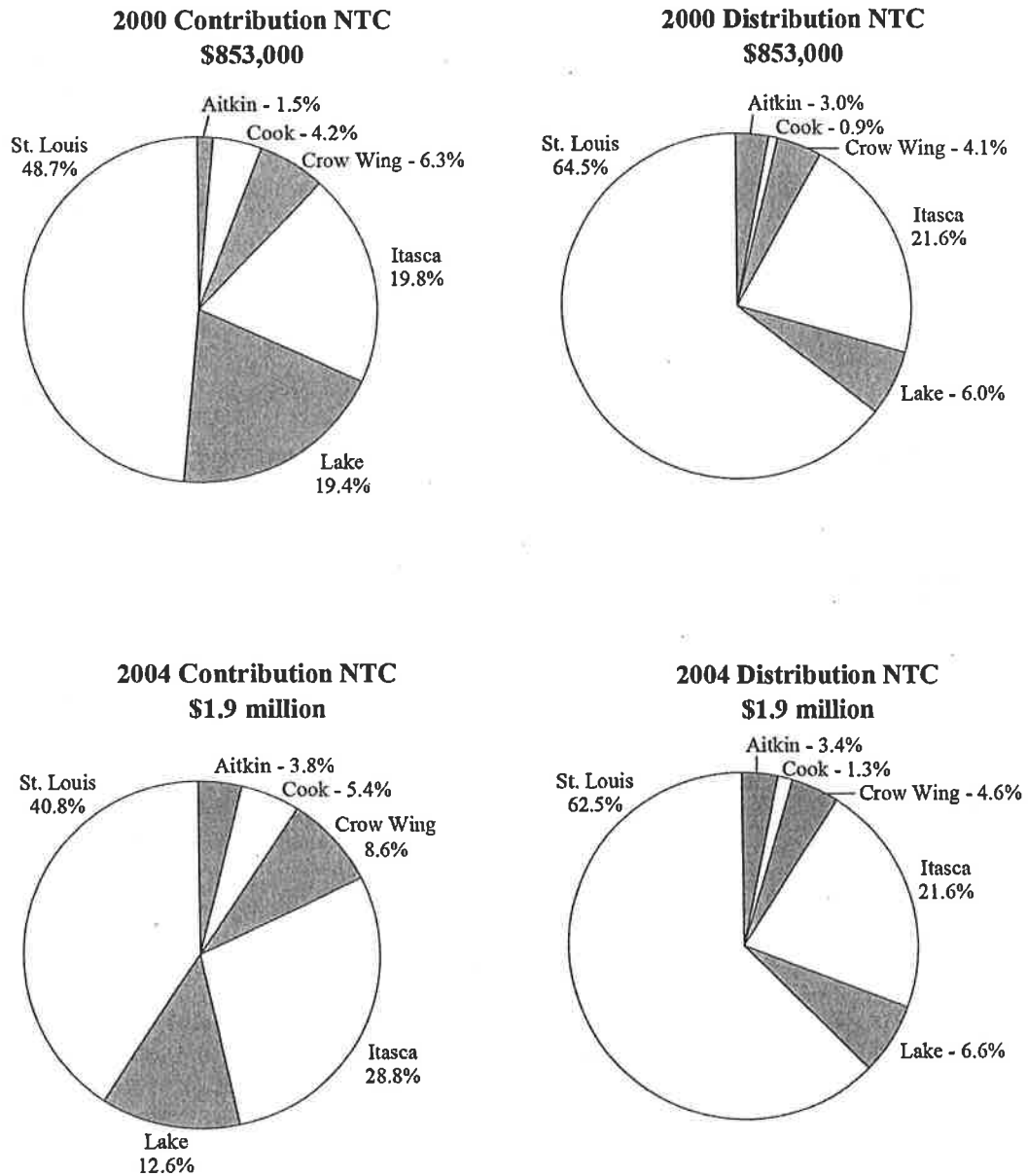
Because the program on the Iron Range is so new, not much can be said about growth to date. However, because of the way the program is structured, rapid growth can be expected in the first few years of the program (the areawide tax in the metro program grew by at least 18 percent each year in all but one of the first 11 years of the program's existence). The rapid growth results from a growing base with a fixed subtraction. The hypothetical example below shows how relatively modest growth in C/I property value of about 5 percent per year results in high growth rates in the size of the areawide pool (33 percent to 100 percent).

The example assumes:

- base year C/I net tax capacity of \$20,000
- C/I net tax capacity increases by \$1,000 per year

	C/I Net Tax Capacity (NTC)	Growth in C/I NTC over base	Areawide pool = 40% of growth	Pct. change in areawide pool
Base year	\$20,000	--	--	--
First year	21,000	\$1,000	\$400	--
Second year	22,000	2,000	800	100%
Third year	23,000	3,000	1,200	50%
Fourth year	24,000	4,000	1,600	33%

Figure F:
**Iron Range Contribution and Distribution Net Tax Capacity (NTC)
 by County¹² for Pay 2000 and Pay 2004**

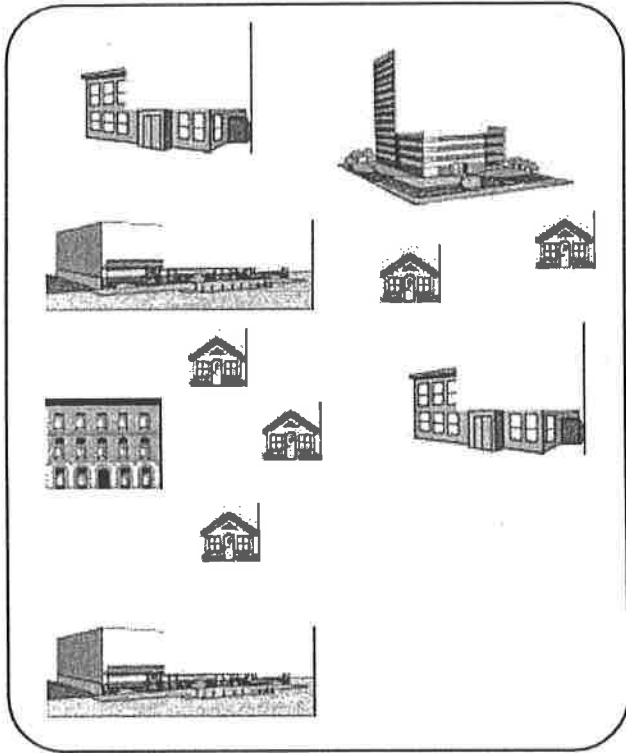


House Research Graphics

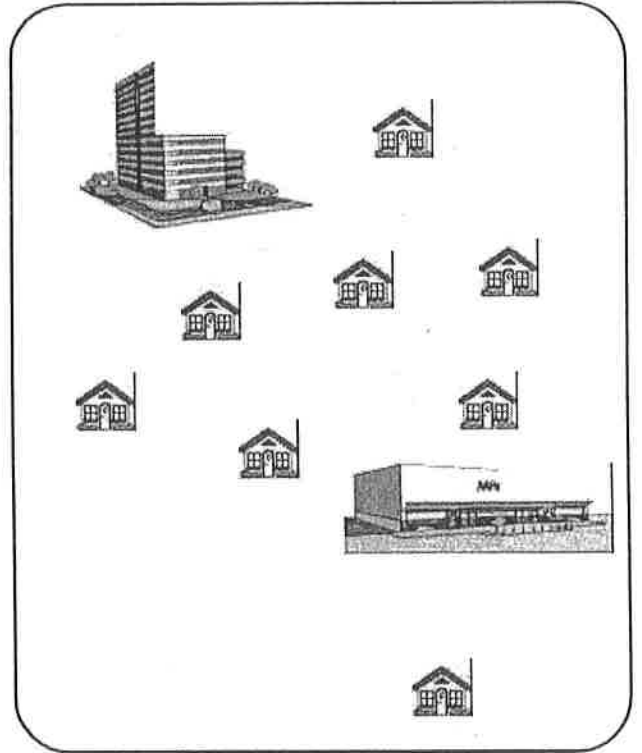
¹² Koochiching County contribution and distribution NTCs are less than 0.1 percent of the total.

2. After fiscal disparities contributions

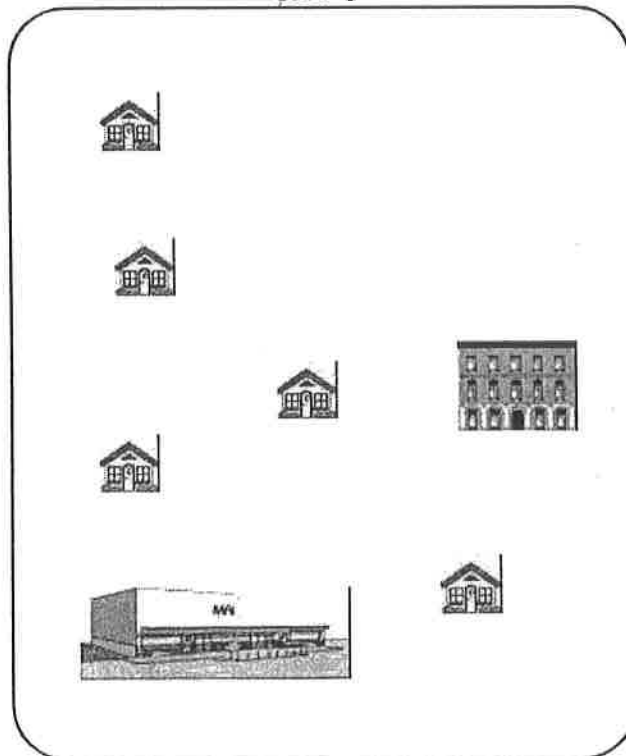
CITY A



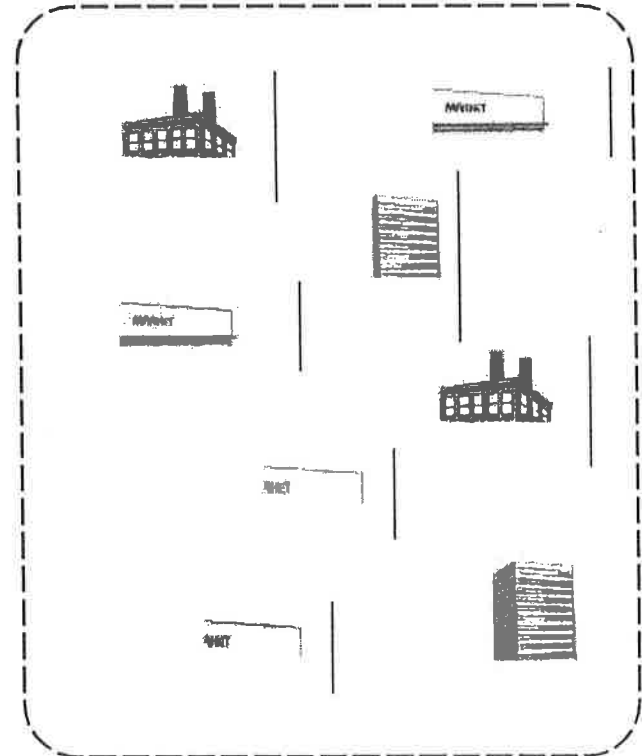
CITY B



CITY C



AREAWIDE POOL



Appendix B: Fiscal Disparities Calculations for a Hypothetical City Without the One-Year Lag

(Payable 2004)

Assumptions for City of Minnesota

2002 Population	20,000
2002 Equalized Market Value	\$500,000,000
2002 Fiscal Capacity*	\$25,000
2002 Areawide Average Fiscal Capacity**	\$30,000
2003 Payable 2004 Certified Levy	\$8,000,000
1971 Commercial-Industrial Net Tax Capacity***	\$2,500,000
2002 Payable 2003 Net Tax Capacity	
Commercial-Industrial***	\$8,800,000
Residential	12,000,000
All Other	+1,400,000
Total	\$22,200,000

* Fiscal Capacity = $\frac{\text{Equalized market value of all property in the municipality}}{\text{Population of municipality}}$

** Average Fiscal Capacity = $\frac{\text{Total equalized market value of all property in all municipalities}}{\text{Total population of the metropolitan area}}$

*** Commercial-industrial net tax capacity includes the tax capacity of public utility property. Since net tax capacity was not in use in the 1971 base year, it has been estimated using available market value records. The 1971 base value is adjusted each year that changes are made in C/I class rates.

Step 5: City of Minnesota's Distribution Net Tax Capacity

The city of Minnesota's distribution net tax capacity is equal to the share determined in step 4 multiplied by the areawide tax base determined in step 2.

$$1.2\% \quad \times \quad \$300,000,000 \quad = \quad \$3,600,000$$

This distribution net tax capacity is also taxable by other taxing jurisdictions (i.e., county, school district, special taxing districts) overlapping the city.

Step 6: Determine the City of Minnesota's Tax Base

2003 Payable 2004 Total Net Tax Capacity for City of Minnesota	\$22,200,000
Plus Payable 2004 Distribution from the Areawide Tax Base (step 5)	3,600,000
Less Payable 2004 Contribution to the Areawide Tax Base (step 1)	<u>-2,520,000</u>
Total Taxable Net Tax Capacity of City	\$23,280,000

Step 7: County Auditor Calculates the City of Minnesota's Tax Rate

2003 Payable 2004 Certified Levy	\$8,000,000
Total Taxable Net Tax Capacity (step 6)	\$23,280,000
City Tax Rate	0.3436 (34.36% of tax capacity)

The city's tax rate of 0.3436 is added to the tax rates for the appropriate county, school district, and special taxing districts. The total tax rate is applied to all taxable property in the city of Minnesota except the fiscal disparities portion of C/I property (see step 11).

Step 8: Determine Areawide Portion of City of Minnesota's Levy (also called the city's distribution levy)

Distribution Tax Capacity	x	2003 Payable 2004 City Tax Rate	=	Areawide Portion of Levy
\$3,600,000	x	0.3436 (34.36% of net tax capacity)	=	\$1,237,000

Areawide Portion of Tax (Contribution Tax)	Local Portion of Tax										
<p>28.6% of \$5,250 net tax capacity of the C/I parcel is taxed at the areawide rate of 1.333.</p> <p style="text-align: center;">$\\$5,250 \times .286 \times 1.333 = \\$2,001$</p>	<p>Remaining 71.4% of net tax capacity of the C/I parcel is subject to local tax rates of all jurisdictions where the parcel of property is located.</p> <p style="text-align: center;"><u>Local Tax Rates</u></p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>City of Minnesota</td> <td style="text-align: right;">0.3436</td> </tr> <tr> <td>School District A</td> <td style="text-align: right;">0.2562</td> </tr> <tr> <td>County A</td> <td style="text-align: right;">0.4332</td> </tr> <tr> <td>Special Taxing District</td> <td style="text-align: right;"><u>0.0740</u></td> </tr> <tr> <td>Total Local Tax Rate</td> <td style="text-align: right;">1.1070</td> </tr> </table> <p style="text-align: center;">$0.714 \times \\$5,250 \times 1.1070 = \\$4,150$</p>	City of Minnesota	0.3436	School District A	0.2562	County A	0.4332	Special Taxing District	<u>0.0740</u>	Total Local Tax Rate	1.1070
City of Minnesota	0.3436										
School District A	0.2562										
County A	0.4332										
Special Taxing District	<u>0.0740</u>										
Total Local Tax Rate	1.1070										
<p>Total Payable 2004 Tax of C/I Parcel</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td>Areawide Portion of Tax</td> <td style="text-align: right;">\$2,001</td> </tr> <tr> <td>Local Portion of Tax</td> <td style="text-align: right;">4,150</td> </tr> <tr> <td>State Property Tax (\$5,250 x 0.541)</td> <td style="text-align: right;"><u>2,840</u></td> </tr> <tr> <td>Total Tax</td> <td style="text-align: right;">\$8,991</td> </tr> </table>		Areawide Portion of Tax	\$2,001	Local Portion of Tax	4,150	State Property Tax (\$5,250 x 0.541)	<u>2,840</u>	Total Tax	\$8,991		
Areawide Portion of Tax	\$2,001										
Local Portion of Tax	4,150										
State Property Tax (\$5,250 x 0.541)	<u>2,840</u>										
Total Tax	\$8,991										

Step 12: Property Tax Settlement of the Areawide Levy

The county treasurer collects the \$8,991 from the taxpayer of the C/I parcel in step 11 and the C/I tax from all other taxpayers with C/I property within the county.

The treasurer compares the sum of the total amount of the contribution levies (e.g., areawide portions of the tax) from all C/I parcels within the county to the sum of the total amount of the distribution levies which all of the taxing districts within the county are entitled to receive from the areawide pool.

If the total contribution levy exceeds the total distribution levy, the county treasurer will remit a check to the administrative auditor for the difference (i.e., amount owed). If the total contribution levy is less than the distribution levy, the county treasurer will receive a check from the administrative auditor.

Appendix D: Metro Areawide Tax Rate and Growth in Areawide Tax

Metro Areawide Tax Rate and Growth in Areawide Tax			
Payable Year	Areawide Tax Rate*	Total Areawide Tax	
		Amount (in 000's)	% Change
1975	121.490	\$16,666	NA
1980	110.552	36,266	**
1985	108.743	137,396	**
1990	104.578	277,106	**
1991	104.970	304,946	10.0
1992	116.127	340,004	11.5
1993	123.488	356,998	5.0
1994	133.229	369,072	3.3
1995	134.799	325,284	-11.9
1996	141.441	367,122	12.9
1997	139.376	383,388	4.4
1998	155.082	409,697	6.9
1999	157.373	397,438	-3.0
2000	146.134	406,882	2.4
2001	137.987	433,572	6.6
2002	156.497	335,329	-22.7
2003	132.885	307,915	-8.2
2004	137.107	345,835	12.3

* Areawide tax rates prior to 1990 are expressed in mills. Beginning with 1990, tax rates are expressed as percentages of net tax capacity.

** Not computed since the table contains five-year time periods through 1990.

For more information about fiscal disparities, visit the property taxes area of our web site, www.house.mn/hrd/issinfo/tx_prop.htm. To see a simulation that shows how property tax burdens would change in each city and town in the metro area if the fiscal disparities program were eliminated, go to www.house.mn/hrd/issinfo/csim4B1.pdf. (Note: This is a 1,158 KB PDF file; it is 189 pages long).

AITKIN COUNTY HISTORICAL SOCIETY
DEPOT HIGHLIGHTS NEWLETTER
SPRING 2013 – Volume 18, Issue 1

JAN 28 2013

My term as the Administrator of the Aitkin County Historical Society began with the Cookie Walk in December 2008. Now, four years and two months later, I find myself looking back and analyzing the direction that I have nudged the Society. During that period we have accomplished so much. All four of our buildings have had repairs made, energy efficient lighting was installed, perennial gardens have been planted around museum, many artifacts have been refurbished for display, more artifacts have been added to our displays, numerous displays have been added, new steps and handy-cap ramps were installed at the museum, obituary files are almost complete from 1883 to the present, added a variety of electronic equipment (i.e. computers, microfilm readers and copy machines). Check out the list of 40 projects/needs completed or fulfilled during 2012. My volunteers are completing projects faster than I am able to come up with them. Not a bad problem to have.

It is my hope that we will be able to assemble all four book projects, the historical map of Aitkin County and the GPS walking tour of the City of Aitkin during 2013. A huge undertaking for one year, but one that I believe is possible with the help of the community and volunteers. We would like to make the books as complete as possible including both photographs and historical information. We want to make sure that these projects are done right and not hurried. Many hours of research will have to be completed by going through the records at the Court House, our files and newspaper files. It is my hope that these four book projects will become a comprehensive history of our Aitkin barns, schools, churches and riverboats. Please come to the museum and help us collect all of the information so that we get our history correct. If you have information that should be included in one of these projects please share it with us now!

Not interested in helping us with one of the book or map projects, how about helping us with our photo album project. Our plan is to put together photo albums for most of our displays showing artifacts in those displays being used in Aitkin County. Come to the museum and help us search our photo archives.

The Aitkin County Historical Society needs a **GRANT WRITER** to help us find additional funds through grants to pay for various projects and programs. Do you know someone who writes grants or are you a grant writer? Call me at the museum as soon as possible. As our costs continue to rise and our volunteers mature it becomes more important to find outside money to help fund projects at the museum.

Have you seen something at the museum that needs to be addressed that I have missed? Is there a project that you think we should be working on? Would you like to help with the perennial gardens? Do you have plants that you plan on splitting this spring? Consider donating some to the museum. Come and give us a hand making the museum a more inviting and interesting place to visit. We would like to make the museum a place that locals want to bring all of their visiting friends and relatives to.

Two new displays are currently being built at the museum. The first, which will only be up until next November, has to do with "**MUSIC**". A variety of musical instruments, sheet music, record albums, players, radios, etc. will be featured. The second display will feature photos, artifacts and information pertaining to "**LAND-O-LAKES**" that operated in Aitkin. This display will feature both the Creamery and the Turkey processing plant. Five glass display cases that were donated to the museum during the past year and two others will house these displays. Both displays will be located in the Depot building.

We are still looking for that elusive **CABOOSE** that we have been unable to locate to add as a feature display at the museum. If you hear about one that is for sale or could be donated please let us know. Ideally it would still have its wheels/trucks and have an upper copula. If we were able to find one, it would make a huge addition to our museum and help to draw more visitors.

This year's **Annual Garage Sale** will take place on August 2nd and 3rd. We have already started to collect items for this sale. When cleaning out your garage, basement or sheds, downsizing, or getting new furniture please consider donating those unwanted items for our sale. Having a garage sale this spring or summer and do not know what to do with the items left over? Drop the items off at the Depot or give us a call and we can pick them up. **All donations are tax deductible.** Last year we filled two of the large buildings at the fairgrounds and had the best sale in the history of the historical society. With your help we can beat last year's numbers.

Have you been to the museum lately? If you have not, please come in to see all of the new displays and the additional artifacts that we have displayed throughout the museum. Go to the railroad room and check out the **link and pin coupler** that was used in logging railroads or the 1900 map of railroad lands for sale.

During the first five months of the year from 2009-2011 we averaged only 292 visitors to the museum. 2012 showed a sharp increase of visitors with a total of 626 during that same period. Part of that was due to four Aitkin preschool classes (4 & 5 year olds) visiting the museum during March and April.

During the calendar year of 2012 we had a total attendance including events of 4610 people. Visitors to our facility came from 145 different communities in Minnesota, 31 other states and 3 foreign countries. We will continue to promote the museum and hopefully our numbers will be close to 6000 this year.

2012 also brought record dollar amounts in donations, memorials and grants. A record number of projects were completed during 2012. (A list of 40 can be found listed in this newsletter) Record sales were also reached in our Annual Garage Sale, Cookie Walk and Raffle Drawing. Our membership of 384 is also a record high. When we reach 400 members this year, our membership will be around 2 ½ % of the population of Aitkin County. None of these numbers would have been possible without the hard work and dedication of our many volunteers. **THANK YOU ALL SO MUCH!!!!**

Where do we go from here? What do we have planned for the near future? How do we proceed? We have five new board of directors, a new President and Vice-President that will ultimately help make that decision. Things that will or might happen this year are; building two new displays in the Depot building (Land-O-Lakes & Music), doubling the size of the log cabin display in the depot to increase the variety of items on display, adding a 40' addition to building #2 for additional displays, find a caboose for display, complete our obituary project, finish repairing the red cedar strip boat, lending library set up, publish set of books on Aitkin history, publish Historical Map of Aitkin County, GPS walking tour of the city of Aitkin and get research facility running. Many of the items on this list will require finding outside funding to accomplish them. Others will require numerous volunteers and a lot of hard work.

The museum needs additional volunteers. We need volunteers to sit at the front desk, welcome visitors and make sure that they sign in. We need volunteers to help with photo archiving, filing information, and accessioning items into the museum. We need volunteers to type information into the computer. Volunteers are always needed to work our fundraising events. We will need volunteers to welcome guests to our log cabin display during the County Fair, mark and set up our Garage Sale, work our food booth during Aitkin Rendezvous and bake cookies for our Cookie Walk. Help sell Raffle tickets or collect prizes for the raffle. Looking for something to do with your spare time, consider volunteering.

Greg Leach (Administrator)

MODEL TRAINS NEEDED!!!

Looking for model trains to display in our Railroad room. Do you have any old model trains that could be donated to the museum? We would like to start to collect trains and display them on the walls in the Railroad room. Any Northern Pacific or SOO line cars and engines are most desirable for this display as they were the two lines that originally traveled through Aitkin County. The railroad that current travels through Aitkin is BNSF.

2012 COMPLETED PROJECTS

1. Replaced Museum Banner on Fence.
2. 48 MN History books added to Lending Library through a Minnesota Legacy Grant.
3. Energy efficient lighting was installed in Depot storage areas.
4. Energy efficient lighting installed in building #3.
5. Motion light installed in depot garage area.
6. Warren William book signing – Stangeland.
7. Movie screening of Warren Willams films.
8. 12 Flag poles donated by the American Legion were sanded/painted/installed along fence.
9. Purchased 12 International Flags for poles.
10. Purchased new MIA & Minnesota Flags.
11. Aitkin Tourism Grant submitted/received.
12. Grants submitted/received for new micro film reader.
13. Purchased new ST View Scan microfilm reader.
14. Received new Kodak Digital Camera as a donation from Jerry Hedberg.
15. Lumber wagon built on metal wheels that had been donated to the museum.
16. STS repaired and chinked log cabin (building #4)
17. Cobble stone walkway has been leveled.
18. Main computer has been replaced.
19. Museum now set up with wireless.
20. More artifacts now displayed on museum walls.
21. All doors and windows in Depot building have been caulked.
22. Fence on East side of Depot building has been extended out 15' to help preserve stone walkway.
23. 1937 F-12 Tractor with steel wheels has been moved area just fenced in.
24. Depot storage area lights are now on separate light switches.
25. Old wooden Railroad Luggage cart has been torn apart, repaired and put back on display.
26. Artifacts rearranged in garden areas.
27. Area North of building #2 has been cleared for future placement of Caboose.
28. Grant for new digital scanner has been submitted.
29. To accommodate additional storage in building #3 a two shelf unit (24' X 6') 6' off of floor was built.
30. Held book signing for "The Oranges are Sweet".
31. Hyttinen hardware donated a new air compressor for use at the museum.
32. "MARCUS" movie projection equipment has been reassembled for future display.
33. Information on our WEB site has been increased.
34. Photos of all Aitkin County Barns have been taken.
35. Front of building #2 re-stained and sealed.
36. Additional Perennials planted in gardens.
37. Sanded paint off of 1950's Cedar lap board fishing boat bottom.
38. Removed rotten stern of boat. Replaced with new cedar boards.
39. Artifacts in building #3 have been reorganized.
40. Garage area in building #3 was enlarged to accommodate additional space for work on building projects.

MUSEUM VISITORS

	2009	2010	2011	2012	2013
January	30	24	40	40	
February	18	22	22	55	
March	30	61	23	187	
April	28	36	48	153	
May	77	72	50	100	
6 th Graders	84	109	101	91	
June	84	157	472	183	
July	149	229	266	356	
County Fair	1331	1441	1171	0	
August	202	201	214	202	
Garage Sale	0	0	0	1814	
September	42	68	128	118	
Rendezvous	0	0	0	1077	
October	77	141	75	72	
November	30	43	93	41	
Open House	77	60	83	71	
December	13	23	48	50	
TOTALS	2322	2687	2834	4610	

CURRENT PROJECTS

1. Completing Obituary files.
2. Assembling Barns of Aitkin County book.
3. Assembling Historical map of Aitkin County.
4. Schools of Aitkin County book.
5. Churches of Aitkin County book.
6. Riverboats of Aitkin County book.
7. Adding additional information on WEB site.
8. Repairing lapboard red cedar boat for display. (Strip, repair, paint, stain, clear coat)
9. Complete set of AHS yearbooks.
10. Increasing membership.
11. GPS Walking Tour of the City of Aitkin.
12. Developing research facility at Depot.
13. Obtaining title to land under Depot.
14. Increasing local interest in Museum.
15. Create photo albums for each display connecting artifacts to Aitkin County.

2013 GOALS

1. Membership over 400 members.
2. Complete Obituary files.
3. Visitor count surpasses 5000.
4. Raffle ticket sales reach 2500.
5. Garage sales surpass 6500 again.
6. Increase number of displays in museum.
7. Lending library set up and running.
8. Clean up museum files.
9. Organize museum supply areas.
10. Complete research on book projects.
11. Find a Caboose.
12. More grant money to promote museum.

2013 MEMORIALS

Helen Liljenquist -
\$10.00

New Members

Carol Wermter
Gary Reiter
Mary Broome

Hyytinen Hardware
Heard about our
need/request for a
compressor to use
in our shop and
graciously donated
a new one to us.
THANK YOU!!!!

Anyone who was BORN
In the 50's, 60's 70's or
80's... We were the
last
generation who played
in the street. We are
the first who played
video games, the last
to
record songs off the
radio on a cassette
tape. We walked over
a mile with no worries
on
being taken... We
learned how to
program the VCR
before anyone else: we
played from Atari to
Nintendo... We are the
generation of Tom and
Jerry, Looney Toons,
And Captain Kangaroo.
We traveled in cars
without seat belts or
air
bags, lived without cell
phones. We did not
have flat screens,
surround sound, iPods,
Facebook, Twitter,
computers or the
Internet... But
Nevertheless we had a
GREAT time.

SPOON LEGEND

Spoons are considered symbols of affection in many cultures. In Wales for example, in times past, a young man would present a decorative hand carved spoon to the girl he wished to marry. The fine finish and intricate design of the carving reflected his affection for her. If she accepted his gift, they were considered betrothed.

While the love spoon tradition dates back to 300 years, the handle design on this particular spoon is far more ancient. It is an example of Celtic knot work. These interwoven designs, thousands of years old, are etched into stone artifacts and appear throughout Ireland and parts of Britain. The pattern on this spoon forms one continuous loop symbolizing the togetherness and loyalty of the couple.

To Do List

1. Make vanilla pudding. Put in mayo jar. Eat in public.
2. Hire two private investigators, Get them to follow each other.
3. Wear shirt that says "Life." Hand out Lemons on street corner.
4. Get into a crowded elevator and say "I bet you're all wondering why I gathered you here today.
5. Major in philosophy. Ask people WHY they would like fries with that.
6. Run into store, ask what year it is. When someone answer, yell "It worked!" and run out cheering.
7. Become a doctor. Change last name to Acula.
8. Change name to Simon. Speak in third person.
9. Buy a parrot. Teach the parrot to say "Help! I've been turned into a parrot.
10. Follow joggers around in your car blasting "Eye of the Tiger" for encouragement.

"Let us not seek the Republican answer or the Democratic answer, but the right answer. Let us not seek to fix the blame for the past. Let us accept our own responsibility for the future."
~John F. Kennedy

The one who follows the crowd will usually get no further than the crowd. The one who walks alone is likely to find themselves in places no one has ever been.

2012 MEMORIALS

F.C. (Kap) & Hazel Kaplan -
\$1,000.00
John MacDonald - \$1,230.00
Leota Howard - \$165.00
Tommy Thompson - \$20.00
Nellie Way - \$20.00
John Roger Ferlita - \$100.00
Lowell Rosnau - \$10.00
Eleanor Weitnauer - \$10.00
Mary Lou Gustin - \$10.00
Charles Petersen - \$20.00
Helen Olson - \$10.00
Richard Andert - \$10.00
Luella Sell - \$30.00
Gordon Crosley - \$30.00
Charles Petersen - \$60.00
Lorraine Erickson - \$10.00
John Karelis - \$10.00
Rhoda Baker - \$10.00
Catherine Gabrio - \$10.00

Total 2012 Memorials
- **\$2,780.00**

November Newsletter Corrections

In our November Newsletter I listed a grant from the Kaplan Foundation for \$1,000.00. The money was not a grant, but was a donation given as a memorial in memory of F.C. (Kap) and Hazel Kaplan. Memorial plaques have been installed in the museum.

Also, some of the newsletters went out with Jeannette Zilverberg's name misspelled.

Donations to Museum

Garbage Tickets – Elsie Paulson
2 cases water – Greg Leach
Snow blower repaired by Tom Brand
Display case – Deepsystems
Display case – Nordlake Reflections

2012 Grants Received

Aitkin Tourism Grant - \$530.00
MN Legacy Grant - \$7,000.00
Mille Lacs Roundup - \$1,000.00
Thrivent Matching Grant - \$800.00
Grand Casino Community Grant - \$500.00
Blandin Grant - \$16,900

New Books in Our Gift Shop

I Miss My Dog by Bob Erickson
Grandparents Minnesota Style
Hiking Minnesota with Kids
Minnesota Rocks & Minerals
The Missabe Road
Seven Iron Men
Vikings in the Attic

Museum Needs

White Copy Paper
Paper Towels
Toilet Paper
Tickets for Garbage Pickup
Bottles of Drinking Water
Wrapped Candy
Folgers Coffee (Regular or Decaf)
Coffee Filters
Garbage bags
Copier Ink

Museum Wish List

2 – Half Barrel Planters
6' Folding Tables
Railroad Artifacts
Old Plat Books
Old Maps of Aitkin County
Old City Plat maps
Family Histories
Riverboat photos/histories
Minnesota History books
Native American History books

It is not the strongest of the species that survives, nor the most intelligent that survives. It is the one that is the most adaptable to change.

~Charles Darwin (1809-1882)

Never argue with stupid people, they will drag you down to their level and then beat you with experience.

~Mark Twain

2012 FORTH QUARTER ACCESSIONS

12-110	David Cline	History of Myrtle & Cliff Shisler
12-111	Phyllis Hagquist	2 - Tattings, Rug Hook, 1930's Wall Paper Cleaner in shape of Elephant
12-112	Doris Nordean	3 – Aprons
12-113	Itasca County H.S.	29 – books, 19 – event pins, 20 photographs
12-114	Carol Wernter	Old Store Ledger
12-115	Robert Harder	Marcus Theater Projection Equipment and Sign
12-116	Jennie Hakes	Swedish Candle Holder, Cookie Press, 2 – Wool Sock Stretchers, 2 – AHS Homecoming buttons, 2 – AHS patches
12-117	Lewann Sotnak	Old Atlas
12-118	Hibbing H.S.	School Photo
12-119	Janet Miller	Unique bread dough maker, family history
12-120	Larry Hayes	Old Wood Furniture Clamp
12-121	Carlton Co. H.S.	Link & Pin Railroad Coupler
12-122	Gary Babcock	Horn Seed Sower, 12 – WWII Pencils, Edison Dictaphone, Court Recorder machine
12-123	Maxine Schroeder	Photo of Hodgedon-McDonald building
12-124	John Almquist	SOO Line Magazine
12-125	Gary C, Reiter	12 photos of Camp Kitchi Kahniss
12-126	Ardis Ivory	Guitar Harp
12-127	Corrine Walker	Military Items
12-128	Unknown	McGregor Oriole Button
12-129	Mike Tetrault	Old Fireman's Coat and Helmet from Tamarack, Various Tools

Over the past year we have received a large variety of artifacts, photos and information that pertain to the history of Aitkin County. Many of those items donated have filled gaps in our rich history. We will continue to work hard at filling in the gaps with your help.

Do you have old photos or information in your possession that pertains to the history of Aitkin County? Please share it with the Historical Society. We can easily make copies and return the originals to you. Please, do not let a part of our history get lost forever.

Was your family one of the first families to settle in Aitkin County? Please remember that your family history is also the history of Aitkin County. Share that history with us. Has someone in your family written a family history? Consider donating a copy to the Historical Society.

If you do not know if information you have is important, please call and ask us. (218) 927-3348

Northern Pacific Railway Company
Map Showing Railroad Lands for Sale
Corrected to January 1900

The following are excerpts from the back of the map describing Aitkin County.

That portion of Eastern-Central Minnesota represented by Aitkin County, together with the more northerly county of Itasca, has achieved a prominence of late which is destined to command it to the very serious consideration of farmers and stock growers everywhere. The fact that the Aitkin County exhibit secured first prize among all counties at the recent Minnesota State Fair, has served to stimulate public curiosity respecting its resources of that new section, and to cause many inquiries to be made in regard to land there, opportunities for settlement, etc.

Aitkin County is so large that its present population of ten thousand leaves ample room for thousands of other prosperous farmers and for many other thriving communities. It is within easy reach of excellent markets and the larger outlets afforded by Duluth and Superior and Minneapolis and Saint Paul. The Northern Pacific Railway Company owns several hundred thousand acres of the best lands in Aitkin and Itasca Counties.

In addition to this, there is a large amount of government land which can be taken up under the homestead laws.

The soil in Aitkin County is exceedingly fertile, consisting of alluvial clays along the river bottoms, and a considerable quantity of mixed clay soil, which is generally considered the most desirable, on account of its power of absorbing water, and holding it in reservation for the growing of crops while the surface quickly dries, and is therefore easily tilled after rain. Part of it is a sandy loom, containing a large proportion of vegetable substances, which give richness to the soil, as well as warmth early in the spring. Last, but not least, there is a good deal of peaty soil, which for celery and other vegetables cannot be excelled.

No part of agriculture need be neglected in Aitkin County. You can grow enormous crops of cereals: you can grow fruits and vegetables, and you can utilize the unequaled grasses to fatten stock or to make the yellowest and richest butter and cheese which ever pleased human palate or brought to prices in the open market.

Wheat, oats, barley, buckwheat, corn and all the small grains yield prodigiously. Sweet potatoes and the common varieties can be grown for the world. Celery, beets, turnips, cabbage, and all vegetables common to the West and Northwest, grow to perfection and in enormous quantities. Sugarcane does well there, also. If this is not enough, let it be known that Aitkin County is the coming fruit region of this entire section of the country. Apples, plums, pears, grapes, and all kinds of berries, all of the most delicious flavor, thrive there unfailingly and are becoming more and more of a resource every year. Cranberries grow there in great quantities and edible wild rice is found in abundance. The growing season is long enough to permit of these products maturing before killing frosts come.

Aitkin County's State Fair exhibit was remarkable for several reasons, one of which was the wealth of grasses and forage plants displayed. There were twenty varieties. Magnificent samples of timothy were shown from a field from which two crops had been cut, and also a sample of timothy the seed of which had been sown in the middle of April, 1898, the hay having been cut in August. This new timothy yielded two and a half tons per acre – a fact which J.J. McDonald, chairman of the Board of Aitkin County Commissioners, will vouch for. Three growths of red clover from the same fields in one season is not at all unusual. All kinds of grasses grow there luxuriantly. It is a stock country par excellence. In this one county are over 200 beautiful lakes, not to mention numerous rivers and creeks, and there is no trouble to get inexhaustible supplies of pure well water.

It is a paradise for cattle, hogs and sheep. The great variety of juicy grasses, the pure water, the dry air, the wholesome climate, and the adaptability of the soil and seasons to all kinds of crop products for feed as well as for shipment; render it an ideal section for stockmen and farmers generally. Those diseases which kill off so much live stock in other parts of the country are unknown in this land of spring-fed lakes and brooks. There is abundance of timber for shelter against cold and heat as well as for fuel and building purposes, and the big lumber mills of the country, with their ever pressing need of logs, afford constant and profitable occupation for the farm holders during the winter period.

The timber in the northern part of the county consists principally of pine with hardwood belts and occasional growth of tamarack. In the southern part the hardwoods predominate and include oak, ash, hard and soft maple, elm, basswood, butternut, poplar and birch, intermixed with cedar, pine, balsam, fir, spruce and tamarack.

The lumber and timber industries of this region constitute an important element of wealth, and offer a reliable source of revenue to settlers, a large force of men and teams are employed during the winter months, at good wages, in cutting and hauling logs, railroad ties, piling, paving and telegraph poles. In supplying the demand for logs, cordwood, etc., farmers realize good price for their lumber.

Nor is the county lacking in other desirable features. Newcomers would not be moving into a wilderness. One's neighbors would be largely emigrants from the older states, with many sturdy and industrious people from across the ocean. In Aitkin and Grand Rapids, the respective county seats of Aitkin and Itasca counties, are schools and churches, as well as homes and business houses that would be a credit to any place in the land. They are thriving, prosperous young towns. Aitkin has a population of about 1800. Its public buildings, hotels, electric-light plant, water-works system and other modern conveniences, generally, among the best in the state. There are other large settlements, of course, and good district schools are everywhere available. In a few years there will be a largely increased population in the county – farm values increasing at a corresponding rate. It abounds in game of every description from the big black bass to the huge muskellunge and from ducks, geese, grouse, prairie chicken and partridge, to deer, moose, bear and other large animals.

It must be remembered also, that this county, which is so rapidly forcing its way to the front as one of the most highly favored localities in Minnesota, is only 90 miles from Duluth, and the head of Lake Superior, and only 150 miles from the Twin Cities, St. Paul and Minneapolis.

In corroboration of what has been here said regarding this county, the following statements by actual settlers will be of interest.

Joseph Elmhurst, whose post-office address is Aitkin, Aitkin County, Minn., says: "I came from Hunnewell, Shelby County, MO.; last spring was induced to come here by Mr. B.M. Hungerford whom I had never known or heard of, and I am simply delighted with the county and prospects. I am an Englishman, and have seen much of the world, but have never seen such wonderfully productive soil as here in Aitkin County."

Peter Anderson, whose address is the same says: "I threshed this year from one and one half acres, sixty-two bushels of wheat. My other crops are equally as good. Have not had a failure since I came here fourteen years ago."

Capt. N.C. Honnold, Attica post office, Aitkin County testifies as follows: "I have lived in Aitkin County five years. I have raised corn each year, and it has always matured and has averaged forty bushels to the acre. I have lived in Ohio, Indiana, Iowa and Nebraska, but have never seen such productive soil. It is the coming fruit country of the Northwest."

Here is what S.H. Hodegen says. His post office is Aitkin: "I have 38 acres of corn this year that yields forth bushels shelled corn per acre. I have seventy acres of oats that threshed sixty-eight bushels to the acre. I cut 115 tons of timothy from forty acres. I have lived here twenty-seven years, and have never known a failure of crops, excepting on lands that have overflowed."

County Commissioner E.A. Hanson says: "I have lived in Aitkin County eighteen years. I cut four tons of fine hay per acre from natural meadow this season. I have threshed forty bushels of wheat to the acre. I do not believe Aitkin County soil is surpassed in the United States for productiveness."

Ole Sjodeye, Attica post office says: "I have lived in Aitkin County thirteen years and have never had a failure of crops. I keep twenty-five head of cattle, six horses, twenty sheep, and twenty hogs and have never lost any by disease. I do not believe there is such a stock country in the United States."

C.G. Welton, who has lived in Aitkin County eighteen years, and whose work is as good as gold, says that he has just threshed 169 ½ bushels of wheat from three acres and 400 bushels of oats from four acres, the latter weighing forty-four pounds to the bushel, which makes the actual yield 135 bushels per acre – a world beating record."

Towns in Aitkin County

Aitkin, an important town on the Northern Pacific Ry, is situated on the Mississippi and is a shipping point for a line of steamboats running on the river. It has sawmills, planing-mills, a stave mill, a \$20,000 Courthouse, a \$10,000 School house, churches, hotels and a good representation in general business enterprises. It has 1,800 population and is an active trade center.

Cedar Lake, population 500, a fishing resort, and **Rossberg**, **Kimberly**, **McGregor** and **Tamarack** are stations on the Northern Pacific Ry. and shipping points for new farming districts. They offer good openings for new business projects.

Nichols, **Hickory**, **Attica** and **Malmö**, reached from Aitkin are attractive lake resorts with excellent fishing, hunting, and boating. The climate is exceedingly healthful and the lakes are visited annually by large numbers of people in pursuit of health and pleasure.

2012 RAFFLE WINNERS

1. Emily Greens Golf for 4 with cart (\$152.00 value) – **Jennie Hakes** – Monticello, MN
2. Emily Greens Golf for 4 with cart (\$152.00 value) – **Brad Landgren** – Aitkin
3. Chanhassen Dinner Theater for two (\$150.00 value) – **Janet Miller** – McGregor
4. Grand Casino Hotel Package for two (\$125.00 value) – **Jesse Rian** – Aitkin
5. Wild Mountain Super Day Passes (\$66.00 value) **Sara Beckstrand** – St. Paul, MN
6. Minnesota Twins – Print #2 – (\$50.00 value) **Kit Julum** – Aitkin
7. Minnesota Wild Gift Pack – (\$50.00 value) – **Myron Larson** – Aitkin
8. Afghan – (\$50.00 value) **Cindy Walz** - Aitkin
9. Round of Golf – Cross Woods (\$45.00 value) – **Ray Morris** – Aitkin
10. Rhubarb Leaf Bird Bath (\$45.00 value) – **Paul Kuiken** – Aitkin
11. Cuyuna Country Auto Oil Change (\$32.00 value) – **Darlene MacGregor** – Aitkin
12. 36" White Doily (\$30.00 value) – **Eleanor Lemire** – Aitkin
13. 2 – 20" Square Throw Pillows (\$30.00 value) – **Larry Tollefson**
14. Shawl made by Connie Pettersen – **Hannah Oliverius** – Minnetonka, MN
15. Rialto Movie Theater (\$25.00 value) – **Kaitlyn Davies** – Aitkin
16. The Office Shop (\$25.00 value) – **Mike Hill** – Aitkin
17. Pre-paid VISA card (\$25.00 value) – **Bonnie Swanson** – Crystal, MN
18. Rialto Movie Theater (\$25.00 value) – **Doug Collins** – Aitkin
19. 28" White Doily (\$25.00 value) – **James Kalb** – Woodbury, MN
20. 3' X 5' Afghan (\$25.00 value) – **Cathy Aykens** – Crosby
21. Pre-paid VISA card (\$25.00 value) – **Bob Cummings** – Aitkin
22. Sunbeam Plush Heated Throw (\$20.00 value) – **Margery Howard** – Aitkin
23. 22" Green & White Doily (\$20.00 value) – **Don Niemi** – Aitkin
24. Kosie's Café (\$20.00 value) – **Becky Roden** – Aitkin
25. Shakespeare Fishing Set (\$20.00 value) – **Chuck Armstead** – Aitkin
26. Sunbeam Plush Heated Throw (\$20.00 value) **Ron Arvidson** - Aitkin
27. ACHS Family Membership (\$20.00 value) – **Mary Broome** – Aitkin
28. Folding Chair (\$15.00 value) – **Mary Henke** – Aitkin
29. 8 GB 2.0 Flash Drive (\$15.00 value) - **Betty Young** – Eden Prairie, MN
30. Traditions Mini-golf (\$15.00 value) – **Larry Robberstad** – Aitkin
31. 20" Crème Doily (\$15.00 value) – **Ardis Ivory** – Aitkin
32. Cuyuna Lanes (\$10.00 value) – **Cheryl Meld** – Tamarack
33. Shiperio Golf Game (\$8.00 value) – **Linda Hommes** – Aitkin
34. Northland Subway Value Meal (\$8.00 value) – **Darlene Maciej** – McGrath
35. Shiperio Golf Game (\$8.00 value) – **Joe Paakkonen** – Cook, MN
36. Northland Subway Value Meal (\$8.00 value) – **Connie Pettersen** – Aitkin
37. Whistling Wolf Mini-golf (\$6.95 value) – **Bob MacGregor** – Aitkin
38. Aitkin County Naturally (\$5.00 value) – **Chuck Streasick** – Rockport, TX
39. Wood Souvenir Pen (\$5.00 value) – **Bea Roscoe** – Aitkin
40. Aitkin county Naturally (\$5.00 value) – **Lael Carlstrom** – Aitkin
41. Red or Blue Bandana (\$3.00 value) – **Louis Rowell** - Aitkin

2013 RAFFLE PRIZES

We collected a total of 51 prizes for our 2012 raffle drawings. (early-bird in August and final drawing in December). Our goal is to collect 50 prizes again this year. So far we have collected 14 prizes for this year's raffle. If you have a prize to donate for this fundraiser please contact Greg at the Depot so it can be added to the list.

Board of Directors: Darlene Maciej (President), (Vice-President), Lorraine Liljenquest (Secretary), (Treasurer), Cheryl Meld (McGregor H.S. Rep.), Jon Jacobson, Alice Dotzler, Connie Pettersen, Pat Williams, Arlene McNevin, Susan Benson, Carol Bailey, Ron Kemmett, John Hendrickson, Bob Lake, Colleen Bremner, Mark Wedel (County Commissioner), Sherry Arvidson (Accountant), Greg Leach (Administrator)

AITKIN COUNTY HISTORICAL SOCIETY MEMBERSHIP

Business Members – 36, Individual Members – 28, Senior Members – 103, Family Members – 198,
Life Members – 17, Perpetuity Members – 2

TOTAL MEMBERSHIP - 384

BUSINESS MEMBERS

Aicota Health Care Center
Aitkin Body Shop
Aitkin Chamber of Commerce
Aitkin County Abstract Company
Aitkin Family Chiropractic Center
Aitkin Flowers & Gifts
Aitkin Furniture & Carpet
Aitkin Independent Age
Aitkin Iron Works
Aitkin Lodge #164 IOOF
Aitkin Motor Company
American Legion Post 86
Arvidson Tax & Accounting
Blakesly Appliance Service & Repair
Christensen Law Office
Enberg TV
Eyecare Center of Aitkin & McGregor
Garrison Disposal
Gobles Sewer Service
Gravelle Plumbing & Heating
Hasskamp Brox. Well Drilling
Hometown Building Supply
Hudrlik Carpet
K & J C-Stores, Inc.
KKIN-KEZZ Radio
Lundberg Plumbing & Heating
Members Coop Credit Union
Mille Lacs Energy Coopertive
Paulbeck's County Market
Peoples National Bank
Jerome D. Poland, MD., LTD.
Red Door Resort & Motel
R & K Cabinets
Security State Bank
Sunset Bay Resort
Tidholm Productions

SUPPORTING BUSINESSES

Aitkin Independent Age
Cross Woods Golf Course
Cuyuna County Auto
Cuyuna Lanes
Cycle, Path & Paddle
Emily Greens Golf Course
Enberg TV
Garrison Disposal
Grand Casino Mille Lacs
Hyytinen Hardware
KKIN AM & FM Radio
Kosie's Café
Minnesota Twins
Minnesota Wild
Northland Subway Inc.
The Office Shop
RDJ Products
Rialto Movie Theater
Shiperio Games
Sentence to Serve (STS)
Traditions Mini Golf
Whistling Wolf Mini Golf
Wild Mountain

SUPPORTING TOWNSHIPS

FARM ISLAND TOWNSHIP
IDUN TOWNSHIP
LAKESIDE TOWNSHIP
LIBBY TOWNSHIP
NORDLAND TOWNSHIP
RICE RIVER TOWNSHIP
LOGAN COMMUNITY FUND
CITY OF AITKIN

AITKIN COUNTY

2013 PROJECT LIST

- Find a Caboose for display at the museum.
- 40' addition to second display building.
- Set up research area and library in Depot.
- Assemble photo albums for displays showing artifacts in use.
- Clean out building #4
- Cut down trees south of building #3.
- Fill low area south of building #3 with dirt.
- Replace Hot Water Heater
- Transfer videos to DVD
- Create more hands on displays for children.
- Purchase good set of International Flags.
- More information in displays.
- Walking tour of the city of Aitkin (GPS)
- Publish "Barns of Aitkin County" book.
- Print historical map of Aitkin County.
- Create more displays to with local interest.
- Collect info and photos for three other books. (Schools, Churches and Riverboats.)
- Work with local business leaders to create more interest in the museum.

"Life is one big road with lots signs. So when you're riding through the ruts, don't complicate your mind. Flee from hate, mischief and jealousy. Don't bury your thoughts; put your vision to reality. Wake up and live."

~Bob Marley



**AITKIN COUNTY
HISTORICAL SOCIETY**
 PO Box 215 • Aitkin, MN 56431
 email: achs@embarqmn.com
 web site: www.epintamnet.com/~achs/

*We're located just 2 blocks south of
the stoplights in downtown Aitkin*

**Aitkin County
Board of Commissioners**
 209 2nd Street N.W.
 Aitkin, MN 56431

218-927-3348



Email: achs3348@embarqmn.com
 Web site: www.aitkin.com/achs/

CALENDAR OF EVENTS 2013

COLLECTIONS

Next meeting will be on Friday March 1st, at 9:30am.

Aitkin County Fair

July 10th thru 13th

Come and check out our display in the Log Cabin

Annual Garage Sale

August 2nd & 3rd

Please donate items for this sale so we can once again fill two buildings at the County Fair Grounds. This is our largest fundraiser of the year.

All donations are tax deductible. **Donate/shop/enjoy**

Aitkin Rendezvous

September 17th, 18th & 19th

Annual Open House/Cookie Walk/Raffle

December 7th, 2013

This is the final fundraising event of the year. Come to the museum, enjoy a free cup of coffee or apple cider, eat some cookies, and buy your holiday cookie assortment.

THE PRESERVATION
OF YOUR HERITAGE
DEPENDS ON YOU

JOIN ACHS TODAY

MUSEUM HOURS

JUNE THROUGH AUGUST

Tue. & Wed. 10:00 a.m. - 4:00 p.m.

Fri. & Sat. 10:00 a.m. - 4:00 p.m.

SEPTEMBER THROUGH MAY

Wed., Fri. & Sat. 10:00 a.m. - 4:00 p.m.

Editor: GREGORY LEACH



BOARD AND EMPLOYEE NEWSLETTER

OCTOBER, NOVEMBER, DECEMBER 2012

Measure of Excellence

Like most of us, I have a “work life” and a “home life” with a variety of interests and hopefully some degree of skill in some areas, as well as some challenges in other areas, in both lives. The way my mind works is that when I learn or hear something of importance in one life, I measure it against the other life to see if it makes sense and/or works there. (My way of dealing with brain clutter.) Last week I spent a portion of the week at the Community Action Partnership 2013 Management and Leadership Training Conference. By and large: a great opportunity I felt, and a good conference. I heard a great deal about “Excellence,” measures of excellence, outcomes, Certified Community Action Professionals, and mostly organizational standards.

In my home life I do a fair amount of coaching of athletics where measures, standards, professionalism, certifications, and excellence are also key components. Wanting to avoid a great deal of clutter, I tried on my way home to see what I could apply one to the other. So here is how that would work: Given that I am lucky enough to coach in a situation where the facilities are outstanding, the coaching staff is experienced and well trained, the drills are cutting edge to develop skill level and fitness, the athletes are experienced, very skilled and motivated. (I could go into how all of this matches up one to one between proposed agency standards as well as professional certification and the coaching example but will spare you.) Heck, by all measures we should never lose a game!!

BUT, this is not the way it works in the real world. The success or failure of the soccer program I coach is not measured by any of that. In reality, victory is not guaranteed by the top rank in any of those things, nor is defeat assured by their absence.

The real success can only be measured at game time as a result of the battle. Pushing it backward from home life to work life tells me that in all the white noise about standards and excellence and certifications, let us not forget that the true measure of the success of any Community Action Agency has everything to do with “who did you help today?” and less to do with “what standard did we meet?”

Certainly all the work around organizational standards can help set the table, but in and of itself, they are not a measure of success. Each agency has to be game tested and the battles must be won to prevail and bring about real change in the lives of real people before we can say we are successful.

Regardless of the measures others would like to impose upon us (and God forbid those we impose upon ourselves), the real success of Community Action is seen on the ground, on the economic battlefield that is in the lives of the individual clients and communities we serve. Let us not shortchange those we serve in either energy or resources.

Mission Statement

To build prosperous communities by serving local families and individuals in their pursuit of self-reliance.

Bob Benes
Executive Director



FLOOD DEADLINE QUICKLY APPROACHING

December 2012 marked the six month anniversary of the Northeastern Minnesota Flooding. Lakes and Pines has been administering Minnesota Housing Finance Agency's Quick Start Disaster Recovery Program and the Multi-Family Flood Recovery Program to assist home owners and rental property owners in Aitkin, Carlton, Crow Wing, and Pine counties, to repair homes and rental homes to pre-flood conditions. Property owners would first have to access insurance proceeds, then the Small Business Administration, and finally as a last resort funding the Quick Start/ Multi-Family funding.

Since September Lakes and Pines has accepted over 100 applications and our partner, Lutheran Social Services, believes there are still potential applicants out there. ***The current deadline for these programs is January 31, 2013. Applications need to be in the Lakes and Pines office by 4:30 pm.***

If you know of a renter or homeowner whose housing stability was affected by the flooding that occurred on June 19 - 21, 2012 please contact the Community Services Department to find out about eligibility for limited emergency housing assistance to stabilize their living arrangement. While these funds are through Minnesota Housing Finance Agency, they are separate from and different than the Quick Start program.

Key eligibility guidelines:

1. The household must be experiencing a housing emergency created by the flooding, such as:
 - *Being at risk of losing permanent housing, or;
 - *Staying with family or friends and no longer will be able to, or;
 - *Camping out or staying in temporary or inadequate housing due to the flood.

Please contact the Community Services Department for additional information.



No More Closed-Door Referrals



You may know from experience that low-income youth and families often have trouble navigating the "system" and finding the help they need. For example, they call the County and explain their situation to find out 15-minutes later that they should have called Lakes and Pines (or vice versa). A concept called coordinated assessment aims to fix that problem. It's intended to streamline the way a community assists people who are homeless or may soon become homeless. Everyone who needs help starts with one call to a hotline or a face-to-face interview with someone who can assess what they need and help determine which agency has services available to fit their needs.

The benefits of coordinated assessment to people needing assistance, area service providers, and the community as a whole can be substantial. People needing help don't have to go from agency to agency, repeating their situation and providing copies of all needed documentation to figure out how to access the services they need. Service providers can more efficiently use their limited resources by reducing duplication of effort and are better able to identify and address gaps in needed services. The community benefits because when coordinated assessment works the financial, social and psychological costs of homelessness are reduced, thereby making the community stronger.

The Community Services Department will be contacting area service providers to serve as partners to initiate coordinated assessment in the coming months. This will mean figuring out a way to share client data and determining on a daily basis which agency has what resources available. It won't be an easy process to develop, but it will be vital to reducing homelessness.

Head Start Partners with Volunteer Dentist



Lakes and Pines' Head Start had the privilege of having Dr. Jim Nickman from Metropolitan Pediatric Dental Associates come to Aitkin United Methodist Church on December 3, 2012 to provide oral screenings, oral varnishing and oral education for children and families as part of the Head Start Dental Day. Dr. Nickman served nine Head Start children and siblings from the Aitkin area.

Finding quality dentists willing to provide care to very young children can be a challenge for low-income families. Families experience many barriers in accessing dental care including transportation, lack of insurance, or dentists who will not accept patients on Medical Assistance. Head Start has a federal performance standard that requires all Programs to have a yearly dental exam on file for every Head Start child. Providing dental days for Head Start families, in partnership with volunteer dentists, have been very successful in helping children receive dental care. Lakes and Pines' Head Start wants to thank Dr. Nickman for providing his time, skills, and expertise. He was great to work with and is very passionate and dedicated to children's oral health. The dental day on December 3rd was some children's first experience with a dentist and Dr. Nickman was a great dentist to be serving their needs. We are very thankful to have a strong advocate for children's oral needs. Thank you also to the United Methodist Church for allowing us to use their church to provide this service.

All children who attended dental day went home with a new backpack, fruits and vegetables cookbook, as well as a new toothbrush and toothpaste.



Small Cities Development Program – Is your community interested?

Lakes and Pines helps communities for, and also administers, the Small Cities Development Program (SCDP) using funds provided by Minnesota's Department of Employment & Economic Development. The SCDP offers opportunities for various types of rehabilitation including low to moderate owner occupied homes, rentals, and commercial buildings; there are also funds available for public facility projects such as water treatment projects and sanitary sewer systems. If you think that this is a program that could benefit your community, visit:

http://www.positivelyminnesota.com/Government/Financial_Assistance/Community_Development_Funding/Small_Cities_Development_Program.aspx or have your council, board, administrator or mayor contact the Energy-Housing Department at Lakes and Pines at 800.832.6082.

Comments from SCDP Owner Occupied Homeowners

*This is a wonderful program! There is no way I could have ever afforded those improvements myself. It helps our entire community by keeping property values up and maintaining real estate. The staff took great care in making certain it was done properly.

*We are so thankful! Our house is beautiful. Thanks to everyone who made this possible.

*We are really happy with our new siding and windows. The house looks so pretty now.

Comments from SCDP Commercial Property Owners

*Everything was handled professionally and friendly in manner. Would recommend this experience to any city to participate for their residents and businesses!

*Program works. It enabled us to make improvements to our building that will keep it in service years. This is a really good example of government funding that works.



Every Dollar Saved... **MATCHED**

We are looking for people interested in applying for the Family Assets for Independence in Minnesota (FAIM) program. The FAIM program is a **matching** savings program that provides \$3 for every \$1 saved, when the savings are going to be used to:

- Buy a home;
- Go to school; or
- Start a business.

There is funding currently available specifically for households with children that meet the following requirements:

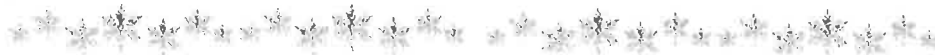
- Be 18 years of age or older;
- Be a resident of Minnesota;
- Have assets less than \$10,000;
- Have earned income at or below the following income guidelines:

Family Size	Income
1	\$22,340
2	\$30,260
3	\$38,180
4	\$46,100

Complete 12 hours of financial education;

Complete education specific to the asset being saved for, such as home buyer's training if saving to purchase a home, prior to withdrawing their savings & matched savings.

There are additional requirements too, but these are the basics. If you want more information about the FAIM program or would like to apply, contact the Community Services Department.



The Proof is in Success Stories – Head Start WORKS!

A parent of a Head Start child that was enrolled last program year (2011-2012) recently contacted Lakes and Pines in November 2012 to express her appreciation for the Head Start Program. Raquel (mom) called to recognize the Head Start Program and to say a big **THANK YOU** to her Home Visitor, Sandy Fredrickson, because her child Jonathan was recognized by his Kindergarten class this year as the only student who scored an above average score on the literacy exam that the children must take when entering Kindergarten. She explained that the students must score at least a 624 and Jonathan scored a 707!! Raquel said he also is the only student in his class that is able to count to 100 and she wanted to let the Program and Sandy know that without the Head Start Program and all the hard work and dedication put towards helping Jonathan learn, he would not be where he is today. Raquel wanted to share that she knows Sandy put her heart and soul into teaching Jonathan and she is very grateful.

ENERGY-HOUSING DEPARTMENT ADOPTS FAMILIES FOR CHRISTMAS

The Energy Assistance Department provided a Christmas meal with all the fixings and some nice gifts for four families this year! A family of 13, two different single men, and a single lady were selected as recipients this year.

For the past seven years, the members of the Energy Assistance Program (EAP) team worked on a project called "Christmas Families." A potential list of *Christmas Families* is developed from EAP families that are experiencing very difficult situations. Each EAP team member casts a vote for the families they feel should be considered. The final families are contacted to make sure they would like to participate. If they accept, we provide all the food for a special Christmas dinner, and a few gifts for each family member.

Each team member selects a food item they would like to donate from a menu sheet. The menu has included turkey or ham, potatoes, dressing, vegetables, biscuits, dessert, cookies and candy.

Staff can sign up to buy a gift for a specific person and note the type of gift. A donation can be set out to purchase additional gifts to fill in where needed. Everyone shares the gift wrapping fun.

This year's recipients included a large family where the youngest had a major health problem. Also chosen was an elderly woman that is under treatment for cancer. She cried when she received the gifts and was so excited to have "more food in her house than she has had in a very long time." The next household was a young man with a brain injury who was facing major challenges in his life, and the fourth household was a man that is receiving chemo treatments for cancer.

Each year, staff are very happy to help out households by giving support to a few of the wonderful people that are struggling with some very traumatic things in their lives. The spirit that is shared helps them know that someone cares and to ease their troubles for a little while.

Stockings were decorated and gifts were delivered by department volunteers. They, along with all employees, had a great time; and doing this project made the holiday special for the Energy-Housing Department Staff!

MERRY CHRISTMAS!



COLLATERAL CONSEQUENCES OF CRIMINAL RECORDS AFFECT US ALL

A Community Services Advocate attended a presentation at the 2012 Minnesota Justice Forum on the collateral consequences of having a criminal record. Collateral consequences are automatic after being convicted of many crimes. Felonies, especially related to drug and sex offenses, carry large collateral consequences. People convicted of some misdemeanors also face ongoing collateral consequences. An ex-offender's civil and political rights, community and military service, employment, occupational licensing, housing, public benefits, family related rights, firearms and travel options all face restrictions. Most of these restrictions are unrelated to the original offense. Ex-offenders have paid their debt to society by serving their sentence, paying fines and following the orders of the court. Society, however, still makes indiscriminate judgments against felons. The costs of these indiscriminate judgments to the individual and society are excessive. They are road-blocks to successful rehabilitation and reducing recidivism.

Minnesota became the first state to "Ban the Box" in 2009. This law requires all Minnesota public employers to not ask on a job application about the person's criminal history.

They must wait until an applicant has been selected for an interview before asking about or checking criminal records. Another provision of this law limits the admission of an employee's criminal record if: (1) the duties of the position did not expose others to a greater degree of risk; (2) a court order sealed any record of the criminal case; or (3) the record did not result in a criminal conviction. This law does not limit private employers, but does serve as a best practices model.

Limiting the negative impact of collateral consequences will dramatically improve the success rate and is important for the individual, the family, the victims and the community. Felons should be able to establish a productive successful life without unjust barriers. Ex-offenders are spending their lives chasing redemption. People may think they have moved on, but current collateral consequences are with them forever.

The Community Services Department (CSD) is working on educating the public on collateral consequences. For more information or to engage a CSD staff person in a collateral consequences discussion, please contact the Department at 320.679.1800 ext. 115.



Hello from the Building Blocks for Success Program!

For those who may not know who we are, and what we do, I would like to introduce us to you.

Building Blocks for Success (BBFS) is one of the latest programs operated out of the Early Childhood and Family Development Department. Our Program is a school-readiness program for children ages 3-5 years who attend licensed child care sites in Chisago and Isanti Counties who are in partnership with Lakes and Pines and whose family meets the income requirements. Funding for this program comes from Greater Twin Cities United Way. Our income guidelines are slightly higher than the Head Start Program, and parents do not need to be working or going to school to be eligible for this child care option; however, the children must be in attendance in the day care or child care site for a minimum of three mornings a week.

The families receive three home visits and two conferences, plus individualized developmental goals designed especially for their child's needs. Families receive information about parenting and their child's development. Life skills such as poison safety, fire safety and nutrition are done during the home visits also. Building Blocks for Success provides developmental, speech, ages-and-stages social-emotional screenings, vision, and hearing screenings for each enrolled child. If there are concerns in any of these areas, the parent is notified and a referral is made. Our early intervention will detect problems that will impede a child's development and, therefore, can be resolved before it becomes a bigger issue for the child in the learning process.

Staff at the licensed Child Care Centers become trained in Creative Curriculum and receive an enhancement which some sites pass onto their families in a form of a discount for their child care fees. The licensed Family Child Care homes receive training/mentoring in Creative Curriculum, as well as an enhancement which they can use to build more quality in their program. The Child Care Specialist visits sites weekly to conduct developmental screenings on children, work with the children's goals, and does observations to document the children's progress.

At present, we are partnering with Room for Growing Educational Child Care in North Branch, Noah's Ark Preschool/Rainbow Child Care in Cambridge, and Care a Lot Home Daycare, a family child care owned by Billi Jo Peterson in Isanti. We are serving 13 children in 12 families. Building Blocks for Success is not only helping the children get better prepared for school, we encourage parents to take a more active role in getting their children prepared to meet the expectations of school by providing them with ideas of things they can do themselves. Parents are included in planning their child's education by setting goals they feel are important and giving them the knowledge of what is developmentally appropriate for their child.

If you would like more information on the Building Blocks for Success Program, or you know a family that might qualify for our Program, please feel free to contact Sally Ayers, Child Care Partnership Specialist, at (320) 679-1800, extension 143.



stands for **FOR YOUR INFORMATION**. It is a quarterly newsletter provided to the area's seven county officials and personnel of Lakes and Pines CAC, Inc.

We hope our Newsletter will present you with timely, interesting, and sometimes lighthearted information. In turn, we hope that you will present us with your thoughts and suggestions.

For further information, please contact:

LAKES AND PINES CAC INC
1700 MAPLE AVE E
MORA MN 55051
320-679-1800
Toll Free 1-800-832-6082

Visit Lakes and Pines on the web:

www.lakesandpines.org

Like us on Facebook

For the Agency to continue this savings in postage, it is important to maintain current addresses on file. Please take a moment to review your address label and notify Lakes and Pines of any appropriate corrections. If you are interested in receiving the FYI electronically in the future, please email: lap@lakesandpines.org.

CORRECTION IN MAILING ADDRESS

PLEASE PRINT:

NAME:
ORGANIZATION:
ADDRESS:
CITY, STATE, ZIP+4 DIGITS

Mail to: Agency Administration, Lakes and Pines CAC Inc., 1700 Maple Ave E., Mora MN 55051-1227



5649181566 0001

PATRICK MUSSOM
ADMINISTRATOR
AITKIN CO COURT HOUSE
217 2ND ST NE RM 130
AITKIN MN 56431

JAN 28 2013

NONPROFIT STD
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MORA MN
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ADDRESS SERVICE REQUESTED

LAKES AND PINES CAC INC
1700 MAPLE AVE E
MORA MN 55051

**STATEMENT OF BUSINESS TRANSACTED IN
OFFICE OF COUNTY RECORDER, AITKIN COUNTY**

DURING January **2013**
DEPOSIT OF CHECK OR CASH \$ 25,592.40 **TO AITKIN CO TREASURER**

NATURE OF BUSINESS TRANSACTED		AMOUNT OF FEES RECEIVED
UCC		0.00
NOTARY		60.00
NOTARY SURCHARGE	9.2030	Expired 8/1/10
TORRENS		0.00
TORRENS ASSURANCE	9.2031	0.00 ***
COUNTY GENERAL FUND		6931.00
STATE GENERAL FUND	9.2036	5019.00 ***
RECORDER TECH FEE		4780.00
UNALLOCATED		5258.00
STATE WELL CERT.	9.2027	765.00 ***
COUNTY WELL CERT		135.00
BIRTH CERTIFICATES		281.00
CHILDREN'S SURCH.	9.2024	96.00 ***
BIRTH/DEATH SURCH.	9.2022	516.00 ***(128/388)
DEATH CERT.		320.00
2010 LEG. SURCH 144.226 SUBD 3 (b)		320.00 ***
COPIES & C/COPIES		1111.40
TOTAL		\$25592.40

**WORK DONE FOR VARIOUS COUNTY AGENCIES
FOR WHICH NO PAYMENT WAS RECEIVED**

RECORDING HONORABLE DISCHARGES	0.00
AITKIN COUNTY	460.00
AITKIN CO ROAD & BRIDGE	0.00
OTHERS	552.00
TOTAL	1012.00

AITKIN, MN Jan. 31, **2013**

ZIP 505

YEAR TO DATE 505

PREVIOUS YEAR \$24,427.00

*Diane M. Hafferty Co Recorder
by Robert C. Hopper, deputy*

