

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 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 February 26, 2013 – March 11, 2013
 - B) Approve 2/26/13 County Board Minutes
 - C) Approve Commissioner Warrants
 - D) Approve February Manual Warrants
 - E) Approve Auditor Warrants – Gas Tax Payments
 - F) Accept Donations to STS - \$150 from Riceland Chapter of Minnesota Deer Hunters, and \$500 from Garrison Commercial Club
 - G) Approve Public Auction of Vehicles – Sheriff's Department
 - H) Approve Renewal of Consumption & Display (Set Up) Permit – Minnewawa Sportsmen's Club, Shamrock Township
 - I) Approve Fire Protection Contract with City of Palisade
 - J) Approve Fire Protection Contract with City of Hill City
 - K) Approve Resolutions (2) - Transfer and Apportionment of 2012 Forfeited Tax Funds
- 9:05 3) John Welle, County Engineer
- A) MnDot Presentation
- 10:00 4) Patrick Wussow, County Administrator
- A) Conference Call with Representative Joe Radinovich and Senator Carrie Ruud
- 10:30 Break
- 10:45 5) Jim Ratz, County Attorney and John Welle, County Engineer
- A) Closed Meeting Under MN Statute 13D.05, subd. 3(b) Attorney-Client Privilege
- 11:00 6) John Welle, County Engineer
- A) Legislative Update
 - B) Approve 2013 Highway Construction/Maintenance Contracts
- 11:45 7) Scott Turner, Sheriff
- A) 800 Mhz Radio Update
 - B) Approve Hazard Mitigation Grant Agreement

* 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.**

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

- 12:15 Lunch**
- 1:15 8) Ross Wagner, Economic Development & Forest Industry Coordinator**
A) Approve Tourism and Promotion Fund Budget for 2013
- 1:30 9) Patrick Wussow, County Administrator**
A) Approve Signed Local 49 Road & Bridge 2013-2014 Collective Bargaining Agreement
B) Legislative Update
- 2:00 10) Kathy Brophy, Aitkin City Clerk**
A) Consider Request for Resolution – Taconite Tax Relief Area Fiscal Disparities Act
- 2:15 11) Board Discussion**
Mark Wedel – Airport, Historical Society
Laurie Westerlund – Park Board, Mille Lacs Watershed, Fisheries Input Group
Don Niemi –
Brian Napstad – Broadband, MAC
Anne Marcotte – H&HS Advisory
- 12) Committee Updates**
A) Upcoming Meetings:
Lakes & Pines – March 18, 2013, Full Board
MRCC – March 19, 7:00-9:00 p.m. Crowne Plaza, St. Paul
Kinship of Aitkin County – March 19 at Noon at the Kinship Offices
ARDC – March 21, 2013, Board meeting
Snake River Watershed – March 25, 2013, 9:00 a.m. Kanabec County Courthouse
AMC Spring Legislative Conference – March 20 & 21, St. Paul
Pipeline Safety Program – March 26, 6:00 p.m. at Aitkin Moose Lodge
B) Committee Minutes:
Kinship of Aitkin County – February 21, 2013
- 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.

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The Aitkin County Board of Commissioners met this 26th day of February, 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 Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the February 26, 2013 amended agenda. Item 3C) Airboat Training, was added.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
February 26, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 26th day of February, 2013, at 9:03 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; Cynthia Bennett, Public Health Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Bob Lewis, HHS Advisory Member; Nanci Sauerbrau, Aitkin Independent Age; Bob Harwarth, Dale Lueck, and Kimberly Clement, Guests.

II. Approval of Health & Human Services Board Agenda

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

III. Review January 22, 2013 Health & Human Services Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the January 22, 2013 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 for Board Action

A. H&HS Advisory Board

1. Appointment of Candidate to the Health & Human Services Advisory Committee: New Member Application: Kari Paulsen - District 2
Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve the appointment of Kari Paulsen to the Health & Human Services Advisory Committee for a two year term.

B. Statistics

Tom Burke discussed the upcoming changes in our reporting systems noting that we will be changing the data presented in the Statistical reports in the future.

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

VI. FYI - Topics were reviewed and discussed.

- A. Fraud Prevention Investigation Report for Aitkin County – FYI
- B. NACO – Tom Burke
- C. Charter Agreement Governing Participation in a Seven-County Region 3 Human Service Redesign Project for Electronic Document Management (E-Docs) of Income Maintenance Programs – Tom Burke
- D. Estimated County MA Caseload Distribution – Tom Burke

VII. Contracts:

A. 2013 Family Planning Contract between ACHHS and Riverwood HealthCare Center for the period January 1, 2013 to December 31, 2013. Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the 2013 Family Planning Contract between ACHHS and Riverwood HealthCare Center for the period January 1, 2013 to December 31, 2013.

B. Contract to Participate in the Local Collaborative Time Study Between State of MN acting through DHS and Aitkin County, acting thru H&HS for the period July 1, 2012 through June 30, 2017. Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Contract to Participate in the Local Collaborative Time Study Between State of MN acting through DHS and Aitkin County, acting thru H&HS for the period July 1, 2012 through June 30, 2017.

C. Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:

- 1. **Recover Health of Minnesota, Minnetonka, MN, for the period January 1, 2013 through June 30, 2016.**
- 2. **Dayspring Supportive Living Services, Inc. for the period March 1, 2013 through June 30, 2015.**

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:

- 1. **Recover Health of Minnesota, Minnetonka, MN, for the period January 1, 2013 through June 30, 2016.**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Home & Community-Based Waiver Services Contract between Aitkin County H&HS and:

- 2. **Dayspring Supportive Living Services, Inc. for the period March 1, 2013 through June 30, 2015.**

VIII. Administrative Reports:

A. Caseload Update & Graph – Eileen Foss, Income Maintenance Supervisor, discussed the caseload numbers presented today.

- B. Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, noted the numbers presented today do not reflect anything out of the ordinary.
 - 1. Adult Mental Health Grants** – Notice of Award from DHS, discussed the positive nature of the agency receiving this Grant.

IX. Committee Reports from Commissioners

- A. H&HS Advisory Committee** - Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Bob Lewis & Roberta Elvecrog Draft copy of the Minutes of the February 6th meeting. Discussion relative to the presentations at the 2/6/13 meeting regarding Restorative Justice and the development of the HHS Advisory Task Force who have reviewed and revised the By-Laws and Mission Statement. It was also noted that volunteers from the Committee will be serving the Community Meal in McGregor on March 20th.
- B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted that NEMOJT met in February and he is the Secretary for the group. He discussed the main focus of this meeting was the review of the Audit.
- C. CJI (Children’s Justice Initiative)** – Commissioner Westerlund discussed the recent CJI meeting noting they discussed the Restorative Justice Project.

Next Meeting – March 26, 2013

Break: 10:11 a.m. to 10:25 a.m.

Dale Lueck, Aitkin County Citizen commented on the Fiscal Disparities meeting held on February 21, 2013.

Commissioner Marcotte not present: 10:32 a.m. to 10:41 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte not present), all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: February 12, 2013 – February 25, 2013; B) Approve County Board Minutes: February 12, 2013; C) Approve Auditor Warrants – January Sales & Use Tax: General Fund \$520.15, Road & Bridge \$1,694.54, Health & Human Services \$61.84, State \$6,716.00, Forest Development \$1.07, Long Lake Conservation Center \$221.63 for a total of \$9,215.23; D) Approve Commissioner Warrants: General Fund \$44,009.71, Road & Bridge \$61,697.45, Health & Human Services \$1,063.55, Trust \$27,597.27, Forest Development \$3,534.88, Long Lake Conservation Center \$10,738.71, Parks \$33,204.12 for a total of \$181,845.69; E) Approve Resolution – Exempt Permit LG220 of the NWTF Dead Moose River Longbeards; F) Accept \$100 Donation to STS – Spencer Township; G) Approve Duplicate of Lost Warrant #88332, Mildred Gault, dated February 8, 2013 in the amount of \$59.86 – Health & Human Services; H) Approve Reappointment of Roberta Elvecrog to Extension Committee; I) Approve Audit Engagement Letter Signatures for the year ended December 31, 2012; J) Approve Resolution – Aitkin Sno-Drifters Federal Recreational Trail Program Grant

**HHS BOARD
ADJOURNED**

BREAK

**REGULAR BOARD
RECONVENED**

**CITIZENS’ PUBLIC
COMMENT**

**MARCOTTE NOT
PRESENT**

**CONSENT
AGENDA**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting to approve resolution – Exempt Permit LG220 of the NWTF Dead Moose River Longbeards:

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the Application for Exempt Permit – Form LG220 – of the NWTF Dead Moose River Longbeards, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Ave., McGregor, MN 55760 – Salo Township. (Note: Date of activity for Raffle – March 23, 2013)

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to approve resolution – Aitkin Sno-Drifters Federal Recreational Trail Program Grant:

WHEREAS, the Aitkin Sno-Drifters are applying for a Federal Recreational Trail Program grant for purchasing a 2013 Tucker Terra to groom snowmobile trails in the Aitkin County area, and

WHEREAS, Aitkin County contracts with the Mille Lacs Trails Inc. to groom approx. 80 miles of snowmobile trails in Aitkin County through the Grants in Aide snowmobile trail funds, and

WHEREAS, Aitkin County feels that no undue environmental impact will be created by the purchase of a new groomer.

THEREFORE, BE IT RESOLVED, that Aitkin County supports the Aitkin Sno-Drifters application for the Federal Recreational Trail Program grant.

Sheriff Scott Turner gave the Board an update on the status of the 800 Mhz radio project.

Sheriff Scott Turner discussed the proposed Social Host Ordinance with the Board. This was first introduced to the Board by Kinship of Aitkin County, and subsequently brought before the Ordinance Committee. Motion by Commissioner Niemi, seconded by Commissioner Westerlund to proceed to the Public Hearing phase for the Social Host Ordinance. Roll call vote (3-2 Napstad/Marcotte). Motion carried.

Sheriff Scott Turner requested Board approval to send a deputy to a two day Airboat Training in Bayfield, Wisconsin the first week in March 2013. There is no tuition for the training. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried to approve the out of state travel request.

Kirk Peysar, County Auditor reviewed the 2012 Year End Report with the Board.

Break: 11:23 a.m. to 11:34 a.m.

Mike Dangers, County Assessor updated the Board on the Rural Preserve Property Tax Program.

**RESOLUTION
022613-027
EXEMPT PERMIT
OF THE NWTF
DEAD MOOSE
RIVER
LONGBEARDS**

**RESOLUTION
022613-028
AITKIN
SNO-DRIFTERS
FEDERAL
RECREATIONAL
TRAIL GRANT**

**800 MHZ RADIO
UPDATE**

**SOCIAL HOST
ORDINANCE**

**OUT OF STATE
TRAVEL
REQUEST**

**2012 YEAR END
REPORT**

BREAK

**RURAL
PRESERVE
PROPERTY TAX
PROGRAM**

Patrick Wussow, County Administrator discussed with the Board AMC updates, the upcoming AMC Spring legislative conference, and proposed two resolutions supporting two of the Board's top five priorities.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve first resolution – PILT for Northern Minnesota Forested Counties:

WHEREAS, the concept of the state making payments to local taxing districts to help defray costs for local government services provided in support of tax-exempt natural resource lands has been in existence since the 1940's, and

WHEREAS, results of a late 1970's study concluded that local government service costs were consistent regardless of ownership or higher because land is public, and

WHEREAS, also in the late 1970's, the federal government recognized its obligation to help defray costs that local government services provided in support of tax-exempt natural resource lands and established federal payments in lieu of taxes on certain federal natural resource lands, and

WHEREAS, following suit with these actions, the 1979 State Legislature approved what is known today as State Payments-in-Lieu-of-Taxes (PILT) for tax-exempt natural resource lands, and

WHEREAS, that considerable deliberation continued over the years to improve PILT reimbursement resulted in an overhaul of the PILT laws in 2000 that is still in place today, and

WHEREAS, S.F. 387 and H.F. 413 proposes an inflation adjustment, the Aitkin County Board of Commissioners agrees with S.F. 387 and H.F. 413.

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners support the current language of S.F. 387 and H.F. 413.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve second resolution – Minnesota Accountable Government, Innovation and Collaboration (MAGIC) Act:

WHEREAS, Minnesota is consistently placed at or near the bottom of national measures that assess the capacity for local government innovation in all 50 states, and

WHEREAS, Minnesota and its counties face significant demographic trends that will require innovative approaches to program delivery in order to adequately meet the growing and changing needs of citizens, and

WHEREAS, counties with innovative ideas should be provided the requisite opportunity and flexibility to successfully implement those ideas so as to best serve their communities, and

WHEREAS, counties across Minnesota boast significant geographic, demographic and economic diversity that thus requires maximum flexibility in programmatic implementation, and

WHEREAS, counties are willing and able to identify, implement and methodically verify

LEGISLATIVE UPDATES

RESOLUTION 022613-029 PILT FOR NORTHERN MN FORESTED COUNTIES

RESOLUTION 022613-030 MINNESOTA ACCOUNTABLE GOVERNMENT, INNOVATION AND COLLABORATION (MAGIC) ACT

increased programmatic efficiencies through a process that will cultivate and sustain a strong and trusting state-local partnership, and

WHEREAS, transitioning to an outcomes-based system of program evaluation is in the best interest of every Minnesota citizen and government that desires to maximize public resources and enhance the quality of life in their community to the fullest extent possible.

BE IT THEREFORE RESOLVED, that Aitkin County recommends that the Legislature and governor work cooperatively with all 87 counties to swiftly pass the MAGIC Act into law during the 2013 legislative session, thus implementing a system that will enhance and incent local government efficiency and innovation throughout Minnesota by:

1. Allowing counties to take any action not prohibited by state law to provide for the health, safety and general welfare of the public; and
2. Creating a measured, outcomes-based waiver process whereby counties, in partnership with the legislative and executive branch of state government, can implement efficiency-based, time-limited pilot programs that are subject to final review by the Legislature and governor and will create a repository of best practices so as to improve long-term policy decisions across the state.

Bobbie Danielson, Human Resources Manager and Patrick Wussow, County Administrator requested Board approval to update the outdated Aitkin County Parking Policy. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the revised Aitkin County Parking Policy, Article 8, Subject 8.17, effective February 26, 2013:

Aitkin County is committed to providing excellent customer service. Employees understand the importance of providing customers with efficient and convenient access to courthouse services. Therefore, during normal business hours, employees will park in county-owned parking lots near the courthouse, saving the closest street parking stalls for customers. These stalls are posted as 2-hour parking areas on the east and south sides of the courthouse and 1-hour parking on the north side.

When necessary, employees are permitted to use these posted parking stalls for briefly loading or unloading their vehicles during normal business hours.

The County owns two parking lots near the courthouse; one is located directly west of the courthouse and the other is located southwest of the courthouse.

Patrick Wussow, County Administrator reported to the Board that an agreement has been reached with the Local Union #49, Road & Bridge Department, and it will be on the next Board agenda.

The Board reported on the following:

Commissioner Brian Napstad

- **NEMOJET** – Report given during Health & Human Services Board.

REVISED AITKIN COUNTY PARKING POLICY

LOCAL UNION #49 ROAD & BRIDGE

BOARD DISCUSSION

- **EQB/Silica Sand Mine Hearing** – EQB meeting was on Wednesday, February 20th, but went down early on Tuesday, February 19th for Silica Sand Mine Hearing at the Senate. The issue was discussed at the EQB meeting on Wednesday. The Environmental Congress is slated for March 15th. The Governor will be the keynote speaker, and it will be an all day event.
- **Fiscal Disparity meeting** – Attended meeting on February 21, 2013. Suggests this topic be on a future agenda for further discussion. Aitkin City Council will be meeting again March 4th.
- **Mississippi Headwaters Board** – Met at Itasca County Courthouse on February 15th. The Governor put \$53,000 in his yearly budget for MHB.
- **Upper Mississippi Flood Mitigation Update** – Met on February 25th at Itasca County Courthouse with Sheriff Turner, Patrick Wussow, John Welle, and members from Itasca County to discuss ways to engage the Army Corps of Engineers to do a new reconnaissance study that encompasses a larger geography.

Commissioner Anne Marcotte

- **Arrowhead** – Reported that there is grant money available for radio system. A few of the topics discussed were the Governor's budget, increases in sales tax revenue, East Central Regional Broadband, cost of housing inmates, gravel pit, bill for combined positions of Auditor/Treasurer/Recorder.
- **MRCC** – There was a meeting with AMC representatives from the Cities and from Greater Minnesota regarding Parks money and how the division is made.
- **Forest Advisory** – Met on Tuesday, February 19th. Rich Courtemanche presented idea of handheld GPS devices, and also gave a head cam presentation of the trails. It was noted that Mark Jacobs would like to do a Land Classification for the entire County.
- **Fiscal Disparities meeting** – Attended meeting on February 21st.

Commissioner Don Niemi

- **ARDC** – Due to a small agenda, a telephone conference was held on February 21st. Elevator repairs were approved, not to exceed \$98,000. It was noted by Pat Henderson that we really want to promote training, and have a trained workforce. The City Planner for the City of Hermantown retired. They requested an ARDC Planner on retainer July 1st through December 31, 2013. It was approved.
- **Veterans Transit Meeting** – Scheduled for February 22nd, but due to a snowstorm and dangerous roads, was unable to attend.
- **Library** – Did not call another meeting after the snowstorm.
- **Backus & Bemidji Facilities Visit** – February 19th went with Patrick Wussow to view facilities.
- **Fiscal Disparity** – Attended meeting on February 21st.
- **Snake River Watershed Board meeting** – Attended on February 25th.

Commissioner Laurie Westerlund

- **Fiscal Disparity meeting** – Attended meeting on February 21st.
- **CMCC** – There is an Aitkin vacancy in Probation.
- **HRA** – Went to January's meeting. Customized living was discussed, along with a flu

policy.

- **Planning Commission** – Met on February 25th.
- **MACPZA** – Went to meeting in Carlton County for zoning training.
- **Onanegozie** – Met on January 24th. Minutes are on-line in our February 12th Board packet.
- **Extension** – Met on January 29th. Reports were given by Jim Ravis, and Jolene Gansen. Beth Haasken provided a written report.

Commissioner J. Mark Wedel

- **CMCC** – Unable to attend, but noted there are good applicants for CMCC Agent.
- **Proposed Truck Route** – Met at City Hall on February 25th.
- **Fiscal Disparity meeting** – Attended meeting on February 21st.
- **Island Concept** – In present, residences in flood plain are not able to rebuild if structure is 50% or more destroyed. In the island concept there are some elevation requirements, but that would allow rebuilding even in the flood zone. FEMA is the authority.
- **Possible New Business Expansion** – Long range. Could involve some application for IRRRB funds.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 1:21 p.m. until Tuesday, March 12, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

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		
9048	Napstad/Brian 01-001-000-0000-6250		50.95	Internet 01/16/2013 02/26/2013		Telephone
	01-001-000-0000-6330		440.14	January Mileage	779@.565	Transportation & Travel & Parking
9048	Napstad/Brian		491.09		2 Transactions	
1	DEPT Total:		491.09	Commissioners	1 Vendors	2 Transactions
12	DEPT			Court Administration		
10138	Frey Law Offices, Ltd					
	01-012-000-0000-6232		33.90	Travel 01JV-12-1229	986	Attorney Services
	01-012-000-0000-6232		322.50	Atty fees 01JV-12-1229	986	Attorney Services
	01-012-000-0000-6232		487.50	Atty fees 01FA-12-848	987	Attorney Services
	01-012-000-0000-6232		97.50	Atty fees 01FA-12-797	988	Attorney Services
	01-012-000-0000-6232		30.00	Atty fees 01PR-13-55	989	Attorney Services
10138	Frey Law Offices, Ltd		971.40		5 Transactions	
11634	Gammello,Qualley & Pearson PLLC					
	01-012-000-0000-6232		30.00	Attorney fees 01JV-09-1134	34155	Attorney Services
11634	Gammello,Qualley & Pearson PLLC		30.00		1 Transactions	
2650	Kingsley/Marlene E					
	01-012-000-0000-6252	P	40.00	Court visitor fees	P8 05 760	Witnesses
	01-012-000-0000-6252	P	36.00	Mileage	P8 05 760	Witnesses
2650	Kingsley/Marlene E		76.00		2 Transactions	
12	DEPT Total:		1,077.40	Court Administration	3 Vendors	8 Transactions
40	DEPT			Auditor		
12530	Clay County Recorder-Workshop					
	01-040-000-0000-6241		100.00	Registration fee-Land descrip.	Liz Harmon	Registration Fee
12530	Clay County Recorder-Workshop		100.00		1 Transactions	
1457	CPS Technology Solutions, Inc					
	01-040-000-0000-6231		60.50	March Maint	362038	Services, Labor, Contracts
	01-040-000-0000-6231		26.40	March Maint	362038	Services, Labor, Contracts

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
1457	CPS Technology Solutions, Inc		86.90		2 Transactions	
2214	Holder/Maryann 01-040-021-0000-6301		750.00	April License Center rent		Rentals
2214	Holder/Maryann		750.00		1 Transactions	
12290	Monson/Denise 01-040-000-0000-6330		110.18	MCHRMA Tech Day mileage	195@.565	Transportation & Travel
12290	Monson/Denise		110.18		1 Transactions	
86235	Office Shop Inc/The 01-040-000-0000-6405		29.88	Sticky notes	931933-0	Office & Computer Supplies
86235	Office Shop Inc/The		29.88		1 Transactions	
40	DEPT Total:		1,076.96	Auditor	5 Vendors	6 Transactions
41	DEPT			Internal Audit		
3358	Minnesota State Auditor 01-041-000-0000-6231	0	10,983.50	Audit Services 10/24/2012	63243 12/31/2012	Services, Labor, Etc
3358	Minnesota State Auditor		10,983.50		1 Transactions	
41	DEPT Total:		10,983.50	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
208	American Solutions For Business 01-042-000-0000-6405		1,318.16	Tax statements	INVO1362113	Office & Computer Supplies
208	American Solutions For Business		1,318.16		1 Transactions	
4233	S & T Office Products Inc 01-042-000-0000-6405		2.26	Stamp pad & ink	01PQ5632	Office & Computer Supplies
4233	S & T Office Products Inc		2.26		1 Transactions	
10930	Tidholm Productions 01-042-000-0000-6405		79.52	Marriage record sheet	6194 4150	Office & Computer Supplies
10930	Tidholm Productions		79.52		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>
42	DEPT Total:		1,399.94	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
	10452 AT&T Mobility					
	01-043-000-0000-6250		128.54	Monthly Wireless charges	287250162187	Telephone
	10452 AT&T Mobility		128.54	1 Transactions		
	1457 CPS Technology Solutions, Inc					
	01-043-000-0000-6231		46.20	March Maint	362038	Services, Labor, Contracts
	1457 CPS Technology Solutions, Inc		46.20	1 Transactions		
	11655 Impact Proven Solutions					
	01-043-000-0000-6205		7,027.20	Postage for Valuation notices	03	Postage
	11655 Impact Proven Solutions		7,027.20	1 Transactions		
	86235 Office Shop Inc/The					
	01-043-000-0000-6405		6.40	Battery	264028-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		481.97	Toner	931245-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		45.09	Envelopes, pen refl, pwr strip	931319-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		4.25	Misc	931334-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		7.03	Binder	931661-0	Office, Film & Computer Supplies
	86235 Office Shop Inc/The		544.74	5 Transactions		
	6097 Verizon Wireless					
	01-043-000-0000-6250		223.58	Cell phone	68069088200001	Telephone
	6097 Verizon Wireless		223.58	1 Transactions		
43	DEPT Total:		7,970.26	Assessor	5 Vendors	9 Transactions
44	DEPT			Central Services		
	12106 Antoine Electric					
	01-044-000-0000-6600		1,149.00	ARMER-Alarm,compressor pwr	13220	Capital Outlay
	12106 Antoine Electric		1,149.00	1 Transactions		
	11217 Berg Bag Company					
	01-044-000-0000-6231		7,855.32	50,000 Sand bags	41777	Services, Labor, Contracts
	11217 Berg Bag Company		7,855.32	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
246	Brothers Fire Protection 01-044-000-0000-6900		12,900.00	ARMER-Install fire protect sys	90169	Transfers
246	Brothers Fire Protection		12,900.00	1 Transactions		
1457	CPS Technology Solutions, Inc 01-044-195-0000-6625		298.06	Tapes	362112	Unallocated Tech. Expense 357.182 Subd
1457	CPS Technology Solutions, Inc		298.06	1 Transactions		
11051	Department of Human Services 01-044-000-0000-5403	O	30,947.00	CS Cost Plan 2012 Q1 overpay	125952	Cost Allocation Reimbursement
	01-044-000-0000-5403	O	30,947.00	CS Cost Plan 2012 Q2 overpay	125952	Cost Allocation Reimbursement
	01-044-000-0000-5403	O	30,947.00	CS Cost Plan 2012 Q3 overpay	125952	Cost Allocation Reimbursement
	01-044-000-0000-5403	3	13,537.00-	2012 Q4 CS Cost Plan Alloc	125952	Cost Allocation Reimbursement
11051	Department of Human Services		79,304.00	4 Transactions		
1914	Geocomm,Inc 01-044-000-0000-6600		25,890.00	ARMER-Phase 2 payment	30230	Capital Outlay
1914	Geocomm,Inc		25,890.00	1 Transactions		
11715	Granite Electronics 01-044-000-0000-6600		6,985.88	ARMER-Chargers, speakers, hols	452365	Capital Outlay
	01-044-000-0000-6600		214.02	ARMER-Speaker mics, jacks	452402	Capital Outlay
	01-044-000-0000-6600		8.95	ARMER-Ship warranty battery	452425	Capital Outlay
11715	Granite Electronics		7,208.85	3 Transactions		
2386	Information Systems Corp 01-044-196-0000-6625		1,785.00	Copier Maint Agreement	23073	Recorders Equip Fund Exp. 357.18 Subd 4
2386	Information Systems Corp		1,785.00	1 Transactions		
3455	Motorola Inc 01-044-000-0000-6600		57,293.90	ARMER-5% Contract Value	41177758	Capital Outlay
3455	Motorola Inc		57,293.90	1 Transactions		
3336	Office Of Enterprise Technology 01-044-000-0000-6231		1,300.00	February Usage	13020334	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00	1 Transactions		
44	DEPT Total:		194,984.13	Central Services	10 Vendors	15 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
45	DEPT			Motor Pool		
4070	Riley Auto Supply 01-045-000-0000-6302		31.93	Windshield wash	533210	Car Maintenance
4070	Riley Auto Supply		31.93		1 Transactions	
6128	Tire Barn 01-045-000-0000-6302		41.49	Oil change #2	23290	Car Maintenance
6128	Tire Barn		41.49		1 Transactions	
45	DEPT Total:		73.42	Motor Pool	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
675	Bistodeau/Cindy A. 01-049-000-0000-6330		61.38	Mileage 1/24 & 2/7/13	132@.465	Transportation & Travel & Parking
675	Bistodeau/Cindy A.		61.38		1 Transactions	
1457	CPS Technology Solutions, Inc 01-049-000-0000-6231		106.51	March Maint	362038	Programming, Services, Contracts
1457	CPS Technology Solutions, Inc		106.51		1 Transactions	
4233	S & T Office Products Inc 01-049-000-0000-6405		32.06	Office supplies	01PQ5631	Office Supplies (Non Computer)
4233	S & T Office Products Inc		32.06		1 Transactions	
49	DEPT Total:		199.95	Information Technologies	3 Vendors	3 Transactions
52	DEPT			Administration/Personnel Dept		
4641	Holiday Credit Office 01-052-000-0000-6511		59.34	February gas purchases	1400000135194	Gas And Oil
4641	Holiday Credit Office		59.34		1 Transactions	
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		25.00	Background screening Rian	40132	Background Check Fee
	01-052-000-0000-6234		25.00	Background screening Houger	40512	Background Check Fee
12048	McDowell Agency, Inc./The		50.00		2 Transactions	
86235	Office Shop Inc/The 01-052-000-0000-6405		96.18	Laser toner	931797-0	Office & Computer Supplies

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
86235	Office Shop Inc/The		96.18		1 Transactions	
4233	S & T Office Products Inc					
	01-052-000-0000-6405		12.69	Staple remover	01PP6121	Office & Computer Supplies
	01-052-000-0000-6405		8.44	Staple remover	01PP9179	Office & Computer Supplies
	01-052-000-0000-6405		11.78	Staple remover	01PQ0134	Office & Computer Supplies
	01-052-000-0000-6405		12.69-	Staple remover	01PQ7626	Office & Computer Supplies
	01-052-000-0000-6405		8.44-	Staple remover	01PQ7627	Office & Computer Supplies
4233	S & T Office Products Inc		11.78		5 Transactions	
52	DEPT Total:		217.30	Administration/Personnel Dept	4 Vendors	9 Transactions
60	DEPT			Elections		
1601	Election Systems & Software Inc					
	01-060-000-0000-6406		590.38	March Election AutoMark coding	844945	Ballots & Programming
1601	Election Systems & Software Inc		590.38		1 Transactions	
60	DEPT Total:		590.38	Elections	1 Vendors	1 Transactions
90	DEPT			Attorney		
117	Aitkin County Sheriff					
	01-090-000-0000-6250		33.03	Jim Ratz Phone	13-0040	Telephone
117	Aitkin County Sheriff		33.03		1 Transactions	
340	Anoka Co Sheriff					
	01-090-000-0000-6234		70.00	Subpoena 01CR12617	13000835	Co Sheriff Services
340	Anoka Co Sheriff		70.00		1 Transactions	
783	Canon Financial Services, Inc					
	01-090-000-0000-6405		364.09	Contract Copier-015	12575665	Office & Computer Supplies
783	Canon Financial Services, Inc		364.09		1 Transactions	
880	Carlton County Sheriff's Office					
	01-090-000-0000-6234		40.00	Subpoena 01cr12408	1320171	Co Sheriff Services
880	Carlton County Sheriff's Office		40.00		1 Transactions	
1180	Crow Wing Co Sheriff's Office					
	01-090-000-0000-6234		75.00	Subpoena-Jonathan Kline	76261	Co Sheriff Services

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
	01-090-000-0000-6234		225.00	Subpoenas	76293	Co Sheriff Services
	01-090-000-0000-6234		150.00	subpoena svc	76297	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		450.00		3 Transactions	
88880	Datacomm Computers & Networks Inc					
	01-090-000-0000-6625		1,872.45	New Computers	6566	Office Equipment
88880	Datacomm Computers & Networks Inc		1,872.45		1 Transactions	
2390	Itasca Co Sheriff					
	01-090-000-0000-6234		55.00	Subpoena Ellis	20130227	Co Sheriff Services
2390	Itasca Co Sheriff		55.00		1 Transactions	
6039	Motherway/Michele					
	01-090-000-0000-6234		6.25	Certified copy of conviction		Co Sheriff Services
6039	Motherway/Michele		6.25		1 Transactions	
86235	Office Shop Inc/The					
	01-090-000-0000-6405		44.88	Nat Folder	931784-0	Office & Computer Supplies
86235	Office Shop Inc/The		44.88		1 Transactions	
11116	Trapp/Rebecca					
	01-090-000-0000-6333		59.89	mileage Grand Rapids	106@.565	Crt.Related Travel Expenses
	01-090-000-0000-6333		59.89	Mileage Grand Rapids	106@.565	Crt.Related Travel Expenses
11116	Trapp/Rebecca		119.78		2 Transactions	
90	DEPT Total:		3,055.48	Attorney	10 Vendors	13 Transactions
100	DEPT			Recorder		
	12530 Clay County Recorder-Workshop					
	01-100-000-0000-6208		100.00	Registration fee-Land descrip.	M.Moriarty	Training/Education
	12530 Clay County Recorder-Workshop		100.00		1 Transactions	
100	DEPT Total:		100.00	Recorder	1 Vendors	1 Transactions
110	DEPT			Courthouse Maintenance		
	3483 AAF International					
	01-110-000-0000-6422		115.81	Strata filter	90576494	Janitorial 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	Paid On Bhf #	On Behalf of Name
3483 AAF International		115.81	1 Transactions		
8239 Ameripride Linen & Apparel Services					
01-110-000-0000-6422		44.54	Tissue,towels,soap,mop	2200348178	Janitorial Supplies
01-110-000-0000-6422		44.54	Tissue, towels, soap, mop	2200353338	Janitorial Supplies
8239 Ameripride Linen & Apparel Services		89.08	2 Transactions		
1310 Door Doctor					
01-110-000-0000-6590		75.00	Fix Motor pool north side door	33197	Repair & Maintenance
1310 Door Doctor		75.00	1 Transactions		
1598 Ferraras Htg Air Cond & Refrig Inc					
01-110-000-0000-6590		869.00	Replace heater motor 3rd flr	6413	Repair & Maintenance
1598 Ferraras Htg Air Cond & Refrig Inc		869.00	1 Transactions		
1754 Garrison Disposal Company, Inc					
01-110-000-0000-6255		488.63	Waste removal/recycling	8162744	Garbage
1754 Garrison Disposal Company, Inc		488.63	1 Transactions		
2186 Hillyard Inc - Kansas City					
01-110-000-0000-6422		337.31	Paper towels,cleaner, gloves	600568798	Janitorial Supplies
01-110-000-0000-6422		492.12	Dish wash, ice melt, cleaner	600586182	Janitorial Supplies
2186 Hillyard Inc - Kansas City		829.43	2 Transactions		
7525 Hometown Bldg Supply					
01-110-000-0000-6422		69.92	Co Atty Office shelving	37265	Janitorial Supplies
7525 Hometown Bldg Supply		69.92	1 Transactions		
2340 Hyytinen Hardware Hank					
01-110-000-0000-6422		35.78	Swifter wet jet	1089378	Janitorial Supplies
01-110-000-0000-6422		10.08	Spray paint, hardware	1089519	Janitorial Supplies
01-110-000-0000-6422		19.12	Hardware, bit, screw kit	1090386	Janitorial Supplies
01-110-000-0000-6422		5.33	Nuts, bolts, no plug tap	1090988	Janitorial Supplies
01-110-000-0000-6422		0.40	Bolt	1091134	Janitorial Supplies
2340 Hyytinen Hardware Hank		70.71	5 Transactions		
9692 Minnesota Energy Resources Corporation					
01-110-000-0000-6254		3,676.02	Courthouse	4323328-7	Utilities & Heating
01-110-000-0000-6254		15.50	LA Tool building	4911601-5	Utilities & Heating

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
9692	Minnesota Energy Resources Corporation		3,691.52		2 Transactions	
3950	Public Utilities					
	01-110-000-0000-6254		344.46	Jail West Annex	0200000510000	Utilities & Heating
	01-110-000-0000-6254		165.37	CH Bldg Coordinator	0200050109016	Utilities & Heating
	01-110-000-0000-6254		124.38	Glarco	0200050186004	Utilities & Heating
	01-110-000-0000-6254		40.34	Old Co Garage	0200050202003	Utilities & Heating
	01-110-000-0000-6254		1,572.37	Courthouse	0300000509007	Utilities & Heating
	01-110-000-0000-6254		135.63	LA Tool Bldg	0300050188007	Utilities & Heating
3950	Public Utilities		2,382.55		6 Transactions	
110	DEPT Total:		8,681.65	Courthouse Maintenance	10 Vendors	22 Transactions
111	DEPT			Buildings		
11889	Honeywell International Inc.					
	01-111-000-0000-6605		1,012.06	Boiler repair / courthouse	5225420179	Building & Structures
11889	Honeywell International Inc.		1,012.06		1 Transactions	
6150	Mpi Inc					
	01-111-000-0000-6605		2,434.00	Insulation Material/Labor	4113	Building & Structures
6150	Mpi Inc		2,434.00		1 Transactions	
111	DEPT Total:		3,446.06	Buildings	2 Vendors	2 Transactions
120	DEPT			Service Officer		
22	Aitkin Area Chamber Commerce					
	01-120-000-0000-6241		325.00	Commerce & Sports Show Reg		Registration Fee
22	Aitkin Area Chamber Commerce		325.00		1 Transactions	
10097	Harms Monroe/Penny					
	01-120-000-0000-6330		88.35	CVSO Meeting Mileage	190@.465	Transportation & Travel
	01-120-000-0000-6330		33.48	mileage-Hill City AL meeting	72@.465	Transportation & Travel
10097	Harms Monroe/Penny		121.83		2 Transactions	
4641	Holiday Credit Office					
	01-120-000-0000-6511		522.82	February gas purchases	1400000136034	Gas And Oil
4641	Holiday Credit Office		522.82		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	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
2448 Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Drive Van - Mpls 2-20-13	Per Diem
2448 Janzen/Carroll Mark		50.00	1 Transactions	
5767 Lamke/Dennis 01-120-000-0000-6350		50.00	Drive Van Mpls 2-28-13	Per Diem
5767 Lamke/Dennis		50.00	1 Transactions	
86235 Office Shop Inc/The 01-120-000-0000-6405		68.23	Brochure paper, Lit. holders 931668-0	Office & Computer Supplies
86235 Office Shop Inc/The		68.23	1 Transactions	
10677 Olsen/Gerald D 01-120-000-0000-6350		50.00	Drive van Mpls 2-6-13	Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard 01-120-000-0000-6350		50.00	Drive Van St Cloud 2-19-13	Per Diem
3912 Peterson/Richard		50.00	1 Transactions	
4070 Riley Auto Supply 01-120-000-0000-6302		17.83	Windshield wiper blades 533053	Car Maintenance
4070 Riley Auto Supply		17.83	1 Transactions	
11362 Roscoe/Bernie 01-120-000-0000-6350		50.00	Drive Van - St Cloud 2-25-13	Per Diem
11362 Roscoe/Bernie		50.00	1 Transactions	
6097 Verizon Wireless 01-120-000-0000-6250		16.94	Vet van cell phone 88069036400001	Telephone
6097 Verizon Wireless		16.94	1 Transactions	
10882 Wark/Charles F. 01-120-000-0000-6350		50.00	Drive Van St Cloud 2-11-13	Per Diem
01-120-000-0000-6350		50.00	Drive Van Mpls 2-14-13	Per Diem
01-120-000-0000-6350		50.00	Drive Van St Cloud 2-27-13	Per Diem
01-120-000-0000-6350		50.00	Drive Van Mpls 2-8-13	Per Diem
10882 Wark/Charles F.		200.00	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
11970	Wikelius/Charles 01-120-000-0000-6350		50.00	Drive Van Mpls	2-4-13	Per Diem
11970	Wikelius/Charles		50.00	1 Transactions		
5960	Wilmo/Wesley S. 01-120-000-0000-6350		50.00	Drive Van St Cloud	2-15-13	Per Diem
5960	Wilmo/Wesley S.		50.00	1 Transactions		
9255	Witt/Warren 01-120-000-0000-6350		50.00	Drive Van Mpls	2-26-13	Per Diem
9255	Witt/Warren		50.00	1 Transactions		
9063	Workman/Jeff 01-120-000-0000-6350		50.00	Drive Van St Cloud	2-7-13	Per Diem
9063	Workman/Jeff		50.00	1 Transactions		
120	DEPT Total:		1,722.65	Service Officer	16 Vendors	20 Transactions
122	DEPT			Planning & Zoning		
11988	Harwarth/Robert 01-122-000-0000-6350		45.00	PC meeting / onsite	2/25/13	Per Diem
	01-122-038-0000-6330		40.68	Mileage PC / Onsite & workshop	72@.565	Boa/Pc Mileage
11988	Harwarth/Robert		85.68	2 Transactions		
4641	Holiday Credit Office 01-122-000-0000-6511		69.02	February Gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		69.02	1 Transactions		
11990	Lange/David 01-122-038-0000-6330		96.05	Mileage PC / Onsite	170@.565	Boa/Pc Mileage
	01-122-000-0000-6350		45.00	PC meeting / onsite	2/25/13	Per Diem
11990	Lange/David		141.05	2 Transactions		
8374	Lueck/Dale 01-122-000-0000-6350		45.00	PC meeting / onsite	2/25/13	Per Diem
	01-122-038-0000-6330		51.98	Mileage PC mtg / onsite	92@.565	Boa/Pc Mileage
8374	Lueck/Dale		96.98	2 Transactions		
2953	MACPZA					

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
2953	MACPZA 01-122-000-0000-6240		50.00	2013 Membership renewal Gansen		Dues
			50.00	1 Transactions		
5892	McGregor Printing & Graphics, Inc 01-122-000-0000-6230		213.75	Printing 1000 permit cards	14063	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc		213.75	1 Transactions		
5516	Paquette/Jeremy M 01-122-000-0000-6350		45.00	PC Meeting / onsite	2/25/13	Per Diem
	01-122-038-0000-6330		35.03	Mileage PC mtg	62@.565	Boa/Pc Mileage
5516	Paquette/Jeremy M		80.03	2 Transactions		
4010	Rasley Oil Company 01-122-000-0000-6511		33.21	P&Z Fuel	AITCOZOS	Gas And Oil
4010	Rasley Oil Company		33.21	1 Transactions		
10930	Tidholm Productions 01-122-000-0000-6230		160.53	ISTS Inspection Forms	61874181	Printing, Publishing & Adv
10930	Tidholm Productions		160.53	1 Transactions		
6097	Verizon Wireless 01-122-000-0000-6250		39.99	Monthly cell phone P & Z	38069013800001	Telephone
6097	Verizon Wireless		39.99	1 Transactions		
10895	Westerlund/Laurie Ann 01-122-000-0000-6350		10.00	PC Onsite		Per Diem
	01-122-038-0000-6330		71.19	PC Mileage	126@.565	Boa/Pc Mileage
10895	Westerlund/Laurie Ann		81.19	2 Transactions		
122	DEPT Total:		1,051.43	Planning & Zoning	11 Vendors	16 Transactions
123	DEPT			Coroner		
3987	Ramsey County Medical Examiner 01-123-000-0000-6260		1,400.00	ME 13-0169		Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		1,400.00	1 Transactions		
4192	Regions Hospital 01-123-000-0000-6260		156.00	ME 13-0169		Autopsies--Pathologist, Xrays, Etc

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 #	
4192 Regions Hospital		156.00	1 Transactions	
123 DEPT Total:		1,556.00	Coroner	2 Vendors 2 Transactions
200 DEPT			Enforcement	
11960 ASAP Towing 01-200-000-0000-6359		94.85	Tow Chev 13-0710	1555 Wrecker Service
11960 ASAP Towing		94.85	1 Transactions	
86467 Auto Value Aitkin 01-200-000-0000-6302		170.99	Battery #209	40020360 Car Maintenance
86467 Auto Value Aitkin		170.99	1 Transactions	
4488 Automated Word Professionals 01-200-000-0000-6231		61.50	Transcription	13-SO0130101 Services & Labor (Incl Contracts)
01-200-000-0000-6231		165.00	Transcription	13-SO0130102 Services & Labor (Incl Contracts)
4488 Automated Word Professionals		226.50	2 Transactions	
12445 Brandl Motors 01-200-000-0000-6302		280.11	Batter diag, oil change #209	201150 Car Maintenance
01-200-000-0000-6302		60.71	Oil Change #207	201173 Car Maintenance
12445 Brandl Motors		340.82	2 Transactions	
3393 Bruss/Cheryl 01-200-000-0000-6231	P	5.00	Uniform Jacket zipper	Services & Labor (Incl Contracts)
01-200-000-0000-6231		15.00	3 uniform pants - Turner	Services & Labor (Incl Contracts)
3393 Bruss/Cheryl		20.00	2 Transactions	
964 Chief Supply Corp 01-200-000-0000-6405		307.69	Gloves	205218 Office Supplies
964 Chief Supply Corp		307.69	1 Transactions	
4641 Holiday Credit Office 01-200-000-0000-6511		369.96	February gas purchases	1400000288942 Gas And Oil
4641 Holiday Credit Office		369.96	1 Transactions	
2340 Hyytinen Hardware Hank 01-200-000-0000-6409		5.29	Glarco Bldg Keys	1091474 Deputy Supplies

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
2340	Hyytinen Hardware Hank		5.29		1 Transactions	
10567	Lake Country Auto Center Of Aitkin					
	01-200-000-0000-6302		71.99	Oil change, rotate tires #224	13392	Car Maintenance
	01-200-000-0000-6302		34.50	Install battery #209	13402	Car Maintenance
	01-200-000-0000-6302		552.85	4 tires, mount/bal #207	13429	Car Maintenance
	01-200-000-0000-6302		36.99	Oil change #208	13452	Car Maintenance
	01-200-000-0000-6302		36.99	Oil change #225	13453	Car Maintenance
	01-200-000-0000-6302		51.99	Oil change #212	13480	Car Maintenance
	01-200-000-0000-6302		51.99	Oil Change #203	13494	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		837.30		7 Transactions	
86235	Office Shop Inc/The					
	01-200-000-0000-6405		164.58	Toner	931790-0	Office Supplies
86235	Office Shop Inc/The		164.58		1 Transactions	
3760	Palisade Cooperative Oil Assoc					
	01-200-000-0000-6511		38.04	Gas #209-243227	ACSHERI	Gas And Oil
3760	Palisade Cooperative Oil Assoc		38.04		1 Transactions	
4233	S & T Office Products Inc					
	01-200-000-0000-6405		32.24	Pkt/envelope	01PQ4193	Office Supplies
	01-200-000-0000-6405		5.87	Key rack	01PQ4674	Office Supplies
	01-200-000-0000-6405		6.44	Stand, correction fluid	01PQ4839	Office Supplies
	01-200-000-0000-6405		31.85	Tape, pad, pen, tape etc	01PQ6016	Office Supplies
	01-200-000-0000-6405		3.67-	Return correction fluid	01PQ6437	Office Supplies
4233	S & T Office Products Inc		72.73		5 Transactions	
4681	Streichers					
	01-200-000-0000-6410		12.80	Collar insignia #221	I1002662	Clothing Allowance
4681	Streichers		12.80		1 Transactions	
4930	Uniforms Unlimited Inc					
	01-200-000-0000-6610		1,349.58	Taser Cartridges	152658	Equipment & Radios
4930	Uniforms Unlimited Inc		1,349.58		1 Transactions	
200	DEPT Total:		4,011.13	Enforcement	14 Vendors	27 Transactions

201 DEPT

Sheriff Contingency For D & A

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
2660	KKIN Radio 01-201-000-0000-6212		960.00	2013 PSA Package		Sheriff Contgt Exp Ms387.212
2660	KKIN Radio		960.00	1 Transactions		
201	DEPT Total:		960.00	Sheriff Contingency For D & A	1 Vendors	1 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
203	DEPT			Snowmobile		
6128	Tire Barn 01-203-000-0000-6302		63.01	Oil Change #217	23286	Car Maintenance
6128	Tire Barn		63.01	1 Transactions		
203	DEPT Total:		63.01	Snowmobile	1 Vendors	1 Transactions
206	DEPT			Forfeitures		
117	Aitkin County Sheriff 01-206-000-0000-6409		41.50	Title forfeited vehicles		Forfeiture Supplies
117	Aitkin County Sheriff		41.50	1 Transactions		
206	DEPT Total:		41.50	Forfeitures	1 Vendors	1 Transactions
252	DEPT			Corrections		
116	Aitkin Feed & Farm Supply Inc 01-252-000-0000-6590		313.69	Softener pellets	93227	Repair & Maintenance Supplies
116	Aitkin Feed & Farm Supply Inc		313.69	1 Transactions		
3393	Bruss/Cheryl 01-252-000-0000-6231		423.00	Jail mending		Services & Labor (Incl Contracts)
3393	Bruss/Cheryl		423.00	1 Transactions		
163	Charter Communications 01-252-252-0000-6405		42.18	Cable TV	83523056600060	Prisoner Welfare

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 #	
163 Charter Communications		42.18	1 Transactions	
964 Chief Supply Corp				
01-252-000-0000-6405		307.70	Gloves	205218 Office & Computer Supplies
964 Chief Supply Corp		307.70	1 Transactions	
5583 Crawford Supply Company				
01-252-252-0000-6408		93.60	Commissary supplies	SI02322 Commissary Supplies
01-252-252-0000-6408		30.00	Commissary supplies	SI03860 Commissary Supplies
01-252-252-0000-6408		109.48	Commissary supplies	SI03861 Commissary Supplies
5583 Crawford Supply Company		233.08	3 Transactions	
1177 Croatt/Jeannie				
01-252-000-0000-6410		54.98	2 pair pants	Clothing Allowance
1177 Croatt/Jeannie		54.98	1 Transactions	
10855 Culligan				
01-252-000-0000-6231		216.90	Annual cleaning/maint	318001 Services & Labor (Incl Contracts)
10855 Culligan		216.90	1 Transactions	
88628 Dalco				
01-252-000-0000-6422		307.44	Paper products for jail	2572348 Janitorial Supplies
88628 Dalco		307.44	1 Transactions	
1598 Ferraras Htg Air Cond & Refrig Inc				
01-252-000-0000-6590		233.00	Repair dispatch fan control	6411 Repair & Maintenance Supplies
01-252-000-0000-6590		431.33	Replace freezer thermostat	6412 Repair & Maintenance Supplies
1598 Ferraras Htg Air Cond & Refrig Inc		664.33	2 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422		486.80	Janitorial	600568797 Janitorial Supplies
01-252-000-0000-6405		86.57	Gloves	600586180 Office & Computer Supplies
01-252-000-0000-6422		409.64	Janitorial	600586181 Janitorial Supplies
2186 Hillyard Inc - Kansas City		983.01	3 Transactions	
11889 Honeywell International Inc.				
01-252-000-0000-6231		2,862.26	Repair heating coil	5225544587 Services & Labor (Incl Contracts)
11889 Honeywell International Inc.		2,862.26	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	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
5503 Keefe Supply Company 01-252-000-0000-6418	934.08	Groceries	SI02484	Groceries
5503 Keefe Supply Company	934.08	1 Transactions		
2644 Krause Lock & Key 01-252-000-0000-6231	155.00	Repair jail lock	76309	Services & Labor (Incl Contracts)
2644 Krause Lock & Key	155.00	1 Transactions		
9692 Minnesota Energy Resources Corporation 01-252-000-0000-6254	205.84	Utilities - STS	4058862-6	Utilities & Heating
01-252-000-0000-6254	495.80	Utilities	4244670-8	Utilities & Heating
01-252-000-0000-6254	2,859.75	Utilities	4334475-3	Utilities & Heating
9692 Minnesota Energy Resources Corporation	3,561.39	3 Transactions		
3712 Office Depot 01-252-000-0000-6405	239.39	Toner/printer cartridges	646629046001	Office & Computer Supplies
01-252-000-0000-6405	74.80	Toner/printer cartridges	646629282001	Office & Computer Supplies
3712 Office Depot	314.19	2 Transactions		
3789 Pan-O-Gold Baking Company 01-252-000-0000-6418	176.94	Groceries	010024305227	Groceries
01-252-000-0000-6418	129.70	Groceries	010024305918	Groceries
3789 Pan-O-Gold Baking Company	306.64	2 Transactions		
3950 Public Utilities 01-252-000-0000-6254	67.54	Sheriff garage	0200000507004	Utilities & Heating
01-252-000-0000-6254	4,303.58	New Jail 2	0300000511002	Utilities & Heating
01-252-000-0000-6254	1,470.51	New Jail	0300000512016	Utilities & Heating
3950 Public Utilities	5,841.63	3 Transactions		
10771 Regional Diagnostic Radiology 01-252-000-0000-6262	33.25	Rian, J	RDR147582	Medical Expenses & Supplies - Inmates
10771 Regional Diagnostic Radiology	33.25	1 Transactions		
9499 Reliance Telephone Systems, Inc 01-252-252-0000-6406	935.67	Phone cards	D-10080	Phone Card Prisoner Welfare
9499 Reliance Telephone Systems, Inc	935.67	1 Transactions		
4070 Riley Auto Supply				

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
4070 Riley Auto Supply		Belts for exhaust fans	533081	Repair & Maintenance Supplies
				1 Transactions
84172 Riverwood Healthcare Center		Vandeneuvel, R	V6137939	Medical Expenses & Supplies - Inmates
		Rian, J	V6155998	Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center				2 Transactions
5774 Riverwood Healthcare Clinic		Inmate Office Visits-Larson		Medical Expenses & Supplies - Inmates
5774 Riverwood Healthcare Clinic				1 Transactions
4233 S & T Office Products Inc		Pkt/envelope	01PQ4193	Office & Computer Supplies
		Key rack	01PQ4674	Office & Computer Supplies
		Stand, correction fluid	01PQ4839	Office & Computer Supplies
		Tape, pad, pen, tape etc	01PQ6016	Office & Computer Supplies
		Return correction fluid	01PQ6437	Office & Computer Supplies
4233 S & T Office Products Inc				5 Transactions
10878 Sew Much & More		rit dye	615416	Inmate Supplies
10878 Sew Much & More				1 Transactions
4681 Streichers		Belt buckle	I999717	Jail Supplies
4681 Streichers				1 Transactions
4761 Sysco Minnesota Inc		Groceries	302210190	Groceries
		Groceries	302280169	Groceries
4761 Sysco Minnesota Inc				2 Transactions
11607 Thrifty White Pharmacy-Aitkin		February	20	Medical Expenses & Supplies - Inmates
11607 Thrifty White Pharmacy-Aitkin				1 Transactions
4930 Uniforms Unlimited Inc		Taser Cartridges	152658	Prisoner Welfare

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
4930 Uniforms Unlimited Inc		1 Transactions		
5295 Ziegler Inc				
01-252-000-0000-6231	1,074.09	Pre safety check Caterpillar	SW050195393	Services & Labor (Incl Contracts)
5295 Ziegler Inc	1,074.09	1 Transactions		
252 DEPT Total:	26,369.30	Corrections	29 Vendors	46 Transactions
253 DEPT		Aitkin Co Community Corrections		
88879 Central Mn Community Corrections-DT				
01-253-000-0000-6823	10,724.08	April Appropriation		County Allocation
88879 Central Mn Community Corrections-DT	10,724.08	1 Transactions		
2340 Hyytinen Hardware Hank				
01-253-000-0000-6405	11.21	Epoxy kits	1087916	Operating Supplies
01-253-000-0000-6405	21.14	Sanding belts	1088323	Operating Supplies
01-253-000-0000-6405	20.68	Tape, scour pads	1089504	Operating Supplies
01-253-000-0000-6405	36.32	Splitting maul	1090391	Operating Supplies
2340 Hyytinen Hardware Hank	89.35	4 Transactions		
6072 North Homes Inc				
01-253-000-0000-6204	6,370.50	Secure January	IJC13771	Juvenile Detention
6072 North Homes Inc	6,370.50	1 Transactions		
3660 Northwood Equipment				
01-253-000-0000-6405	29.86	Chainsaw bar oil	P13905	Operating Supplies
01-253-000-0000-6405	123.17	Chainsaw parts	P14156	Operating Supplies
3660 Northwood Equipment	153.03	2 Transactions		
3810 Paulbeck's County Market				
01-253-000-0000-6405	20.78	STS Coffee	9277355	Operating Supplies
3810 Paulbeck's County Market	20.78	1 Transactions		
253 DEPT Total:	17,357.74	Aitkin Co Community Corrections	5 Vendors	9 Transactions
254 DEPT		Enhanced 911 System		
1491 Dutch's Electric, Inc				
01-254-000-0000-6231	3,390.00	Wiring 911 upgrade-basement	20542	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	Service Dates	Paid On Bhf #	On Behalf of Name
01-254-000-0000-6231		Wiring 911 upgrade new space	20543	Services, Labor, Contracts
1491 Dutch's Electric, Inc		2 Transactions		
254 DEPT Total:		Enhanced 911 System	1 Vendors	2 Transactions
255 DEPT		General Crime Victim Grant		
86235 Office Shop Inc/The		CNM Copier, excess copies	264137-0	Office & Computer Supplies
01-255-000-0000-6405		SVC Performance Guarant	264214-0	Office & Computer Supplies
01-255-000-0000-6405		2 Transactions		
86235 Office Shop Inc/The				
255 DEPT Total:		General Crime Victim Grant	1 Vendors	2 Transactions
257 DEPT		Sobriety Court		
11997 Minnesota Monitoring	P	December EHM	2448	Sobriety Crt Expenses
01-257-022-0000-6406		January EHM	2482	Sobriety Crt Expenses
01-257-022-0000-6406		FEBRUARY EHM	2517	Sobriety Crt Expenses
11997 Minnesota Monitoring		3 Transactions		
6146 RS Eden		Drug Testing	44697	Sobriety Crt Expenses
01-257-022-0000-6406		Drug testing supplies	44835	Sobriety Crt Expenses
01-257-022-0000-6406		2 Transactions		
6146 RS Eden				
257 DEPT Total:		Sobriety Court	2 Vendors	5 Transactions
390 DEPT		Environmental Health (FBL)		
4641 Holiday Credit Office		February Gas	1400000135321	Gas And Oil
01-390-000-0000-6511		1 Transactions		
4641 Holiday Credit Office				
12486 Leitinger/Michelle		Lodging Lake Co Inspection		Hotel / Motel Lodging
01-390-000-0000-6332		Lake County Inspections meals		Meals
01-390-000-0000-6340		2 Transactions		
12486 Leitinger/Michelle				

DKB1
 3/11/13 3:04PM
 1 General Fund

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.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
390	DEPT Total:		256.95	Environmental Health (FBL)	2 Vendors 3 Transactions
391	DEPT			Solid Waste	
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		5,146.10	Monthly recycling Jan	Recycling Contract
1754	Garrison Disposal Company, Inc		5,146.10	1 Transactions	
2953	MACPZA 01-391-000-0000-6240		125.00	2013 Membership renewal Neff	Dues
2953	MACPZA		125.00	1 Transactions	
4010	Rasley Oil Company 01-391-000-0000-6511		23.25	Solid waste fuel	AITCOZOS Gas And Oil
4010	Rasley Oil Company		23.25	1 Transactions	
391	DEPT Total:		5,294.35	Solid Waste	3 Vendors 3 Transactions
392	DEPT			Water Wells	
12169	NBS Calibrations 01-392-000-0000-6231		107.00	Cleaning & calib of weights	83998 Services, Labor, Contracts
12169	NBS Calibrations		107.00	1 Transactions	
392	DEPT Total:		107.00	Water Wells	1 Vendors 1 Transactions
1	Fund Total:		300,239.51	General Fund	237 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
			Paid On Bhf #	
301 DEPT				R&B Administration
11406 Innovative Office Solutions				
03-301-000-0000-6400		66.53	022513	173467 Supplies And Materials
03-301-000-0000-6400		71.28	022513	188156 Supplies And Materials
03-301-000-0000-6400		156.30	022513	230582 Supplies And Materials
03-301-000-0000-6400		186.95	022513	231618 Supplies And Materials
11406 Innovative Office Solutions		481.06		4 Transactions
9261 RTVision, Inc.				
03-301-000-0000-6300		760.31	030113	11410 Service Contracts
9261 RTVision, Inc.		760.31		1 Transactions
6097 Verizon Wireless				
03-301-000-0000-6250		52.72	022513	2872308291 Telephone
6097 Verizon Wireless		52.72		1 Transactions
301 DEPT Total:		1,294.09		R&B Administration 3 Vendors 6 Transactions
302 DEPT				R&B Engineering/Construction
11221 Mn/Dot Comm Of Transportation				
03-302-000-0000-6296		50.00	030513	B SWENSON Meeting Expense/Physicals
03-302-000-0000-6296		50.00	030513	C KRAGNESS Meeting Expense/Physicals
03-302-000-0000-6296		50.00	030513	R THOMPSON Meeting Expense/Physicals
03-302-000-0000-6296		50.00	030513	T ZAUHAR Meeting Expense/Physicals
11221 Mn/Dot Comm Of Transportation		200.00		4 Transactions
302 DEPT Total:		200.00		R&B Engineering/Construction 1 Vendors 4 Transactions
303 DEPT				R&B Highway Maintenance
195 Aitkin Tire Shop				
03-303-000-0000-6590		212.29	020513	51677 Repair & Maintenance Supplies
195 Aitkin Tire Shop		212.29		1 Transactions
8411 American Welding & Gas, Inc.				
03-303-000-0000-6523		57.74	022713	2125465 Misc Bldg & Shop Supplies
8411 American Welding & Gas, Inc.		57.74		1 Transactions
8239 Ameripride Linen & Apparel Services				

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
	03-303-000-0000-6523		44.67	SHOP LAUNDRY 021913	2200348185	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		43.06	SHOP LAUNDRY 021913	2200350682	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		87.73	2 Transactions		
86467	Auto Value Aitkin					
	03-303-000-0000-6590		47.64	FILTERS 012813	40019009	Repair & Maintenance Supplies
	03-303-000-0000-6590		52.54	FILTERS 012813	40019471	Repair & Maintenance Supplies
	03-303-000-0000-6590		36.32	WIPERS 022213	40020394	Repair & Maintenance Supplies
86467	Auto Value Aitkin		136.50	3 Transactions		
11895	Cargill, Incorporated					
	03-303-000-0000-6518		2,080.50	DE ICING SALT 030513	2901025726	De-Icing Salt
11895	Cargill, Incorporated		2,080.50	1 Transactions		
8265	Centurylink					
	03-303-000-0000-6250		46.11	PHONE - HILL CITY 030513	301226554	Telephone
8265	Centurylink		46.11	1 Transactions		
7935	East Central Energy					
	03-303-000-0000-6254		178.00	POWER - MCGRATH 030113	70415419	Utilities
7935	East Central Energy		178.00	1 Transactions		
7060	Federated Co-Ops Inc.					
	03-303-000-0000-6297		1,520.95	JACOBSON 022213	10130	Shop Fuel
	03-303-000-0000-6297		1,110.29	MCGREGOR 022213	29787	Shop Fuel
7060	Federated Co-Ops Inc.		2,631.24	2 Transactions		
8622	Frontier					
	03-303-000-0000-6250		58.37	MCGREGOR 030113	2187684481	Telephone
8622	Frontier		58.37	1 Transactions		
1754	Garrison Disposal Company, Inc					
	03-303-000-0000-6254		58.50	GARBAGE 030413	8163139	Utilities
1754	Garrison Disposal Company, Inc		58.50	1 Transactions		
2340	Hyytinen Hardware Hank					
	03-303-000-0000-6523		5.55	OPENER 022813	1088368	Misc Bldg & Shop Supplies
	03-303-000-0000-6590		28.36	WD 40 022813	1089590	Repair & Maintenance Supplies
	03-303-000-0000-6523		19.22	FIRE HOSE 022813	1090472	Misc Bldg & Shop Supplies

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
2340	Hyytinen Hardware Hank	03-303-000-0000-6523			18.16	LINERS	022813	1091118		Misc Bldg & Shop Supplies	
					71.29				4 Transactions		
11177	Industrial Fluid Technologies	03-303-000-0000-6513			555.57	HYDRAULIC OIL	022613	2174062		Motor Fuel & Lubricants	
11177	Industrial Fluid Technologies	03-303-000-0000-6513			555.57				1 Transactions		
7705	Isle Automotive Corp	03-303-000-0000-6590			51.65	HY 08	022813	119019511		Repair & Maintenance Supplies	
7705	Isle Automotive Corp	03-303-000-0000-6590			51.65				1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary	03-303-000-0000-6254			93.89	AITKIN FEBRUARY	020113	60509		Utilities	
		03-303-000-0000-6254			93.89	AITKIN MARCH	020113	60509		Utilities	
		03-303-000-0000-6254			57.65	PALISADE FEBRUARY	020113	60510		Utilities	
		03-303-000-0000-6254			57.65	PALISADE MARCH	020113	60510		Utilities	
2763	J & H Transfer Station-Lakes Sanitary	03-303-000-0000-6254			303.08				4 Transactions		
91187	Lake Country Power	03-303-000-0000-6254			73.88	CSAH 14	022013	141979801		Utilities	
		03-303-000-0000-6254			74.52	CSAH 6	022013	141979901		Utilities	
91187	Lake Country Power	03-303-000-0000-6254			148.40				2 Transactions		
2991	Malmo Market	03-303-000-0000-6513			34.10	GASOLINE	022813	21965		Motor Fuel & Lubricants	
		03-303-000-0000-6513			58.97	GASOLINE	022813	29402		Motor Fuel & Lubricants	
		03-303-000-0000-6513			30.32	GASOLINE	022813	30249		Motor Fuel & Lubricants	
		03-303-000-0000-6513			77.32	GASOLINE	022813	35440		Motor Fuel & Lubricants	
		03-303-000-0000-6513			121.55	GASOLINE	022813	38714		Motor Fuel & Lubricants	
2991	Malmo Market	03-303-000-0000-6513			322.26				5 Transactions		
10824	Maney International Inc	03-303-000-0000-6590			213.50-	SNOW MOTOR	022013	145460		Repair & Maintenance Supplies	
		03-303-000-0000-6590			285.63	GLASS	022013	625808		Repair & Maintenance Supplies	
10824	Maney International Inc	03-303-000-0000-6590			72.13				2 Transactions		
8436	Northland Parts	03-303-000-0000-6590			12.27	LAMP	022013	254817		Repair & Maintenance Supplies	
		03-303-000-0000-6523			22.97	BULB	022013	255793		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 #	
8436 Northland Parts		35.24	2 Transactions	
3660 Northwood Equipment				
03-303-000-0000-6590		119.60	RIVET 022113	P14165 Repair & Maintenance Supplies
03-303-000-0000-6590		631.54	HYGARD 022113	W02897 Repair & Maintenance Supplies
3660 Northwood Equipment		751.14	2 Transactions	
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513		1.00-	OVERPAYMENT 021913	243051 Motor Fuel & Lubricants
03-303-000-0000-6513		1,007.70	DIESEL 021913	38844 Motor Fuel & Lubricants
03-303-000-0000-6513		671.80	DIESEL 021913	38847 Motor Fuel & Lubricants
03-303-000-0000-6513		2,687.20	DIESEL 021913	39213 Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		4,365.70	4 Transactions	
3950 Public Utilities				
03-303-000-0000-6254		90.32	AITKIN SHOP WATER 030413	Utilities
03-303-000-0000-6254		34.27	HWY 210 AND CSAH 28 030413	0200059455006 Utilities
03-303-000-0000-6254		33.29	HWY 210 AND CSAH 12 030413	0200063388000 Utilities
03-303-000-0000-6254		43.47	HWY 47 AND CSAH 12 030413	0200064092005 Utilities
3950 Public Utilities		201.35	4 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513		34.62	GASOLINE 030113	7012 Motor Fuel & Lubricants
03-303-000-0000-6513		94.65	GASOLINE 030113	7476 Motor Fuel & Lubricants
03-303-000-0000-6513		57.23	GASOLINE 030113	7481 Motor Fuel & Lubricants
03-303-000-0000-6513		56.69	GASOLINE 030113	7508 Motor Fuel & Lubricants
03-303-000-0000-6513		95.92	GASOLINE 030113	7539 Motor Fuel & Lubricants
03-303-000-0000-6513		60.60	GASOLINE 030113	7549 Motor Fuel & Lubricants
03-303-000-0000-6513		30.78	GASOLINE 030113	7586 Motor Fuel & Lubricants
03-303-000-0000-6513		81.85	GASOLINE 030113	7645 Motor Fuel & Lubricants
03-303-000-0000-6513		39.08	GASOLINE 030113	7679 Motor Fuel & Lubricants
03-303-000-0000-6513		65.90	GASOLINE 030113	7687 Motor Fuel & Lubricants
03-303-000-0000-6513		96.12	GASOLINE 030113	7701 Motor Fuel & Lubricants
03-303-000-0000-6513		113.95	GASOLINE 030113	7725 Motor Fuel & Lubricants
03-303-000-0000-6513		54.40	GASOLINE 030113	7741 Motor Fuel & Lubricants
03-303-000-0000-6513		39.43	GASOLINE 030113	7928 Motor Fuel & Lubricants
03-303-000-0000-6513		45.23	GASOLINE 030113	7958 Motor Fuel & Lubricants
03-303-000-0000-6513		63.99	GASOLINE 030113	7969 Motor Fuel & Lubricants
03-303-000-0000-6513		50.69	GASOLINE 030113	7992 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		33.13	GASOLINE 030113	8023 Motor Fuel & Lubricants
03-303-000-0000-6513		65.17	GASOLINE 030113	8038 Motor Fuel & Lubricants
03-303-000-0000-6513		119.82	GASOLINE 030113	8073 Motor Fuel & Lubricants
03-303-000-0000-6513		44.69	GASOLINE 030113	8098 Motor Fuel & Lubricants
03-303-000-0000-6513		53.48	GASOLINE 030113	8138 Motor Fuel & Lubricants
03-303-000-0000-6513		81.29	GASOLINE 030113	8173 Motor Fuel & Lubricants
03-303-000-0000-6513		36.48	GASOLINE 030113	8175 Motor Fuel & Lubricants
03-303-000-0000-6513		71.04	GASOLINE 030113	8340 Motor Fuel & Lubricants
03-303-000-0000-6513		74.82	GASOLINE 030113	8350 Motor Fuel & Lubricants
03-303-000-0000-6513		90.36	GASOLINE 030113	8406 Motor Fuel & Lubricants
03-303-000-0000-6513		68.60	GASOLINE 030113	8413 Motor Fuel & Lubricants
03-303-000-0000-6513		83.91	GASOLINE 030113	8462 Motor Fuel & Lubricants
03-303-000-0000-6513		115.88	GASOLINE 030113	8476 Motor Fuel & Lubricants
03-303-000-0000-6513		81.47	GASOLINE 030113	8477 Motor Fuel & Lubricants
03-303-000-0000-6513		37.94	GASOLINE 030113	8478 Motor Fuel & Lubricants
03-303-000-0000-6513		59.22	GASOLINE 030113	8494 Motor Fuel & Lubricants
4010 Rasley Oil Company		2,198.43	33 Transactions	
4070 Riley Auto Supply				
03-303-000-0000-6590		83.02	HOSE END 022813	532372 Repair & Maintenance Supplies
03-303-000-0000-6590		277.86	PIVOT WHEEL 022813	532378 Repair & Maintenance Supplies
03-303-000-0000-6523		10.68	SPRAY NOZZLE 022813	532379 Misc Bldg & Shop Supplies
03-303-000-0000-6590		7.47	SWITCH 022813	532447 Repair & Maintenance Supplies
03-303-000-0000-6590		40.90	FITTING 022813	532468 Repair & Maintenance Supplies
03-303-000-0000-6590		13.89	FITTING 022813	532496 Repair & Maintenance Supplies
03-303-000-0000-6523		7.25	SPRAY NOZZLE 022813	532497 Misc Bldg & Shop Supplies
03-303-000-0000-6590		29.91	UJOINT 022813	532549 Repair & Maintenance Supplies
03-303-000-0000-6590		10.67	FITTING 022813	532562 Repair & Maintenance Supplies
03-303-000-0000-6590		136.94	FITTING 022813	532574 Repair & Maintenance Supplies
03-303-000-0000-6590		33.72	FITTING 022813	532584 Repair & Maintenance Supplies
03-303-000-0000-6590		130.75	FITTING 022813	532629 Repair & Maintenance Supplies
03-303-000-0000-6590		29.91	UJOINT 022813	532651 Repair & Maintenance Supplies
03-303-000-0000-6590		84.29	CLAMP 022813	532662 Repair & Maintenance Supplies
03-303-000-0000-6590		52.42	BRUSH 022813	532694 Repair & Maintenance Supplies
03-303-000-0000-6590		156.56	BELT 022813	532787 Repair & Maintenance Supplies
03-303-000-0000-6590		37.56	BELT 022813	532935 Repair & Maintenance Supplies
03-303-000-0000-6523		7.42	FREIGHT 022813	532938 Misc Bldg & Shop Supplies
03-303-000-0000-6590		23.50	VALVE 022813	532942 Repair & Maintenance Supplies
03-303-000-0000-6590		21.36	BLADE 022813	532963 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	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6590		49.02	FLEX 022813	533107 Repair & Maintenance Supplies
03-303-000-0000-6590		258.60	CHAMBER 022813	533114 Repair & Maintenance Supplies
03-303-000-0000-6590		244.81	BRAKE 022813	533132 Repair & Maintenance Supplies
4070 Riley Auto Supply		1,748.51		23 Transactions
4140 Rohlfig				
03-303-000-0000-6523		166.62	TOWELS 022613	822341 Misc Bldg & Shop Supplies
4140 Rohlfig		166.62		1 Transactions
4711 Sunnys Citgo				
03-303-000-0000-6513		60.49	GASOLINE 022813	35006 Motor Fuel & Lubricants
03-303-000-0000-6513		66.98	GASOLINE 022813	35007 Motor Fuel & Lubricants
03-303-000-0000-6513		12.89	GASOLINE 022813	35008 Motor Fuel & Lubricants
03-303-000-0000-6513		68.22	GASOLINE 022813	35009 Motor Fuel & Lubricants
03-303-000-0000-6513		91.25	GASOLINE 022813	35010 Motor Fuel & Lubricants
03-303-000-0000-6513		77.18	GASOLINE 022813	35017 Motor Fuel & Lubricants
4711 Sunnys Citgo		377.01		6 Transactions
8364 Towmaster, Inc				
03-303-000-0000-6590		307.34	MONITOR 021313	345835 Repair & Maintenance Supplies
03-303-000-0000-6590		826.32	RESERVOIR 021313	346106 Repair & Maintenance Supplies
8364 Towmaster, Inc		1,133.66		2 Transactions
7513 UZ Engineered Products				
03-303-000-0000-6523		511.01	WASHING FLUID 030113	96133915 Misc Bldg & Shop Supplies
7513 UZ Engineered Products		511.01		1 Transactions
8605 Wayne's Sanitation Llc				
03-303-000-0000-6254		26.25	GARBAGE - MCGRATH 021413	229391 Utilities
8605 Wayne's Sanitation Llc		26.25		1 Transactions
8279 Winzer Corporation				
03-303-000-0000-6523		323.95	SHOP SUPPLIES 022513	4581333 Misc Bldg & Shop Supplies
8279 Winzer Corporation		323.95		1 Transactions
5295 Ziegler Inc				
03-303-000-0000-6590		6,626.25	MOLDBOARD 022313	PC120052392 Repair & Maintenance Supplies
03-303-000-0000-6590		1,399.22	BELT 022313	PC190026972 Repair & Maintenance Supplies
03-303-000-0000-6590		492.12	BATTERY 022313	PC190026973 Repair & Maintenance Supplies

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 3 Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>	
			<u>Paid On Bhf #</u>		
03-303-000-0000-6590		525.25-	CORE CREDIT 022313	PR190002545	Repair & Maintenance Supplies
5295 Ziegler Inc		7,992.34	4 Transactions		
303 DEPT Total:		26,902.57	R&B Highway Maintenance	30 Vendors	117 Transactions
307 DEPT			R&B Capital Infrastructure		
91187 Lake Country Power					
03-307-000-0000-6295		38,654.76	UTILITY MOVE 022013	35730	Utility Moves
91187 Lake Country Power		38,654.76	1 Transactions		
307 DEPT Total:		38,654.76	R&B Capital Infrastructure	1 Vendors	1 Transactions
3 Fund Total:		67,051.42	Road & Bridge		128 Transactions

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 4 Special Revenue(Unorg R&

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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
422	DEPT		Unorganized Fire		
173	City Of Hill City				
	04-422-000-0000-6801		2013 Fire Protection 52-25		Appropriations
	04-422-000-0000-6801		2013 Fire Protection 52-27		Appropriations
	04-422-000-0000-6801		2013 Fire Protection 51-27		Appropriations
173	City Of Hill City		3 Transactions		
422	DEPT Total:		Unorganized Fire	1 Vendors	3 Transactions
4	Fund Total:		Special Revenue(Unorg R&B,Fir		3 Transactions

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 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	March Maint 362038	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	March Maint 362038	Services Or Contracts
05-420-640-4800-6231		35.20	March Maint 362038	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	March Maint 362038	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

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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		
11026	KB Processing 10-900-000-0000-2300		1,406.00	timber permit bond refundR1261	12692	Timber Permit Bonds
11026	KB Processing		1,406.00	1 Transactions		
4101	Raveill/Curt 10-900-000-0000-2300		1,620.00	timber permit bond refund R852	13271	Timber Permit Bonds
4101	Raveill/Curt		1,620.00	1 Transactions		
5791	Sappi 10-900-000-0000-2300		2,260.80	timber permit bond refundR1442	12965	Timber Permit Bonds
	10-900-000-0000-2300		1,431.00	timber permit bond refundR1370	13206	Timber Permit Bonds
	10-900-000-0000-2300		780.00	timber permit bond refundR1456	13251	Timber Permit Bonds
5791	Sappi		4,471.80	3 Transactions		
12532	Zortman/Richard 10-900-000-0000-2300		346.80	timber permit bond refundR1327	12953	Timber Permit Bonds
12532	Zortman/Richard		346.80	1 Transactions		
900	DEPT Total:		7,844.60	Timber Permit Bonds	4 Vendors	6 Transactions
921	DEPT			Co. Development		
8612	Veenker/Thomas H 10-921-000-0000-6208		85.00	MN DOT Seminar Reimb.		Training/Education
8612	Veenker/Thomas H		85.00	1 Transactions		
921	DEPT Total:		85.00	Co. Development	1 Vendors	1 Transactions
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		55.70	LOF	FOCS236411	Repair & Maintenance Supplies
170	Aitkin Motor Company		55.70	1 Transactions		
86467	Auto Value Aitkin 10-923-000-0000-6590		125.00	Battery	40019709	Repair & Maintenance Supplies
86467	Auto Value Aitkin		125.00	1 Transactions		
11026	KB Processing					

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 10 Trust

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
		10-923-000-0000-6820			1,714.58	overappraised refund		12692		Refunds & Reimbursements	
11026	KB Processing				1,714.58		1 Transactions				
6128	Tire Barn	10-923-000-0000-6590			43.11	LOF		23295		Repair & Maintenance Supplies	
6128	Tire Barn				43.11		1 Transactions				
12532	Zortman/Richard	10-923-000-0000-6820			52.32	Overappraised Refund		12953		Refunds & Reimbursements	
12532	Zortman/Richard				52.32		1 Transactions				
923	DEPT Total:				1,990.71	Forfeited Tax Sales		5 Vendors			5 Transactions
10	Fund Total:				9,920.31	Trust					12 Transactions

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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
925	DEPT			Reforestation		
86467	Auto Value Aitkin 11-925-000-0000-6590		5.44	Hologen Lamps	40020565	Repair & Maintenance Supplies
86467	Auto Value Aitkin		5.44		1 Transactions	
89185	Bethesda Lutheran Church Of Malmo 11-925-000-0000-6231		100.00	Room rental-Ash Mgmt Wrkshp	3/5/13	Services, Labor, Contracts
89185	Bethesda Lutheran Church Of Malmo		100.00		1 Transactions	
8544	Brock White Construction Materials 11-925-000-0000-6406		1,852.22	5 rolls geoblock textile	12289911-00	Field Supplies
8544	Brock White Construction Materials		1,852.22		1 Transactions	
91022	Courtemanche/Richard 11-925-000-0000-6406		29.38	Go Pro Camera parts/mounts		Field Supplies
91022	Courtemanche/Richard		29.38		1 Transactions	
2340	Hyytinen Hardware Hank 11-925-000-0000-6590		7.22	BRUSH	1087825	Repair & Maintenance Supplies
	11-925-000-0000-6590		18.16	TORCH KIT	1087946	Repair & Maintenance Supplies
	11-925-000-0000-6590		4.91	DUCT TAPE	1089224	Repair & Maintenance Supplies
	11-925-000-0000-6590		11.20	TOOLS	1090702	Repair & Maintenance Supplies
	11-925-000-0000-6590		10.68	FLEX BITS	1091031	Repair & Maintenance Supplies
	11-925-000-0000-6590		2.87	BUCKLE	1091252	Repair & Maintenance Supplies
	11-925-000-0000-6590		6.50	hitch pin,router bit,drill bit	1091275	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		61.54		7 Transactions	
2410	Jacobs/Mark H 11-925-000-0000-6330		133.92	MACLC MILEAGE	288@.465	Transportation & Travel
2410	Jacobs/Mark H		133.92		1 Transactions	
86235	Office Shop Inc/The 11-925-000-0000-6406		1.04	notebook	264026-0	Field Supplies
86235	Office Shop Inc/The		1.04		1 Transactions	
10930	Tidholm Productions 11-925-000-0000-6405		271.00	750 Scale Report Books	61694152	Office Supplies
	11-925-000-0000-6405		1,156.90	1,000 Timber Tickets	61724138	Office Supplies

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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
10930	Tidholm Productions		2 Transactions		
925	DEPT Total:		Reforestation	8 Vendors	15 Transactions
11	Fund Total:		Forest Development		15 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		
85003	Aitkin County DAC 19-521-000-0000-6231		625.00	January Cleaning Service		Services, Labor, Contracts
85003	Aitkin County DAC		625.00	1 Transactions		
11419	Beaudry Propane 19-521-000-0000-6254		349.72	Propane-Director residence	626727	Utilities
	19-521-000-0000-6254		362.21	Propane Dining Hall	626728	Utilities
	19-521-000-0000-6254		337.23	Propane-Inst.Coord. residence	626729	Utilities
11419	Beaudry Propane		1,049.16	3 Transactions		
8622	Frontier 19-521-000-0000-6250		514.32	Service & Long Distance	2187684653	Telephone
8622	Frontier		514.32	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	garbage service	60851	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
12521	Thaw It 19-521-000-0000-6231		200.00	thaw pump house line	3/1/13	Services, Labor, Contracts
12521	Thaw It		200.00	1 Transactions		
521	DEPT Total:		2,480.86	LLCC Administration	5 Vendors	7 Transactions
522	DEPT			LLCC Education		
116	Aitkin Feed & Farm Supply Inc 19-522-000-0000-6416		32.89	critter food	93221	Education Supplies
116	Aitkin Feed & Farm Supply Inc		32.89	1 Transactions		
2340	Hyytinen Hardware Hank 19-522-000-0000-6416		10.74	education supplies	1089298	Education Supplies
2340	Hyytinen Hardware Hank		10.74	1 Transactions		
5719	Johnson Outdoors Inc 19-522-000-0000-6416		365.24	2 sets compasses W/ cases	4071047	Education Supplies
5719	Johnson Outdoors Inc		365.24	1 Transactions		
86235	Office Shop Inc/The					

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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
	19-522-000-0000-6416		59.79	Laminate	931646-0	Education Supplies
86235	Office Shop Inc/The		59.79	1 Transactions		
522	DEPT Total:		468.66	LLCC Education	4 Vendors	4 Transactions
524	DEPT			LLCC Maintenance		
2186	Hillyard Inc - Kansas City 19-524-000-0000-6422		383.82	Maintenance Supplies	600586292	Janitorial Services/Supplies
2186	Hillyard Inc - Kansas City		383.82	1 Transactions		
2340	Hyytinen Hardware Hank 19-524-000-0000-6422		40.74	mailbox & numbers	1087797	Janitorial Services/Supplies
	19-524-000-0000-6422		13.12	maintenance supplies	1088625	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank		53.86	2 Transactions		
3660	Northwood Equipment 19-524-000-0000-6590		6.00	spark boot	P13729	Repair & Maintenance Supplies
3660	Northwood Equipment		6.00	1 Transactions		
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6302		13.00	fix tire on Ford truck	LONGLAK	Vehicle Maintenance
	19-524-000-0000-6511		37.71	diesel fuel	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc		50.71	2 Transactions		
524	DEPT Total:		494.39	LLCC Maintenance	4 Vendors	6 Transactions
525	DEPT			LLCC Capital Improvement		
9525	Lueck/Larry W 19-525-000-0000-6601		1,792.65	install tile Marcum house	361705	Capital Outlay-Non Marcum House
9525	Lueck/Larry W		1,792.65	1 Transactions		
525	DEPT Total:		1,792.65	LLCC Capital Improvement	1 Vendors	1 Transactions
19	Fund Total:		5,236.56	Long Lake Conservation Center		18 Transactions

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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		
86467	Auto Value Aitkin 21-520-000-0000-6590		220.49	carburetor	40019952	Repair & Maintenance Supplies
	21-520-000-0000-6590		92.92	battery-snow	40019982	Repair & Maintenance Supplies
	21-520-000-0000-6590		10.78	Tip Cleaners	40020447	Repair & Maintenance Supplies
86467	Auto Value Aitkin		324.19		3 Transactions	
1754	Garrison Disposal Company, Inc 21-520-000-0000-6254		46.80	garbage pickup March	8162745	Utilities
1754	Garrison Disposal Company, Inc		46.80		1 Transactions	
4641	Holiday Credit Office 21-520-000-0000-6511		215.83	February gas purchases	1400000134961	Gas & Oil
4641	Holiday Credit Office		215.83		1 Transactions	
7525	Hometown Bldg Supply 21-520-000-0000-6590		20.05	2x6 for park signs	37244	Repair & Maintenance Supplies
7525	Hometown Bldg Supply		20.05		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		12.80	PISTON BULLY	1089530	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		12.80		1 Transactions	
3660	Northwood Equipment 21-520-000-0000-6590		14.86	new snowmobile key	P13942	Repair & Maintenance Supplies
	21-520-000-0000-6590		42.74	oil 2T	P14256	Repair & Maintenance Supplies
3660	Northwood Equipment		57.60		2 Transactions	
3950	Public Utilities 21-520-000-0000-6254		296.18	Land Dept	0200000348003	Utilities
	21-520-000-0000-6254		16.26	Mississippi Access	0200063077005	Utilities
3950	Public Utilities		312.44		2 Transactions	
4010	Rasley Oil Company 21-520-000-0000-6511		574.08	February gas	AITCOL&PS	Gas & Oil
4010	Rasley Oil Company		574.08		1 Transactions	
4070	Riley Auto Supply 21-520-000-0000-6590		81.22	booster cables	532572	Repair & Maintenance Supplies

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 21 Parks

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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	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4070	Riley Auto Supply		81.22	1 Transactions		
9261	RTVision, Inc. 21-520-000-0000-6231		737.50	annual Parks ePermitting Suppo 04/01/2013 04/01/2014	11407	Services, Labor, Contracts
9261	RTVision, Inc.		737.50	1 Transactions		
11607	Thrifty White Pharmacy-Aitkin 21-520-000-0000-6590		1.79	distilled water 747870	Acct# 596	Repair & Maintenance Supplies
11607	Thrifty White Pharmacy-Aitkin		1.79	1 Transactions		
520	DEPT Total:		2,384.30	Parks	11 Vendors	15 Transactions
21	Fund Total:		2,384.30	Parks		15 Transactions
	Final Total:		395,017.12	234 Vendors	432 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	300,239.51	General Fund	
	3	67,051.42	Road & Bridge	
	4	6,467.98	Special Revenue(Unorg R&B,Fire	
	5	105.60	Health & Human Services	
	10	9,920.31	Trust	
	11	3,611.44	Forest Development	
	19	5,236.56	Long Lake Conservation Center	
	21	2,384.30	Parks	
	All Funds	395,017.12	Total	Approved by,
			
			

Aitkin County

February manual Warrants

Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	23,787.82	General Fund
3	671,912.72	Road & Bridge
5	2,428.39	Health & Human Services
9	45,812.55	State
10	174.33	Trust
11	174.33	Forest Development
12	94,987.00	Agency
13	260.87	Taxes & Penalties
19	2,710.16	Long Lake Conservation Center
	842,248.17	TOTAL

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Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		PO BOX 9\102 HWY 81 N CALHOUN, KY 42327-0009					
	Warrant #	88257	Total	429.50 - PAID TWICE- ELAN 429.50- Date 2/21/13	05- 400- 430- 0403- 6405		
		Final Total...	842,248.17	83	Transactions		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			174.33	Reimb.EE portion of PERA	10- 923- 000- 0000- 6101		
			174.33	Reimb.EE portion of PERA	11- 925- 000- 0000- 6101		
		Warrant # 44386 Total	348.66	Date 2/19/13			
44387	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
		Warrant # 44387 Total	1,000.00	2013 VEBA Contib.- Scott Rian	19- 521- 000- 0000- 6149		
			1,000.00	Date 2/19/13			
44388	7574	Commissioner Of Transportation MN DOT MS 672 395 JOHN IRELAND BLVD ST PAUL, MN 55155					
		Warrant # 44388 Total	1,700.00	Bridge Inspection Class	03- 302- 000- 0000- 6296	Kazmerzak	
			1,700.00	Date 2/22/13			
44389	12529	County Inn and Suites 5995 Rice Creek Parkway Shoreview, MN 55126					
			392.04	Hotel/Bridge Inspect. Class	03- 301- 000- 0000- 6296	4/22/13	4/26/13
			392.04	Hotel/Bridge Inspect. Class	03- 301- 000- 0000- 6296	4/29/13	5/3/13
		Warrant # 44389 Total	784.08	Date 2/22/13			
44390	393	Isd 1 Aitkin- Treasurer ATTN: BERNIE NOVAK- SUPT. 306 2ND STREET NW AITKIN, MN 56431					
		Warrant # 44390 Total	94,987.00	2013 1st 1/2 Taconite	12- 932- 000- 0000- 2047		
			94,987.00	Date 2/26/13			
44391	12150	Eagle Construction Inc. 515 9th Avenue NW Little Falls, MN 56345					
		Warrant # 44391 Total	21,198.36	Partial Payment	03- 303- 000- 0000- 6262		
			21,198.36	Date 2/28/13			
88257	90733	Nimco Inc In Usa					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			620.37	Participant Fees- Jan- Feb	01- 044- 904- 0000- 6231	908701	
		Warrant # 44379	Total	620.37	Date 2/13/13		
44380	12522	FLAGSTAR BANK 5151 CORPORATE DRIVE TROY, MN 48098- 2639					
		Warrant # 44380	Total	20.00	30- 0- 037100 Overpay Per 1	13- 943- 000- 0000- 2004	RC Thompson
				20.00	Date 2/14/13		
44381	11452	BAC Tax Service Corporation CA6- 913- LB- 01 PO BOX 10211 VAN NUYS, CA 91499- 6089					
		Warrant # 44381	Total	20.00	10- 0- 028402 Overpay Per 1	13- 943- 000- 0000- 2004	Freddie Mac
				20.00	Date 2/14/13		
44382	10891	Roth Construction 22615 STATE HWY 65 MCGRATH, MN 56350					
		Warrant # 44382	Total	1,887.29	Final Payment	03- 307- 000- 0000- 6262	001591002
				1,887.29	Date 2/14/13		
44383	11645	Landwehr Construction, Inc PO BOX 1086 ST CLOUD, MN 56302					
		Warrant # 44383	Total	11,874.96	Final Payment	03- 307- 000- 0000- 6262	SAP0159933
				11,874.96	Date 2/14/13		
44384	9689	Lunda Construction Company PO BOX 669 BLACK RIVER FALLS, WI 54615					
		Warrant # 44384	Total	64,276.22	Final Payment	03- 307- 000- 0000- 6262	SAP001603011
				64,276.22	Date 2/14/13		
44385	12523	State of Oregon C/O Multnomah County- Attn Rm 131 1021 SW 4th Avenue Portland, OR 97204					
		Warrant # 44385	Total	11.50	Cert.Copy of Judgement	01- 090- 000- 0000- 6234	01CR11789
				11.50	Date 2/15/13		
44386	5010	Voller/Joe H 29497 COUNTY ROAD 36 AITKIN, MN 56431					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Warrant # 44373 Total	68,697.09	Gravel Purchase- Gun Lake Pit	03- 303- 000- 0000- 6519	Final Gravel	
44374	11941	MII- HSA Atten: HSA Administration PO Box 64193 St Paul, MN 55164- 0193	500.00	Q2 HSA Contrib Request	01- 042- 000- 0000- 6148	J.Hughes	
		Warrant # 44374 Total	500.00	Date 2/5/13			
44375	12518	Rupp,Anderson,Squires & Waldspurger P.A. 527 Marquette Ave S., Ste 1200 Minneapolis, MN 55402	1,141.25	MACPZA Trng.Terry Neff	01- 122- 000- 0000- 6305	Carlton MN	
		Warrant # 44375 Total	1,141.25	Date 2/7/13		2/8/13	2/8/13
44376	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193	150.00	Q 2&3 VEBA Contrib.Request	05- 400- 440- 0410- 6149	Sara Math	
			380.00	Q 2&3 VEBA Contrib.Request	05- 420- 600- 4800- 6149	Sara Math	
			470.00	Q 2&3 VEBA Contrib.Request	05- 430- 700- 4800- 6149	Sara Math	
		Warrant # 44376 Total	1,000.00	Date 2/11/13			
44377	89991	Bremer Bank SALES AND USE TAX AITKIN, MN 56431	89.39	Gravel Purch.Use Tax- Nov.	03- 303- 000- 0000- 6519	Amended Return	
			657.13	Gravel Purch.Use Tax- Dec.	03- 303- 000- 0000- 6519	Amended Return	
		Warrant # 44377 Total	746.52	Date 2/12/13			
44378	8499	R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386	14,821.02	Partial Payment	03- 307- 000- 0000- 6262	SAP 001632004	
		Warrant # 44378 Total	14,821.02	Date 2/12/13			
44379	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164- 0193					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Warrant #</u>	<u>848</u>	<u>Total</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
											<u>From Date</u>	<u>To Date</u>
849	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431				2,866.87	Date 2/20/13					
						4,074.41	CLAIMS			01- 044- 904- 0000- 6360	2/18/13	2/22/13
						4,074.41	Date 2/27/13					
850	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431										
						80.00	MAAO annual membership- Hick			01- 043- 000- 0000- 6240		
						80.00	MAAO annual membership- Olso			01- 043- 000- 0000- 6240		
						19.90	Notary Stamp- Cathy Olson			01- 043- 000- 0000- 6405		
						55.50	Brochure Holders			01- 120- 000- 0000- 6405		
						34.37	Furniture Dolly			01- 120- 000- 0000- 6405		
						31.96	Coffee from Shopco			01- 253- 000- 0000- 6405		
						21.75	Book- Politics in MN			05- 400- 440- 0410- 6405		
						458.15	Hotel&Meals/Health Care Trng			05- 420- 600- 4800- 6330		
						55.10	Book- Politics in MN			05- 420- 600- 4800- 6405		
						280.00	Geriatric conf.registration			05- 430- 700- 4800- 6208		
						68.15	Book- Politics in MN			05- 430- 700- 4800- 6405		
						65.00	summer camp ad			19- 521- 000- 0000- 6230		
						52.80	Scale			19- 522- 000- 0000- 6416	Amazon	
						25.00	monthly ipad data plan			01- 049- 000- 0000- 6231	AT&T	
						249.20	Hotel/HL Secur.& EM Conf- Turne			01- 280- 003- 0000- 6332	Embassy	
											2/11/13	2/12/13
						11.80	Meal/HL Secur.& EM Conf- Turne:			01- 280- 003- 0000- 6340	Embassy	
						89.72	molding for tile job			19- 525- 000- 0000- 6601	Homedepot	
						118.77	adhesive for tile job			19- 525- 000- 0000- 6601	Homedepot	
						772.20	26 cases of tile			19- 525- 000- 0000- 6601	Homedepot	
						74.81	Triple P- Food SA#49664014			05- 430- 710- 3661- 6020	Subway	
						498.20	PreStamped Envelopes			01- 252- 252- 0000- 6405	USPS	
						3,142.38	Date 2/28/13					
44373	12373	Center National Bank c/o Karen Zimmer 301 N. Ramsey Ave. Litchfield, MN 55355										

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			80.00	MAAO annual membership- Mooi	01- 043- 000- 0000- 6240		
			80.00	MAAO annual membership- Burn	01- 043- 000- 0000- 6240		
			80.00	MAAO annual membership- Sanb	01- 043- 000- 0000- 6240		
			80.00	MAAO annual membership- Stacc	01- 043- 000- 0000- 6240		
			80.00	MAAO annual membership- Tibb	01- 043- 000- 0000- 6240		
			80.00	MAAO annual membership- Dang	01- 043- 000- 0000- 6240		
			20.02	gas for county car	01- 043- 000- 0000- 6511		
			7.53	Postage	19- 521- 000- 0000- 6205		
			40.00	UofM Byproduct Util.WrkShp	01- 711- 000- 0000- 6241	3/6/13	
			173.58	safety gloves/mask/glasses	01- 253- 000- 0000- 6405	Ahlborn	
			75.98	LANCETS	01- 252- 000- 0000- 6262	AMAZON	
			105.27	glucose test strips	01- 252- 000- 0000- 6262	Amazon	
			2,500.00	Training Today for HR- 13month	01- 044- 000- 0000- 6208	BLR	
			30.00	Critter Food	19- 522- 000- 0000- 6416	Bug Company	
			49.99	xyboard 10.1 Portfolio- keybrd	05- 400- 440- 0410- 6405	Cynthia	
			445.00	100 composting wheels	01- 391- 000- 0000- 6800	EHS publishing	
			206.00	Ammo for Summer Camp	19- 522- 000- 0000- 6416	Fed.Cartridge	
			5.37	Windshield Washer Fluid	01- 252- 000- 0000- 6302	Hawk's Landing	
			53.73	Meals/Healthcare Trng	05- 420- 600- 4800- 6330	Laird	
			301.00	Zone Valves	19- 524- 000- 0000- 6422	SPS Company	
			74.81	Triple P- Food SA#49570514	05- 430- 710- 3661- 6020	Subway	
			8.53	garage door batteries	01- 252- 000- 0000- 6405	Thrifty	
			23.90	MED SUPPLIES	01- 252- 000- 0000- 6262	WALMART	
			141.20	GROCERIES	01- 252- 000- 0000- 6418	WALMART	
			105.77	Comp.Desk for Radio Computer	01- 252- 000- 0000- 6625	Walmart	
		Warrant # 846 Total	5,014.21	Date 2/14/13			
847	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			16,540.15	January Deed Tax	09- 000- 000- 0000- 2025		
			29,272.40	January Mortgage Registry	09- 000- 000- 0000- 2026		
		Warrant # 847 Total	45,812.55	Date 2/15/13			
848	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			2,866.87	CLAIMS	01- 044- 904- 0000- 6360		
						2/11/13	2/15/13

Aitkin County

WARRANT REGISTER



February Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
840	48	Aitkin Co Abstract Company 112 3RD ST NW AITKIN, MN 56431	485,927.18	Gravel Pit Purchase	03- 303- 000- 0000- 6600	08- 0- 024200	
		Warrant # 840 Total	485,927.18	Date 2/1/13			
841	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	3,989.09	CLAIMS	01- 044- 904- 0000- 6360	1/28/13	2/1/13
		Warrant # 841 Total	3,989.09	Date 2/6/13			
842	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	220.87	12- 0- 041700 NSF Per 1	13- 943- 000- 0000- 2004	Hannay	
		Warrant # 842 Total	220.87	Date 2/11/13			
843	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	67.14	Credit Card Fee	19- 522- 000- 0000- 6217		
		Warrant # 843 Total	67.14	Date 2/11/13			
844	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	5,207.25	CLAIMS	01- 044- 904- 0000- 6360	2/4/13	2/8/13
		Warrant # 844 Total	5,207.25	Date 2/13/13			
845	90465	Bremer Bank, N.A. PO BOX 260 AITKIN, MN 56431	721.40	2012 MN CARE TAX	05- 400- 400- 0402- 6231	TYPE 399	
		Warrant # 845 Total	721.40	Date 2/13/13			
846	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	86.53	hotel/shoreland ord.mtg- Napsta	01- 001- 000- 0000- 6332		
			80.00	MAAO annual membership- Ladd	01- 043- 000- 0000- 6240		

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Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Gas Tax Payments



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	3	262,075.65	Road & Bridge
All Funds		262,075.65	Total

Approved by,

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/13 2:11PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
7038	Town Of Workman	Treasurer			
			Amount	1 Transactions	
			7,055.22		
303	DEPT Total:		262,075.65	R&B Highway Maintenance	39 Vendors 39 Transactions
3	Fund Total:		262,075.65	Road & Bridge	39 Transactions
	Final Total:		262,075.65	39 Vendors	39 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/13 2:11PM
3 Road & Bridge

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
7029 Town Of Spalding Treasurer 03-303-000-0000-6830		5,527.89	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7029 Town Of Spalding Treasurer		5,527.89	1 Transactions	
7030 Town Of Spencer Treasurer 03-303-000-0000-6830		8,234.26	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7030 Town Of Spencer Treasurer		8,234.26	1 Transactions	
7031 Town Of Turner Treasurer 03-303-000-0000-6830		4,999.77	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7031 Town Of Turner Treasurer		4,999.77	1 Transactions	
7032 Town Of Verdon Treasurer 03-303-000-0000-6830		3,254.96	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7032 Town Of Verdon Treasurer		3,254.96	1 Transactions	
7033 Town Of Wagner Treasurer 03-303-000-0000-6830		8,286.94	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7033 Town Of Wagner Treasurer		8,286.94	1 Transactions	
7034 Town Of Waukenabo Treasurer 03-303-000-0000-6830		8,094.80	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7034 Town Of Waukenabo Treasurer		8,094.80	1 Transactions	
7035 Town Of Wealthwood Treasurer 03-303-000-0000-6830		6,654.10	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7035 Town Of Wealthwood Treasurer		6,654.10	1 Transactions	
7036 Town Of White Pine Treasurer 03-303-000-0000-6830		2,327.96	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7036 Town Of White Pine Treasurer		2,327.96	1 Transactions	
7037 Town Of Williams Treasurer 03-303-000-0000-6830		4,767.87	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7037 Town Of Williams Treasurer		4,767.87	1 Transactions	
7038 Town Of Workman Treasurer 03-303-000-0000-6830		7,055.22	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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3 Road & Bridge

<u>Vendor</u>	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
7019	Town Of Malmo Treasurer 03-303-000-0000-6830		6,860.77	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
			6,860.77	1 Transactions	
7020	Town Of Mcgregor - Treasurer 03-303-000-0000-6830		1,999.37	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7020	Town Of Mcgregor - Treasurer		1,999.37	1 Transactions	
7021	Town Of Millward Treasurer 03-303-000-0000-6830		2,910.13	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7021	Town Of Millward Treasurer		2,910.13	1 Transactions	
7022	Town Of Morrison Treasurer 03-303-000-0000-6830		5,600.95	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7022	Town Of Morrison Treasurer		5,600.95	1 Transactions	
7023	Town Of Nordland Treasurer 03-303-000-0000-6830		15,064.36	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7023	Town Of Nordland Treasurer		15,064.36	1 Transactions	
7024	Town Of Pliny Treasurer 03-303-000-0000-6830		3,095.32	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7024	Town Of Pliny Treasurer		3,095.32	1 Transactions	
7025	Town Of Rice River Treasurer 03-303-000-0000-6830		5,248.87	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7025	Town Of Rice River Treasurer		5,248.87	1 Transactions	
7026	Town Of Salo Treasurer 03-303-000-0000-6830		4,170.20	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7026	Town Of Salo Treasurer		4,170.20	1 Transactions	
7027	Town Of Seavey Treasurer 03-303-000-0000-6830		2,669.39	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7027	Town Of Seavey Treasurer		2,669.39	1 Transactions	
7028	Town Of Shamrock Treasurer 03-303-000-0000-6830		18,574.21	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7028	Town Of Shamrock Treasurer		18,574.21	1 Transactions	

Aitkin County



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3 Road & Bridge

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
7010 Town Of Hazelton Treasurer		15,349.87	1 Transactions	
4879 Town Of Hill Lake Clerk- Treas 03- 303- 000- 0000- 6830		6,501.36	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
4879 Town Of Hill Lake Clerk- Treas		6,501.36	1 Transactions	
7011 Town Of Idun Treasurer 03- 303- 000- 0000- 6830		5,199.31	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7011 Town Of Idun Treasurer		5,199.31	1 Transactions	
7012 Town Of Jevne Treasurer 03- 303- 000- 0000- 6830		6,648.09	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7012 Town Of Jevne Treasurer		6,648.09	1 Transactions	
7013 Town Of Kimberly Treasurer 03- 303- 000- 0000- 6830		7,466.08	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7013 Town Of Kimberly Treasurer		7,466.08	1 Transactions	
7014 Town Of Lakeside Treasurer 03- 303- 000- 0000- 6830		9,687.52	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7014 Town Of Lakeside Treasurer		9,687.52	1 Transactions	
7015 Town Of Lee Treasurer 03- 303- 000- 0000- 6830		2,722.77	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7015 Town Of Lee Treasurer		2,722.77	1 Transactions	
7016 Town Of Libby Treasurer 03- 303- 000- 0000- 6830		2,970.11	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7016 Town Of Libby Treasurer		2,970.11	1 Transactions	
7017 Town Of Logan Treasurer 03- 303- 000- 0000- 6830		5,911.19	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7017 Town Of Logan Treasurer		5,911.19	1 Transactions	
7018 Town Of Macville Treasurer 03- 303- 000- 0000- 6830		4,904.11	Gas Tax Paid in 2013	Twp Road Allotment Gas Tax
7018 Town Of Macville Treasurer		4,904.11	1 Transactions	
7019 Town Of Malmø Treasurer				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
2/25/13 2:11PM
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
303	DEPT			R&B Highway Maintenance		
7000	Town Of Aitkin Treasurer 03-303-000-0000-6830		12,113.85	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7000	Town Of Aitkin Treasurer		12,113.85	1 Transactions		
7001	Town Of Ball Bluff Treasurer 03-303-000-0000-6830		5,559.74	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7001	Town Of Ball Bluff Treasurer		5,559.74	1 Transactions		
7002	Town Of Balsam Treasurer 03-303-000-0000-6830		2,745.87	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7002	Town Of Balsam Treasurer		2,745.87	1 Transactions		
7003	Town Of Beaver Treasurer 03-303-000-0000-6830		4,182.22	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7003	Town Of Beaver Treasurer		4,182.22	1 Transactions		
7004	Town Of Clark Treasurer 03-303-000-0000-6830		5,970.64	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7004	Town Of Clark Treasurer		5,970.64	1 Transactions		
7005	Town Of Cornish Treasurer 03-303-000-0000-6830		2,830.08	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7005	Town Of Cornish Treasurer		2,830.08	1 Transactions		
7006	Town Of Farm Island Treasurer 03-303-000-0000-6830		19,541.78	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7006	Town Of Farm Island Treasurer		19,541.78	1 Transactions		
7008	Town Of Glen Treasurer 03-303-000-0000-6830		9,912.20	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7008	Town Of Glen Treasurer		9,912.20	1 Transactions		
7009	Town Of Haugen Treasurer 03-303-000-0000-6830		6,461.52	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax
7009	Town Of Haugen Treasurer		6,461.52	1 Transactions		
7010	Town Of Hazelton Treasurer 03-303-000-0000-6830		15,349.87	Gas Tax Paid in 2013		Twp Road Allotment Gas Tax

DKB1
2/25/13 2:11PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Auditor Warrants -
Gas Tax Payments

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 02/27/13

From: Sheriff Scott Turner

Title of Item: STS Donations

Requested Meeting Date: 03/12/2013 Est. Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: February 22, 2013
FROM: Sheriff Scott Turner RE: STS Donation

Riceland Chapter of Minnesota Deer Hunters Association has made a generous donation of \$150 to the Aitkin County STS program.

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: February 27, 2013
FROM: Sheriff Scott Turner RE: STS Donation

Garrison Commercial Club has made a generous donation of \$500 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 02/27/13

Via:

From: Undersheriff John Drahota

Title of Item: Public Auction of Vehicles

Requested Meeting Date: 03/12/2013 Est. Presentation Time: _____

Presenter: Undersheriff John Drahota

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: February 27, 2013
FROM: Undersheriff John Drahota RE: Public Auction of Vehicles

I am requesting approval to offer at public auction the following vehicles seized under
DWI forfeiture:

- 2000 Dodge Caravan (144,845 miles)
- 1997 Ford F150 (133,173 miles)
- 2004 Chevrolet Cavalier (65,369 miles)
- 2008 Toyota FJ Cruiser (29,605)

The vehicles will be auctioned in the same manner as in previous years – they will be
placed on the web site www.minnbid.org .

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: 3-5-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Renewal of Consumption & Display (Set Up) Permit for Minnewawa Sportsmen's Club

Requested Meeting Date: 3-12-13 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) Proposed Motion

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.

For: County Board meeting of March 12, 2013.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

Minnewawa Sportsmen's Club Inc., d/b/a **Minnewawa Sportsmen's Club** – Shamrock Township

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 5, 2013

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Fire Protection Contract with City of Palisade

Requested Meeting Date: March 12th Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

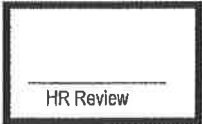
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 04-422-6801

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

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



Supporting Attachment(s)


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

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

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

March 5, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: 2014 Fire Protection contract with the City of Palisade

The City of Palisade has submitted a renewal contract to provide fire protection to the 5 neighboring unorganized townships. The allocation of fire protection costs are as follows: 50-26 \$1,391; 51-25 \$228; 49-27 \$ 4,318; 50-27 \$275; and 50-25 \$1,463.

Request to authorize signatures to the 2014 Fire Protection contract with the City Palisade for the unorganized townships.

Agreement for Fire Protection

COUNTY AUDITORS OFFICE
FILED
MAR 05 2013
COUNTY AUDITORS OFFICE

THIS AGREEMENT, MADE and entered into this 7th day of February, 2013 by and between the City of Palisade, a Municipal Corporation of Aitkin County, MN and the Township of Unorganized Municipal corporation of Aitkin County, MN.

WHEREAS, the second party, deeming it advisable to have available for the benefit of the residents of said Township, services of the first party's Fire Department, and the Electors of said Town having pursuant to law, provided a fund for the furnishing of said service and

WHEREAS, the first party has by appropriate action authorized its Mayor and Council Members to enter into a contract with the second party for the furnishing of said service.

NOW, THEREFORE, It is mutually agreed between the parties hereto, that for a period of ONE YEAR from and after the date hereof, the Fire Department of the first party will answer any and all fire calls of the residents in the following sections of Unorganized Township and will respond to such calls with suitable fire fighting apparatus manned by at least three members of the Palisade Fire Department, who will render all assistance possible in the saving of life and property. In consideration of said services, second party agrees to pay as follows;

\$7675 Due & payable by July 1, 2014

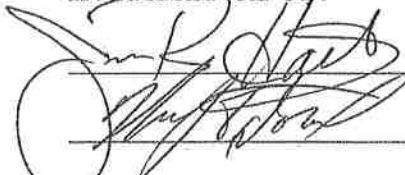
It is understood and agreed however, that at times weather and road conditions through the various seasons of the year can and no doubt will interfere in the rendering of such service, in which event, failure to furnish the service herein agreed upon, shall not be taken to be a breach of this agreement.

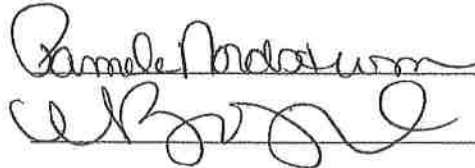
It is further agreed that this contract shall continue to be in effect for a period of not more than ten years with the privilege of canceling by either party with a written notice within 30 days. Late fee of 1.5% of total agreement will be assessed monthly after July 1st.

CONTRACT DATE January 1, 2014 to December 31, 2014

IN WITNESS WHEREOF, The respective parties have caused this instrument to be executed by respective officers thereof and the respective seals of the parties to be affixed thereto.

CITY OF PALISADE, A MUNICIPAL CORPORATION OF AITKIN COUNTY.
IN PRESENCE OF:





TOWNSHIP OF _____, A MUNICIPAL CORPORATION
OF AITKIN COUNTY.

Palisade Fire Department Budget

Proposed Budget	2014
Gas/Oil/Repair	2093
Insurance	5300
Utilities	6274
Wages	12550
Equipment	13942
Training	7945
Truck Depreciation	6971
	55075

Actual Expenditures	2011	2012
Gas/Oil/Repair	4439	7553
Insurance	5359	5359
Utilities	5734	6485
Wages	10364	11000
Equipment	24754	6786
Training	5465	8737
Dues/Subscriptions	3846	1530
	59961	47450

Please sign & mail the original with payment to:
City of Palisade
PO Box 144
Palisade, MN 56469

Due date for 2013 contract is July 1st-late fees will apply to contracts not paid by that date.

\$ 7377

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 5, 2013
Via: Patrick Wussow, County Administrator
From: Kirk Peysar, County Auditor

Title of Item:
Fire Protection Contract with City of Hill City

Requested Meeting Date: March 12th Estimated Presentation Time: n/a

Presenter: Kirk Peysar

Type of Action Requested (check all that apply)

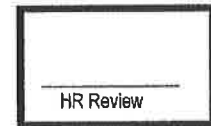
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: 04-422-6801

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

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



Supporting Attachment(s)

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

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

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

March 5, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor



Re: 2014 Fire Protection contract with the City of Hill City

The City of Hill City has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 52-25 \$2,295.22; 52-27 \$2,234.50, and 51-27 \$959.38

Request to authorize signatures to the 2014 Fire Protection contract with the City of Hill City for the unorganized townships.

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this March day of 2013, between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 52-25, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$2295.22. Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

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

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

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

this ____ day of _____, 20 ____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this ____ day of March, 2013, between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 52-27, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$ 2234.50 . Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

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

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

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

this ____ day of _____, 20____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

AGREEMENT FOR FIRE SERVICE

This Agreement, made and entered into this 13 day of March, 2013 between the City of Hill City Fire Department, hereinafter called the City of Hill City and the township of 51-27, hereinafter called the "Town".

1. The City of Hill City agrees to furnish fire protection to all properties within the Town for this contract and under the conditions herein provided.
2. In providing said fire protection service, the City of Hill City agrees as follows:
 - A. To make reasonable efforts to respond to all fire calls in the Town.
 - B. To provide and keep in good operating condition fire fighting equipment adequate to provide such fire protection service.
 - C. It is contemplated that the City of Hill City will provide similar fire protection service in several towns in Aitkin and Itasca County. If two or more calls are received, the City will answer them in the order in which they are received.
 - D. Road and weather conditions must be such that the fire call can be made with reasonable safety to the firemen and equipment. The decision of the City, whether the fire run can be made with reasonable safety to the firemen and equipment, shall be final.
 - E. The City shall not be liable to the Town for the loss or damage of any kind whatever resulting from any failure to furnish or any delay in furnishing firemen or fire equipment, or from any failure to prevent, control, or extinguish fire whether such loss or damage is caused by the negligence of the employees of the City or otherwise.
3. For the services contracted, the Town shall pay into the City Fire Account its fair share annually. The City shall pay into the City Fire Account its fair share annually. The City shall annually determine the fair share cost of fire service, and notify the Township of that amount before its annual meeting. Your fair share cost of fire service for this service contract is \$959.38. Payments can be made at the discretion of the Town as long as the total fair share amount is paid each year.
4. The Town shall annually, during the term of this contract, make a tax levy which has been authorized by the town electors for the purpose of providing their fair share of the costs of operating this fire protection service. This levy shall be

reviewed each year and any changes made as certified by the City, who shall file a detailed budget account of the costs of providing such service.

5. This contract shall run from its date for a term on one (1) year, unless earlier terminated by written notice of either party given by mail three (3) months prior to any anniversary date of this contract.

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

this _____ day of _____.

CITY OF HILL CITY

By: _____
Mayor

ATTEST:

City Clerk

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

this ____ day of _____, 20____.

TOWN OF _____

By: _____
Chairman of Town Board

ATTEST:

Town Clerk

	Pop%+Call%+TC%/3	2013 AMOUNT
HILL CITY	28.03%	\$17,019.82
HILL LAKE	25.93%	\$15,744.70
MACVILLE	12.06%	\$7,322.83
SPANG	13.98%	\$8,488.66
WILDWOOD	10.96%	\$6,654.91
52-25	3.78%	\$2,295.22
52-27	3.68%	\$2,234.50
51-27	1.58%	\$959.38
TOTALS	100.00%	\$60,720.00

Statistics

	POPULATION	POPULATION %	2010 Calls	2011 CALLS	2012 CALLS	3 YR AVERAGE CALLS %	TAX CAPACITY	TC %
HILL CITY	633	34.67%	7	6	11	34.78%	\$298,176	14.63%
HILL LAKE	430	23.55%	6	8	5	27.54%	\$544,682	26.70%
MACVILLE	206	11.28%	2	1	8	15.94%	\$182,871	8.96%
SPANG	264	14.46%	3	0	2	7.24%	\$413,159	20.25%
WILDWOOD	193	10.57%	0	0	3	4.35%	\$366,248	17.95%
52-25	50	2.74%	2	0	1	4.35%	\$86,872	4.26%
52-27	25	1.37%	0	2	2	5.80%	\$79,027	3.87%
51-27	25	1.37%	0	0	0	0%	\$68,914	3.38%
TOTALS	1826	100%	20	17	32	100%	\$2,039,949	100%

INCIDENT #	DATE	TYPE OF CALL	LOCATION	TIME	FIREFIGHTERS	HOURS	TOWNSHIP
1	1/2/2012	VEH THROUG ICE	DINNER PAIL LAKE	1702	16	1	SPANG
2	1/22/2012	RV FIRE	68474 HWY 169	1607	17	2	HILL LAKE
3	1/24/2012	CAR ACC W/INJURIES	HWY 169 S	1026	7	1	MACVILLE
4	1/24/2012	CHIMNEY FIRE	59583 OSPREY	1620	10	2	MACVILLE
5	2/10/2012	CAR ACC W/INJURIES	HWY 169 S	1549	9	1	MACVILLE
6	3/14/2012	GRASS/STRUCTURE FIRE	38944 610TH	1803	16	3	MACVILLE
7	3/15/2012	GRASS FIRE PERMIT	EAST SIDE HILL LAKE	1820	CANCELLED	1	HILL LAKE
8	4/5/2012	GRASS FIRE	34126 630TH	1213	6	1	MACVILLE
9	5/9/2012	GRASS FIRE	NORTH MAIN ST	1900	7	1	HILL CITY
10	6/8/2012	MOTORCYCLE ACC	COUNTY ROAD 7	2138	6	1	MACVILLE
11	6/9/2012	FIRE ALARM	536 GILL ST	2227	2	1	HILL CITY
12	6/21/2012	FLOOD RESPONSE	WILDWOOD TWSP	1705	7	6	WILDWOOD
13	6/22/2012	FLOOD RESPONSE	WILDWOOD TWSP	600	2	10	WILDWOOD
14	6/23/2012	FLOOD RESPONSE	11082 W SPLITHAND	1445	8	2	WILDWOOD
15	6/26/2012	FIRE ALARM	400 QUADNA RD	2043	7	1	HILL CITY
16	6/28/2012	FIRE ALARM	500 IONE AVE	1340	CANCELLED	1	HILL CITY
17	7/2/2012	CO ALARM	61305 372ND PL1	2035	7	1	MACVILLE
18	7/2/2012	CLEAR TREES FROM RD	HWY 200 EAST	2045	4	1	QUADNA
19	7/4/2012	ALARM	39963 HWY 200	1515	7	1	SHOVEL LK
20	7/6/2012	CAR ACC W/INJURIES	HWY 200/ HWY 169	1219	12	3	HILL CITY
21	7/14/2012	MOTORCYCLE ACC	HWY 200 WEST	1327	10	1	HILL LAKE
22	7/30/2012	MOTORCYCLE FIRE	WEST COUNTY LINE RD	1815	11	1	SPANG
23	8/18/2012	STRUCTURE FIRE	HWY 169/600TH LN	1510	13	2	MACVILLE
24	8/28/2012	SMOKE IN HOUSE	66029 420TH AVE	842	10	2	SHOVEL LK
25	9/23/2012	CO ALARM	141 IONE AVE	1957	9	1	HILL CITY
26	10/17/2012	CO ALARM	147 CEDAR ST	2353	4	1	HILL CITY
27	10/22/2012	DRYER FIRE	123 STONER AVE	1049	8	1	HILL CITY
28	11/4/2012	SMOKE IN HOUSE	402 QUADNA RD	2322	9	1	HILL CITY
29	11/18/2012	FIRE ALARM	QUADNA	1026	CANCELLED	1	HILL CITY
30	12/24/2012	CAR ACC W/INJURIES	GILL ST/HWY 169	1315	11	1	HILL CITY
31	12/29/2012	CAR ACC W/INJURIES	HWY 169 N	1200	12	1	HILL LAKE
32	12/29/2012	CAR ACC WO/INJURIES	HWY 169 N	1205	12	1	HILL LAKE

HILL CITY FIRE DEPARTMENT 2012 STATISTICS

LOCATION:

City of Hill City – 11 Calls
Hill Lake Twsp – 5 Calls
Macville Twsp – 8 Calls
Spang Twsp – 2 Calls
Unorg. Twsp (Quadna) – 1 Call
Unorg. Twsp (Shovel Lake) – 2 Calls
Unorg. Twsp (Lemay) – 0 Calls
Wildwood Twsp – 3 Calls

TOTAL – 32 Calls

CALLS PER MONTH

January – 4 Calls
February – 1 Call
March – 2 Calls
April – 1 Call
May – 1 Call
June – 7 Calls
July – 6 Calls
August – 2 Calls
September – 1 Call
October – 2 Calls
November – 2 Calls
December – 3 Calls

TIMES OF CALLS

AM – 5 Calls
PM – 27 Calls

TYPES OF CALLS

Fire Alarms – 4 Calls
Structure Fires – 2 Calls
Grass/Brush Fires – 3 Calls
Vehicle Acc W/Injuries – 7 Calls
Vehicle Acc No Injuries – 1 Call
Chimney Fire – 1 Call
Other – 3 Calls
Vehicle Fires – 2 Calls
CO Alarms – 3 Calls
Flood Response – 3 Calls
Smoke in House – 2 Calls
Other Fires – 1 Call

Saturdays – 6 Calls
Sundays – 4 Calls
Mondays – 6 Calls
Tuesdays – 4 Calls
Wednesdays – 4 Calls
Thursdays – 4 Calls
Fridays – 4 Calls

AVERAGE PERSONELL PER CALL – 9 FIREFIGHTERS

COMPILED BY JEREMY NELSON – FIRE CHIEF

HILL CITY FIRE DEPARTMENT

2012 YEAR END REPORT

2012 Officers:

Chief Jeremy Nelson

Asst. Chief Mike Boleman

Captain Alan Myers

Captain Tom Fasteland

Captain Mark Meyer

Fire Marshal Jeff Madsen

Safety Officer/Secretary Dick Kaslow

In 2012 the Hill City Fire Department responded to 32 calls for service. This is an increase over the 18 calls in 2011, 22 calls in 2010, and equal to the amount of calls in 2009.

The break down of calls is:

Fire Alarms	4 Calls
CO Alarms	3 Calls
Structure Fires	2 Calls
Grass/Brush Fires	3 Calls
Chimney Fires	1 Call
Vehicle Accident W/injuries	7 Calls
Vehicle Accidents Without Injuries	1 Call
Flood Response	3 Calls
Other Calls	3 Calls
Vehicle Fires	2 Calls
Other Fires (Dryer on Fire)	1 Call
Smoke in Home	2 Calls

The two structure fires that we responded to this year were both in Macville Township.

The first one was on 03/14/12 and was the result of a permitted grass fire that got out of control. The structure was an unoccupied cabin, in Swatara, and was damaged by the fire but not destroyed. We were assisted on the scene by the Palisade Fire Dept, the Remer Fire Dept, the MN DNR, the Hill City Police Dept, and the Aitkin County Sheriff's Office.

The second structure fire was on 8/18/12 and was a small hunting shack located on Hwy 169 just north of 600th LN. The shack was already totally engulfed with fire when a passerby on Hwy 169 called it in. The cause of the fire appeared to be from a campfire that had not been totally extinguished and spread to recently cut grass and then to the shack a short distance away.

We also responded to two vehicle fires, one RV and one motorcycle.

On June 21,22,and 23rd we were called to assist with the flood response in Wildwood Township at Big and Little Splithand Lakes. This operation was coordinated by the Itasca County Sheriff's Office Emergency Management. Fire Department Members assisted with filling and deploying sand bags as well as flood assessment. Fire Departments from Grand Rapids, Cohasset, Coleraine, Bovey, Taconite, and Deer River also responded to assist, along with the MN DNR, Itasca County Sheriff's Office Search and Rescue, and many local community member volunteers.

Fortunately the vehicle accidents that we responded to this year only resulted in relatively minor injuries and no serious injuries or death. We did not have to use the Jaws of Life to extricate anyone in 2012. With the majority of the accidents, the Hill City Fire Dept. assisted with traffic control, assisted the First Responders and ambulance staff with patient care and removal from the scene. Other duties included clean up of debris, ensuring the vehicles were stable and not a fire danger, and cleaning up fluids that had leaked from the vehicles.

All of the fire alarms that we responded to this year were false alarms as were two of the three carbon monoxide alarms. One of the carbon monoxide alarms was a actual issue with the cause of the carbon monoxide in the residence being traced back to a charcoal grill that was in an attached garage.

Other calls included removing down trees from Hwy 200 after the wind storm on July 2, responding to a vehicle through the ice on Dinner Pail Lake (which turned out to be a false call), and two reports of smoke in houses – one was an electrical issue and the other was a oven mitt that was put in a microwave by a small child.

With Aitkin County Sheriff's Office moving to the 800 mhz system, to comply with the narrowband mandate by the end of 2012, we have received 6 portable radios from the Itasca County Sheriff's office for interoperability, 1 portable radio from a NE MN Radio Board grant, and 8 portable radios, 4 truck radios, and a base station from the Aitkin County Sheriff's Office. So far we have not had to purchase any 800 mhz radios. Costs to the Hill City Fire Department are going to be limited to purchasing new narrowband compliant pagers, most of which were purchased from a DNR matching grant, and the programming of the pagers. We have been very fortunate to have received radios from Itasca County and Aitkin County to keep our costs at a minimum.

In 2012 we hosted a propane emergency class that allowed members to fight a propane fire hands on in a training setting. We also did in house training with pumping and shuttling water, grass fires, 800 mhz radio training, and search and rescue training.

In 2012 as required by NFPA, both pumper trucks and our tanker(which also serves a back up pumper) pumps were serviced and certified. Our Self Contained Breathing Apparatus (SCBA) were also certified and all passed without issue.

As discussed In the fall of 2011 and the spring of 2012, the Hill City City Council has agreed to switch the way that the Fire Department fair share contracts are figured. In the past it has gone strictly off of the tax capacities for each township and the City. In the spring of 2012, after several meetings with the townships and with the City of Hill City, the City Council approved that a formula using population, a three year average of calls in the respective township/City, and the tax capacity. The formula and figures used to determine the amount paid by each entity are laid out in the attached spreadsheets.

If there are any questions about the this report or about the Hill City Fire Dept. please feel free to contact any of the Officers at the top of the page.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3/6/2013
Via: Patrick Wussow, County Administrator
From: Land Department
Title of Item: Transfer and Apportionment of 2012 Forfeited Tax Funds
Requested Meeting Date: 3/12/13 Estimated Presentation Time: n/a
Presenter: Mark Jacobs

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
What type of expenditure is this? Operating Capital Other (attach explanation)
Revenue line account # that funds this item is: _____
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 (2)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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

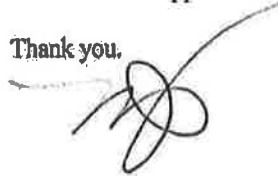
Mark Jacobs
Aitkin County Land Commissioner

To: County Board of Commissioners
CC: County Administrator
Date: 3/6/2013
Re: Transfer and Apportionment of 2012 Forfeited Tax Revenue

The two attached draft resolutions are the annual transfer and apportionment of revenue from tax-forfeited lands as directed by MN Statute 282 and County policy.

The amounts listed are proportionally the same amounts historically apportioned and transferred; and reflect the numbers in the approved 2013 budget.

Thank you.



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

ADOPTED March 12, 2013

By Commissioner: xx

031213-0xx

Transfer and Apportionment of 2012 Forfeited Tax Funds M.S. 282.08

WHEREAS, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

NOW, THEREFORE, BE IT RESOLVED, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

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 March 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 March A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA
ADOPTED March 12, 2013

By Commissioner: xx

031213-0xx

Transfer and Apportionment of 2012 Forfeited Tax Funds M.S. 282.09

WHEREAS, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2012 calendar year was \$30,000.00, and

WHEREAS, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2012 calendar year is \$20,000.00, and

WHEREAS, a gravel pit rehabilitation account has been established, and \$.15 per yard of gravel taken out of county pits will be placed in this account, the 2012 amount to be placed in this account is \$1,185.60.

NOW THEREFORE, BE IT RESOLVED, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$1,185.60 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

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 March 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 March 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: 3-6-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: MnDOT Presentation

Requested Meeting Date: 3-12-13 Estimated Presentation Time: 9:05 am - 9:50 am

Presenter: John Welle

Type of Action Requested (check all that apply)

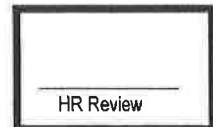
- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal 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: March 5, 2013

Regular Agenda Item: MnDOT Presentation

Representatives of MnDOT District 1 in Duluth and MnDOT District 3 in Baxter will be available to discuss the proposed 2013-2017 Area Transportation Improvement Program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-5-13

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: 3-12-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Consent Agenda
- For discussion 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.

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 Discussion – Conference Call

DATE: March 5, 2013

The County Board will hold their second telephone conference call with Representative Radinovich and Senator Ruud on Tuesday, March 12th at 10:00 a.m. to discuss current legislative activities. Their first conference call took place on February 12th. By having monthly conference calls the Board is able to accommodate the time constraints of the officials meeting 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: 3-6-13

Via: Patrick Wussow, County Administrator

From: Jim P. Ratz, County Attorney

Title of Item:

Closed Meeting Under MN Statute 13D.05, subd. 3(b) Attorney-Client Privilege

Requested Meeting Date: 3-12-13 Estimated Presentation Time: 15 minutes

Presenter: James P. Ratz, County Attorney and John Welle, County Engineer

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 13D.05, subd. 3(b)
- 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.

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

Subd. 3. What meetings may be closed.

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-6-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Legislative Update

Requested Meeting Date: 3-12-13 Estimated Presentation Time: 30 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) HF931 Summary

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: March 5, 2013

Regular Agenda Item: Legislative Update

Summary:

A transportation funding bill, HF931, was introduced on February 25, 2013. This bill contains a number of items related to transportation funding including a 10% increase in motor vehicle registration fees, a 5-cent gas tax increase, an additional 4.5-cent gas tax phased in over the next three years, a new sales tax on motor vehicle repair that would be dedicated to transportation, exempting most, but not all, sales tax paid by highway departments, an expanded wheelage tax, and a local option 0.5% sales tax. While this bill is certainly viewed favorably by transportation advocates, there is some language in the bill that will generate discussion. I therefore would like to discuss this bill to gain Board direction.

H.F. XXXX – Transportation Finance Proposal 931 Major Features

➤ Invests over \$3 Billion for needed highway and transit improvements over the next 4 years.

- Authorizes a total of \$800 million in trunk highway bonds with \$200 million authorized each year. Funds are distributed to the Transportation Economic Development Fund (TED) and the Corridor Investment Management Strategies (CIMS) Fund.

- \$100 M in FY2014, FY2015, FY2016, FY2017 for TED
- \$100 M in FY2014, FY2015, FY2016, FY2017 for CIMS

- Raises the state gas tax by 5 cents per gallon 2013.
- Increases the fuel surcharge by 1.5 cents per gallon each year for 3 years. *2008 bill has original \$*
- Provides additional dedicated revenue through the license tab fees by increasing the tax rate from 1.25% of vehicle value to 1.375% and increases the flat tax paid all vehicle owners by \$10.
- Extends the state sales tax to all automobile parts and services and dedicates the revenue to transportation with $\frac{1}{2}$ of the revenue deposited in the CSAH fund, $\frac{1}{4}$ of the revenue deposited in the Metropolitan Transit Account and $\frac{1}{4}$ of the revenue deposited in the Greater MN Transit Assistance Account.
- Dedicates all of the sales tax collected from leased vehicles to transportation with the current distribution of the revenue: 50% to Greater MN Transit and 50% to metro county highways. Adds Hennepin and Ramsey to the counties receiving highway funds.
- Increases the current $\frac{1}{4}$ cent Metropolitan Area transportation sales tax by ~~.50%~~^{.50%} to a $\frac{3}{4}$ cent sales tax. The proposal doubles the current $\frac{1}{4}$ cent sales tax for transit to $\frac{1}{2}$ cent for transit and provides $\frac{1}{4}$ cent for metro county highways. Participation would be by county board approval. The plan provides at least \$100M per year in additional revenue for CTIB and \$100M for county highways.
- Authorizes the wheelage tax statewide and removes the current \$5 cap per vehicle.

- Authorizes the counties in Greater MN to levy the current local option sales tax for transportation by county board resolution.
 - Authorizes cities to create Street Improvement Districts.
 - Imposes a fine for paying license tab fees late. A fine of 5% of the registration tax owed would be charged with the revenue deposited in the Highway User Tax Distribution Fund.
 - Exempts any purchases of materials or services made with dedicated dollars (trunk highway funds, CSAH funds, MSA funds, MVST funds) for transportation projects from payment of the state sales tax.
 - Closes some loopholes in existing law related to payment of the motor vehicle sales tax (MVST). Gifts between individuals and vehicles purchased outside the state prior to residency in Minnesota would no longer be exempt from paying the tax. The flat fee for collector vehicles would be increased from \$90 to \$150.
-
- The bill provides about \$2.5 billion in new funding for state highways, county highways and city and township roads over the next 4 years.
 - The bill provides over \$700 million for transit systems statewide over the next 4 years.
 - The bill represents a balanced approach that will provide additional revenue for state highways both in the metropolitan area and in Greater Minnesota, county highways in the metropolitan area and in Greater Minnesota, city streets statewide, township roads and bridges, Metropolitan Area transitways and bus service and Greater Minnesota transit service.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-6-13
Via: Patrick Wussow, County Administrator
From: John Welle
Title of Item: 2013 Highway Construction/Maintenance Contracts

Requested Meeting Date: 3-12-13 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)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Contract List

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: March 5, 2013

Regular Agenda Item: Proposed 2013 Construction/Maintenance Program

Enclosed is a spreadsheet showing the proposed 2013 highway construction and maintenance contracts. Also enclosed is a listed of the proposed 2013 calcium chloride application for which bids will be opened on March 15th. I will review the various projects on this list to give current status and will be prepared to answer questions relative to these projects.

**2013 Summary of Contracts
for Construction and Maintenance Projects**

Contract	Project Number	Project Description	Project Length (miles)	Tentative Letting Date	Budgeted Cost Estimate	Current Cost Estimate	Actual Bid
1	Calcium Chloride	County-wide application of calcium chloride on specific roads		03/25/13	\$ 266,800	\$ 269,272	
2	Pavement Marking	County-wide application of pavement markings on specific roads		03/25/13	\$ 53,500	\$ 54,243	
3	Gravel Crushing			03/25/13	\$ 120,000	\$ 52,500	
4	C.P. 01-60-02	Bituminous Paving on CR 60 from Kanabec County line to TH 18	3.98	4/29/2013	\$ 1,000,000	\$ 1,101,511	
5	C.P. 01-54-01	Bituminous mill and overlay CSAH 1 to 7th Ave NE with full-depth patch	0.47	5/13/2013		\$ 75,000	
	C.P. 01-54-02	Bituminous mill, reclaim and pavement from CR 83 to end of pavement	0.5			\$ 160,000	
	C.P. 01-66-01	Bituminous mill and overlay from 0.26 miles east of US Hwy 169 to US Hwy 169	0.82			\$ 100,000	
	C.P. 01-77-01	Bituminous pavement reconstruction	0.54		\$ 75,000	\$ 140,000	
	C.P. 01-82-01	Bituminous mill, reclaim, and pavement	1.04			\$ 150,000	
	C.P. 01-83-01	Bituminous pavement reconstruction	0.61			\$ 175,000	
	C.P. 01-85-01	Bituminous mill and overlay	1.15		\$ 85,000	\$ 160,000	
		Bituminous patches on various county roads				\$ 100,000	
	Bituminous surface at Aitkin Highway Maintenance Facility				\$ 70,000		
6	S.A.P. 001-612-014	Grading, agg. base and bit. pavement on CSAH 12 from TH 47 to CSAH 39	2.57	5/20/2013	\$ 1,400,000	\$ 2,500,000	
7	S.A.P. 001-628-013	Culvert Replacement in Ripple River on CSAH 28	0.1	6/24/2013	\$ 150,000	\$ 255,000	
Total:						\$ 5,362,525	\$

2013 Calcium Chloride Application

Segments	First-time application	2008 ADT	Length	Rate (gallons per mile)	Gallons
CR 62 from 2.5 miles north of TH 210 to CR 71		360	1.5	2000	3000
CSAH 5 from CR 50 to 2 miles east		225	2	2000	4000
CR 53		190	2.3	2000	4600
CSAH 10 from TH 232 to 2.5 miles south		165	2.5	2000	5000
CSAH 30 from TH 65 to 0.5 mile east		135	0.5	2000	1000
CR 64 from CSAH 32 to 2 miles north		135	2	2000	4000
CR 59 from TH 18 to 1 mile north		125	1	2000	2000
CR 71		125	1	2000	2000
CSAH 32		120	3.3	2500	8250
CSAH 1 from 3.6 miles north of CSAH 22 to CSAH 3		120	7.4	2000	14800
CSAH 19 from CSAH 29 to 2 miles west		115	2	2000	4000
CSAH 25		115	3.3	2000	6600
CSAH 5 from TH 232 to CSAH 18	X	90	7.81	2500	19525
CR 51 from CSAH 28 to 265th Lane		90	2.5	2500	6250
CR 73		90	5.1	2000	10200
CSAH 5 from CR 53 to TH 210	X	90	4.6	2500	11500
CSAH 36 from 1.6 to 3.35 miles north of CSAH 14		85	1.75	2000	3500
CR 63		80	2.69	2000	5380
Gun Lake Pit Road			1	3000	3000
Glen Township Pit Road			0.5	2000	1000
Unorganized Township 47-24 - 257th Avenue			1.7	2000	3400
Unorganized Township 49-27 - 405th Place/502nd Lane			2	2000	4000
Unorganized Township 52-25 - 340th Avenue			1	2500	2500
Anticipated Organized Township Mileage			70	2500	175000
Anticipated County Dust Control Treatments, 60 at 400' length			4.55	2700	12285
Anticipated Gallons Needed:					316,790
Cost per Gallon:					\$ 0.85
Total Cost:					\$ 269,271.50

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

800 Mhz Radio Update

Requested Meeting Date: 3-12-13 Estimated Presentation Time: 10 minutes

Presenter: Scott Turner, Sheriff

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.

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: March 6, 2013

From: Sheriff Scott Turner

Re: Radio System Update/Radio Purchase

Just as an FYI – as of the date of this memo I have learned that 80 of the 87 counties in the state of Minnesota have or are migrating to the ARMER system. A good number of them have had to undertake local enhancements to the state-built backbone to ensure adequate coverage. Many of them have also put a great deal more radios on the system than we have here in Aitkin County.

With that said, our plan at the outset indentified the need for 371 radios for all disciplines that were going to make the migration. We took some steps to reduce this number and have always looked for ways to keep the cost low. As of this date we have implemented 290 radios on the system.

The County Board made the decision at the outset to take a wait-and-see stance on the coverage in the Aitkin area before making a decision on a local enhancement site. That decision, coupled with radio board restrictions at the time, made the purchase of the radios for the jail somewhat premature. We now have an 800 MHz talk group that can be used in the jail and installed in the dispatch console. This will eliminate the need for having to install a repeater in the jail for radio coverage in the jail and courthouse complex. It will, in the long run, be a cost savings for the county.

We are in need of 15 portable radios for jail/STS/transport. The state bid price on those is listed below – per our purchase from a month ago. This would put our radio total at 305 – still well below the original amount that was identified.

XTS 1500 portable	\$1,344.00	15	\$20,160.00
Impres Charger 6-bank	\$ 591.00	1	\$ 591.00

The propagation maps that were produced by the State of Minnesota as well as our consultant, GeoComm, showed a decreased coverage in the Aitkin area. The in-building coverage that we are realizing is poor at best in and around the City of Aitkin. I will be looking for some direction as to how the Board wants to proceed to address this deficiency.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 03/06/13

Via:

From: Sheriff Scott Turner

Title of Item: Hazard Mitigation Grant Agreement

Requested Meeting Date: 03/12/13 - Est. Presentation Time: 10 min.

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)
- 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) n/a
- What type of expenditure is this? _____ Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

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

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



Supporting Attachment(s)

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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) Grant Agreement

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners

Date: March 4, 2013

From: Sheriff Scott Turner

Re: Hazard Mitigation Planning Grant

Attached is a copy of a Hazard Mitigation Planning Grant from the State of Minnesota. If you recall, on October 12, 2012 the Aitkin County Board of Commissioners passed a resolution to enter into this sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety. The application has now been approved by the Federal Emergency Management Agency. Prior to resolution being approved by Aitkin County, all incorporated municipalities within Aitkin County (i.e. the cities of Aitkin, Hill City, McGrath, McGregor, Palisade and Tamarack) passed resolutions to participate in this process.

By doing so, all of the municipalities, townships and the County of Aitkin will be eligible for hazard mitigation funding opportunities as they become available. Through this planning process we will work to identify potential hazards that exist (both natural and man-caused) for all of Aitkin County and identify mitigation strategies for those hazards.

The grant amount is for \$25,500. There is a local match of \$8,500. The local match will be met by an "in-kind" contribution of time.

I am requesting authorization for the Aitkin County Board Chair and I to enter into this agreement with the State of Minnesota for this grant.

The last time that we undertook this task we contracted with ARDC back in 2005. We would once again look for a contractor to provide this service under the grant.

If you have any questions, please do not hesitate to call.

AN EQUAL OPPORTUNITY EMPLOYER

**STATE OF MINNESOTA
GRANT CONTRACT**

This grant contract is between the State of Minnesota, acting through its Commissioner of Public Safety, Division of Homeland Security and Emergency Management, 445 Minnesota Street, Suite 223, St. Paul, MN 55101 ("State") and the County of Aitkin, 217 2nd Street Northwest, Room 185, Aitkin, MN 56431 ("Grantee").

Recitals

- 1 Under Minn. Stat. § 299A.01, Subd 2 (4) and Minn. Stat. Chapter 12, Executive Order 10-06 the State is empowered to enter into this grant contract.
- 2 Federal funds for this grant contract are provided from the U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA) through the FEMA-State Agreement designated Grant Award Number FEMA-1941-DR-MN and amendments thereto.
- 3 The State is in need to allocate and disburse federal and state aid funds for approved Hazard Mitigation Grant Program (HMGP) planning grants and projects.
- 4 The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State.

Grant Contract

1 Term of Grant Contract

- 1.1 **Effective date:** February 15, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later. Once this grant contract is fully executed, the Grantee may claim reimbursement for expenditures incurred pursuant to Clause 4.2 of this grant contract. Reimbursements will only be made for those expenditures made according to the terms of this grant contract.
- 1.2 **Expiration date:** February 15, 2016, or until all obligations have been satisfactorily fulfilled, whichever occurs first.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 8. Liability; 9. State Audits; 10. Government Data Practices; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

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

- 2.1 The Grantee agrees to carry out the hazard mitigation measure(s) described in this grant contract, Attachment A, which is attached and incorporated in this grant contract. The Grantee shall perform their duties in accordance with the State of Minnesota Administrative Plan and Procedures for Section 404 Hazard Mitigation Grant Program, Revised June, 2011, and Sub-Grantee Handbook for Hazard Mitigation Assistance Program, Revised June, 2011, both of which are incorporated by reference into



- (3) **Mitigation Strategy:** This section provides the community's blueprint for reducing the potential losses identified in the risk assessment. This section of the plan will include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- (4) **Plan Maintenance Procedure:** This section of the plan will describe the plan maintenance process including the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
- (5) **Plan Adoption:** This section of the plan will include documentation that the governing body of the community requesting approval of the plan has formally adopted the plan.
- 2.3 Projects that alter, acquire, demolish or relocate structures or property: The Grantee shall ensure restrictive covenants, easements or maintenance agreements be conveyed on the deed to any affected property in accordance with the Sub-Grantee Handbook for Hazard Mitigation Assistance Program, Revised June, 2011 which is incorporated by reference into this grant contract.
- 2.4 The Grantee shall ensure that all applicable federal, state, and local permits and clearances are obtained prior to the start of any construction activity, including FEMA compliance with the National Environmental Policy Act, the National Historic Preservation Act, the Endangered Species Act, and all other environmental laws and executive orders.
- 2.5 The Grantee shall ensure that if the property is located in a Special Flood Hazard Area, that any person who receives federal assistance for repair, replacement, or restoration for damage to any personal, residential, or commercial property, at any time, must maintain flood insurance in accordance with P.L. 103-325, Title V National Flood Insurance Reform Act of 1973, § 582.
- 2.6 This grant contract is subject to all applicable federal and state statutes and regulations, policies, and executive orders, including, but not limited to the following:
- (1) Federal Audit Requirements, labeled Attachment B, which is attached and incorporated into this grant contract.
 - (2) Federal Assurances for Non-Construction and Construction Programs, labeled Attachment C, which is attached and incorporated into this grant contract.
 - (3) Grantees receiving \$100,000.00 or more must complete and return the Certification Regarding Lobbying form, labeled Attachment D, which is attached and incorporated into this grant contract.
 - (4) Single Audit Act Amendments of 1996 and Office of Management and Budget Circulars govern standard grant management practices: OMB Circulars A-87, A-102, and A-133 which are incorporated into this grant contract by reference.
- 2.7 Any written, visual, or audio publications, with the exception of press releases, whether published at the Grantee's or the State's expense shall contain the following statements: "This project was supported by Grant Award Number FEMA-DR-1941-Minnesota awarded by the Federal Emergency Management Agency (FEMA). Points of view or opinions in this document are those of the author and do not represent endorsement by FEMA or reflects FEMA views."

3 Time

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

4 Consideration and Payment

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

(1) **Compensation.**

- a. The Grantee will be reimbursed an amount not to exceed \$25,500.00 according to the breakdown of costs contained in Attachment A, which is attached and incorporated into this grant contract.

- b. The Grantee will submit a written change request for any substitution of budget items in Attachment A, or any deviation of more than 15% from the approved budget category amounts in Attachment A. Change requests for substitutions of budget items, or a deviation of more than 15% from the approved budget category amount must be given in writing to the State's Authorized Representative and at least 60 days prior to the Expiration date of this grant contract. Grantees whose requests have been approved will be notified in writing by the State's Authorized Representative to the Grantee's Authorized Representative. Requests must be approved prior to any expenditure by the Grantee.
- (2) **Matching Requirements.** (If Applicable.) Grantee certifies that the following matching requirement, for the grant contract, will be met by the Grantee: \$8,500.00.
- (3) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant contract will not exceed \$25,500.00.

4.2 Payment

- (1) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices must be submitted timely and according to the following schedule:
- Itemized invoices will be filed in arrears at least quarterly, but not more often than monthly, and within 30 days of the period covered by the invoice for services satisfactorily performed.
 - No more than 90% of the amount due under this grant contract may be paid until the project is complete and the work has been verified by the State's Authorized Representative. The balance due will be paid when the State determines that the project has been satisfactorily completed and all the terms of this grant contract have been met.
 - Final invoice pertaining to each state fiscal year of this grant contract must be received by July 31 of that calendar year. Reimbursements from the next state fiscal year(s) may commence on or after July 1 of that calendar year. The final invoice of this grant contract must be received no later than 30 days after the Expiration date of this grant contract.
 - Expenditures for each state fiscal year of this grant contract must be for services performed within applicable state fiscal years. Every state fiscal year begins on July 1 and ends on June 30.
- (2) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant contract will be made from federal funds obtained by the State through the U.S. Department of Homeland Security, Federal Emergency Management Agency through the FEMA-State Agreement designated Grant Award Number FEMA 1941-DR-MN and amendments thereto, under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law 93-288, as amended, 42 U.S.C. § 5121 et seq., and amended thereto ("the Stafford Act"), in accordance with 44 CFR 206.43, CFDA number 97.039. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5 Conditions of Payment

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

6 Authorized Representative

The State's Authorized Representative is John Moore, Mitigation Branch Director, Division of Homeland Security and Emergency Management, 445 Minnesota Street, Suite 223, St. Paul, MN 55101, Phone: 651-201-7453, or his successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is Scott Turner, Emergency Manager, 217 2nd Street Northwest, Room 185, Aitkin, MN 56431, (218) 927-7420. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

7 Assignment, Amendments, Waiver, and Grant Contract Complete

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

8 Liability

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

9 State Audits

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

THE REMAINDER OF THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

10 Government Data Practices

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

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

11 Workers' Compensation

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

12 Publicity and Endorsement

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

12.2 Endorsement. The Grantee must not claim that the State endorses its products or services.

13 Governing Law, Jurisdiction, and Venue

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

14 Termination

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

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

14.3 **Termination for Failure to Comply.** The State may cancel this grant contract immediately if the State finds that there has been a failure to comply with the provisions of this grant, that reasonable progress has not been made or that the purpose for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

15 Data Disclosure

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

1. ENCUMBRANCE VERIFICATION

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

Signed: _____

Date: _____

Purchase order No. 3-17712

3. STATE AGENCY

By: _____
(with delegated authority)

Title: _____

Date: _____

2. GRANTEE

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

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

Distribution:
DPS/FAS
Grantee
State's Authorized Representative

APPROVED Project Funding Breakdown

a) HSEM (HMGP) Share (FEMA):	<u>\$25,500.00</u> (maximum)
b) HSEM STATE Share:	\$ 0.00(maximum)
c) FEMA Individual Assistance Program and Public Assistance Program Share:	\$ 0.00(maximum)
d) Other State Agency Share:	<u>\$ 0.00</u>
e) Sub-Grantee Share (Local Match):	<u>\$ 8,500.00</u>
f) Approved Project Amount by FEMA:	<u>\$ 34,000.00</u>
	+
g) Sub-Grantee HMGP Administrative Cost Allowance	<u>\$ 0.00</u> (maximum)

TOTAL Project: \$ 34,000.00

Federal Funding Breakdown
HSEM (HMGP) Share (FEMA) \$ 25,500.00
+
Sub-Grantee HMGP Admin \$ 0.00
Total HMGP Funding: \$ 25,500.00

HMA Quarterly Expenditure Report						Grantee:	Aitkin County	Quarter Start Date:		Grant No. 3-17712	
						Grant #	DR 1941.10	Quarter End Date:		Attachment A	
		75%				25%					
Budget Item From Application	Federal Share	Local Match	In-Kind	State Share (if applicable)	State Share (if applicable)	Total					
Total Grant Allocation	25,500.00	8,500.00				34,000.00					
Payroll/Staff			0.00			0.00					
Consulting fees	0.00	0.00				0.00					
Engineering/Design						0.00					
Equipment						0.00					
Demolition						0.00					
Materials						0.00					
Labor						0.00					
Travel						0.00					
Mileage						0.00					
Office Supplies						0.00					
Printing cost						0.00					
Public Meetings						0.00					
Other						0.00					
						0.00					
						0.00					
Total Expended	0.00	0.00	0.00	0.00	0.00	0.00					
Grant Remaining Balances	25,500.00	8,500.00		0.00	0.00	34,000.00					
Current % Of Budget Spent	0%	0%				0%					
Current Reimbursement Request	0.00	Project to Date Requested amount	0.00	In-Kind	0.00	Grantee Remaining Match + In-Kind Balance	8,500.00				
Match to Date	0.00	Project to Date Match + In-Kind	0.00	10% Held Federal Amount	2,550.00	Federal Remaining Balance -10%	22,950.00				
I certify the above data is correct based on the grantees official accounting system and records, consistently applied and maintained, expenditures shown have been made for the purpose of and in accordance with, applicable grant terms and conditions. I also certify that appropriate documentation to support these authorized costs and expenditures is available.											
Date:											
Authorized Signature										Page A 2	
FEMA (Federal Emergency Management Agency, HMA (Hazard Mitigation Assistance), HSEM (Minnesota Homeland Security and Management)											



STATE OF MINNESOTA
 Department of Public Safety
 Division of Homeland Security and Emergency Management
 444 Cedar Street, Suite 223
 St. Paul, MN 55101-6223
 (651) 201-7400

ATTACHMENT A

**HAZARD MITIGATION ASSISTANCE
 PLANNING GRANT APPLICATION**

Directions:

1. Complete all sections. Boxes expand as you type.
2. Return completed application to the above address, attention State Hazard Mitigation Officer.

A. PLAN INFORMATION

Name of Organization/Agency: Aitkin County

Type of Plan (check one):

- Multi-Jurisdiction Plan Single Jurisdiction Plan Tribal Community Plan

If the jurisdiction already has an approved mitigation plan: Plan approval date: 4/6/2005

Note: Attach a copy of the Plan Requirements Crosswalk supplied by FEMA when the current plan was approved.

List the communities participating in the plan (county, cities, and/or tribal communities): Aitkin County, Please add participating cities. Aitkin, Hill City, McGregor, McGrath, Palisade, Tamarack

Note for Multi-Jurisdictional Plans: A Statement of Interest in All-Hazard Mitigation Planning for cities listed above are required to be submitted with this application. Townships are optional.

Eligible Planning Activity (check one):

- New Plan Development Five Year Plan Review

Note: Jurisdictions with no plans should check New Plan Development. Jurisdictions with plans already approved by FEMA should check Five Year Plan Review and also determine:

Resolution: applicant has passed or is in the process of passing a resolution authorizing participation in program and designating a signatory.

This document is attached pending other (explain)

Federal Tax ID #/FEIN 41-6005749	DUNS Number http://fedgov.dnb.com/webform 04-746-4805	FIPS Code 27-001 Search by State & county: http://www.census.gov/geo/www/fips/fips65/ Search by State: http://mcdc.missouri.edu/webrepts/commoncodes				
US Congressional Districts http://www.nationalatlas.gov/printable/congress.html#mn MN 8		State Legislative Districts <table border="1"> <tr> <td>Senate</td> <td>House</td> </tr> <tr> <td>10</td> <td>10B</td> </tr> </table>	Senate	House	10	10B
Senate	House					
10	10B					

Planning Approach

1. **Provide a detailed explanation of expected deliverables:** A FEMA approved multi-jurisdictional hazard mitigation plan is the expected deliverable. Details of the planning process are listed in Section C. Scope of Work.
2. **State how the community or the communities have benefited from the current approved plan, specifically from the reduction of the impacts from natural hazards.** There have been a number of entities that have started using the NOAA weather radio for advanced warning of severe weather and other natural and manmade disasters. Outdoor sirens have also been implemented in various areas of the county to aid in advanced warning.
3. **Review FEMA's crosswalk for current plan. List items that were recommended for improvement and how they will be addressed.** The approval crosswalk for the current plan was reviewed along with the FEMA's mitigation plan guidance. The *Recommended Revision* items from the crosswalk will be met by following the requirements of the planning guidance. In addition, HAZUS-MH and geospatial mapping will be used to define vulnerability.
4. **List the hazards that will be addressed in the plan update.**
 Winter Storms, Ice Storms, Thunderstorms, Hailstorms, Lightning, Tornadoes, Windstorms, Extreme Temperatures, Flooding, Drought, Wildfire, Infectious Diseases, Earthquake, Solar Storm, Structural Fires, Hazardous Materials, Water Supply Contamination, Wastewater System Failure, Dam Failure, Radiological, Terrorism

B. CONTACT INFORMATION

PRIMARY POINT OF CONTACT	ALTERNATE POINT OF CONTACT
Name: Scott Turner	Name: Karla White
Title: Emergency Manager	Title: Deputy Emergency Manager
Agency: Aitkin County Sheriff's Office	Agency: Aitkin County Sheriff's Office
Address/P.O. Box Number: 217 2 nd St NW, RM 185	Address/P.O. Box Number: 217 2 nd St NW, RM 185
City: Aitkin, MN Zip Code: 56431	City: Aitkin MN Zip Code: 56431
Telephone Number: 218 927-7420 ext.	Telephone Number: 218 927-7436 ext.
Fax Number: 218 927-7359	Fax Number: 218 927-6887
Email Address: turners@co.aitkin.mn.us	Email Address: kwhite@co.aitkin.mn.us

Explain *how* the community intends to develop or update the mitigation plan. Quarterly reports should reflect work complete in each of the following sections.

Task 1: Organize Resources

The Emergency Manager for Aitkin County will lead the mitigation plan update process. A Mitigation Plan Update Committee will be convened that represents county departments and participating cities. The Emergency Manager and the Committee will be involved in all phases of updating the plan and coordinating the review with HSEM and FEMA. Aitkin County will procure the services of a consultant to assist in facilitating meetings, updating the risk assessment using HAZUS-MH and overall revision of the plan. The county will use its procedures to follow 44 CFR §13.36 when procuring the services of the consultant.

Subtask 1.1: Coordinate with Mitigation Plan Update Committee: The consultant will work with the Mitigation Plan Update Committee. Coordinating with this core group is important to ensure support of the planning process and implementation once the plan is completed. The planning committee will further coordinate with non-profit organizations, state, regional, and local government representatives, businesses and development organizations, federal representatives, elected officials, academic officials, and individuals from neighboring jurisdictions.

Subtask 1.2: Update Process and Identify Hazards

The consultant will start to collect data such as the current mitigation plan, updated disaster history, and relevant plans and ordinances before the first formal meeting convenes. The consultant will develop issues and points of discussion from the information it has collected. After reviewing the information, The consultant will prepare an agenda to be sent to the members before the first meeting. The meetings will address the following key points:

- Address FEMA's requirements for updating mitigation plans; as identified in 44 CFR 201.6(d)(3)
- Identify members' contribution to the planning process;
- Address preliminary goals and objectives;
- Identify (and debrief) meetings with key community stakeholders and any other bodies that may seem appropriate;
- Distribute questionnaires that will assist in identifying resources that will be needed for successful completion of the project;
- Highlight the progress-to-date and the schedule for the remainder of the planning process, and;
- Solicit input from members.

The consultant will conduct five (5) meetings on the hazard mitigation planning update process. These briefings will occur throughout the duration of the project.

Meeting 1: In the kickoff meeting, the consultant will describe the rationale behind the mitigation program and answer questions from participants. This meeting will also include a discussion of roles, responsibilities, decision-making processes, administrative procedures, and communication strategies..

Meeting 2: At this meeting, the consultant will present a local map with the HAZUS-MH critical facilities plotted. This map will be used to elicit better local information from the planning committee. The committee will also reprioritize the hazards it feels most affects the community and profile the hazards to model with HAZUS-MH including floods and hazardous materials spills.

Meeting 3: Meeting 3 is typically set as the public meeting and often held in conjunction with Meeting 2 or 4. The consultant will present the results of the modeling and risk assessment analyses and will answer questions from the planning committee and the public.

Meeting 4: In this meeting, the consultant will lead the committee in a brainstorming session to list and prioritize mitigation strategies that need to be updated or added.

Meeting 5: In meeting 5, the planning committee will meet to review and revise the draft plan before adopting it. To facilitate continual participation of the Aitkin County Hazard Mitigation Planning Committee, the consultant will provide regular correspondence to keep the committee abreast of the status of the Aitkin County hazard mitigation planning process. This will be accomplished by initiating telephone conference calls, e-mails, interviews, and a limited number of additional meetings, as necessary.

Subtask 1.3: Public Involvement

During the planning/update process, the county will conduct two public forums and several public outreach activities

to solicit public involvement. Public meetings will be announced using a variety of methods. The consultant will conduct two presentations in a public meeting and will assist in answering questions. The first will provide a briefing of the County's updated risk assessment findings and present the first draft of the updated plan (i.e. Meeting 3). The second meeting will present the proposed mitigation goals, objectives and strategies (i.e. Meeting 5). These public meetings will be held immediately following or in conjunction with the County Hazard Mitigation Planning Committee briefings/meetings. Public and key agency involvement at this meeting will provide the consultant and the County Hazard Mitigation Planning Committee with different points of view about the needs of the community and help build consensus for the plan, especially among the approving agencies.

Additionally, the consultant will provide support and advice to Aitkin County's efforts to inform the public about the opportunity to participate in the update process. These efforts may include:

- Advertisements in local newspapers;
- Preparation of public service announcements;
- Distribution of brochures, newsletters and fliers, and;
- Posting information and announcements on the county web site.

Methods of capturing the public's comments and concerns may include recording or documenting the meetings, providing comment cards, use of easel charts to record comments during question and answer sessions, and minutes summarizing the proceedings.

Projected Completion: 9 Months

Task 2: Assess Risks/GIS Analysis

A community's hazard risk assessment is a critical document that defines a community's strategic common operational picture to mitigate, as well as prepare, protect, respond, and recover to emergencies and disasters. The consultant also recognizes that a community's vulnerability assessment and analysis is a definitive measure of the risk associated with each individual hazard. Therefore, in addition to updating the Aitkin County's multi-hazard risk assessment for the mitigation plan, the consultant will develop planning considerations that Aitkin County can integrate into other planning doctrine. This approach will serve as the foundation for other emergency management initiatives and create increased programmatic efficiencies and a common operational picture. The consultant will also assist the community with updating the risk assessment by using HAZUS-MH as an added risk assessment tool.

The consultant's methodology should ensure:

- Uniformity between hazard categories.
- Utilizes empirical values that can be universally applied to all communities, facilities and systems.
- Employs complex GIS modeling and analysis of probable scenarios to provide planning considerations of social, political and physical impacts.
- Grants the flexibility needed to accurately and systematically integrate the vulnerability assessments of critical assets.
- Provides consistency between the State's approach while addressing the unique characteristics and attributes of the Aitkin County and its cities.

As part of the community's overall risk assessment, the consultant will provide an updated analysis of the natural, technological, and political hazard categories by elaborating upon and defining the specific types of hazards; identifying recent events that have occurred locally and/or regionally; updating the hazard profiles, parameters, and characteristics; assessing possible vulnerabilities not addressed in the previous version; determining probable scenarios; and modeling select hazards.

Subtask 2.1: Update & Identify Hazards

The consultant will help the county's planning committee identify and review all of the hazards that might affect the community, and will narrow the list to the hazards that most likely will impact the community. There is no one source for identifying which applicable hazards may affect the community. The following methods will be used where applicable:

The consultant will obtain this information through various avenues, including, but not limited to:

- (1) **Research of historical documents and data:** by accessing newspapers, historical societies, database searches, etc, the consultant will gather records that may contain dates, magnitude of the events, damage, and further evidence of the past natural disasters in the community.
- (2) **Review of existing authorities, ordinances, plans and reports:** To ensure Aitkin County is covering all of the

possible hazards, the consultant will collect and review plans and documents that may have information on multi-hazard planning. Transportation, environmental, dam, or public works reports or plans are examples of documents that may contain relevant information. These documents will be reviewed to identify a list of disasters and potential issues that have occurred in the past. In addition, local comprehensive plans, land use plans, capital improvement plans, as well as building codes, land development regulations, and flood ordinances will be reviewed to identify hazard provisions that indicate the presence of local hazards.

(3) Coordination with emergency managers and key stakeholders: In close coordination with the Aitkin County's staff and committee, the consultant will make efforts to coordinate with the local, state, and federal governments to obtain hazard information, development trends, known vulnerabilities, and past experiences mitigating, responding, and recovering from disasters. Coordination efforts will include:

- Interview pre-identified local officials and pre-identified FEMA officials
- Contacting other resources such as Natural Hazards Center, Hazard Disaster Center, National Weather Service, Association of State Floodplain Managers, International Association of Emergency Managers, etc.

Coordination efforts will be accomplished using the following methods:

- Documented telephone calls and interviews
- E-mail correspondence
- Meetings (if necessary) – in conjunction with previously scheduled client meetings – with key stakeholder representatives

Subtask 2.2: Profile Hazard Events

Utilizing the inventory of local hazards provided by Aitkin County and other relevant sources, the consultant will assist in re-identifying and updating procedures and techniques of the county to quantify all-hazard events depending on their location, duration, intensity, and severity. Because each hazard type has unique characteristics that can impact Aitkin County in different ways based on geography, development, population distribution, economic significance, and systematic functions, the information gathered in this step will help determine the assets in the hazard areas that will be inventoried in the next task.

2.2.1 Obtain and create a base map

The consultant will identify and collect the best available base map information to show the areas that are subject to various hazards. The GIS base map data from the county will be used in conjunction with regional and statewide data. The base map will be as complete, accurate, and current as possible and will use infrastructure data such as roads and buildings drawn on photo information in geographic relationship (to scale) with measurable horizontal distances. The county map will provide a common frame of reference to show human and structural assets that should be inventoried.

2.2.2 Obtain hazard event profile information

Using the information obtained in the previous tasks, the consultant will determine the return frequency and natural hazard occurrences for each hazard. The hazard frequency will be based on the most commonly available information for a particular hazard. A more comprehensive hazard profile that considers all possible events, such as floods with different probabilities, may also be included for specific hazards.

2.2.3 Record hazard event profile information

The consultant will record the information for each hazard profile. The task will include documenting the source of the various maps such as the Flood Insurance Rate Maps (FIRMs), revisions to the risk assessment matrix, and recent natural hazard occurrences.

Subtask 2.3: Inventory Assets

Using GIS data management and analysis, an inventory of the Aitkin County's assets will be developed based on the five categories defined in DHS/FEMA protocol. This inventory of assets will assist in identifying areas that are subject to the various natural hazards in the subject area. These five categories consist of:

- Essential Facilities
- Transportation Systems
- Lifeline Utility Systems

High Potential Loss Facilities (financial institutions, government buildings, etc.)

Hazardous Waste/Materials Facilities

ATTACHMENT A

An initial inventory will use the baseline data contained in HAZUS-MH and supplemented by GIS data provided by the Aitkin County. The effort includes developing and mapping a general inventory of assets in the community. Using a base map, the consultant will identify the assets inside areas for each identified hazard that has a defined physical geographic boundary.

The consultant will review the inventory to ensure that all facilities, infrastructures, and sectors critical to the continuity of government, operations, and services provided by Aitkin County are included in the mitigation planning process. If data is insufficient or clarification is needed, a representative of the consultant will contact the client and/or client representative to discuss additional efforts that will be required, as well as possible implications to this project scope and schedule.

Subtask 2.4: Estimate Losses

The consultant will conduct four GIS-HAZUS for river flooding and other hazard scenarios selected by the county. The consultant will deliver draft reports that summarize the natural, technological, and political hazard profiles and the HAZUS-MH modeling (or other modeling program) scenarios to be performed by the consultant. The draft report is to ensure that the consultant and Aitkin County are in agreement on the HAZUS-MH modeling (or other modeling program) and GIS analysis scenarios that will be conducted.

The loss estimation process will utilize HAZUS-MH modeling (or other modeling program), GIS analysis, historical disaster data and information, and quantitative analysis to estimate the losses to natural and human-induced hazard events in a defined area. Where applicable, the consultant will use HAZUS-MH structure loss estimation tables with engineering expertise and previous disaster experience to determine the direct loss and primary indirect loss from those hazard events identified in the draft reports. The analysis reports will include the following:

- Estimation of the losses to structures
- Estimation of the losses to contents
- Estimation of the losses to structure use and function
 - Projection of human losses
- Estimation of the primary direct and indirect loss

The consultant will use HAZUS-MH (or other modeling programs) and GIS analysis to determine which individual assets could sustain the largest potential losses, by adding the structure loss, content loss, and function loss for each asset to determine the total loss. This process will produce the following:

- Calculation of the losses to each asset
- Calculation of the estimated damages for each hazard event
- Creation of a map that shows a composite of the areas of highest loss

The objective of the risk methodology is to devise a method to compare and evaluate which hazards are the greatest threats to Aitkin County. The consultant committee will employ a proven method that has the ability to be uniformly applied to all of the community's hazards. Differences in the hazard's impact area, amount and severity of damage, duration of the event, and direct and indirect economic impacts make it difficult to develop empirical values that can be universally applied to each hazard category. In this subtask, we will leverage our experience to incorporate the numerous other planning considerations that are not captured by GIS hazard loss programs alone. The intent is to provide Aitkin County with a hazard loss assessment that is relevant to the attributes of the county and its cities.

2.4.1 Integrate with Significant Future Development Trends and Considerations

Future development trends and special considerations (i.e. historical property, environmentally sensitive areas, etc.) can have a significant impact on a community's risk to hazards. The impact of these trends and special considerations on the community's risk is directly proportional to the size of the community, community values, and the significance of the development trend or special consideration. With input from members of the Hazard Mitigation Planning Committee and key stakeholders, the consultant will analyze the affect of any significant regional future development trends and special considerations identified by Aitkin County to determine their positive or negative impacts on the hazard profiles, inventoried assets, or the projected loss.

2.4.2 First Draft of Updated Risk Assessment Section of Multi-Hazard Mitigation Plan

The consultant will provide Aitkin County a draft submittal of the All-Hazard Risk Assessment Report for review and comment. The consultant will schedule and conduct a meeting with the County Hazard Mitigation Planning Committee and general public to provide a briefing of the updated risk assessment in order to build consensus and buy-in from the group. Once these documents are reviewed, we will incorporate changes into the final All-Hazard Risk Assessment Report. A copy of the report will also be provided to the SHMO to be incorporated into the statewide risk assessment. The report will be included in the next phase of the hazard mitigation planning process. The consultant will provide Aitkin County with all non-proprietary HAZUS-MH and GIS products.

Projected Completion: 6 Months

Task 3: Prioritize Mitigation Actions

Effective mitigation actions and preparedness activities are complementary of one another and provide a holistic approach that aligns multiple state and federal directives and funding. The strategies proposed by the consultant will ensure compliance with DMA 2000. The consultant will provide technical support to the six hazard mitigation and preparedness categories, as defined by FEMA: prevention, property protection, public education and awareness, natural resources protection, emergency services and structural projects.

Identifying and prioritizing mitigation actions are the fundamental components of a Multi-Hazard Mitigation Plan. In the previous tasks, hazards were redefined, vulnerabilities were reassessed, and the losses were estimated.

Development of a prioritized and updated list of mitigation actions will be developed that will reduce future risks and losses. This task will assist the consultant in the following:

- Update goals and objectives
- Identify and reevaluate mitigation actions
- Update the capabilities assessment
- Update mitigation strategies

Subtask 3.1: Review and Analyze the Results of the Hazard Profiles and Loss Estimation

Information revealed in the updated hazard profiles and loss estimation will be used to develop clear mitigation goals. The consultant will attend the planning meeting and review the results of the previous risk assessment planning process that outlined the updated hazard profiles with details on the causes of hazards, the likelihood of occurrence, the potential severity, and the extent of areas affected. The consultant will review the loss estimation dollar amount of damages for particular hazard events, as well as related economic information like business interruption and revenue losses.

3.1.1 Review the finding of the county's risk assessment

The consultant will participate in a workshop to review the risk assessment report and composite maps. The emphasis of the workshop is knowledge and understanding of the causes of the hazards and better preparation for determining mitigation actions.

3.1.2 Develop a list of problem statements based on these findings

The county planning committee will take the results of the risk assessment and develop a problem statement to clearly point out which hazard to address first.

Subtask 3.2: Review the Mitigation Plan and Objectives

A multi-hazard mitigation plan defines mitigation goals and objectives for the community. Based upon the hazard profiles, hazard loss, vulnerability and risk assessment, the local planning committee will update mitigation goals that articulate the county's desire to protect people and structures, reduce the cost of disaster response and recovery, and minimize disruption to the community following a disaster.

The consultant will prepare the updated Mitigation Goals and Objectives as identified by Aitkin County. Additionally, The consultant will schedule and conduct a meeting to review draft mitigation goals and objectives with the County Hazard Mitigation Planning Committee and the general public. The consultant will solicit feedback in order to gain buy-in and consensus. The local planning committee, with assistance from the contractor, will also update mitigation objectives that define strategies or implementation steps to attain the identified goals.

Subtask 3.3: Identification and Reprioritization of Mitigation Actions

Mitigation actions consistent with the goals and objectives that were previously defined will be reevaluated. The hazard mitigation plan defines the action plan to reduce community loss from future hazard events. In order to update a plan that can be integrated into other emergency management operational phases, it is important to acknowledge the interdependencies of mitigation with response, recovery, and preparedness functions of emergency management. The consultant will explore mitigation actions relevant to:

- Prevention
- Property protection
- Public education and awareness
- All resources protection
- Emergency services
- Structural project

The mitigation actions updated will be evaluated to determine the action's effectiveness and efficiency for preventing, protecting, and reducing damages to the community's assets from natural hazards. Evaluation of these mitigation actions will be based on, but not limited to, the following criteria:

- Technical feasibility
- Economic benefits
- Environmental impacts
- Community acceptance
- Staffing and funding
- Maintenance needs
- Political support
- Legal authority
- Historical projects of similar scope or magnitude

Subtask 3.4: Review the Implementation Strategy

The implementation strategy identifies how Aitkin County proposes to achieve its Mitigation goals and objectives. The mitigation action implementation strategy will redefine, identify, and confirm mitigation actions, partners, resources, and schedules.

The consultant will prepare a draft Mitigation Implementation Strategy for review by the County Hazard Mitigation Planning Committee. Once reviewed, The consultant will incorporate changes to the newly updated Mitigation Implementation Strategy.

Projected Completion: 2 Months

Task 4: Complete Multi-Hazard Mitigation Plan Update

The County Hazard Mitigation Planning Committee, with assistance from the consultant, will prepare the Updated Mitigation Plan. The County will assume authorship of the updated plan, and can rely on the consultant's partnership throughout the process. Although the analyses and compilation of the updated plan will largely be completed by the consultant, the county will exercise final decision regarding the outcome of the plan and will be responsible for any additional updates. Final drafts will be delivered to Aitkin County and relevant stakeholders. These deliverables will integrate with the business flow at Aitkin County and be compliant with Federal, State and local regulations.

Subtask 4.1: Write, Print, and Distribute Draft of the Updated Plan

The consultant will prepare a draft of Aitkin County's Updated Multi-Hazard Mitigation Plan that will document the updated mitigation planning process and address the elements required by 44 CFR 201.6(d)(3).

The consultant will assemble information, comments, and reports from the previous tasks. Informational databases, graphics, and maps will also be included in the final plan update in order to visualize the geographic, functional, or systematic relationship between the loss estimation and the mitigation activity chosen. The implementation strategy and overall plan will be supported by a set of plan maintenance and updating procedures for the county. These

procedures will be incorporated into the final report. The Plan Maintenance section will ensure that the document continues to be viable and is compliant with both state and federal directives.

ATTACHMENT A

To meet DMA 2000 requirements, the document will include a description of the update process; a definition of the planning area identifying who was involved in the process, how they were involved, and methods of public participation that were employed; and a detailed description of the decision-making and prioritization process. The consultant will print the draft plan and distribute the copies to the planning committee members for review. The consultant will also provide ongoing limited technical support in preparing compliance for federal regulations at no extra cost.

Subtask 4.2: Review the Documented Planning Process

The county planning committee will meet (Meeting 5) to review the draft of the update. The consultant will also review the final revisions from the planning committee.

Projected Completion: 2 Months

Task 5: FEMA/State Review

The consultant will incorporate all of the committee's final revisions and will print thirty (30) copies, and a digital version of the plan to submit to Aitkin County within two (2) weeks after the receipt of final review comments. A document showing how all mitigation planning requirements were met will also be submitted.

The county will then submit copies of the final draft and a requirements document to the Minnesota Homeland Security and Emergency Management Agency (HSEM) for approval. HSEM will then submit the plan to FEMA after all requirements are met. The county and the consultant will revise the plan to meet requirements throughout the review process.

When approved "pending local adoption" by FEMA, the Aitkin County Mitigation Planning Committee will present the plan before the County Commissioners for formal adoption. The county resolution will be sent to HSEM for processing. FEMA will issue a letter of approval. The letter of approval for the county concludes the scope of work for this project.

A final copy of the plan with the resolutions of adoption will be sent to HSEM for FEMA's approval of the cities to participate in the Hazard Mitigation Assistance program. The final plan should be received by HSEM no later than six months after the county was approved.

Projected Completion: 4 Months

Total Project Duration : 18 Months

D. BUDGET DETAIL

ATTACHMENT A

List all eligible costs associated with the writing or updating of this plan. Do not include contingency costs in the budget. Local match may be cash, in-kind, or a combination of both. Only Direct Project Costs are allowed. The items listed below are examples of eligible costs related to mitigation planning. Multiple lines may be needed to detail a variety of participating staff.

ITEM	FEDERAL / LOCAL SHARE	QTY.	UNIT	UNIT COST	COST ESTIMATE
Consultant Services	Federal	1	each	\$25,500	\$25,500
Emergency Management Agency (EMA) Staff	Local	75	hour	\$30	\$2,250
Mitigation Plan Update Committee	Local	72	hour	\$30	\$2,160
City Staff	Local	150	hour	\$25	\$3,750
Supplies (see budget narrative)	Local	1	each	\$340	\$340
Total Cost					\$34,000
Federal (75%)					\$25,500
Local (25%)					\$8,500

1. Costs incurred prior to the date of the grant award are not eligible for reimbursement.
2. Applicant match salaries should include both base and fringe.
3. No federally funded salaries are allowed to be used as local match.
4. When calculating the Federal and Local cost share, the Federal share total must be rounded down to the whole dollar and Local share must be rounded up to the whole dollar.

E. BUDGET NARRATIVE**1. Contractual Planning Services:**

A consultant will gather data for the plan, facilitate meetings, develop HAZUS-MH and GIS based lost estimates and revise the plan. The consultant will be involved with Tasks 1 through 5 as detailed in Section C. Scope of Work. The estimate for these services is \$25,500.00

Tasks	Hours
Task 1: Organize Resources	40
Task 2: Assess Risks/GIS Analysis	96
Task 3: Prioritize Mitigation Strategies	55
Task 4: Complete Multi-Hazard Mitigation Plan Update	50
Task 5: FEMA/State Review	26
Total	267

2. County and City Staff Contribution

ATTACHMENT A

The following county and city staff, are committed to participate in this planning process.

Committee Meetings:

Mitigation Plan Update Committee	\$30.00 X 3 hours X 4 members X 5 meetings =	\$1800.00
City Staff	\$25.00 X 4 hours X 5 meetings X 6 cities =	<u>\$3000.00</u>
	Total =	\$4800.00

Agency Coordination:

Coordination with the consultant includes responding to questions, information requests, review of invoices, interaction with the Mitigation Plan Update Committee, and contacts with other municipal and county officials to obtain information.

EMA \$30.00 X 35 hours = \$1050.00

Risk Assessment:

Office research and small group meetings are utilized to gather and verify information and to also identify critical facilities.

Mitigation Plan Update Committee	\$30.00 X 3 hours X 4 members =	\$360.00
City Staff	\$25.00 X 5 hours X 6 cities =	<u>\$750.00</u>
	Total	\$1110.00

Mitigation Projects / Prioritization:

County Staff are asked to participate in a subcommittee to develop a prioritization strategy. Concurrently, county and municipal staff are also asked to meet among their jurisdictions to develop a list of mitigation projects before the third and fourth Committee Meetings. The county EMA staff will work with each of the municipalities.

EMA \$30.00 X 2 staff X 20 hours = \$1200.00

Total County and City Staff Contribution: \$8160.00

3. Supplies

County officials estimate the following supplies will be used during the planning process:

Binders	25 @ \$7.00/unit =	\$175.00
Pads	25 @ \$1.50/unit =	\$ 37.50
Pens	25 @ \$0.50/unit =	\$ 12.50
Markers	25 @ \$1.00/unit =	\$ 25.00
Photocopies	600 @ \$0.15/unit =	<u>\$ 90.00</u>
Total		\$340.00

CERTIFICATION

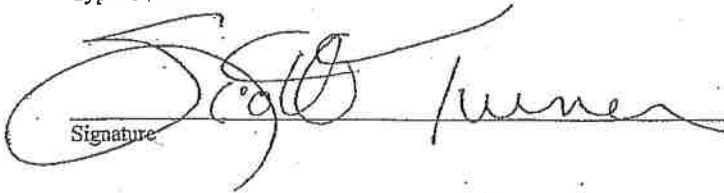
ATTACHMENT A

I certify to the best of my knowledge and belief that the information provided in this application and supporting documentation is true and correct. I also have the legal authority to apply for assistance on behalf of the applicant. It is also understood that no work will begin until a sub-grantee agreement is fully executed.

Signed for the applicant:

Scott Turner, Aitkin County Sheriff

Typed name

 Signature

11/7/12
Date

FEDERAL AUDIT REQUIREMENTS

1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes

If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

For subrecipients that are institutions of higher education or hospitals

If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization.

The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.

2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accountants' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.
6. The Statement of Expenditures form can be used for the schedule of federal assistance.

7. The grantee agrees to retain documentation to support the schedule of federal assistance for at least four years.
8. **Required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the grantee's fiscal year end.**

OMB Circular A-133 requires recipients of more than \$500,000 in federal funds to submit one copy of the audit report within 30 days after issuance to the central clearinghouse at the following address:

Bureau of the Census
Data Preparation Division
1201 East 10th Street
Jeffersonville, Indiana 47132

Attn: Single Audit Clearinghouse

The Department of Public Safety's audit report should be addressed to:

Minnesota Department of Public Safety
Office of Fiscal and Administrative Services
445 Minnesota Street
Suite 126, Town Square
St. Paul, MN 55101-5126

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Non-Construction Programs (Page 1)

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, (Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include-but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

ATTACHMENT C

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Non-Construction Programs (Page 2)

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

FEMA Form 20-16A (BACK)

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Construction Programs (Page 1)

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Construction Programs (Page 2)

11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

FEMA Form 20-16B (BACK)

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

Attachment S

AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

COUNTY OF TRAVERSE)

SS
 The below signed Michael Kremor, being duly sworn, on oath says he is the authorized representative of the newspaper known as The Wheaton Gazette and has full knowledge of the facts herein stated as follows: (1) Said newspaper is printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 900 square inches. (2) Said newspaper is a weekly and is distributed at least once each week. (3) Said newspaper has 50 percent of its news columns devoted to news of local interest to the community which it purports to serve and does not wholly duplicate any other publication and is not made up entirely of patents, plate matter and advertisements. (4) Said newspaper is circulated in and near the municipality which it purports to serve, has at least 500 copies regularly delivered to paying subscribers, has an average of at least 75 percent of its total circulation currently paid or no more than three months in arrears and has entry as second-class matter in its local post-office. (5) Said newspaper purports to serve the Village of Wheaton in the County of Traverse and it has its known office of issue in the Village of Wheaton in said county, established and open during its regular business hours for the gathering of news, sale of advertisements and sale of subscriptions and maintained by the publisher of said newspaper or persons in his employ and subject to his direction and control during such regular business hours, and devoted exclusively during such regular business hours to the business of the newspaper and business related thereto. (6) Said newspaper files a copy of each issue immediately with the State Historical Society. (7) Said newspaper has complied with all the foregoing conditions for at least two years preceding the day or dates of publication mentioned below. (8) Said newspaper has filed with the Secretary of State of Minnesota prior to January 1, 1986, and each January 1 thereafter an affidavit in the form prescribed by the Secretary of State and signed by the publisher of said newspaper and sworn to before a notary public stating that the newspaper is a legal newspaper.

He further states on oath that the printed Public Notice: Tru. Co. in conjunction with the Minnesota Division of Homeland Security and Emergency

hereto attached as a part hereof was cut from the columns of said newspaper, and was printed and published therein in the English language, once each week, for 1 successive weeks; that it was first published on Tuesday, the 27 day of March, 2017 and was thereafter printed and published on every Tuesday to and including Tuesday, the 27 day of March, 2017, and that the following is a printed copy of the lower case alphabet from A to Z, both inclusive, and is hereby acknowledged as being the size and kind of type used in the composition and publication of said notice, to wit: abcdefghijklmnopqrstuvwxyz

Public Notice

Traverse County, in conjunction with the M Security and Emergency Management Agency, Emergency Management Agency (FEMA) has Grant Program Project for a Community Safe.

Under the National Environmental Policy Act of 1990, public notice is required of any federal action which may affect wetlands. All necessary permits will be obtained prior to the completion of the project.

The objectives of the Hazard Mitigation Grant Program are to reduce the losses of lives and property, to implement mitigation measures to be taken before, during, and after recovery from disaster, and to provide funding for hazard mitigation projects.

Public participation is encouraged. Interest is invited to comment on the project either in writing or by attending a public meeting.

Amanda Ratliff, Regional Environmental Specialist
 FEMA Region 5
 536 South Clark Street
 Chicago, IL 60607

Or comments may be directed via email to: amanda.ratliff@dfp.gov

Subscribed and sworn to before me this 29 day of March, 2017.

Kari Lynn Otto
 Notary Public, Traverse County, Minnesota

PUBLICATION FEE: \$113.85



Jan. 31, 2017

Affidavit of Publication

STATE OF MINNESOTA)
) SS.
County of Traverse)

Eugen F Lubs of said County, being first duly sworn, on oath says, that he/she is employed by the Valley News, a weekly newspaper published in Browns Valley in said county of Traverse and has full and personal knowledge of all facts here-in stated: that said newspaper is a legal newspaper and has a bona-fide circulation of at least two-hundred copies weekly, and has been published within said County for fifty-two successive weeks next prior to the publication of the notice herein mentioned, and was and is printed wholly or in part in an office maintained at said place of publication;

that the notice headed
Public Notice

a printed copy of which, taken from the paper in which the same was published, is attached to this sheet, and is made a part of this affidavit, was published in said newspaper at least once each week for _____ successive weeks, on the day of each week on which said newspaper was regularly published to wit:

<u>March 27 2012</u>	<u>20</u>
<u>April 3 2012</u>	<u>21</u>
<u>April 10 2012</u>	<u>20</u>

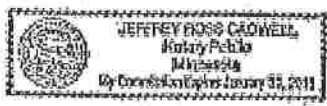
that the full amount of the fee charged for the publication of said Notice inures to the benefit of the publisher of said newspaper, that no agreement or understanding for the division thereof has been made with any other person, and that no part thereof has been agreed to be paid to any person whomsoever and that the fees charged for the publication

thereof are \$ 110.00

Signature: Eugen F Lubs

Subscribed and sworn to before me, this 2nd day of April A.D. 2012

Jeffrey Ross Cadwell
Notary Public
County of Traverse, Minnesota



Public Notice

Traverse County, in conjunction with the Minnesota Division of Homeland Security and Emergency Management Agency (MSEMA) and the Federal Emergency Management Agency (FEMA) has applied for a Hazard Mitigation Grant Program Project for a Community Safe Room for Rosebud RV Park.

Under the National Environmental Policy Act (NEPA), EO 11988 and EO 11990, public notice is required of any federal actions that affect floodplains or wetlands. All necessary permits will be obtained prior to construction and completion of the project.

The objectives of the Hazard Mitigation Grant Program are to prevent future losses of lives and property, to implement plans of local Hazard Mitigation plans, to enable mitigation measures to be implemented during immediate recovery from disaster, and to provide funding for identified and approved hazard mitigation projects in select areas.

Public participation is encouraged. Interested parties and/or citizens are invited to comment on the project either in writing to Amanda Radtke, Regional Environmental Officer, FEMA Region V, 536 South Clark Street, 6th Floor, Chicago, IL 60605.

Or comments may be directed via e-mail to Ms. Radtke, amanda.radtke@fhs.gov 536.35

FEDERAL AUDIT REQUIREMENTS

1. For subrecipients that are state or local governments, non-profit organizations, or Indian tribes

If the grantee expends total federal assistance of \$500,000 or more per year, the grantee agrees to obtain either a single audit or a program-specific audit made for the fiscal year in accordance with the terms of the Single Audit Act Amendments of 1996.

Audits shall be made annually unless the state or local government has, by January 1, 1987, a constitutional or statutory requirement for less frequent audits. For those governments, the federal cognizant agency shall permit biennial audits, covering both years, if the government so requests. It shall also honor requests for biennial audits by governments that have an administrative policy calling for audits less frequent than annual, but only audits prior to 1987 or administrative policies in place prior to January 1, 1987.

For subrecipients that are institutions of higher education or hospitals

If the grantee expends total direct and indirect federal assistance of \$500,000 or more per year, the grantee agrees to obtain a financial and compliance audit made in accordance with OMB Circular A-110 "Requirements for Grants and Agreements with Universities, Hospitals and Other Nonprofit Organizations" as applicable. The audit shall cover either the entire organization or all federal funds of the organization.

The audit must determine whether the subrecipient spent federal assistance funds in accordance with applicable laws and regulations.

2. The audit shall be made by an independent auditor. An independent auditor is a state or local government auditor or a public accountant who meets the independence standards specified in the General Accounting Office's "Standards for Audit of Governmental Organizations, Programs, Activities, and Functions."
3. The audit report shall state that the audit was performed in accordance with the provisions of OMB Circular A-133 (or A-110 as applicable).

The reporting requirements for audit reports shall be in accordance with the American Institute of Certified Public Accountants' (AICPA) audit guide, "Audits of State and Local Governmental Units," issued in 1986. The federal government has approved the use of the audit guide.

In addition to the audit report, the recipient shall provide comments on the findings and recommendations in the report, including a plan for corrective action taken or planned and comments on the status of corrective action taken on prior findings. If corrective action is not necessary, a statement describing the reason it is not should accompany the audit report.

4. The grantee agrees that the grantor, the Legislative Auditor, the State Auditor, and any independent auditor designated by the grantor shall have such access to grantee's records and financial statements as may be necessary for the grantor to comply with the Single Audit Act Amendments of 1996 and OMB Circular A-133.
5. Grantees of federal financial assistance from subrecipients are also required to comply with the Single Audit Act and OMB Circular A-133.
6. The Statement of Expenditures form can be used for the schedule of federal assistance.

7. The grantee agrees to retain documentation to support the schedule of federal assistance for at least four years.
8. **Required audit reports must be filed with the State Auditor's Office, Single Audit Division, and with federal and state agencies providing federal assistance, and the Department of Public Safety within nine months of the grantee's fiscal year end.**

OMB Circular A-133 requires recipients of more than \$500,000 in federal funds to submit one copy of the audit report within 30 days after issuance to the central clearinghouse at the following address:

Bureau of the Census
Data Preparation Division
1201 East 10th Street
Jeffersonville, Indiana 47132

Attn: Single Audit Clearinghouse

The Department of Public Safety's audit report should be addressed to:

Minnesota Department of Public Safety
Office of Fiscal and Administrative Services
445 Minnesota Street
Suite 126, Town Square
St. Paul, MN 55101-5126

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Non-Construction Programs (Page 1)

Note: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration) 5 C.F.R. 900, (Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290-dd-3 and 290-ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.

ATTACHMENT C

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Non-Construction Programs (Page 2)

11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Section 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Section 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Section 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

FEMA Form 20-16A (BACK)

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Construction Programs (Page 1)

NOTE: Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to non-discrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to non-discrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) any other non-discrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other non-discrimination statute(s) which may apply to the application.

FEDERAL EMERGENCY MANAGEMENT AGENCY
Assurances Construction Programs (Page 2)

11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
12. Will comply with provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

FEMA Form 20-16B (BACK)

CERTIFICATION REGARDING LOBBYING
For State of Minnesota Contracts and Grants over \$100,000

The undersigned certifies, to the best of his or her knowledge and belief that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, A Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure of Lobbying Activities", in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31 U.S.Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Organization Name

Name and Title of Official Signing for Organization

By: _____
Signature of Official

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3/12/13
Via: Patrick Wussow, County Administrator
From: Ross Wagner, Economic Development & Forest Industry Coordinator
Title of Item: Tourism and Promotion Fund Budget for 2013
Requested Meeting Date: 3/12/13 Estimated Presentation Time: 20 Minutes
Presenter: Ross Wagner

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board of Commissioners

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: March 5, 2013

SUBJECT: Tourism and Promotion Budget and Revisions

During the 2013 budget s and levy setting, the Tourism and Promotion fund was cut from \$20,000.00 to \$12,800.00 with direction to continue promoting the Northwood's ATV Trail, promote Aitkin County as a whole and limit grants to organizations to new type of events. After review and discussions with the Economic Development Committee, with input from the Trail Towns Committee, the budget for 2013 is attached. Essentially the budget is split between three categories of promoting Aitkin County and is as follows.

- Aitkin County Northwood's ATV Trail would receive \$5,000.00, the same amount as last year, to promote the trail. 2012 was the first year the entire trail system was open. Trail usage has exceeded expectations and it was noted that the County Campground receipts exceeded 2011 even though most sites were closed for the month of July. It is felt that to keep momentum going for even better usage in 2013 and beyond we need to keep promoting the trail. Advertising in Outdoor News and MN Off Road publications would be increased as well as funds for educational or familiarization events, re-stocking the geo-cache challenge and additional advertising is included in the budget.
- The Tourism and Development Grant program would continue but would have \$5,000.00 available rather than the entire old budget of \$20,000.00. With a total of budget of \$12,800 the program needed to be changed, for example with the maximum grant \$5,000, there just isn't enough funds to continue as is. Other changes, the annual application cycle would be twice rather than four times and applications would be reviewed by the Economic Development Committee. The Tourism Grant Advisory Committee would be eliminated as a cost saving measure. Revised application forms and guidelines are attached.
- County Wide promotions budget recommendation is \$2,800.00. This would be for events and publications that promote the entire county rather individual community events. Included is distributing the Fun Guide that already is being published and lists events and other information for tourists and visitors. Rather than use promotion funds for a new publication or listing, we would provide funding to distribute the Fun Guide in the Discovery Racks in and around Aitkin County. Another promotion would be having an Aitkin County Booth at the Northwest Sports and Commerce Show in Minneapolis. Tourism funds would be used for the booth rent and we would provide Northwood's ATV and Snowmobile Trail material, County Campground and LLCC information. I would notify the county chambers that booth space is available for their and their members materiels as well as an opportunity to work the booth. Funds would also be available to promote the county on a more flexible basis, such as a snow fall event.

Aitkin County Tourism and Promotion Fund Budget 2013

Aitkin County has reduced the Aitkin County Tourism Promotion Budget from \$20,000 to \$12,800 and added the stipulation that funds be spent for county wide type promotions that benefit the county as a whole. For event promotions only new events or activities will receive funding.

Aitkin County Northwood's ATV Trail Total \$5,000.00

- Minnesota ATVentures, Explore MN Edition with 50,000 circulation, 6 monthly ads MN Off Road \$2,470.00
- Outdoor News, 14 1/8 page ads. \$1,320.00
- Other Advertising, ATV Publications and Websites \$500.00
- Northwood's ATV Trail Workshops (2) \$500.00
- Miscellaneous; Mailings, Web Updates, Geo Cache \$210.00

Tourism Promotion Grants for New Events, 2 @ \$2,500 \$5,000.00

- Applications accepted twice yearly
- Activities that bring or keep people in county
- Not just advertising a parade or fireworks
- No changes to who is eligible
- Suggested maximum grant \$1,000, allow more
- Committee makes recommendations to Board

County Wide Promotions \$2,800.00

- Discover Rack distribution of Fun Guide \$750.00
- Promote County as a destination \$1,050.00
- Display Booth at NW Sports Show \$1,000.00

TOTAL BUDGET \$12,800.00

Aitkin County
Application for Aitkin County Tourism Promotion and Development Grants
January 1, 2013 - December 31, 2013

DEADLINE: Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in May and August. Application deadline for the May meeting is April 26th and deadline for the August meeting is July 31st. Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

Event/Activity Eligibility: Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4th of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: _____

Date(s) of Program: _____

Location of Program: _____

Organization/Community Name: _____

Person in Charge of Project: _____

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

Contact Person's Phone #: _____

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

_____ **Non-profit Tourism Association**

_____ **Non-profit Association**

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

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

Description/focus/purpose of your organization _____

2. FUNDING:

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

Amount of your organization's match \$ _____

Total projected budget \$ _____

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

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

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

**List target markets:
Where – geographic areas (s)**

**List target audience:
Who – type of group or activity**

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

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
TOTALS			

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431.

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

Name _____ Date: _____



AITKIN COUNTY TOURISM PROMOTION AND DEVELOPMENT GRANT PROGRAM PROGRAM OVERVIEW

The purpose of this grant fund is to leverage county funds, private funds and volunteer efforts to increase tourism and related economic development activities in Aitkin County. Applicants must be registered as non-profit corporations with the Secretary of State, a Non-Profit Tourism Association or unit of Government. Several organizations may submit a single application or organizations may apply individually. Organizations need only to commit one hundred dollars (\$100.00) in good faith to ensure commitment to the grant request. Example: Program/Event Total Cost: \$1,100.00 would require the organization's commitment of \$100.00 to ensure the possibility of an Aitkin County Tourism Promotion and Development Grant (ACTPDG) of \$1,000.00.

Grant Guidelines: Guidelines for application and awarding of Aitkin County Tourism Promotion and Development Grants are as follows:

1. **Funding Limits:** Minimum of \$100 and a maximum of \$1,000 per grant application per year.
2. **Matching Funds:** The tourism grant program is intended to leverage locally funded promotions and not replace that funding. Significant consideration will be given to the amount and quality of matching funds/in kind contributions when grant applications are evaluated by the Economic Development Committee and County Board.
3. **County-Wide Distribution:** The intent of this program is to provide assistance throughout Aitkin County, accordingly consideration shall be given to amounts awarded and number of grants approved per year for any particular region of the county to ensure that an equitable level of funding is available throughout the county.
 - a. **Event/Activity Eligibility:** Grant Funds shall be used to market tourism and related economy enhancement events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or events that demonstrate a benefit to Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 2-27-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, Human Resources Manager

Title of Item:

Local 49 Road & Bridge 2013-2014 Collective Bargaining Agreement

Requested Meeting Date: 3-12-13 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
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To: Aitkin County Commissioners
From: Patrick Wussow, County Administrator
Bobbie Danielson, HR Manager
Date: January 10, 2013
Subject: Local 49 Road & Bridge 2013-2014 Collective Bargaining Agreement

Background Information

Aitkin County and the Local 49 Road & Bridge union have been in contract negotiations for the 2013-2014 Agreement since November 2012. The Mechanics, Heavy Equipment Operators, and Engineering Technicians are covered by this Agreement (22 employees).

The parties reached a tentative agreement on December 17, 2012. The contract has been updated to include changes summarized in the attached document. Wages and insurance are highlighted below.

2013 wages follow the pattern settlement at 0% general adjustment, plus steps for employees who are eligible to receive step increases. There will be zero increase to the overall pay scale in 2013 over 2012 pay rates. Employees not already at the top of the 13-step pay scale who are due to receive a step increase will be eligible for step movement. 2014 wages include a \$0.45 per hour general increase, plus step increases for eligible employees. (One employee is eligible for a step increase in 2013 and eight are eligible in 2014.) All employees shall remain at their rate of pay at the end of year 2014, until a new Agreement is executed by the parties.

The Employer's contribution toward the total premium for group insurance shall be \$855 per month effective 1/1/2013 and \$900 per month effective 1/1/2014; it was \$770 in 2011 and \$810 in 2012. In no event will the Employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. The total premium for 2012 is \$942, so the employee currently pays \$132 per month for single or family coverage under this plan.

Action Requested

Motion to ratify the 2013-2014 Local 49 Road & Bridge collective bargaining agreement and authorize the Chairperson, County Administrator, and HR Manager to sign.

Agreement

between

Aitkin County and

The International Union of
Operating Engineers, Local #49

Road & Bridge Department

January 1, 2013 – December 31, 2014

AITKIN COUNTY

FEB 21 2013

HUMAN RESOURCES

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AGREEMENT

This Agreement, entered into on January 1, 2013, between Aitkin County Board, hereinafter referred to as the "Employer", and Local Union No. 49, International Union of Operating Engineers, hereinafter referred to as the "Union".

ARTICLE I UNION RECOGNITION

Section 1.1 The Board hereby recognizes Local Union No. 49, International Union of Operating Engineers, as the exclusive representative of all employees of the Aitkin County Road & Bridge Department who are employed for fourteen (14) or more hours per week or for more than sixty-seven (67) working days per calendar year, excluding supervisory employees, confidential employees, and the County Engineer, for the purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment as per certification by the State Bureau of Mediation Services dated November 21, 1989 as defined in Case No. 90-PCL-3018.

Section 1.2 In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of dues (or a fair share deduction, as provided in Minn. Stat. 179A.06, subd. 3, if the employee elects not to become a member of the Union) established by the Union from the wages of all employees authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

ARTICLE II DEFINITIONS

Section 2.1 Permanent Employee: For purposes of this Agreement "permanent employee" means an employee hired for a position other than temporary or seasonal.

Section 2.2 Employee: For purposes of this Agreement, "employee" means an employee considered as a public employee as defined by PELRA.

Section 2.3 Seasonal Employee: For purposes of this Agreement, "seasonal employee" means a temporary employee hired to cover increased workloads in the department due to peak business demands.

Section 2.4 Temporary Employee: For purposes of this Agreement, "temporary employee" means an employee hired for a pre-established period of time which may not exceed sixty-seven days in a one year period. Temporary employees work standard hours but are not seasonal. Temporary employees are not eligible for benefits as defined under this Agreement.

Section 2.5 Employer: Aitkin County Board of Commissioners

ARTICLE III
MANAGEMENT RIGHTS

Section 3.1: The management of Aitkin County and the direction of working forces, including the right to direct, plan and control the County's operations, to hire, recall, transfer, promote, demote, suspend, discipline, and discharge employees for good and sufficient reason, to lay off employees because of lack of work or for other legitimate reasons, to introduce new and improved operating methods and/or facilities, to manage the County, and perform any inherent managerial functions not specifically limited by this agreement, are vested exclusively in the County Board of Commissioners. The Employer agrees that in the exercising of these rights, it will not alter this Agreement.

Section 3.2: Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE IV
HOURS

Section 4.1 Normal Hours: The regular workday for employees shall be eight (8) hours. The regular workweek for employees shall be forty (40) hours, Monday through Friday.

Section 4.2 Summer Hours: Before May 15th of each year, the Employer will decide when members of the Road & Bridge Department will go to Summers Hours, which constitute ten (10) hours per day, Monday through Thursday, from approximately June 1st to September 30th. For those employees on Summer Hours, overtime is defined as all hours worked in excess of ten (10) hours per day, or forty (40) hours per week. Holidays are computed at ten (10) hours, and if a Major Holiday falls on a Friday or Saturday, the preceding Thursday shall be considered the holiday.

The County Engineer will determine Summer Hours for any employee hired after January 1, 1999 within the Road & Bridge Department.

Section 4.3 Overtime Pay: Overtime is defined as all hours worked in excess of eight (8) hours per day or the employee's regular work day if other than eight (8) hours or forty (40) hours per week, and for all hours worked on Saturday, Sunday and legal Holidays, or days observed as Holidays.

Overtime for all employees shall be paid as it is earned at the rate of time and one-half (1-1/2) cash payment. An employee who works on the calendar day on which a Major Holiday falls shall be paid at double time rates. An employee who works on the day observed as a Major Holiday shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate of pay.

Section 4.4 Call Back: A permanent employee called back to work after completing the regular work day, or called out on a day off, shall receive a minimum of four (4) hours compensation at the overtime rate.

Section 4.5 Overtime Distribution: Overtime assignments shall be distributed fairly by classification and shop location. Overtime status will be reviewed quarterly.

Section 4.6 Compensatory Time: An employee working overtime shall have the option of electing compensatory time off in lieu of overtime at the time and one-half (1-1/2) rate subject to the following conditions:

- A. Compensatory time can be accumulated up to a maximum of forty (40) hours.
- B. Prior approval of the County Engineer shall be necessary before using compensatory time.
- C. Compensatory time off shall be taken consistent with the needs of the department.

Section 4.7 Rest Periods: There shall be a fifteen (15) minute break in the a.m. and a fifteen (15) minute break in the p.m. of a working day for all employees covered under this Agreement.

Section 4.8 Work Location: The Employer may assign an employee to report in the employee's own vehicle to a shop location of equal or less distance than the employee's normal reporting shop location.

ARTICLE V HOLIDAYS

Section 5.1: All permanent employees shall be granted leave of absence with regular pay on all legal holidays. These are:

New Year's Day	Independence Day	Friday after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veterans Day	
Memorial Day	Thanksgiving Day	

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

Section 5.2: If a major holiday falls upon a Saturday, the preceding Friday shall be considered a holiday for all employees. If a major holiday falls upon a Sunday, the following Monday will be considered a holiday for all employees. The remaining holidays will be observed only when they fall within the regular workweek. The term "major holiday" is defined to include New Year's Day, Memorial Day, Independence Day, Veterans Day and Christmas Day.

Section 5.3: All permanent employees hired prior to April 1, 1984 shall be eligible for one (1) floating holiday per calendar year. The date of the "Floating Holiday" must be mutually agreed to between the permanent employee and the County Engineer.

ARTICLE VI
VACATIONS

Section 6.1: Permanent employees hired prior to April 1, 1984 shall be granted the following vacation schedule:

Completed Years of Service:	Rate of Accumulation of Vacation Hours Earned Per Month:	Working Days Employee May Earn as Vacation Per Year:
0	3.33	5
2	6.67	10
10	10.00	15
17	13.33	20
25	16.67	25

Section 6.2: Permanent employees hired after April 1, 1984 shall be granted the following vacation schedule:

Completed Years of Service:	Rates of Accumulation of Vacation Days Per Month of Work:	Working Days Employee May Earn as Vacation Per Year:
0 – 3	1	12
3 – 5	1 – 1/4	15
5 – 10	1 – 1/2	18
10 – 15	1 – 3/4	21
15+	2	24

Section 6.3: Any vacation not taken in accordance with the above schedule will be allowed to accumulate up to one and one-half (1-1/2) times the employee's yearly vacation earned.

Section 6.4: Employees shall be allowed to take their vacation in accordance with their position on the seniority list according to classification. Accumulated vacation shall be paid upon termination, or in event of the death of the employee, it shall be paid to the beneficiary.

Section 6.5: Any vacation will be accrued and utilized by the hour.

Section 6.6: Vacation leave may be taken consistent with the needs of the Department subject to the prior approval of the County Engineer or designee.

ARTICLE VII
HEALTH & WELFARE INSURANCE

Section 7.1 Health and Welfare: Aitkin County Road and Bridge Department employees will participate in the Operating Engineers Local #49 Health and Welfare Fund. Permanent employees eligible are those individuals who are members of the Operating Engineers Local #49 and fair share permanent employees, and all new probationary permanent employees who are and will be working on a full-time basis.

Since the payment of insurance to the benefit fund is paid on a quarterly basis beginning September 1, December 1, March 1 and June 1, Aitkin County may pro-rate the sum on a monthly basis required to acquire health insurance for the new employee entering into the bargaining unit of Local #49. Upon any employee in this unit terminating his/her employment or going into retirement, Aitkin County will pro-rate and withhold any monies that have been paid for his or her insurance coverage beyond employee termination or retirement date from their last payroll earnings including any fringe benefits due and owing said employee upon termination. The County will withhold the amount equal to the employee's cost share as per current agreement.

The Employer's contribution toward the total premium for group insurance shall be as follows:

Effective January 1, 2012, \$810.00 per month
Effective January 1, 2013, \$855.00 per month
Effective January 1, 2014, \$900.00 per month

Any additional amount due shall be paid by the employee through payroll deduction.

Section 7.2 Employee Contribution: In no event will the County's contribution exceed the actual cost of the coverage.

Section 7.3 Life Insurance: The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 (fifteen thousand dollars) for all permanent employees and to provide life insurance coverage in the amount of \$10,000 (ten thousand dollars) for their spouses and dependents to age 19.

ARTICLE VIII **SICK LEAVE**

Section 8.1 Sick Leave: All permanent employees shall be credited with one (1) day of sick leave for each month worked. Sick leave shall be accumulated to a maximum of one hundred twenty (120) days (960 hours). Sick leave will be granted for actual sickness, temporary physical disability, serious illness or death in the immediate family as defined in Section 8.2 and 8.3 or quarantine. The County Engineer, at his/her discretion, may require a doctor's certificate showing the nature of an injury of illness.

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

If sick leave is depleted, the employee shall be entitled to reduce the severance pay that is set aside as sick leave only after using all of the available sick leave.

Sick leave will be accrued and utilized by the hour.

Section 8.2 Family and Medical Leave: Eligible employees will be granted up to twelve (12) weeks of unpaid Family or Medical leave for their own serious illness, the birth or adoption of a child, or the care of a seriously ill child, spouse, or parent. Family and Medical Leave is defined in Public Law 103-3 and detailed in the Special Supplement published by the Bureau of National Affairs, Inc. Employees taking this leave are entitled to receive health benefits while they are on unpaid leave under the same terms and conditions as when they were on the job. The County

guarantees the employee the right to return to their previous or an equivalent position with no loss of benefits at the end of the leave. The employee must use all accrued Sick Leave, Personal Leave, and Vacation prior to starting any unpaid portion as per Aitkin County board Resolution 93-88. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section 8.3 Funeral Leave: Three (3) days sick leave may be taken for death of the employee's spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, or father-in-law. Two (2) additional days may be allowed when travel is necessary, subject to the approval of the Employer.

Section 8.4 Workers' Compensation: In the event that an employee is disabled by an accident or injury which is compensable, the employee will continue to be paid from accumulated sick leave, personal leave, or vacation until Workers' Compensation begins. The Employer will continue to contribute its normal portion of the Medical Insurance in force when the Workers' Compensation begins.

The first Workers' Compensation check shall be signed over to the County to credit the employee's sick leave, comp time, personal leave, or vacation accounts that were charged. These accounts will also be credited with the equivalent time for any taxes that would have been withheld from the amount of the Workers' Compensation check. Continuing Workers' Compensation checks will be retained by the employee and the employee will be allowed to utilize any accrued sick leave, comp time, personal leave, or vacation to maintain their normal payroll deductions.

Under PERA regulations, Workers' Compensation payments are not subject to PERA withholdings. The County payroll department is required to report the status change, when an employee receives Workers' Compensation, on the PERA Salary Deduction Report.

ARTICLE IX **PERSONAL LEAVE**

Permanent employees hired prior to April 1, 1984 shall be granted five (5) days personal leave each year, not to be accumulative, and permanent employees hired after April 1, 1984 shall be granted four (4) days personal leave, not to be accumulative. Personal leave may be taken consistent with the needs of the department subject to the prior approval of the County Engineer or designee. Personal leave days may not be used in increments of less than one-half day.

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

ARTICLE X **SENIORITY**

Section 10.1: A policy of Seniority shall be formulated that will give permanent employees with longer periods of service an opportunity for promotion and also give all employees a feeling of security.

A. There shall be a seniority list established which shall include the Maintenance Department, based on the employee's original date of hire.

B. There shall be a seniority list established which shall include the Engineering Department, based on the employee's original date of hire.

C. There shall be a seniority list established which shall include all permanent employees of the Road and Bridge Department, based on the employees' original date of hire.

Section 10.2: New employees shall be on a six (6) month probationary period.

Section 10.3: In the event of lay off due to lack of work, employees with the least seniority shall be first to be laid off, then permanent employees with the least seniority shall be laid off, and in the event of rehire, the last permanent employee laid off shall be the first to be rehired. No permanent employee shall be laid off out of turn on the seniority list, according to classification.

Section 10.4: In the event of a job opening, the job shall be announced by bulletin and the most senior permanent qualified employee shall be given first opportunity to step up for promotion.

Whenever employees are hired, comparable work experience and/or qualifications may be recognized in which the beginning wage may be set at the appropriate pay level allowing for the number of years experience and comparable employment.

Section 10.5: Seniority shall be deemed broken if an employee:

- A. Quits or is discharged.
- B. Is laid off for a period exceeding one year.
- C. Is on medical leave of absence for a period exceeding one (1) year, providing that a review will be made by the County at the end of that year.
- D. Fails to report for work at the end of a leave of absence.
- E. Fails to accept a recall from layoff.

Section 10.6: Seasonal employees will be used under the following conditions:

- A. Between the months of May 1 through December 1.
- B. Three can work over sixty-seven (67) days per year.
- C. Salaries for the first sixty-seven (67) days will be set by Board policy. Salaries after sixty –seven (67) days will be set out in Wage Appendix E.
- D. Seasonal employees will not displace permanent full time employees from their usual and customary work.

ARTICLE XI

GRIEVANCE PROCEDURE

Section 11.1 Definition of Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Contract. It is specifically understood that any matters governed by Civil Service rules, merit system rules or statutory provisions shall not be considered grievances and subject to the grievance procedure hereinafter set forth. No disciplinary action which may be appealed to a civil service or merit system authority will be considered a grievance and subject to the grievance procedure herein.

Section 11.2 Organization Representatives: The Employer will recognize employee representatives designated by the exclusive representatives as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The exclusive representative shall notify the Employer in writing of the names of such employee representatives and of their successors when so designated.

Section 11.3 Processing of Grievance: It is recognized and accepted by the exclusive representative and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities.

The aggrieved employee and the employee representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and employee representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 11.4 Procedure: Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Contract shall within twenty-one (21) calendar days after such alleged violation has occurred present such grievance to the employee's immediate supervisor. The immediate supervisor will meet and discuss the grievance within ten (10) working days and give an answer to such Step 1 grievance within ten (10) working days after the meeting. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the immediate supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented to the Department Head and a meeting date set within ten (10) working days. The Department Head shall give the union the Employer's Step 2 answer in writing within ten (10) working days after meeting on such Step 2 grievance. A grievance not resolved by the final Step 2 answer shall be appealed to Step 3 by the union within ten (10) working days after the Department Head's final answer in Step 2. Any grievance not appealed to Step 3 by the union within ten (10) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented to the Human Resources Manager and a meeting date set within ten (10) working days. The Human Resources Manager, in cooperation with the County Administrator, shall give the union the Employer's Step 3 answer in writing within ten (10) working days after meeting on such Step 3 grievance. A grievance not resolved by the final Step 3 answer may be appealed in writing to Step 4 by the union within ten (10) working days after the Employer's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the union within ten (10) days shall be considered waived.

Step 3A. If the Employer and the Union mutually agree, a grievance unresolved in Step 3 and appealed to Step 4 may be submitted to the Minnesota Bureau of Mediation Services for

mediation within ten (10) working days after receipt of the Employer's final answer in Step 3. If the grievance is submitted to mediation and is resolved, the settlement shall be reduced to writing and signed by both the Employer and the Union. If the grievance is submitted to mediation and is not resolved, it may be appealed to Step 4 within ten (10) working days of the date of the mediation meeting.

Step 4. A grievance unresolved in Step 3, or Step 3A if applicable, and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of the Arbitrator shall be made in accordance with the "Rules Governing Arbitration of Grievance" as established by the Minnesota Bureau of Mediation Services.

Section 11.5 Arbitrator's Authority:

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide only the specific issues submitted in writing by the Employer and the Employee, and shall have no authority to make a decision on any other issue not so submitted.
- B. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any of the applications of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Contract and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the exclusive representative provided that each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 11.6 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof, within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the employee in any step.

Section 11.7 Choice of Remedy: If as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of this Article XI or a procedure such as veterans preference or fair employment. If appealed to any procedure other than Step 4 of this Article XI, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized -- Step 4 of Article XI or another appeal procedure -- and the employee shall sign a statement to the effect that the choice of any other hearing precludes any subsequent appeal through Step 4 of this

Article XI, except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE XII **WAGES**

Section 12.1 Rate of Pay: For 2013 and 2014, wages applicable to employees covered by this Agreement shall be in accordance with the provisions set forth on Appendix A hereby made a part of this Agreement.

All employees shall remain at their rate of pay at the expiration of this Agreement until a new Agreement is executed by the parties.

Section 12.2 Pay Period: All employees covered by this Agreement shall be paid according to county policy.

Section 12.3 Reclassification: A permanent employee who works 50% or more at a higher job classification in a calendar year shall be eligible for reclassification.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Section 12.4: Permanent employees shall not be reduced in pay scale when assigned work of a lower classification. Employees performing work of a higher pay classification shall receive the wage scale prevailing for the higher classification.

Section 12.5: Insofar as seniority lists are established in the respective departments, so should the right to determine applicable contract clauses rest with those persons directly affected by said clauses; that is to say that personnel in the Road and Bridge Department and Engineering Department should exercise complete control insofar as approving those items in this contract which directly apply to them, that is wage rates. This clause in no way attempts to circumvent or subdivide the Local Union. It merely attempts to place responsibility directly on those individuals affected by the various clauses.

Section 12.6 Jury Duty: All permanent employees shall be paid full wages when called for jury duty. Permanent employees will reimburse to the County the amount of wages they receive as jury duty pay, not to exceed the employee's regular day's pay.

Section 12.7 Military Pay: The County agrees to pay full wages for any permanent employee serving on military duty, in accordance with Minnesota State Statutes.

Section 12.8: For newly created job classifications, the County will notify the Union ten (10) days in advance of posting to negotiate a rate of pay for the new job classification.

ARTICLE XIII **SAFETY**

The County agrees to furnish all necessary safety equipment for the protection of their employees, and the employees shall use the equipment when necessary.

ARTICLE XIV
SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the signed County. In the event any provision of this Agreement shall be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be voided. All other provisions of this Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE XV
DURATION

This Agreement shall be in effect from January 1, 2013 and shall continue in effect through December 31, 2014 and from year to year thereafter, unless notice of intention to change, modify, or terminate is given by either party one hundred twenty (120) days prior to December 31st of the year in which the change, modification or termination is to take place.

This Agreement between the County Board of Aitkin County and the International Union of Operating Engineers, Local No. 49, signed this 22nd day of January, 2013.

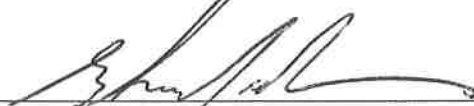
Chairperson, Aitkin County Board of Commissioners

County Administrator

Human Resources Manager



IUOE Local No. 49 Business Representative



IUOE Local No. 49 Business Manager

APPENDIX A
WAGE SCHEDULES

2013 Wage Schedule

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2013	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02

2014 Wage Schedule

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2014	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47

APPENDIX B
MEMORANDUM OF AGREEMENT – YEAR ROUND SEASONAL EMPLOYEE

This Memorandum of Agreement is entered into between the County of Aitkin and the Road & Bridge Employees, International Union of Operating Engineers Local Union #49 as an addendum to the Aitkin County Road & Bridge Agreement dated January 1, 2013 through December 31, 2014.

Whereas, the County is currently in need of a year round seasonal employee in order to meet the demands of their rigorous construction schedule, and

Whereas, the use of seasonal employees is limited as defined in Article X Seniority, Section 10.6 of the collective bargaining agreement between the parties,

Therefore, it is agreed that Aitkin County may employ a seasonal employee to perform seasonal work duties under the following conditions:

- A. From January 1st through December 31st as needed at the discretion of the County Engineer,
- B. Starting wage and subsequent pay increases in accordance with an Engineering Technician II position classification,
- C. Paid time off benefits to include vacation, holidays, personal leave, and sick leave prorated according to compensated hours worked in the pay period and where full time equivalency is 2080 hours in the calendar year, and
- D. This employee will not receive any insurance benefits, and is not entitled to participate in any voluntary insurance plans, and
- E. This employee will not displace a permanent full time employee from their usual and customary work.
- F. The provision of the Aitkin County Road and Bridge Agreement do not apply to this seasonal employee other than as set forth in paragraphs B and C above.
- G. This Memorandum of Agreement shall in no way set any precedents.
- H. Limited until December 31, 2014, at which time the provisions of the MOA will be negotiated for 2015.
- I. This employee will be a Union member or pay Fair Share.

For Aitkin County:

Chairperson, Aitkin County Board

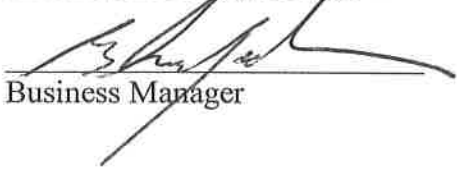
County Administrator

Human Resources Manager

Dated: _____

For I.U.O.E. Local No. 49:


Area Business Representative


Business Manager

Dated: _____

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-5-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 3-12-13 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: Legislative Update – Proposed Resolution and Correspondence

DATE: March 6, 2013

Staff is requesting that the County Board approve the draft resolution and related correspondence. The resolution is for legislation that would reimburse Aitkin County and the majority of greater MN counties for sales tax paid for the ARMER 800 Mhz upgrades. For Aitkin County this would amount to \$100,000.00. Senator Lyle Koenen has proposed S.F. 472 and related S.F. 63 (attached). This legislation would allow Aitkin County and other counties to be reimbursed.

There are two reasons for this request: First, the upgrades to our radio system were mandated and did not come with adequate funding. This means Aitkin County will spend \$2,000,000.00 on another unfunded mandate. Second, the seven county metro area radio upgrades were installed with similar lack of funding; however all of their purchases were excluded from sales tax by legislation.

By proposing this resolution, staff is asking that the State Legislature and the Governor treat Aitkin County and the other greater MN counties the same as the seven county metro area counties.

Attached S.F. 472 and S.F. 63
Proposed Resolution
Proposed Letters to Senator Koenen, Senator Ruud, Rep. Radinovich

Please contact Sheriff Turner or me with questions.

Minnesota State Legislature

Minnesota Senate

SF 472 Status in the **Senate** for the 88th Legislature (2013 - 2014)

Current bill text: [As Introduced](#)
[Version List](#)

Companion: [HF428](#);
[Companion Text](#)
[House Search](#)

Revisor number: 13-1358

[Long Description](#)

[Committee Hearings and Actions](#)

Senate Counsel & Research
[Summary](#)

Description

Public safety radio communication systems sales tax exemption expansion

Authors

[Koenen](#); [Dahms](#); [Sheran](#); [Reinert](#); [Rosen](#)

Actions

[Separated](#)

[Chronological](#)

Senate

02/14/2013 Introduction and first reading

[Intro](#) pg. [234](#)

02/14/2013 Referred to [Taxes](#)

**Senate Counsel, Research
and Fiscal Analysis**

G-17 State Capitol
75 Rev. Dr. Martin Luther King, Jr. Blvd.
St. Paul, MN 55155-1606
(651) 296-4791
Fax: (651) 296-7747
Tom Bottern
Director

Senate

State of Minnesota

S.F. No. 472 - Sales Tax Exemption for Public Safety Radio Systems

Author: Senator Lyle Koenen

Prepared By: Nora B. Pollock, Senate Counsel (651/297-8066)

Date: February 18, 2013

This bill provides a sales tax exemption for products and services for end-user equipment used for the construction, ownership, operation, maintenance, and enhancement of the backbone of the Allied Radio Metric for Emergency Response (ARMER) public safety radio system, including public safety radio dispatch centers. The ARMER system is a shared network of radio towers, equipment shelters, and radio transmission equipment used by state agencies, local governments, and other emergency responders. This bill would also exempt sales and purchases of public safety systems other than ARMER. Local jurisdictions have received sales tax exemptions as they built their systems to join the backbone network, but a statewide exemption has never been authorized.

Effective retroactively for sales and purchases made after June 30, 2005. Purchasers may apply for a refund of sales tax already paid on eligible purchases through June 30, 2014.

NBP:dv

[Check on the status of this bill](#)

[Back to Senate Counsel and Research Bill Summaries page](#)

This page is maintained by the Office of Senate Counsel, Research, and Fiscal Analysis for the Minnesota Senate.



Minnesota Senate

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KEY: ~~stricken~~ = removed, old language. underscored = added, new language.

[Authors and Status](#)

[List versions](#)



S.F. No. 472, as introduced - 88th Legislative Session (2013-2014) Posted on Feb 13, 2013

- 1.1 A bill for an act
- 1.2 relating to taxation; sales and use; expanding exemption for public safety radio
- 1.3 communication systems;amending Minnesota Statutes 2012, section 297A.70,
- 1.4 subdivision 8.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Minnesota Statutes 2012, section 297A.70, subdivision 8, is amended to read:
- 1.7 Subd. 8. **Regionwide Public safety radio communication system systems;**
- 1.8 **products and services. (a)** Products and services including, but not limited to, end user
- 1.9 equipment used for construction, ownership, operation, maintenance, and enhancement
- 1.10 of the backbone system of the regionwide public safety radio communication system
- 1.11 established under sections 403.21 to 403.40, are exempt. For purposes of this subdivision,
- 1.12 backbone system is defined in section 403.21, subdivision 9. This subdivision is effective
- 1.13 for purchases, sales, storage, use, or consumption for use in the first and second phases of
- 1.14 the system, as defined in section 403.21, subdivisions 3, 10, and 11, that portion of the
- 1.15 third phase of the system that is located in the southeast district of the State Patrol and
- 1.16 the counties of Benton, Sherburne, Stearns, and Wright, and that portion of the system
- 1.17 that is located in Itasca County.
- 1.18 (b) Products and services, including, but not limited to, end-user equipment used
- 1.19 for construction, ownership, operation, maintenance, and enhancement of public safety
- 1.20 radio communication systems not already exempt under paragraph (a), including public
- 1.21 safety radio dispatch centers, are exempt.
- 1.22 **EFFECTIVE DATE.**This section is effective retroactively for sales and purchases
- 1.23 made after April 30, 2005. Purchasers may apply for a refund of tax paid for qualifying
- 1.24 purchases under this subdivision made after April 30, 2005, and before July 1, 2013, in the
- 2.1 manner provided in section 297A.75. Notwithstanding limitations on claims for refunds
- 2.2 under section 289A.40, claims may be filed with the commissioner until June 30, 2014.

Please direct all comments concerning issues or legislation
to your [House Member](#) or [State Senator](#).

For Legislative Staff or for directions to the Capitol, visit the [Contact Us](#) page.

[General questions or comments.](#)

last updated: 04/18/2012

Minnesota State Legislature

Minnesota Senate

SF 63 Status in the **Senate** for the 88th Legislature (2013 - 2014)

Current bill text: As Introduced
[Version List](#)

Companion: [HF118](#);
[Companion Text](#)
[House Search](#)

Revisor number: 13-0633

Long Description	Committee Hearings and Actions	Senate Counsel & Research Summary
----------------------------------	--------------------------------	---

Description

Public safety radio equipment sales tax exemption expansion

Authors

[Westrom](#); [Eken](#); [Koenen](#); [Ingebrigtsen](#); [Dahms](#)

Actions

Separated	Chronological
---------------------------	-------------------------------

Senate

01/22/2013 Introduction and first reading	Intro pg. 77
01/22/2013 Referred to Taxes	
01/28/2013 Author added Dahms	pg. 107



Minnesota Senate

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House | Senate | Joint Departments and Commissions | Bill Search and Status | Statutes, Laws, and Rules

KEY: ~~stricken~~ = removed, old language. underscored = added, new language.

[Authors and Status](#)

[List versions](#)



S.F. No. 63, as introduced - 88th Legislative Session (2013-2014) Posted on Jan 17, 2013

- 1.1 A bill for an act
- 1.2 relating to taxation; sales and use; expanding the exemption for public safety
- 1.3 radio communication systems;amending Minnesota Statutes 2012, section
- 1.4 297A.70, subdivision 8.
- 1.5 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF MINNESOTA:
- 1.6 Section 1. Minnesota Statutes 2012, section 297A.70, subdivision 8, is amended to read:
- 1.7 Subd. 8. **Regionwide public safety radio communication system; products and**
- 1.8 **services.** Products and services including, but not limited to, end user equipment used for
- 1.9 construction, ownership, operation, maintenance, and enhancement of the backbone system
- 1.10 of the regionwide public safety radio communication system established under sections
- 1.11 403.21 to 403.40, are exempt. For purposes of this subdivision, backbone system is defined
- 1.12 in section 403.21, subdivision 9. ~~This subdivision is effective for purchases, sales, storage,~~
- 1.13 ~~use, or consumption for use in the first and second phases of the system, as defined in~~
- 1.14 ~~section 403.21, subdivisions 3, 10, and 11, that portion of the third phase of the system that~~
- 1.15 ~~is located in the southeast district of the State Patrol and the counties of Benton, Sherburne,~~
- 1.16 ~~Stearns, and Wright, and that portion of the system that is located in Itasea County.~~
- 1.17 **EFFECTIVE DATE.**This section is effective for sales and purchases made after
- 1.18 **June 30, 2013.**

Please direct all comments concerning issues or legislation
to your [House Member](#) or [State Senator](#).

For Legislative Staff or for directions to the Capitol, visit the [Contact Us](#) page.

[General questions or comments.](#)

last updated: 04/18/2012

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA
ADOPTED March 12, 2013

By Commissioner:

031213-

Support for Refund of Sales Tax Related to ARMER 800 Mhz Purchases

WHEREAS, the Aitkin County Board has authorized purchases of approximately \$2,000,000.00 to upgrade the County radio and dispatch equipment to be compatible with the 800 MHz ARMER system, and

WHEREAS, when the seven county metro area made their upgrades they were exempt from paying sales tax, and

WHEREAS, If Aitkin County would have had the same benefit it would have saved more than \$100,000.00. Additionally the majority of Greater MN counties would have made similar saving, had they been treated that same as the metro counties, and

WHEREAS, Current legislation in the Senate (S.F. 472 and S.F. 63) supports refunding the sales tax for the mandated ARMER upgrades

THEREFORE BE IT RESOLVED, that the Aitkin County Board of Commissioners supports S.F. 472 and S.F. 63 and future similar legislation in the MN House for a sales tax exemption for purchases made after June 30, 2005 for ARMER related equipment.

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

MEMBERS PRESENT

All Members Voting

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 March 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 March A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

AITKIN COUNTY ADMINISTRATION

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

March 12, 2013

Senator Lyle Koenen
75 Rev. Dr. Martin Luther King Jr. Blvd.
Capitol, Room 124
Saint Paul, Minnesota 55155

Dear Senator Koenen:

Let me introduce myself as the Chairman of the Aitkin County Board of Commissioners. Recently our County Board reviewed legislation you proposed S.F. 472 and related S.F. 63. Aitkin County has spent hundreds of thousands of dollars upgrading our dispatch and radio system to be compliant with the 800 MHz requirements. This is clearly another mandate that has been passed down to local governments without adequate state of federal funding. But again the County complied. Your legislation seeking reimbursement for sales tax on these purchases is appropriate.

We are aware that previously, other counties had legislation excluding them from paying sales tax for these same purchases. It is not appropriate to treat MN taxpayers differently for the same purchase.

We estimate that Aitkin County tax payers would save around \$100,000.00 if our 800 MHz purchases had not been taxed. Again the issue is fairness.

If you need additional support please let us know (speakers at legislative hearing, etc.). This is an important topic for Aitkin County and the other Greater Minnesota Counties.

If after reviewing our resolution you have any comments please feel free to contact any or each of our County Commissioners as I am including our contact information.

Thank you,

J. Mark Wedel, Chairman
Aitkin County Board

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

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

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

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

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

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

AITKIN COUNTY ADMINISTRATION

Aitkin County Courthouse

217 Second Street N.W. Room 130

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

March 12, 2013

Senator Carrie Ruud
100 Rev. Dr. Martin Luther King Jr. Blvd.
State Office Building, Room 25
St. Paul, MN 55155-1206

RE: S.F. 472 and S.F. 63 – sales tax refund for unfunded mandates

Dear Senator Ruud:

At the March 12th County Board meeting the County Board approved the attached resolution 031213- . We ask that you support these pieces of legislation as they correct an unfair treatment of Aitkin County and the majority of Greater MN counties that have had to pay sales taxes for the ARMER radio upgrades. In the previous decade the seven County metro area made their upgrades with legislation excluding them from paying the related sales tax.

We have included the supporting documents for your review.

By supporting this legislation you would be allowing Aitkin County residents to be treated the same as the residents in the seven county metro area.

The Board asks that you vote to approve each of the pieces of legislation listed above.

Thank you,

J. Mark Wedel, Chairman
Aitkin County Board

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

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30517 270th Lane
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laurie.westerlund@co.aitkin.mn.us
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Aitkin, MN 56431
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51227 Long Point Place
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District 5: Anne M. Marcotte–Vice Chair
P.O. Box 192
Hill City, MN 55748
Home: 218-256-0277
anne.marcotte@co.aitkin.mn.us
Term: 2011-2014

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

AITKIN COUNTY ADMINISTRATION

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

March 12, 2013

Representative Joe Radinovich
529 State Office Building
100 Rev. Dr. Martin Luther King Jr. Blvd.
Saint Paul, Minnesota 55155

RE: S.F. 472 and S.F. 63 – sales tax refund for unfunded mandates

Dear Representative Radinovich:

At the March 12th County Board meeting the County Board approved the attached resolution 031213- . The County Board asks that you consider similar legislation in the MN House to effectuate appropriate action on behalf of the residents of Aitkin County. We ask that you support these pieces of legislation as they correct an unfair treatment of Aitkin County and the majority of Greater MN counties that have had to pay sales taxes for the ARMER radio upgrades. In the previous decade the seven County metro area made their upgrades with legislation excluding them from paying the related sales tax.

We have included the supporting documents for your review.

By supporting this legislation you would be allowing Aitkin County residents to be treated the same as the residents in the seven county metro area.

The Board asks that you vote to approve each of the pieces of legislation listed above.

Thank you,

J. Mark Wedel, Chairman
Aitkin County Board

District 1: J. Mark Wedel – Chair
515 6th Ave SE
Aitkin, MN 56431
Home: 218-927-6500
mark.wedel@co.aitkin.mn.us
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District 5: Anne M. Marcotte–Vice Chair
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Term: 2011-2014

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-5-2013

Via: Patrick Wussow, County Administrator

From: Kathy Brophy, Aitkin City Clerk

Title of Item:

Resolution in Support of the Repeal of the Taconite Tax Relief Area Fiscal Disparities Act

Requested Meeting Date: 3-12-2013 Estimated Presentation Time: 15 minutes

Presenter: Kathy Brophy

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? N/A No (attach explanation)
- What type of expenditure is this? Operating Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

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

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



Supporting Attachment(s)

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

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

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

ADOPTED March 12, 2013

By Commissioner: xx

031213-0xx

Taconite Tax Relief Area Fiscal Disparities Act

WHEREAS, the Minnesota Legislature enacted the Taconite Tax Relief Area (TTRA) Fiscal Disparities Act (FDA) in 1996 without public hearings that calls for the sharing of local property taxes throughout the TTRA; and

WHEREAS, the 2012 area wide fiscal disparities tax rate was approximately 1.40 compared to Aitkin County's total tax rate of 38.896; and

WHEREAS, in 2013 the cities and townships of Aitkin County will lose approximately \$300,000 in local tax revenue; and

WHEREAS, from the years 2010 through 2013, the total loss in local tax revenue for the cities and townships of Aitkin County is \$930,000 due to Fiscal Disparities.

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board supports and recommends to the State of Minnesota legislature the repeal of the Taconite Tax Relief Area Fiscal Disparities Act.

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 March 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 March A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

Kinship of Aitkin County
Board of Directors Meeting Minutes

February 21, 2013

I. Call to order

Mike Steffen called to order the regular meeting of the Board of Directors at 12:00 p.m. on February 21, 2013 at the Kinship Offices.

II. Roll call

The following persons were present: Mike Steffen, Vicki Miller, Kelly Simons, Amy Workman and Kimberly Clement.

III. Approval of minutes from last meeting

There were no minutes from the January Meeting as we did not have a quorum.

IV. Financial Report

The financial report was reviewed and discussed. Motion was made by Kelly Simons to approve the report with a second from Vicki Miller. Motion passed.

V. Staff Report

- a) Mentoring Program: Two new matches were made in January with two new mentors pending. Peer Mentoring matches are going well.
- b) Currently participating in presentations about the Volunteers Take Action Program in partnership with Angels and CARE.
- c) McGregor Good Character Club started in February with 32 children. Hill City is scheduled to begin in April. Character Crossroads is working on their service learning project. They will be visiting Golden Horizons and performing their two songs they have been learning all year and present the residents with healthy treat bags.
- d) Luke Christensen came as a guest speaker to youth leadership to talk about the importance of resumes. We also had a drawing, in March 2013, I will be taking 4 youth to the State Capitol for Youth Action Day. We have scheduled appointments to meet with Rep. Radinovich and Sen. Rued in regards to their support of HF 622/SF 406 that establishes a formal Minnesota Youth Council Committee who will

provide advice and recommendations to the Legislature and the Governor on issues affecting youth.

VI. New Business

- a) Election of Secretary and Vice Chair. Elections were held. Vicki Miller is now Board Secretary and Amy Workman is Board Vice Chair.
- b) Borrowing Policy: A motion was made by Mike Steffen, seconded by Amy Workman to adopt with changes the following policy:

Any action by and on behalf of the organization in borrowing money, establishing or canceling lines of credit, and or mortgaging, pledging, or authorizing liens on the property of the organization must be specifically authorized by the Board of Directors.

The organization should maintain a line of credit agreement with a financial institution.

Based upon staff recommendation, the Board of Directors must approve any borrowing against the line of credit. Kinship of Aitkin County will be responsible for paying down the line of credit as soon as funds are available and reporting back to the Board of Directors within two working days that this has been accomplished.

Staff will update the Board of Directors, on a monthly basis if there is an outstanding balance on the line of credit.

Motion passed.

- c) Fundraising: Kimberly Clement asked board members to start thinking of a new fundraiser for 2014.
- d) Employee Handbook: Tabled till March, Kelly Simons will research status of salaried positions.

VII. Old Business

- a) Venture Committee Report: Tabled till March meeting.
- b) Strategic Plan- Kimberly Clement reminded Board she is currently working without an action plan for the strategic plan for 2013-2015 and that it needs to be completed.

- c) Social Host Ordinance – We are on the agenda for February 26, 2013 in which the County Commissioners will decide if the proposed ordinance will go to public hearings.

VIII. Adjournment

Mike Steffen adjourned the meeting at 1:00 p.m.

Minutes submitted by: Kimberly Clement