

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 9, 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
- 9:01 2) Patrick Wussow, County Administrator
A) Closed Meeting Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- 9:58 3) A) Approval of Agenda
B) Citizens' Public Comment*
- 4) Consent Agenda
A) Correspondence File March 26, 2013 – April 8, 2013
B) Approve 3/26/13 County Board Minutes
C) Approve Commissioner Warrants
D) Approve Auditor Warrants – Tax Overpays
E) Accept \$200 Donation to STS – Nordland Township
F) Approve Non-union Wage Schedules 2011-2014
G) Approve Personnel Committee Recommendations
H) Approve Renewal of Consumption & Display (Set Up) Permit –
Rae Ann Halverson, d/b/a Cajun Queen – Shamrock Twp
I) Approve Purchase of Four Squads – Sheriff's Dept.
J) Approve Resolution – Transportation Funding
K) Approve Resolution – Auditor, Treasurer and Recorder Positions
L) Approve Public Auction of Vehicle – Sheriff's Dept.
M) Approve Public Auction of Used Tires – Sheriff's Dept.
N) Approve Leave of Absence Request
O) Award Bids/Quotes
1. Resolution – Calcium Chloride
2. Pavement Markings
3. Gravel Crushing
- 10:00 5) Patrick Wussow, County Administrator
A) Conference Call with Representative Joe Radinovich and
Senator Carrie Ruud
- 10:30 Break
- 10:45 6) Terry Neff, Environmental Services Director
A) Adopt Amendments to the General Zoning Ordinance
- 11:00 7) Scott Turner, Sheriff
A) Public Hearing – Social Host Ordinance
B) CodeRED Presentation

* 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 April 9, 2013 – BOARD AGENDA

12:00 8) Lunch

1:00 9) Patrick Wussow, County Administrator

- A) Employee Recognition
- B) Approve Request for Central Planes Aviation to Spray for Army Worms
- C) 2014 Budget Discussion
- D) Legislative Update

1:45 10) Mike Dangers, County Assessor

- A) Year End Assessment Report

2:00 11) Board Discussion

- Mark Wedel – Historical Society, Airport
- Laurie Westerlund – Park Board, Mille Lacs Watershed, LLCC Reaccreditation
- Don Niemi – Snake River
- Brian Napstad –
- Anne Marcotte – Economic Development

12) Committee Updates

A) Upcoming Meetings:

- Lakes & Pines – April 15, 10:00 a.m. Executive Committee
- MRCC – April 18, 10:00 a.m. to Noon, ITV
- Kinship of Aitkin County – April 16 at Noon at the Kinship Offices
- ARDC – April 18, Commission meeting
- Onanegozie – April 15
- ACAT – April 18, 7:30 p.m. at McGregor Community Center

B) Committee Minutes:

- Kinship of Aitkin County – March 19, 2013
- CMCC Executive Committee – February 20, 2013
- Aitkin-Itasca-Koochiching Community Health Board – March 14, 2013
- Parks Commission – March 11, 2013

3:00 Adjourn

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Closed Meeting Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations

Requested Meeting Date: 4-9-13 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 13D.03 Subd. 1(b) Labor Negotiations
- 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.

The Aitkin County Board of Commissioners met this 26th day of March, 2013 at 9:01 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 March 26, 2013 amended agenda. Item 7A1) Resolution – Conservation Property Tax Valuation, was added.

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

I. Attendance

The Aitkin County Board of Commissioners met this 26th day of March, 2013, at 9:04 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; Janet Hatfield, County Financial Worker; and Jeanne Schram, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the agenda as amended with the addition of a Resolution under V.-B.

III. Review February 26, 2013 Health & Human Service Board Minutes

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried; the vote was to approve the February 26, 2013 Health & Human Services Board Meeting Minutes as mailed/posted.

IV. Review Bills

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

V. General/Miscellaneous Information

A. NACO Update – Tom Burke reviewed the ‘Why Counties Matter’ handout as well as the four Policy Briefs which included: 1- Protect the Federal-State-Local Partnership for Medicaid, 2-Fund the Substance Abuse and Mental Health Services Administration, 3-Protect the Prevention and Public Health Fund, 4-Extend Health Benefit Coverage to Pre-Trial Jail Inmates.

B. AMC Policy for Human Services Update - Tom Burke updated the Board on the Human Services Technology Investment of \$29 million in the Governor’s Budget for this project.

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD**

RESOLUTION - # 032613-035

**Request Governor of Minnesota to Maintain Budgeted
\$29 Million for Human Services Technology**

**RESOLUTION
032613-035
REQUEST
GOVERNOR OF
MINNESOTA TO
MAINTAIN
BUDGETED
\$29 MILLION FOR
HUMAN
SERVICES
TECHNOLOGY**

WHEREAS, the Association of Minnesota Counties (AMC) and the Minnesota Association of County Social Service Administrators (MACSSA) both believe Human Services Technology Modernization is a top priority for this legislative session; and

WHEREAS, the House and Senate both set budget targets last week which include reductions in the area of health and human services, which will put this county priority in stiff competition with other budget items; and

WHEREAS, many state programs are running on antiquated DOS based systems developed in the 1980s; and

WHEREAS, there is high risk of system failure if the state does not replace old systems thereby noting we can either invest now or spend significantly more money later; and

WHEREAS, this is not just a State and County administrative problem, as clients will get better, more timely services if we have more efficient technology systems; and

WHEREAS, we have a golden opportunity to leverage federal financial participation via the Affordable Care Act with a relatively small state investment; and

WHEREAS, failure to invest now will result in a significantly higher state investment later; and

WHEREAS, better systems are needed because most counties won't be able to add staff, despite a growing workload from the Medical Assistance expansion.

NOW, THEREFORE, BE IT RESOLVED, the Aitkin County Board of Commissioners requests the Governor maintain \$29 million in his budget for Human Services Technology.

Commissioner Marcotte moved the adoption of the resolution, seconded by Commissioner Niemi, and it was declared adopted upon the following vote:

Members Present: 5 ALL MEMBERS VOTING "Yes"

VI. Administrative Reports:

A. Financial & Transportation Reports – Kathy Ryan, Fiscal Supervisor, noted there were no significant changes to report.

VII. Joint Powers Board Reports:

Tri-County Community Health Services Board (CHS) – Commissioner Westerlund introduced Cynthia Bennett as the new CHS Administrator. Cynthia noted at the most recent meeting, they were reviewing the minutes from the last CHS meeting and the budget was not approved because there needed to be some minor changes.

VIII. Committee Reports from Commissioners

- A. AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted that neither committee has met since our last Board meeting.
- B. CJI (Children’s Justice Initiative)** – Sue Tange updated the Board that they had a very good discussion regarding truancy and the need for uniform

responses.

Next Meeting – April 23, 2013

Break: 10:02 a.m. to 10:16 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: March 12, 2013 – March 25, 2013; B) Approve County Board Minutes: March 12, 2013; C) Approve Commissioner Warrants: General Fund \$108,467.52, Road & Bridge \$63,933.73, Special Revenue \$7,377.00, Health & Human Services \$942.82, State \$90.00, Trust \$14,285.58, Forest Development \$2,919.50, Long Lake Conservation Center \$6,771.41, Parks \$34,228.89 for a total of \$239,016.45; D) Approve Auditor Warrants – February Sales & Use Tax: General Fund \$549.87, Road & Bridge \$7,791.99, Health & Human Services \$13.42, State \$6,168.50, Trust \$11.20, Forest Development \$93.34, Long Lake Conservation Center \$80.59, Parks \$8.49 for a total of \$14,717.40; E) Approve Tobacco Licenses; F) Approve Public Auction of Vehicles – Sheriff’s Dept.; G) Approve Resolution – 2013 Boat & Water Safety Grant Agreement; H) Approve Renewal of Consumption & Display (Set Up) Permit: Danny J. Volk, d/b/a Hidden Meadows Campground on Blind Lake – Unorg 48-27 Township; I) Approve Resolution – Minnesota National Golf Course Liquor License; J) Approve Resolution – Central Specialties, Inc. vs Aitkin County; K) Approve Brat Sale – Aitkin Area Persian Gulf Support Group; L) Approve Resolution – Exempt Permit LG220 of the Wealthwood Rod & Gun Club

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the following Applications for License to Sell Tobacco Products for the period ending March 31, 2014:

- # 01 Bann’s Bar & Café, Inc., d/b/a **Banns Bar & Cafe** – Shamrock Township
- # 02 J & S Resort LLC, d/b/a **Barnacles** – Wealthwood Township
- # 03 Cuddler Enterprises, Inc., d/b/a **Big Sand Bar** – Workman Township
- # 04 Zorbaz of Big Sandy Lake, Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
- # 05 MacDonald Enterprises of Malmo, Inc., d/b/a **Castaway’s Resort** – Lakeside Township
- # 06 WB Hay Point, Inc., d/b/a **Corner Club** – Macville Township
- # 07 Denny M. Solsvig, d/b/a **Denny’s Lakeview Inn LLC** – Glen Township
- # 08 ML Gas, Inc., d/b/a **East Lake Convenience Store** – Spalding Township
- # 09 Farm Island Store, Inc., d/b/a **Farm Island Store** – Farm Island Township
- # 10 N5 Corporation, d/b/a **Fisherman’s Bay** – Workman Township
- # 11 Grill of Glen Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township
- # 12 Harry Ray Hilton, d/b/a **Harry’s Midtown Liquor** – City of Hill City
- # 13 K.L. Gulbraa, Inc., d/b/a **Hill City Liquors** – City of Hill City
- # 14 Rips HLI, Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township
- # 15 Pepera Properties, Inc., d/b/a **Jacksons Hole** – Salo Township
- # 16 Almar Holdings, LLC, d/b/a **The Junction** – Hazelton Township
- # 17 MacDonald Ent. of Aitkin, Inc., d/b/a **The Landing** – Aitkin Township
- # 18 Lazy Timber Enterprises, LLC, d/b/a **Malmo Market** – Malmo Township
- # 19 James R. Miller, d/b/a **Mark’s Bar** – City of McGregor
- # 20 K & J C-Stores, Inc., d/b/a **McGregor Holiday Station Store #3574** – City of McGregor

**HHS BOARD
ADJOURNED**

BREAK

**REGULAR BOARD
RECONVENED**

**CONSENT
AGENDA**

**TOBACCO
LICENSES**

- # 21 Rasley Oil Co., d/b/a **McGregor Oil** – City of McGregor
- # 22 Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township
- # 23 Lori Michelle Olson, d/b/a **Olson’s Mississippi Landing** – Ball Bluff Township
- # 25 Bodway Properties, Inc., d/b/a **Prairie River Retreat** – Shamrock Township
- # 26 Frederick & Deborah Dally, d/b/a **Red Door Resort & Motel** – Wealthwood Township
- # 27 Klennert Stores, Inc., d/b/a **Roadside Market** – City of Hill City
- # 28 Sather’s Gateway, Inc., d/b/a **Sather’s Store** – Shamrock Township
- # 29 Klennert Stores, Inc., d/b/a **Sunny’s** – City of Hill City
- # 30 TJ’s Liquor, Inc., d/b/a **TJ’s Liquor** – Malmo Township
- # 31 Mark Kenneth Ukura, d/b/a **Ukura’s Big Dollar** – Jevne Township
- # 32 Westerlund Inc., d/b/a **Westerlund’s** – Malmo Township
- # 33 Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
- # 34 Minnewawa Partners, LLC, d/b/a **Wiley’s Sport Shop** – Shamrock Township

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve public auction of the following vehicle, seized under DWI forfeiture: 1999 Ford Explorer

**PUBLIC AUCTION
OF VEHICLE –
SHERIFF’S DEPT.**

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 2013 Boat & Water Safety Grant Agreement:

**RESOLUTION
032613-036
2013 BOAT &
WATER SAFETY
GRANT
AGREEMENT**

BE IT RESOLVED, that the Aitkin County Board of Commissioners approves the 2013 Boat and Water Safety Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$18,628.00 for the term of January 1, 2013, through June 30, 2014.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Minnesota National Golf Course Liquor License:

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the following liquor license for a period ending December 31, 2013:

**RESOLUTION
032613-037
MINNESOTA
NATIONAL GOLF
COURSE LIQUOR
LICENSE**

“ON”, “OFF” and “SUNDAY” Sale:

Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** - Workman Township
This establishment has an address of 23247 480th St., McGregor, MN 55760

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Central Specialties, Inc. vs Aitkin County (File No 01-CV-10-328):

**RESOLUTION
032613-038
CENTRAL
SPECIALTIES,
INC. VS AITKIN
COUNTY (FILE NO
01-CV-10-328)**

BE IT RESOLVED, the Aitkin County Board of Commissioners approve and accept the Mediated Settlement Agreement for the above-referenced case.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve Aitkin Area Persian Gulf Support Group’s Annual Brat Sale on Friday, May 24th from 11:00 a.m. to 1:00 p.m. in front of the Aitkin County Courthouse.

ANNUAL BRAT SALE

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Exempt Permit LG220 of the Wealthwood Rod & Gun Club:

**RESOLUTION
032613-039
EXEMPT PERMIT
LG220 OF THE
WEALTHWOOD
ROD & GUN CLUB**

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the Application for Exempt Permit – Form LG220 – of the Wealthwood Rod & Gun Club, at the following location – Wealthwood Rod & Gun Club, which has an address of 23573 420th Place, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – September 28, 2013)

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

800 MHZ RADIO UPDATE

Sheriff Scott Turner discussed CodeRED Emergency Communications Network with the Board, and requested \$6,884.00 from dedicated E911 funds be used to purchase this service. It is an annual cost with a yearly opt out option. The Board asked that an on-line presentation of CodeRED be scheduled before a final decision is made.

**CodeRED
EMERGENCY
COMMUNICATION
NETWORK**

Jeff Holubar, MCIT Loss Control Consultant reviewed the MCIT Annual Report with the Board.

MCIT ANNUAL UPDATE

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to set May 4, 2013 at 10:00 a.m. at Waukenabo Town Hall, 36797 Grove Street, Palisade as the date, time, and place to hold a public meeting on the Round Lake Outlet Control Structure, subject to the availability of Waukenabo Town Hall. An alternate date of May 25th was chosen if the Town Hall is not available on May 4th.

**PUBLIC MEETING
ROUND LAKE
OUTLET
CONTROL
STRUCTURE**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Aitkin County & Mille Lacs County Joint Powers Agreement:

WHEREAS, Aitkin County is planning to improve County Road 60 in Idun Township under C.P. 01-60-02, and

**RESOLUTION
032613-040
AITKIN COUNTY &
MILLE LACS
COUNTY JOINT
POWERS
AGREEMENT**

WHEREAS, Mille Lacs County is planning to improve a portion of County Road 132 in Eastside Township under SAP 048-596-009, and

WHEREAS, both referenced projects are in close proximity to each other, and

WHEREAS, the representatives of both Aitkin and Mille Lacs Counties believe that cost savings will be realized by combining the projects and letting them under a single construction contract, and

AITKIN COUNTY BOARD

March 26, 2013

WHEREAS, a Joint Powers Agreement between Aitkin and Mille Lacs Counties has been drafted for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Aitkin County Board of Commissioners and the Aitkin County Administrator are hereby authorized to enter into the Joint Powers Agreement herein attached.

Terry Neff, Environmental Services Director reviewed the General Zoning Ordinance amendments that were approved by the Planning Commission at the March 18, 2013 Public Hearing with the Board. After discussion and minor changes, the Board agreed it should be on the next Board agenda for final adoption.

Break: 12:23 p.m. to 12:34 p.m.

Patrick Wussow, County Administrator discussed resolutions the Board has passed in support of proposed legislative bills, where the bills stand at present in the legislature, and asked the Board if there were any other bills they would like to support by resolution.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-1 Niemi), to approve resolution – Conservation Property Tax Valuation:

WHEREAS, substantial Minnesota sales tax dollars from the Clean Water, Land, and Legacy Amendment have gone to fund conservation easements in this State, and

WHEREAS, these conservation easements should not be used to reduce the property tax valuations of encumbered lands resulting in increased tax burdens for many other property owners, and

WHEREAS, the valuation of property in the fee simple estate provides a more equitable system of property taxation, and

WHEREAS, several thousand acres of conservation easement encumbered land exists in Aitkin County.

NOW THEREFORE BE IT RESOLVED, that the Aitkin County Board supports the current language of House File 1012 and Senate File 1161.

Patrick Wussow, County Administrator discussed the invitation to Long Lake Conservation Center's reaccreditation external review on March 27th at 2:30 p.m. in the School House building at LLCC.

The Board reported on the following:

Commissioner Brian Napstad

- **Environmental Congress** – There were many top notch speakers, including Governor Dayton as the keynote speaker, and Amy Klobuchar as the final speaker.

**GENERAL
ZONING
ORDINANCE
AMENDMENTS**

BREAK

**LEGISLATIVE
UPDATES**

**RESOLUTION
032613-041
CONSERVATION
PROPERTY TAX
VALUATION**

**LLCC EXTERNAL
REVIEW**

**BOARD
DISCUSSION**

EQB retreat is being planned.

- **Association of MN Counties** – Attended March 20th and 21st in St. Paul, attended Environment and Natural Resources Policy Committee Meetings, discussed PILT, and other legislative issues.
- **Shamrock Town Hall meeting** – Discussed road improvements they are preparing to do, and the township levy.
- **EQB** – Received a petition on silica sand from Freeborn County.

Commissioner Anne Marcotte

- **Trail Town Meeting** – Met at Fireside in McGregor. Mark Jacobs and Ross Wagner gave presentations.
- **Association of MN Counties** – Attended March 20th and 21st in St. Paul. Attended General Government Policy meetings, discussed PERA, absentee and early voting, and other legislative issues.
- **Northwoods Show** – Attended on March 22nd, and received a lot of positive feedback about Long Lake Conservation Center.

Commissioner Don Niemi

- **Association of MN Counties** – Attended March 20th and 21st in St. Paul. Attended Transportation and Infrastructure Policy meetings, discussed meetings with Senator Rudd and Representative Radinovich, and other legislative issues.
- **Lakes & Pines** – Reviewed the Minnesota Community Action 2013 Annual Report.

Commissioner Laurie Westerlund

- **Association of MN Counties** – Attended March 20th and 21st in St. Paul. Attended the Shoreland meeting, discussed vegetation, water quality, funding, and other legislative issues.
- **CMCC** – Attended meeting on March 22nd.
- **HRA** – Gave an update on openings in area facilities.
- **P&Z** – Attended meeting on March 18th. This was discussed earlier under General Ordinance Amendments.
- **Mille Lacs Watershed** – There will be a tour at McQuoids on April 20th.

Commissioner J. Mark Wedel

- **CMCC** – Attended meeting on March 22nd.
- **Rivers & Lakes Fair** – Reported it will be held on June 15th at Rippleside School.
- **Water Planning Task Force** – was well attended.
- **Kinship** – Attended meeting on March 19th. Public Hearing for the Social Host Ordinance is scheduled April 9th.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 2:01 p.m. until Tuesday, April 9, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

SMH1
4/8/13

9:05AM

Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board 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
5322	A & M AUTO OF MCGREGOR 01-200-000-0000-6302		92.70	Oil change, rotate tires #216	040219	Car Maintenance
5322	A & M AUTO OF MCGREGOR		92.70	1 Transactions		
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		300.00	Platbooks #2583-2592 03/01/2013 03/31/2013		4-H Plat Book Sales
89471	Aitkin Co 4-H Council		300.00	1 Transactions		
9868	Aitkin Co Jail Inmate Account 01-252-000-0000-6231		10.00	Indigent haircut reimburse		Services & Labor (Incl Contracts)
9868	Aitkin Co Jail Inmate Account		10.00	1 Transactions		
117	Aitkin County Sheriff 01-206-000-0000-6409		12.50	Transfer forfeited ATV 04/02/2013 04/02/2013		Forfeiture Supplies
	01-090-000-0000-6250		33.03	Jim Ratz Cellphone	13-0066	Telephone
117	Aitkin County Sheriff		45.53	2 Transactions		
86222	Aitkin Independent Age 01-040-000-0000-6230		8,291.25	Delinq. Tax List-1st Week 03/06/2013 03/06/2013	Acct #00001014	Printing, Publishing & Adv
	01-040-000-0000-6230		7,647.75	Delinq. Tax List-2nd Week 03/20/2013 03/20/2013	Acct #00001014	Printing, Publishing & Adv
	01-040-021-0000-6230		32.00	Lic Ctr-Serv Dir 03/06/2013 03/27/2013	Acct #00001014	Printing, Publishing & Adv
	01-200-000-0000-6230		266.07	Social Host Ord/Publ. Hearing 03/27/2013 03/27/2013	Acct #00001088	Printing, Publishing & Adv
	01-001-000-0000-6230		132.00	Synopsis 1/8 03/06/2013 03/06/2013	Acct #00001479	Printing, Publishing & Adv
	01-001-000-0000-6230		142.32	Synopsis 2/12 03/06/2013 03/06/2013	Acct #00001479	Printing, Publishing & Adv
	01-001-000-0000-6230		70.13	Synopsis 2/26 03/20/2013 03/20/2013	Acct #00001479	Printing, Publishing & Adv
	01-043-000-0000-6230		30.00	Subscription-1 Year 03/13/2013 03/13/2013	Acct#00001693	Printing, Publishing & Adv
86222	Aitkin Independent Age		16,611.52	8 Transactions		
87615	Aitkin Medical Supply 01-252-000-0000-6262		36.34	Syringes (100)	200932	Medical Expenses & Supplies - Inmates

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
87615	Aitkin Medical Supply		36.34	03/28/2013 03/28/2013	1 Transactions	
170	Aitkin Motor Company					
	01-045-000-0000-6302		215.50	Airbag warning light sensor #1	FOCS236590	Car Maintenance
	01-252-000-0000-6302		54.13	Oil Change, Ford Explorer	FOCS236768	Car Maintenance
	01-045-000-0000-6302		68.16	Replace cracked sparkplug #35	FOCS23677	Car Maintenance
170	Aitkin Motor Company		337.79		3 Transactions	
8239	Ameripride Linen & Apparel Services					
	01-110-000-0000-6422		44.54	Tissue, multi-towels, lotion,	2200363788	Janitorial Supplies
				04/02/2013 04/02/2013	1 Transactions	
8239	Ameripride Linen & Apparel Services		44.54			
11113	Anderson/Edward					
	01-121-000-0000-6350		35.00	HRA Meeting	2/25/13	Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	3/25/13	Per Diem
11113	Anderson/Edward		70.00		2 Transactions	
340	Anoka Co Sheriff					
	01-090-000-0000-6234		70.00	Subpoena-01CR12104	13001467	Co Sheriff Services
				03/27/2013 03/27/2013	1 Transactions	
340	Anoka Co Sheriff		70.00			
248	Association Of Mn Counties					
	01-040-000-0000-6208		75.00	MCHRMA Tech Day-Monson, D	36384	Training/Education
				03/06/2013 03/06/2013		
	01-044-000-0000-6299		75.00	MCHRMA Tech Day-Danielson, B	36384	Employee Training
				03/06/2013 03/06/2013		
	01-001-000-0000-6241		225.00	MAC Leg Conf Reg Westerlund	36515	Registration Fee
	01-001-000-0000-6241		225.00	MAC Leg Conf Reg Niemi	36515	Registration Fee
	01-001-000-0000-6241		225.00	MAC Leg Conf Reg Napstad	36515	Registration Fee
	01-001-000-0000-6241		225.00	MAC Leg Conf Reg Marcotte	36515	Registration Fee
	01-052-000-0000-6241		225.00	AMC Leg Conf Reg Wussow	36515	Registration Fee
248	Association Of Mn Counties		1,275.00		7 Transactions	
10452	AT&T Mobility					
	01-043-000-0000-6250		213.84	Montly wireless	287250162187	Telephone
10452	AT&T Mobility		213.84		1 Transactions	

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86467	Auto Value Aitkin 01-200-000-0000-6302		16.98	Headlamp #210	40021838	Car Maintenance
86467	Auto Value Aitkin		16.98	1 Transactions		
4488	Automated Word Professionals 01-200-000-0000-6231		138.00	Transcription (92 @ \$1.50) 04/01/2013 04/01/2013	13-so130103	Services & Labor (Incl Contracts)
4488	Automated Word Professionals		138.00	1 Transactions		
529	Benton County Sheriff 01-090-000-0000-6234		50.00	Subpoena 01CR12104 03/27/2013 03/27/2013	45818	Co Sheriff Services
529	Benton County Sheriff		50.00	1 Transactions		
12556	Blazek/Melissa 01-252-000-0000-6410		44.98	Brown Uniform Pants 12/06/2012 12/06/2012	PO#OM512156	Clothing Allowance
12556	Blazek/Melissa		44.98	1 Transactions		
456	Bob Barker Company, Inc. 01-252-000-0000-6424		17.40-	Overpmt ck#36745 08/08/2011 08/08/2011	O.A.20064	Inmate Supplies
	01-252-000-0000-6424		27.99-	Overpmt ck#37175 09/20/2011 09/20/2011	O.A.20313	Inmate Supplies
	01-252-000-0000-6424		316.10	Sandals, SEVA Orange 03/11/2013 03/11/2013	WEB000260237	Inmate Supplies
456	Bob Barker Company, Inc.		270.71	3 Transactions		
12445	Brandl Motors 01-200-000-0000-6302		6.50	Bumper cover retainers #206	1764	Car Maintenance
	01-200-000-0000-6302		123.40	Diag. rattle, oil change #204	201412	Car Maintenance
12445	Brandl Motors		129.90	2 Transactions		
246	Brothers Fire Protection 01-044-000-0000-6600		1,212.11	Sprinklerhead, relocate/Radio 03/29/2013 03/29/2013	90486	Capital Outlay
246	Brothers Fire Protection		1,212.11	1 Transactions		
10442	Bureau Of Crim.Apprehension 01-200-039-0000-6425		630.00	Permit to Carry/New & Renewals	01-000036	Gun Permit Expenses

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10442	Bureau Of Crim.Apprehension		630.00	04/01/2013 04/01/2013	1 Transactions	
880	Carlton County Sheriff's Office 01-090-000-0000-6234		40.00	Subpoena 01cr13203	1320260	Co Sheriff Services
880	Carlton County Sheriff's Office		40.00		1 Transactions	
5398	CDW Government, Inc 01-049-000-0000-6405		62.03	Brady Labels	BH21469	Office Supplies (Non Computer)
	01-044-195-0000-6625		396.75	03/27/2013 LTO 5 Ultrium Tapes	03/27/2013 Z795035	Unallocated Tech. Expense 357.182 Subd
	01-043-000-0000-6625		258.41	Computer monitor	Z973162	Office Equipment
5398	CDW Government, Inc		717.19		3 Transactions	
88879	Central Mn Community Corrections-DT 01-253-000-0000-6823		10,724.08	May 2013 Appropriation		County Allocation
88879	Central Mn Community Corrections-DT		10,724.08		1 Transactions	
163	Charter Communications 01-252-252-0000-6405		42.18	Cable TV	83523056600060	Prisoner Welfare
163	Charter Communications		42.18		1 Transactions	
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		60.50	April Maintenance	362304	Services, Labor, Contracts
	01-040-000-0000-6231		26.40	April Maintenance	362304	Services, Labor, Contracts
	01-043-000-0000-6231		46.20	April Maintenance	362304	Services, Labor, Contracts
	01-049-000-0000-6231		106.51	April Maintenance	362304	Programming, Services, Contracts
1457	CPS Technology Solutions, Inc		239.61		4 Transactions	
11353	Crane/Cheri L 01-121-000-0000-6350		35.00	HRA meeting	1/28/13	Per Diem
	01-121-000-0000-6350		35.00	HRA meeting	2/25/13	Per Diem
	01-121-000-0000-6350		35.00	HRA meeting	3/25/13	Per Diem
11353	Crane/Cheri L		105.00		3 Transactions	
5583	Crawford Supply Company 01-252-252-0000-6408		241.62	Commissary supplies	SI39590	Commissary Supplies
5583	Crawford Supply Company		241.62		1 Transactions	
10475	Creative Product Sourcing,Inc					

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-200-000-0000-6409		83.00	DARE Grad cert., folders 03/28/2013 03/28/2013	59030	Deputy Supplies
10475	Creative Product Sourcing, Inc		83.00	1 Transactions		
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		75.00	Subpoena Katie Reynolds	76368	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		75.00	1 Transactions		
88628	Dalco 01-252-000-0000-6422		266.65	Paper products for jail	2583440	Janitorial Supplies
	01-252-000-0000-6422		309.30	Towels, tissues 04/03/2013 04/03/2013	2588910	Janitorial Supplies
88628	Dalco		575.95	2 Transactions		
88880	Datacomm Computers & Networks Inc 01-043-000-0000-6625		936.23	Computer, mouse, keyboard	6605	Office Equipment
88880	Datacomm Computers & Networks Inc		936.23	1 Transactions		
788	Department Of Public Safety-BCA 01-252-000-0000-6231		390.00	CJDN Qtly Invoice 03/31/2013 03/31/2013	95579	Services & Labor (Incl Contracts)
788	Department Of Public Safety-BCA		390.00	1 Transactions		
9007	Dotty/Melanie Rebecca 01-012-000-0000-6232		165.00	Attorney fees 01F8-00-125	1219	Attorney Services
	01-012-000-0000-6232		1.00	Attorney Costs 01F8-00-125	1219	Attorney Services
9007	Dotty/Melanie Rebecca		166.00	2 Transactions		
1491	Dutch's Electric, Inc 01-254-000-0000-6231		65.00	generator under water tower 03/26/2013 03/26/2013	20607	Services, Labor, Contracts
1491	Dutch's Electric, Inc		65.00	1 Transactions		
1570	Erickson Oil Products Inc 01-043-000-0000-6511		401.64	March fuel 03/01/2013 03/31/2013	359848	Gas And Oil
1570	Erickson Oil Products Inc		401.64	1 Transactions		
1598	Ferraras Htg Air Cond & Refrig Inc 01-110-000-0000-6590		188.83	West Annex Repairs	6444	Repair & Maintenance

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1598	Ferraras Htg Air Cond & Refrig Inc		188.83			
				1 Transactions		
10138	Frey Law Offices, Ltd					
	01-012-000-0000-6232		270.00	Attorney fees 01FA12848	1005	Attorney Services
	01-012-000-0000-6232		33.90	Attorney costs 01FA12848	1005	Attorney Services
	01-012-000-0000-6232		180.00	Attorney fees 01FA12797	1006	Attorney Services
	01-012-000-0000-6232		300.00	Attorney fees1JV121229	1007	Attorney Services
	01-012-000-0000-6232		33.90	Attorney costs 01JV121229	1007	Attorney Services
	01-012-000-0000-6232		292.50	Attorney fees 01PR13103	1008	Attorney Services
10138	Frey Law Offices, Ltd		1,110.30			
				6 Transactions		
1754	Garrison Disposal Company, Inc					
	01-391-060-0000-6360		5,521.21	February recycling contract		Recycling Contract
				02/01/2013 02/28/2013		
1754	Garrison Disposal Company, Inc		5,521.21			
				1 Transactions		
6083	Grand Itasca Hospital					
	01-200-000-0000-6231		2,141.37	SANE Services ICR 12-3023	204840615	Services & Labor (Incl Contracts)
6083	Grand Itasca Hospital		2,141.37			
				1 Transactions		
11715	Granite Electronics					
	01-252-000-0000-6231		311.00	Portable radios	245882	Services & Labor (Incl Contracts)
	01-044-000-0000-6600		214.02	Speakers	452402	Capital Outlay
	01-044-000-0000-6600		142.68	Speakers	452442	Capital Outlay
11715	Granite Electronics		667.70			
				3 Transactions		
988	Hennepin Co Medical Centers					
	01-123-000-0000-6260		177.00	Medical Examiner	ME 13-0265	Autopsies--Pathologist, Xrays, Etc
988	Hennepin Co Medical Centers		177.00			
				1 Transactions		
2186	Hillyard Inc - Kansas City					
	01-252-000-0000-6422		571.36	Janitorial	600623030	Janitorial Supplies
	01-110-000-0000-6422		231.26	Soap, liners	600623031	Janitorial Supplies
	01-252-000-0000-6422		65.00	Janitorial	600623146	Janitorial Supplies
2186	Hillyard Inc - Kansas City		867.62			
				3 Transactions		
2214	Holder/Maryann					
	01-040-021-0000-6301		750.00	Rent for license center	May 2013	Rentals
2214	Holder/Maryann		750.00			
				1 Transactions		

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4641	Holiday Credit Office 01-052-000-0000-6511		50.26	March Gas-administration 03/21/2013 03/21/2013	1400000135194	Gas And Oil
	01-200-000-0000-6511		273.44	March Gas Purchases 03/01/2013 03/31/2013	1400000288942	Gas And Oil
4641	Holiday Credit Office		323.70	2 Transactions		
11889	Honeywell International Inc. 01-110-000-0000-6231		2,748.00	Qtrly Mechanical & elec 04/15/2013 07/14/2013	5225736083	Services, Labor, Contracts
	01-252-000-0000-6231		1,125.17	Change filters on air dryer	5225759895	Services & Labor (Incl Contracts)
11889	Honeywell International Inc.		3,873.17	2 Transactions		
2340	Hyytinen Hardware Hank 01-202-000-0000-6409		20.31	Duct tape, wire, bags	1092051	Field Supplies
	01-252-000-0000-6590		10.87	Light bulbs	1094158	Repair & Maintenance Supplies
	01-202-000-0000-6409		29.90	Earmuffs for airboat	1094474	Field Supplies
2340	Hyytinen Hardware Hank		61.08	3 Transactions		
2448	Janzen/Carroll Mark 01-120-000-0000-6350		50.00	Drive van - St Cloud	3/25/13	Per Diem
2448	Janzen/Carroll Mark		50.00	1 Transactions		
2569	Kanabec Co Sheriff 01-090-000-0000-6234		44.66	Subpoena-Krotzer 03/28/2013 03/28/2013	13-0142	Co Sheriff Services
2569	Kanabec Co Sheriff		44.66	1 Transactions		
5503	Keefe Supply Company 01-252-252-0000-6405		327.52	Commissary Supplies	SI28478	Prisoner Welfare
5503	Keefe Supply Company		327.52	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		87.99	Oil chge/bal tires #224 03/28/2013 03/28/2013	13674	Car Maintenance
	01-200-000-0000-6302		36.99	Oil Change #221	13677	Car Maintenance
	01-200-000-0000-6302		51.99	Oil Change #212	13678	Car Maintenance
	01-120-000-0000-6302		56.99	Oil change tire rotat. vet van	13688	Car Maintenance
	01-200-000-0000-6302		36.99	Oil chge #225 04/03/2013 04/03/2013	13730	Car Maintenance

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10567	Lake Country Auto Center Of Aitkin		270.95			5 Transactions
5767	Lamke/Dennis 01-120-000-0000-6350		50.00	Drive Van - Mpls	3/20/13	Per Diem
5767	Lamke/Dennis		50.00			1 Transactions
11990	Lange/David 01-122-000-0000-6350		35.00	PC Meeting	3/18/13	Per Diem
	01-122-038-0000-6330		40.68	PC Mileage	72@.565	Boa/Pc Mileage
11990	Lange/David		75.68			2 Transactions
8374	Lueck/Dale 01-122-038-0000-6330		10.17	PC Mileage	18@.565	Boa/Pc Mileage
	01-122-000-0000-6350		35.00	PC Meeting	3/18/13	Per Diem
8374	Lueck/Dale		45.17			2 Transactions
5892	McGregor Printing & Graphics, Inc 01-200-000-0000-6230		48.09	Admin Business cards	14163	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc		48.09			1 Transactions
86116	Mckanna/Richard 01-257-022-0000-6406		50.00	Montly cell phone		Sobriety Crt Expenses
86116	Mckanna/Richard		50.00			1 Transactions
4689	Metro Sales Inc 01-042-000-0000-6231		2,434.19	Yearly coverage & overage 03/30/2013 03/30/2014	510023	Services, Labor, Contracts
4689	Metro Sales Inc		2,434.19			1 Transactions
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		30.00	Subpoena 01cr12809	4730	Co Sheriff Services
	01-090-000-0000-6234		30.00	Subpoena 01cr12937	4731	Co Sheriff Services
	01-090-000-0000-6234		30.00	Subpoena 01cr12594	4732	Co Sheriff Services
	01-090-000-0000-6234		69.20	Subpoena 01cr12937	4734	Co Sheriff Services
3150	Mille Lacs Co Sheriff		159.20			4 Transactions
3337	Minnesota County Attorneys Association 01-200-003-0000-6241		120.00	Vulnerable Adlt Trng #203 04/01/2013 04/01/2013	18145070	Registration Fee

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No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
3337	Minnesota County Attorneys Association		120.00			
				1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01-252-000-0000-6254		11.31	Utilities - STS	4058862-6	Utilities & Heating
	01-252-000-0000-6254		184.72	Utilities	4244670-8	Utilities & Heating
	01-110-000-0000-6254		1,256.39	Court House	4323328-7	Utilities & Heating
	01-252-000-0000-6254		1,120.77	Utilities	4334475-3	Utilities & Heating
	01-110-000-0000-6254		10.78-	LA Tool Building	4911601-5	Utilities & Heating
9692	Minnesota Energy Resources Corporation		2,562.41			
				5 Transactions		
3371	Minnesota Sheriffs' Association					
	01-252-003-0000-6241		67.36	Jail Academy Reg #304	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #316	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #315	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #320	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #317	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #327	015680	School Registration Fee
	01-252-003-0000-6241		67.36	Jail Academy Reg #322	015680	School Registration Fee
	01-252-003-0000-6241		67.37	Jail Academy Reg #319	015680	School Registration Fee
	01-252-003-0000-6241		67.37	Jail Academy Reg #306	015680	School Registration Fee
	01-252-003-0000-6241		67.37	Jail Academy Reg #329	015680	School Registration Fee
	01-252-003-0000-6241		67.37	Jail Academy Reg #328	015680	School Registration Fee
	01-200-039-0000-6425		113.93	Permit to acquire cards	13-0305	Gun Permit Expenses
3371	Minnesota Sheriffs' Association		854.93			
				12 Transactions		
86290	Mn Counties Information Systems					
	01-040-000-0000-6231		5,204.00	Payroll IFS 2013 Qtrly Support	570	Services, Labor, Contracts
	01-040-000-0000-6231		1,876.00	Payroll IFS 2011 Qtrly Adjust	570	Services, Labor, Contracts
	01-040-000-0000-6231		852.00	iSeries 400 2013 Qtr Tech Sup	570	Services, Labor, Contracts
	01-040-000-0000-6231		94.00	iSeries 400 2011 Qtrly Adjust	570	Services, Labor, Contracts
	01-049-000-0000-6231		5,091.00	Prop Tx 2013 Quarterly support	570	Programming, Services, Contracts
	01-049-000-0000-6231		428.00-	Prop Tax 2011 Quarterly adjust	570	Programming, Services, Contracts
	01-049-000-0000-6231		14,273.00	Prop Tx 2013 Quarterly Support	570	Programming, Services, Contracts
	01-049-000-0000-6231		1,162.00-	Prop Tax 2011 Quarterly Adjust	570	Programming, Services, Contracts
	01-049-000-0000-6231		20.00	Network 2013 Qtr Tech Support	570	Programming, Services, Contracts
	01-049-000-0000-6231		10.00-	Network 2011 Quarterly Adjust	570	Programming, Services, Contracts
	01-040-000-0000-6231		229.52	2013 Qtrly IFS Tech Supp	583	Services, Labor, Contracts
	01-040-000-0000-6231		90.00	2013 Golden Quarterly Bill	583	Services, Labor, Contracts
86290	Mn Counties Information Systems		26,129.52			
				12 Transactions		

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<u>No.</u> <u>Account/Formula</u>			<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
3455 Motorola Inc 01-044-000-0000-6600			20,632.92	ARMER radio/mobile sets	13947164	Capital Outlay
3455 Motorola Inc			20,632.92	1 Transactions		
6150 Mpi Inc 01-111-000-0000-6605			788.00	Additional pipe insulation	4151	Building & Structures
6150 Mpi Inc			788.00	1 Transactions		
6057 Nate's Towing 01-200-000-0000-6359			163.52	Tow Buick Century/Forfeiture	13-1147	Wrecker Service
				04/02/2013 04/02/2013		
6057 Nate's Towing			163.52	1 Transactions		
3590 Niemi/Donald 01-001-000-0000-6340			26.88	Meals/AMC Leg Conf		Meals (Overnight)
				03/19/2013 03/21/2013		
01-001-000-0000-6330			56.50	Lakes & Pines Hearing mileage	100@.565	Transportation & Travel & Parking
01-001-000-0000-6330			56.50	Lakes & Pines Board Mtg Mlg	100@.565	Transportation & Travel & Parking
3590 Niemi/Donald			139.88	3 Transactions		
3699 O'Hara Jr., Ltd./William D. 01-012-000-0000-6232			30.00	Attorney fees PR-11-821	18130	Attorney Services
01-012-000-0000-6232			532.50	Attorney fees PR-13-120	18131	Attorney Services
01-012-000-0000-6232			60.00	Attorney costs PR-13-120	18131	Attorney Services
01-012-000-0000-6232			60.00	Attorney fees P5-95-464	18132	Attorney Services
01-012-000-0000-6232			75.00	Attorney fees PR-12-439	18133	Attorney Services
01-012-000-0000-6232			45.00	Attorney fees PR-13-29	18134	Attorney Services
01-012-000-0000-6232			502.50	Attorney fees PR-13-97	18135	Attorney Services
01-012-000-0000-6232			60.00	Atty costs PR-13-97	18135	Attorney Services
01-012-000-0000-6232			45.00	Attorney fees PR-12-96	18136	Attorney Services
3699 O'Hara Jr., Ltd./William D.			1,410.00	9 Transactions		
10677 Olsen/Gerald D 01-120-000-0000-6350			50.00	Drive Van - Brainerd	3/11/13	Per Diem
01-120-000-0000-6350			50.00	Drive Van - Mpls	3/22/13	Per Diem
10677 Olsen/Gerald D			100.00	2 Transactions		
3789 Pan-O-Gold Baking Company 01-252-000-0000-6418			145.36	Groceries	010024308030	Groceries
01-252-000-0000-6418			187.60	Groceries	010024308727	Groceries

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Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
3789	Pan-O-Gold Baking Company			332.96			
					2 Transactions		
5516	Paquette/Jeremy M						
	01-122-000-0000-6350			35.00	PC Meeting	3/18/13	Per Diem
	01-122-038-0000-6330			35.03	PC Mileage	62@.565	Boa/Pc Mileage
5516	Paquette/Jeremy M			70.03			
					2 Transactions		
3810	Paulbeck's County Market						
	01-253-000-0000-6405			47.94	STS Coffee	0029	Operating Supplies
					03/28/2013 03/28/2013		
	01-252-000-0000-6424			6.48	Laundry soap	927210202	Inmate Supplies
3810	Paulbeck's County Market			54.42			
					2 Transactions		
3912	Peterson/Richard						
	01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/11/13	Per Diem
	01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/21/13	Per Diem
3912	Peterson/Richard			100.00			
					2 Transactions		
3927	Post Board						
	01-200-000-0000-6240			90.00	Renew POST license #206		Dues
	01-200-000-0000-6240			90.00	Renew POST license #208		Dues
	01-200-000-0000-6240			90.00	Renew POST license #225		Dues
	01-200-000-0000-6240			90.00	Renew POST license #204		Dues
	01-200-000-0000-6240			90.00	Renew POST license #216		Dues
	01-200-000-0000-6240			90.00	Renew POST license #209		Dues
	01-200-000-0000-6240			90.00	Renew POST license #223		Dues
	01-200-000-0000-6240			90.00	Renew POST license #222		Dues
	01-200-000-0000-6240			90.00	Renew POST license #217		Dues
3927	Post Board			810.00			
					9 Transactions		
10820	Prodata						
	01-044-195-0000-6625			195.00	DBU Transfer License	211993	Unallocated Tech. Expense 357.182 Subd
10820	Prodata			195.00			
					1 Transactions		
3950	Public Utilities						
	01-252-000-0000-6254			73.02	Sheriff Emerg Storage garage	0200000507004	Utilities & Heating
	01-110-000-0000-6254			397.35	Utilities Jail West Annex	0200000510000	Utilities & Heating
	01-110-000-0000-6254			169.15	Utilities CH Bldg Coordinator	0200050109016	Utilities & Heating
	01-110-000-0000-6254			125.48	Utilities Glarco	0200050186004	Utilities & Heating
	01-110-000-0000-6254			33.39	Utilities Old Co Garage	0200050202003	Utilities & Heating

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
	01-202-000-0000-6254		16.26	Utilities Boat & Water	0200063119006	Utilities
	01-110-000-0000-6254		1,748.50	Utilities Courthouse	0300000509007	Utilities & Heating
	01-252-000-0000-6254		4,926.56	Utilities New Jail 2	0300000511002	Utilities & Heating
	01-252-000-0000-6254		2,066.87	Utilities New Jail	0300000512016	Utilities & Heating
	01-110-000-0000-6254		498.11	Utilities La Tool Building	0300050188007	Utilities & Heating
3950	Public Utilities		10,054.69	10 Transactions		
3987	Ramsey County Medical Examiner					
	01-123-000-0000-6260		1,400.00	Medical Examiner	ME 13-0265	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		1,400.00	Medical Examiner	ME 13-0552	Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner		2,800.00	2 Transactions		
8454	Ramsey County Sheriff					
	01-090-000-0000-6234		51.60	Subpoena 01cr11779	2013001703	Co Sheriff Services
8454	Ramsey County Sheriff		51.60	1 Transactions		
4010	Rasley Oil Company					
	01-200-000-0000-6511		97.02	March Gas Purchases 03/01/2013 03/31/2013	Sheriff	Gas And Oil
	01-253-000-0000-6511		458.76	March Gas Purchases 03/01/2013 03/31/2013	Sheriff	Gas And Oil
	01-391-000-0000-6511		63.04	March Gas Purchases 03/01/2013 03/31/2013	Zoning	Gas And Oil
4010	Rasley Oil Company		618.82	3 Transactions		
4036	Ratz/James					
	01-090-000-0000-6333		61.02	Mileage Blandin V Aitkin Co	108@.565	Crt.Related Travel Expenses
	01-090-000-0000-6330		36.73	Mileage AMC Seminar	65@.565	Transportation & Travel & Parking
4036	Ratz/James		97.75	2 Transactions		
11187	Regents Of The University of Minnesota					
	01-601-000-0000-6262		12,290.64	Jan-Mar 2013 MOA Billing	0300008806	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota		12,290.64	1 Transactions		
4192	Regions Hospital					
	01-123-000-0000-6260		154.00	Medical Examiner	ME 13-0265	Autopsies--Pathologist, Xrays, Etc
	01-123-000-0000-6260		154.00	Medical Examiner	ME 13-0552	Autopsies--Pathologist, Xrays, Etc
4192	Regions Hospital		308.00	2 Transactions		
12110	Revelin, LLC					

Aitkin County



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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-044-000-0000-6600		641.25	ARMER - Radios in graders	39	Capital Outlay
	01-044-000-0000-6600		352.69	800 MHz Antennas	41	Capital Outlay
12110	Revelin, LLC		993.94	04/01/2013 04/01/2013 2 Transactions		
84172	Riverwood Healthcare Center					
	01-200-000-0000-6231		39.60	Johnson, RH	V5957121	Services & Labor (Incl Contracts)
	01-200-000-0000-6231		39.60	Oneil, Justin	V6203822	Services & Labor (Incl Contracts)
				03/13/2013 03/13/2013 2 Transactions		
84172	Riverwood Healthcare Center		79.20			
11362	Roscoe/Bernie					
	01-120-000-0000-6302		5.34	Car Wash	3/14/13	Car Maintenance
	01-120-000-0000-6350		50.00	Drive Van - Mpls	3/14/13	Per Diem
	01-120-000-0000-6302		6.01	Car wash	3/4/13	Car Maintenance
	01-120-000-0000-6330		4.00	Parking	3/4/13	Transportation & Travel
	01-120-000-0000-6350		50.00	Drive Van - Mpls	3/4/13	Per Diem
11362	Roscoe/Bernie		115.35		5 Transactions	
6146	RS Eden					
	01-257-022-0000-6406		426.32	Drug Testing	45069	Sobriety Crt Expenses
6146	RS Eden		426.32		1 Transactions	
9261	RTVision, Inc.					
	01-044-000-0000-6231		1,240.83	Annual Support & Maint Cont	11431	Services, Labor, Contracts
				05/01/2013 05/01/2014 1 Transactions		
9261	RTVision, Inc.		1,240.83			
4233	S & T Office Products Inc					
	01-049-000-0000-6405		76.94	Office supplies	01PR6662	Office Supplies (Non Computer)
4233	S & T Office Products Inc		76.94		1 Transactions	
4399	Sell Hardware Inc					
	01-110-000-0000-6422		12.10	Keys-C Everson Office	2077422-IN	Janitorial Supplies
4399	Sell Hardware Inc		12.10		1 Transactions	
4681	Streichers					
	01-200-000-0000-6409		354.57	Case 9mm ammo	I1007328	Deputy Supplies
4681	Streichers		354.57		1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formu Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
4761 Sysco Minnesota Inc					
01-253-000-0000-6405	10.31		STS Coffee filters	303140333	Operating Supplies
01-252-000-0000-6418	2,141.02		Groceries	303210319	Groceries
01-252-000-0000-6418	21.85		Groceries	303250089	Groceries
01-252-000-0000-6418	2,196.05		Groceries	303280154	Groceries
01-252-000-0000-6420	274.77		Microwave	303280446	Kitchen Supplies
4761 Sysco Minnesota Inc	4,644.00		5 Transactions		
90805 Temco					
01-200-000-0000-6231	21.38		Cut locker panel	15527	Services & Labor (Incl Contracts)
90805 Temco	21.38		1 Transactions		
12544 The Chuba Company					
01-122-000-0000-6820	150.00		Partial refund, denied permit	39393	Refunds & Reimbursements
12544 The Chuba Company	150.00		1 Transactions		
86235 The Office Shop Inc					
01-043-000-0000-6405	152.06		Copies	264621	Office, Film & Computer Supplies
		03/27/2013 03/27/2013			
01-040-000-0000-6231	1,051.01		Overages-Auditor	264634-0	Services, Labor, Contracts
01-049-000-0000-6231	346.77		Overages-IT	264634-0	Programming, Services, Contracts
01-049-000-0000-6231	360.00		Performance guarantee IT	264706-0	Programming, Services, Contracts
01-043-000-0000-6405	64.81		Highlighters, pens, eraser, et	933222-0	Office, Film & Computer Supplies
01-043-000-0000-6405	11.57		Power strip	933222-1	Office, Film & Computer Supplies
01-052-000-0000-6405	6.72		Cleaner pad for computer scree	933356-0	Office & Computer Supplies
01-090-000-0000-6405	25.61		Unv paper, note 3x3	933552-0	Office & Computer Supplies
01-090-000-0000-6405	53.43		Nat folder, et, class, 2di	933666-0	Office & Computer Supplies
01-040-000-0000-6405	39.00		1 Box Manila Jackets 2"	933669-0	Office & Computer Supplies
01-100-000-0000-6405	68.16		Receipt Book	933758	Office & Computer Supplies
		03/27/2013 03/27/2013			
01-090-000-0000-6405	366.11		Crtgd Toner, drum unit	933917	Office & Computer Supplies
		03/29/2013 03/29/2013			
01-052-000-0000-6405	29.88		Stick-it note pads	934128	Office & Computer Supplies
		04/03/2013 04/03/2013			
86235 The Office Shop Inc	2,575.13		13 Transactions		
11607 Thrifty White Pharmacy-Aitkin					
01-252-000-0000-6262	366.84		March	Sheriff	Medical Expenses & Supplies - Inmates
		03/01/2013 03/31/2013			

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
11607	Thrifty White Pharmacy-Aitkin		366.84	1 Transactions	
6128	Tire Barn				
	01-045-000-0000-6302		35.52	Oil Change #30	23450 Car Maintenance
	01-045-000-0000-6302		171.25	New Battery #33	23517 Car Maintenance
	01-200-000-0000-6302		33.62	Oil change #219	23656 Car Maintenance
				04/02/2013 04/02/2013	
6128	Tire Barn		240.39	3 Transactions	
7024	Town Of Pliny Treasurer				
	01-043-000-0000-5526		25.00	Overpmt 2011 Assessment	Assessor Township Assessment
				03/28/2013 03/28/2013	
7024	Town Of Pliny Treasurer		25.00	1 Transactions	
10549	Turner/Larry				
	01-121-000-0000-6350		35.00	HRA Meeting	1/28/13 Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	2/25/13 Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	3/25/13 Per Diem
10549	Turner/Larry		105.00	3 Transactions	
10017	Tveit/Galen				
	01-121-000-0000-6350		35.00	HRA Meeting	1/28/13 Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	2/25/13 Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	3/25/13 Per Diem
10017	Tveit/Galen		105.00	3 Transactions	
5551	Unclaimed Freight North				
	01-253-000-0000-6405		14.03	Air fresh, duct tape, brush	Operating Supplies
	01-253-000-0000-6405		37.14	Rec hitch, 5 pc brush set	STS Operating Supplies
				04/03/2013 04/03/2013	
5551	Unclaimed Freight North		51.17	2 Transactions	
6097	Verizon Wireless				
	01-200-000-0000-6250		657.30	Cell Phone	28609041200001 Telephone
	01-203-000-0000-6250		52.72	Cell Phone	28609041200001 Telephone
	01-252-000-0000-6250		66.06	Cell Phone	28609041200001 Telephone
	01-122-000-0000-6250		39.72	Cell phone	38069013800001 Telephone
	01-120-000-0000-6250		15.46	Vet Van Cell Phone	9701886991 Telephone
6097	Verizon Wireless		831.26	5 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
5174	Voss Lighting 01-252-000-0000-6590			268.68	Bulbs	15222464-00	Repair & Maintenance Supplies
5174	Voss Lighting			268.68	1 Transactions		
5688	Wagner/Ross 01-711-000-0000-6241			15.00	Value Added Ag Workshop/LLCC 03/25/2013 03/25/2013		Registration Fee
5688	Wagner/Ross			15.00	1 Transactions		
10882	Wark/Charles F. 01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/27/13	Per Diem
	01-120-000-0000-6350			50.00	Drive Van - Mpls	3/28/13	Per Diem
	01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/7/13	Per Diem
10882	Wark/Charles F.			150.00	3 Transactions		
5062	Washington Co Sheriffs Office 01-090-000-0000-6234			70.00	Subpoena State v Petersen	1130821	Co Sheriff Services
5062	Washington Co Sheriffs Office			70.00	1 Transactions		
10895	Westerlund/Laurie Ann 01-122-038-0000-6330			23.73	PC Mileage	42@.565	Boa/Pc Mileage
10895	Westerlund/Laurie Ann			23.73	1 Transactions		
11970	Wikelius/Charles 01-120-000-0000-6350			50.00	Drive Van - Brainerd	3/18/13	Per Diem
11970	Wikelius/Charles			50.00	1 Transactions		
11355	Williams/Ihleen E 01-121-000-0000-6350			35.00	HRA Meeting	1/28/13	Per Diem
	01-121-000-0000-6350			35.00	HRA Meeting	2/25/13	Per Diem
	01-121-000-0000-6350			35.00	HRA Meeting	3/25/13	Per Diem
11355	Williams/Ihleen E			105.00	3 Transactions		
5960	Wilmo/Wesley S. 01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/13/13	Per Diem
5960	Wilmo/Wesley S.			50.00	1 Transactions		
9255	Witt/Warren 01-120-000-0000-6350			50.00	Drive Van - Mpls	3/15/13	Per Diem
	01-120-000-0000-6350			50.00	Drive Van - St Cloud	3/5/13	Per Diem

SMH1
 4/8/13 9:05AM
 1 General Fund

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
9255	Witt/Warren		100.00			2 Transactions
9063	Workman/Jeff					
	01-120-000-0000-6511		5.00	Fuel for Vet Van	1/23/13	Gas And Oil
	01-120-000-0000-6350		50.00	Drive Van - St Cloud	3/1/13	Per Diem
9063	Workman/Jeff		55.00			2 Transactions
10294	Wussow/Patrick					
	01-052-000-0000-6332		155.67	Crowne Plaza/AMC Legislative		Hotels / Motels
				03/20/2013 03/21/2013		
	01-052-000-0000-6330		22.60	LLCC mileage	40 @ \$.565	Transportation & Travel & Parking
				03/27/2013 03/27/2013		
	01-052-000-0000-6330		22.60	Malmo	40 @ \$.565	Transportation & Travel & Parking
				03/29/2013 03/29/2013		
10294	Wussow/Patrick		200.87			3 Transactions
1 Fund Total:			149,827.67	General Fund	110 Vendors	265 Transactions

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
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		81.00	WINDSHIELD 030113	56502	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		81.00	1 Transactions		
8411	American Welding & Gas, Inc. 03-303-000-0000-6523		16.90	GRIND WHEEL 040213	2000134	Misc Bldg & Shop Supplies
8411	American Welding & Gas, Inc.		16.90	1 Transactions		
5658	Amerigas - Brainerd 03-303-000-0000-6590		147.49	100 POUND 032913	37238147	Repair & Maintenance Supplies
5658	Amerigas - Brainerd		147.49	1 Transactions		
8239	Ameripride Linen & Apparel Services 03-303-000-0000-6523		43.06	SHOP LAUNDRY 032613	2200361095	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		43.06	1 Transactions		
86467	Auto Value Aitkin 03-303-000-0000-6590		159.72	HUB 040113	20022231	Repair & Maintenance Supplies
	03-303-000-0000-6590		36.32	WIPER 022613	40020587	Repair & Maintenance Supplies
	03-303-000-0000-6590		3.94	MINATURE 030413	40020855	Repair & Maintenance Supplies
	03-303-000-0000-6590		13.34	FINISH 030813	40021924	Repair & Maintenance Supplies
	03-303-000-0000-6590		8.19	HOSE 032513	40021924	Repair & Maintenance Supplies
	03-303-000-0000-6590		12.80	WIPERS 040113	40022226	Repair & Maintenance Supplies
	03-303-000-0000-6590		8.62	TORX 040113	40022254	Repair & Maintenance Supplies
86467	Auto Value Aitkin		242.93	7 Transactions		
11895	Cargill, Incorporated 03-303-000-0000-6518		1,979.36	DEICING SALT 031913	2901049556	De-Icing Salt
11895	Cargill, Incorporated		1,979.36	1 Transactions		
10083	Cedarbrook Lumber Comp 03-303-000-0000-6523		52.41	STUDS 032113	51563	Misc Bldg & Shop Supplies
10083	Cedarbrook Lumber Comp		52.41	1 Transactions		
1200	Cummings Oil, Inc 03-303-000-0000-6523		377.00	KERONSENE 032513	26366	Misc Bldg & Shop Supplies
	03-303-000-0000-6513		843.75	JACOBSON 031213	26431	Motor Fuel & Lubricants
	03-303-000-0000-6513		3,037.50	PALISADE 031213	26431	Motor Fuel & Lubricants
	03-303-000-0000-6523		63.74	NOZZLE 031213	26732	Misc Bldg & Shop Supplies
	03-303-000-0000-6513		23,326.47	DIESEL 032713	35199	Motor Fuel & Lubricants

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
1200	Cummings Oil, Inc			27,648.46			
					5 Transactions		
7920	Dixon Mechanical Electric, LLP						
	03-303-000-0000-6590			124.38	BEARING	032613	14138
7920	Dixon Mechanical Electric, LLP			124.38			Repair & Maintenance Supplies
					1 Transactions		
7935	East Central Energy						
	03-303-000-0000-6254			177.68	POWER - MCGRATH	040113	70415419
7935	East Central Energy			177.68			Utilities
					1 Transactions		
9368	Firstlab						
	03-303-000-0000-6296			114.90	RANDOM	032013	628042
9368	Firstlab			114.90			Meeting Expense/Physicals
					1 Transactions		
8622	Frontier						
	03-303-000-0000-6250			58.77	MCGREGOR	032913	
8622	Frontier			58.77			Telephone
					1 Transactions		
1959	H & L Mesabi Inc						
	03-303-000-0000-6523	1		493.57	PLOW BOLTS	031813	87339
1959	H & L Mesabi Inc			493.57			Misc Bldg & Shop Supplies
					1 Transactions		
2340	Hyytinen Hardware Hank						
	03-303-000-0000-6523			5.33	DRAWER	030813	1092468
	03-303-000-0000-6516			13.88	MIALBOX	031213	1093006
	03-303-000-0000-6523			19.22	FIRE HOSE	031213	1093128
	03-303-000-0000-6523			39.52	SCOOP	031313	1093202
	03-302-000-0000-6449			6.40	MURATIC ACID	031313	1093204
	03-303-000-0000-6523			40.06	WASHER	031313	1093217
	03-302-000-0000-6449			13.34	BRUSH	031813	1093872
	03-303-000-0000-6523			17.06	TOTE	031913	1093965
	03-303-000-0000-6523			27.77	TOTE	031913	1093981
	03-303-000-0000-6516			13.88	MAILBOX	032213	1094258
	03-303-000-0000-6516			13.88	MAILBOX	032213	1094412
2340	Hyytinen Hardware Hank			210.34			Signs & Posts
					11 Transactions		
11406	Innovative Office Solutions						
	03-301-000-0000-6400			256.46	OFFICE SUPPLIES	032513	250183
	03-301-000-0000-6400			112.60	OFFICE SUPPLIES	032913	254045
							Supplies And Materials
							Supplies And Materials

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
11406	Innovative Office Solutions		369.06		2 Transactions	
11683	Iverson Ruevers,LLC 03-307-000-0000-6260		675.00	PROF SERVICES 031913	7908	Professional Services
11683	Iverson Ruevers,LLC		675.00		1 Transactions	
9802	Kragness/Conrad 03-302-000-0000-6296		114.39	MILEAGE 040113	GRADING/BASE	Meeting Expense/Physicals
9802	Kragness/Conrad		114.39		1 Transactions	
91187	Lake Country Power 03-303-000-0000-6254		67.90	CSAH 14 040113	141979801	Utilities
	03-303-000-0000-6254		69.20	CSAH 6 040113	141979901	Utilities
91187	Lake Country Power		137.10		2 Transactions	
2831	Little Falls Machine Inc 03-303-000-0000-6590		212.49	SCREW ASSB 032113	46147	Repair & Maintenance Supplies
2831	Little Falls Machine Inc		212.49		1 Transactions	
2991	Malmo Market 03-303-000-0000-6513		89.33	GASOLINE 033113	31870	Motor Fuel & Lubricants
	03-303-000-0000-6513		50.85	GASOLINE 033113	32123	Motor Fuel & Lubricants
	03-303-000-0000-6513		57.05	GASOLINE 033113	32435	Motor Fuel & Lubricants
	03-303-000-0000-6513		90.80	GASOLINE 033113	32632	Motor Fuel & Lubricants
	03-303-000-0000-6513		76.86	GASOLINE 033113	33483	Motor Fuel & Lubricants
	03-303-000-0000-6513		59.82	GASOLINE 033113	33743	Motor Fuel & Lubricants
	03-303-000-0000-6513		91.10	GASOLINE 033113	34405	Motor Fuel & Lubricants
	03-303-000-0000-6513		18.16	KEROSENE 033113	34405	Motor Fuel & Lubricants
	03-303-000-0000-6513		104.41	GASOLINE 033113	34704	Motor Fuel & Lubricants
2991	Malmo Market		638.38		9 Transactions	
10824	Maney International Inc 03-303-000-0000-6590		66.74	SPRING 010913	622637	Repair & Maintenance Supplies
	03-303-000-0000-6590		69.80	BRACKET 020613	624569	Repair & Maintenance Supplies
10824	Maney International Inc		136.54		2 Transactions	
11967	McGregor Rental 03-303-000-0000-6521		215.00	STEAMER RENTAL 032913		Maintenance Supplies
11967	McGregor Rental		215.00		1 Transactions	

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
8527	Midstates Equipment & Supply 03-303-000-0000-6590		15,860.42	CRACK SEALENT 031813	213073	Repair & Maintenance Supplies
8527	Midstates Equipment & Supply		15,860.42	1 Transactions		
8540	Minnesota Department Of Public Safety 03-303-000-0000-6298		150.00	HAZ MATERIALS 032813		Shop Maintenance
8540	Minnesota Department Of Public Safety		150.00	1 Transactions		
3255	Mn Counties Intergovernmental Trust 03-303-000-0000-6352		288.00	SALT SHED 021913	1114103	Insurance
3255	Mn Counties Intergovernmental Trust		288.00	1 Transactions		
8694	Mn Dept Of Transportation 03-307-000-0000-6260		133.60	TESTING 031913	P00001550	Professional Services
8694	Mn Dept Of Transportation		133.60	1 Transactions		
8436	Northland Parts 03-303-000-0000-6523		17.73	FLOOR DRY 030713	256563	Misc Bldg & Shop Supplies
8436	Northland Parts		17.73	1 Transactions		
3660	Northwood Equipment 03-303-000-0000-6590		7.97	SEAL 040213	P06369	Repair & Maintenance Supplies
	03-303-000-0000-6590		3.14	O RING 040213	P14260	Repair & Maintenance Supplies
	03-303-000-0000-6590		31.83	RUNNER 040213	P14947	Repair & Maintenance Supplies
3660	Northwood Equipment		42.94	3 Transactions		
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		57.06	GAS 031413	245316	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		57.06	1 Transactions		
3950	Public Utilities 03-303-000-0000-6254		87.97	AITKIN OFFICE 032113		Utilities
	03-303-000-0000-6254		34.86	HWY 210 AND CSAH 28 032113	0200059455006	Utilities
	03-303-000-0000-6254		34.86	HWY 210 AND CSAH 12 032113	0200063388000	Utilities
	03-303-000-0000-6254		39.81	HWY 47 AND CSAH 12 032113	0200064092005	Utilities
3950	Public Utilities		197.50	4 Transactions		
4010	Rasley Oil Company 03-303-000-0000-6513		59.15	GASOLINE 040113	17453	Motor Fuel & Lubricants
	03-303-000-0000-6513		21.48	GASOLINE 040113	17466	Motor Fuel & Lubricants

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No. Account/Formula						Paid On Bhf #	On Behalf of Name
03-303-000-0000-6513			52.21	GASOLINE	040113	17510	Motor Fuel & Lubricants
03-303-000-0000-6513			34.21	GASOLINE	040113	19678	Motor Fuel & Lubricants
03-303-000-0000-6513			69.98	GASOLINE	040113	7148	Motor Fuel & Lubricants
03-303-000-0000-6513			67.50	GASOLINE	040113	7207	Motor Fuel & Lubricants
03-303-000-0000-6513			104.11	GASOLINE	040113	7217	Motor Fuel & Lubricants
03-303-000-0000-6513			31.39	GASOLINE	040113	7273	Motor Fuel & Lubricants
03-303-000-0000-6513			94.65	GASOLINE	040113	7303	Motor Fuel & Lubricants
03-303-000-0000-6513			64.67	GASOLINE	040113	7355	Motor Fuel & Lubricants
03-303-000-0000-6513			111.67	GASOLINE	040113	7357	Motor Fuel & Lubricants
03-303-000-0000-6513			82.68	GASOLINE	040113	7358	Motor Fuel & Lubricants
03-303-000-0000-6513			75.41	GASOLINE	040113	7367	Motor Fuel & Lubricants
03-303-000-0000-6513			40.01	GASOLINE	040113	7391	Motor Fuel & Lubricants
03-303-000-0000-6513			68.71	GASOLINE	040113	7433	Motor Fuel & Lubricants
03-303-000-0000-6513			47.57	GASOLINE	040113	7849	Motor Fuel & Lubricants
03-303-000-0000-6513			63.16	GASOLINE	040113	7888	Motor Fuel & Lubricants
03-303-000-0000-6513			109.23	GASOLINE	040113	9291	Motor Fuel & Lubricants
03-303-000-0000-6513			56.04	GASOLINE	040113	9298	Motor Fuel & Lubricants
03-303-000-0000-6513			106.28	GASOLINE	040113	9344	Motor Fuel & Lubricants
03-303-000-0000-6513			85.88	GASOLINE	040113	9345	Motor Fuel & Lubricants
03-303-000-0000-6513			76.31	GASOLINE	040113	9734	Motor Fuel & Lubricants
03-303-000-0000-6513			52.41	GASOLINE	040113	9742	Motor Fuel & Lubricants
03-303-000-0000-6513			70.76	GASOLINE	040113	9755	Motor Fuel & Lubricants
03-303-000-0000-6513			75.42	GASOLINE	040113	9789	Motor Fuel & Lubricants
03-303-000-0000-6513			35.91	GASOLINE	040113	9839	Motor Fuel & Lubricants
03-303-000-0000-6513			84.94	GASOLINE	040113	9849	Motor Fuel & Lubricants
03-303-000-0000-6513			61.03	GASOLINE	040113	9885	Motor Fuel & Lubricants
03-303-000-0000-6513			50.62	GASOLINE	040113	9921	Motor Fuel & Lubricants
03-303-000-0000-6513			43.00	GASOLINE	040113	9927	Motor Fuel & Lubricants
03-303-000-0000-6513			107.67	GASOLINE	040113	9935	Motor Fuel & Lubricants
4010 Rasley Oil Company			2,104.06		31 Transactions		
4070 Riley Auto Supply							
03-303-000-0000-6590			248.27	HOSE FITTING	033113	533255	Repair & Maintenance Supplies
03-303-000-0000-6523			44.61	COUPLER	033113	533308	Misc Bldg & Shop Supplies
03-303-000-0000-6590			13.92	FREIGHT	033113	533340	Repair & Maintenance Supplies
03-303-000-0000-6590			38.47	ALARM	033113	533353	Repair & Maintenance Supplies
03-303-000-0000-6523			18.17	BRUSH	033113	533456	Misc Bldg & Shop Supplies
03-303-000-0000-6590			41.66	STRAP	033113	533513	Repair & Maintenance Supplies
03-303-000-0000-6590			41.75	PIPE	033113	533516	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Amount	Service Dates	Paid On Bhf #	On Behalf of Name	
03-303-000-0000-6590	15.69	STRAP 033113	533567	Repair & Maintenance Supplies	
03-303-000-0000-6590	1.65	FITTING 033113	533621	Repair & Maintenance Supplies	
03-303-000-0000-6590	138.48	FITTING 033113	533746	Repair & Maintenance Supplies	
03-303-000-0000-6590	52.89	TESTER 033113	533788	Repair & Maintenance Supplies	
03-303-000-0000-6590	20.30	BELT 033113	533889	Repair & Maintenance Supplies	
4070 Riley Auto Supply	675.86	12 Transactions			
4140 Rohlfig					
03-303-000-0000-6523	194.94	AAH BAGS 032713	824753	Misc Bldg & Shop Supplies	
4140 Rohlfig	194.94	1 Transactions			
8109 St Cloud Technical & Community College					
03-303-000-0000-6296	90.00	VEHICLE INSPECTOR 050913	BACKSTROM	Meeting Expense/Physicals	
8109 St Cloud Technical & Community College	90.00	1 Transactions			
86235 The Office Shop Inc					
03-301-000-0000-6400	318.86	COPIER 032713	264625	Supplies And Materials	
86235 The Office Shop Inc	318.86	1 Transactions			
6097 Verizon Wireless					
03-301-000-0000-6250	52.72	JOHNS CELL 032513	9701542376	Telephone	
6097 Verizon Wireless	52.72	1 Transactions			
8605 Wayne's Sanitation Llc					
03-303-000-0000-6254	78.76	GARBAGE - MCGRATH 032913	230043	Utilities	
8605 Wayne's Sanitation Llc	78.76	1 Transactions			
5295 Ziegler Inc					
03-308-000-0000-6600	193,743.00	UNIT 200 031513	K4268301	Capital Outlay-Facilities	
03-308-000-0000-6600	193,743.00	UNIT 201 031513	K4268301	Capital Outlay-Facilities	
03-303-000-0000-6590	492.12	BATTERY 031513	PC190027304	Repair & Maintenance Supplies	
03-303-000-0000-6590	1,079.54	6 BLADES 031513	PC190027369	Repair & Maintenance Supplies	
5295 Ziegler Inc	389,057.66	4 Transactions			
3 Fund Total:	443,209.32	Road & Bridge	38 Vendors	118 Transactions	

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5 Health & Human Services

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
1457 CPS Technology Solutions, Inc				
05-400-440-0410-6231		10.56	April Maintenance	362304 Services Or Contracts
05-420-600-4800-6231		26.75	April Maintenance	362304 Services Or Contracts
05-420-640-4800-6231		35.20	April Maintenance	362304 Services Or Contracts
05-430-700-4800-6231		33.09	April Maintenance	362304 Services Or Contracts
1457 CPS Technology Solutions, Inc		105.60	4 Transactions	
5 Fund Total:		105.60	Health & Human Services	1 Vendors 4 Transactions

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
170	Aitkin Motor Company 10-923-000-0000-6590		63.36	New key #394	236654	Repair & Maintenance Supplies
	10-923-000-0000-6590		85.94	LOF, check trac light #799	236698	Repair & Maintenance Supplies
	10-923-000-0000-6590		67.20	Oil change #394	236737	Repair & Maintenance Supplies
170	Aitkin Motor Company		216.50	3 Transactions		
11252	Benson/John 10-900-000-0000-2300		572.76	Timber permit bond ref. R#993	12845	Timber Permit Bonds
	10-900-000-0000-2300		225.58	Timber Perm Bond Ref R#1470	Perm #13371	Timber Permit Bonds
11252	Benson/John		798.34	2 Transactions		
493	Johnson/Martin 10-900-000-0000-2300		1,372.00	Timber permit bond ref. R#1477	13188	Timber Permit Bonds
493	Johnson/Martin		1,372.00	1 Transactions		
2694	Kromy/Ted 10-900-000-0000-2300		880.21	Timber permit bond ref R#1491	13174	Timber Permit Bonds
	10-923-000-0000-6820		368.00	Overappraised refund	13174	Refunds & Reimbursements
2694	Kromy/Ted		1,248.21	2 Transactions		
3605	North Shore Forest Prod Inc 10-900-000-0000-2300		322.50	Timber permit bond ref R#1462	13065	Timber Permit Bonds
3605	North Shore Forest Prod Inc		322.50	1 Transactions		
6128	Tire Barn 10-923-000-0000-6590		47.47	Oil change #798	23512	Repair & Maintenance Supplies
	10-923-000-0000-6590		2,641.71	Replace & rebuild trans #460 04/01/2013 04/01/2013	23629	Repair & Maintenance Supplies
6128	Tire Barn		2,689.18	2 Transactions		
8612	Veenker/Thomas H 10-921-000-0000-6240		50.00	2013 MACS Dues	2013	Dues
8612	Veenker/Thomas H		50.00	1 Transactions		
10 Fund Total:			6,696.73	Trust	7 Vendors	12 Transactions

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 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u> <u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
120	Aitkin Implement Company 11-925-000-0000-6590		10.69	Connectors/Bobcat #416 03/01/2013 03/01/2013	41446	Repair & Maintenance Supplies
120	Aitkin Implement Company		10.69	1 Transactions		
86467	Auto Value Aitkin 11-925-000-0000-6590		19.49	Diesel fuel cleaner - Piston B	40021260	Repair & Maintenance Supplies
86467	Auto Value Aitkin		19.49	1 Transactions		
11397	Holmvg Excavating, LLC 11-925-000-0000-6231		15,814.29	Rabey Line work	3060	Services, Labor, Contracts
11397	Holmvg Excavating, LLC		15,814.29	1 Transactions		
11407	Lightning Motor Sports 11-925-000-0000-6590		5.66	Spark plugs - snowmobile	9362	Repair & Maintenance Supplies
11407	Lightning Motor Sports		5.66	1 Transactions		
4233	S & T Office Products Inc 11-924-000-0000-6405		53.42	Ink cartridges for Tracy	01PR9831	Office Supplies
	11-925-000-0000-6405		33.38	Laser paper for brochures	01PS0533	Office Supplies
4233	S & T Office Products Inc		86.80	2 Transactions		
11 Fund Total:			15,936.93	Forest Development	5 Vendors	6 Transactions

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
5998	Appert's Foodservice 19-523-000-0000-6418		925.74	Orange, onion, banana, cheese, 03/21/2013 03/21/2013	1899799	Groceries-Students
5998	Appert's Foodservice		925.74	1 Transactions		
9562	Audubon Center Of The North Woods 19-522-000-0000-6330		76.84	Reaccreditation team mileage 03/25/2013 03/27/2013	136 @ \$.565	Transportation/Travel/Parking
9562	Audubon Center Of The North Woods		76.84	1 Transactions		
12558	Bakke/David 19-522-000-0000-6330		161.59	Reaccreditation team mileage 03/25/2013 03/27/2013	286 @ \$.565	Transportation/Travel/Parking
12558	Bakke/David		161.59	1 Transactions		
8622	Frontier 19-521-000-0000-6250		514.50	Service & Long distance Serv	2187684653	Telephone
8622	Frontier		514.50	1 Transactions		
12557	Maki/Rachel 19-522-000-0000-6330		92.66	Reaccreditation team mileage 03/25/2013 03/27/2013	164 @ \$.565	Transportation/Travel/Parking
12557	Maki/Rachel		92.66	1 Transactions		
3532	Nelson Lawn & Landscaping 19-521-000-0000-6231		290.00	Snowplowing 02/07/2013 02/07/2013	581	Services, Labor, Contracts
	19-521-000-0000-6231		290.00	Snowplowing 02/11/2013 02/11/2013	581	Services, Labor, Contracts
	19-521-000-0000-6231		290.00	Snowplowing 03/06/2013 03/06/2013	581	Services, Labor, Contracts
	19-521-000-0000-6231		290.00	Snowplowing 03/10/2013 03/10/2013	581	Services, Labor, Contracts
	19-521-000-0000-6231		290.00	Snowplowing 03/18/2013 03/18/2013	581	Services, Labor, Contracts
	19-521-000-0000-6231		250.00	Snow removal w/Bobcat 03/20/2013 03/20/2013	581	Services, Labor, Contracts
3532	Nelson Lawn & Landscaping		1,700.00	6 Transactions		
12560	Rian/Scott					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</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>
19-521-000-0000-6330		39.50	Mpls Sportsman-Parking 03/21/2013 03/24/2013		Transportation/Travel/Parking
19-521-000-0000-6340		65.55	Meals 03/21/2013 03/24/2013		Meals Reimbursed Non-Taxable
19-521-000-0000-6332		159.75	Mpls Sportsman Show 03/21/2013 03/23/2013	3 @ \$53.25	Hotel / Motel Lodging
12560 Rian/Scott		264.80	3 Transactions		
5750 Sam's Club 19-521-000-0000-6240		35.00	Pam Carlson Membership 03/06/2013 03/06/2013	99999	Dues/Assoc Fees
5750 Sam's Club		35.00	1 Transactions		
12559 Smerud/Peter 19-522-000-0000-6330		163.85	Reaccreditation team mileage 03/25/2013 03/27/2013	290 @ \$.565	Transportation/Travel/Parking
12559 Smerud/Peter		163.85	1 Transactions		
86235 The Office Shop Inc 19-521-000-0000-6231		131.73	Copier Maint Agreement 03/27/2013 03/27/2013	264630	Services, Labor, Contracts
19-521-000-0000-6205		14.99	Printer Cartridge 03/21/2013 03/21/2013	933360	Postage
86235 The Office Shop Inc		146.72	2 Transactions		
19 Fund Total:		4,081.70	Long Lake Conservation Center	10 Vendors	18 Transactions

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 21 Parks

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
87615	Aitkin Medical Supply 21-520-000-0000-6406		34.78	Back brace	68958	Field Supplies
87615	Aitkin Medical Supply		34.78		1 Transactions	
7628	Al's Welding & Sandblasting 21-520-000-0000-6406		1,800.00	Fabricate 10 fire rings 03/21/2013 03/21/2013	8731	Field Supplies
7628	Al's Welding & Sandblasting		1,800.00		1 Transactions	
1310	Door Doctor 21-520-000-0000-6590		85.25	Gear kit -door at shop 03/29/2013 03/29/2013	33415	Repair & Maintenance Supplies
1310	Door Doctor		85.25		1 Transactions	
1880	Gravelle Plumbing & Heating, Inc 21-520-000-0000-6590		6.36	Trip lever for shop toilet	63761	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		6.36		1 Transactions	
2340	Hyytinen Hardware Hank 21-520-000-0000-6590		8.00	Car wash	1092399	Repair & Maintenance Supplies
	21-520-000-0000-6590		5.08	Bulb	1094207	Repair & Maintenance Supplies
	21-520-000-0000-6590		9.70	Staples, duct tape	1094388	Repair & Maintenance Supplies
	21-520-000-0000-6590		1.06	Garage key	1094810	Repair & Maintenance Supplies
	21-520-000-0000-6590		34.19	Paint	1094852	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		58.03		5 Transactions	
7062	Kern Excavating LLC 21-520-000-0000-6590		350.00	Berglund Park gravel 03/09/2013 03/09/2013	4113ACLD	Repair & Maintenance Supplies
7062	Kern Excavating LLC		350.00		1 Transactions	
3950	Public Utilities 21-520-000-0000-6254		271.98	Utilities Land Department	0200000348003	Utilities
	21-520-000-0000-6254		16.26	Utilities Mississippi Access	0200063077005	Utilities
3950	Public Utilities		288.24		2 Transactions	
4010	Rasley Oil Company 21-520-000-0000-6511		736.63	March Gas Purchases 03/01/2013 03/31/2013	Land & Parks	Gas & Oil

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 21 Parks

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4010 Rasley Oil Company					
	736.63			1 Transactions	
4070 Riley Auto Supply					
21-520-000-0000-6590	56.45		Hose fitting, hose, oil #256	533256	Repair & Maintenance Supplies
21-520-000-0000-6590	4.27		Fitting for 452 snowplow	533259	Repair & Maintenance Supplies
21-520-000-0000-6590	37.07		Oil	533617	Repair & Maintenance Supplies
4070 Riley Auto Supply	97.79			3 Transactions	
86235 The Office Shop Inc					
21-520-000-0000-6405	12.80		Paper for brochures	264500-0	Office Supplies
86235 The Office Shop Inc	12.80			1 Transactions	
21 Fund Total:	3,469.88		Parks	10 Vendors	17 Transactions
Final Total:	623,327.83		181 Vendors	440 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	149,827.67	General Fund	
	3	443,209.32	Road & Bridge	
	5	105.60	Health & Human Services	
	10	6,696.73	Trust	
	11	15,936.93	Forest Development	
	19	4,081.70	Long Lake Conservation Center	
	21	3,469.88	Parks	
	All Funds	623,327.83	Total	Approved by,
			
			

Aitkin County



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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Tax Overpays

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
943	DEPT		Taxes And Penalties		
48	Aitkin Co Abstract Company				
	13- 943- 000- 0000- 2001		2.00	24- 0- 019802 overpay per 1	Andell/Barkley Cur - Property Taxes
	13- 943- 000- 0000- 2001		10.00	24- 0- 019703 overpay per 1	Andell/Barkley Cur - Property Taxes
	13- 943- 000- 0000- 2001		4.00	24- 0- 004600 overpay per 1	Anderson/Heft Cur - Property Taxes
	13- 943- 000- 0000- 2001		6.00	24- 0- 019800 overpay per 1	Charlsen Cur - Property Taxes
	13- 943- 000- 0000- 2001		2.00	31- 0- 035300 overpay per 1	Fannemel Cur - Property Taxes
	13- 943- 000- 0000- 2001		22.00	07- 0- 017701 overpay per 1	james graff Cur - Property Taxes
48	Aitkin Co Abstract Company		46.00	6 Transactions	
12018	Arbogast/Renee				
	13- 943- 000- 0000- 2001		2.00	16- 1- 099000 overpay per 1	Arbogast Cur - Property Taxes
12018	Arbogast/Renee		2.00	1 Transactions	
12545	Archambo/Monica				
	13- 943- 000- 0000- 2001		392.00	57- 0- 024000 overpay per 1	Archambo Cur - Property Taxes
12545	Archambo/Monica		392.00	1 Transactions	
10936	Bishop/David				
	13- 943- 000- 0000- 2001		12.00	52- 1- 039201 overpay per 1	Bishop Cur - Property Taxes
10936	Bishop/David		12.00	1 Transactions	
12546	Cunningham/Fay				
	13- 943- 000- 0000- 2001		22.00	29- 1- 095600 overpay per 1	Cunningham Cur - Property Taxes
12546	Cunningham/Fay		22.00	1 Transactions	
12547	East Central Title Trust Acct				
	13- 943- 000- 0000- 2001		8.00	16- 0- 036400 overpay per 1	Berg Cur - Property Taxes
12547	East Central Title Trust Acct		8.00	1 Transactions	
11624	Kaiser/Patricia Or Larry				
	13- 943- 000- 0000- 2001		28.00	36- 1- 079300 overpay per 1	Kaiser Cur - Property Taxes
11624	Kaiser/Patricia Or Larry		28.00	1 Transactions	
12548	Newton/Thomas Roger				
	13- 943- 000- 0000- 2001		32.00	02- 0- 039000 overpay per 1	Newton Cur - Property Taxes
12548	Newton/Thomas Roger		32.00	1 Transactions	
12549	Seymour/Robert				

DKB1
 3/28/13 3:33PM
 13 Taxes & Penalties

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
12549	Seymour/Robert	2.00	11- 1- 180900 overpay per 1	Seymour	Cur - Property Taxes
		2.00	1 Transactions		
12019	Sumbs/Bessie				
	13- 943- 000- 0000- 2001	2.00	20- 0- 021800 overpay per 1	Sumbs	Cur - Property Taxes
	13- 943- 000- 0000- 2001	4.00	20- 0- 021900 overpay per 1	Sumbs	Cur - Property Taxes
12019	Sumbs/Bessie	6.00	2 Transactions		
12550	Thompson/Harry				
	13- 943- 000- 0000- 2001	8.00	16- 1- 098000 overpay per 1	Thompson	Cur - Property Taxes
12550	Thompson/Harry	8.00	1 Transactions		
12551	Thompson/Jean				
	13- 943- 000- 0000- 2001	6.00	23- 0- 053000 overpay per 1	Thompson	Cur - Property Taxes
12551	Thompson/Jean	6.00	1 Transactions		
12552	Turpin/Glenn				
	13- 943- 000- 0000- 2001	12.00	29- 1- 230100 overpay per 1	Turpin	Cur - Property Taxes
12552	Turpin/Glenn	12.00	1 Transactions		
943	DEPT Total:	576.00	Taxes And Penalties	13 Vendors	19 Transactions
13	Fund Total:	576.00	Taxes & Penalties		19 Transactions
	Final Total:	576.00	13 Vendors	19 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	576.00	Taxes & Penalties
All Funds		576.00	Total

Approved by,

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 03/25/13
From: Sheriff Scott Turner
Title of Item: STS Donation

Requested Meeting Date: 04/09/2013 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: March 25, 2013
FROM: Sheriff Scott Turner RE: STS Donation

Nordland Township has made a generous donation of \$200 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: March 26, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Non-union Wage Schedules 2011-2014

Requested Meeting Date: April 9, 2013 Estimated Presentation Time: _____

Presenter: Bobbie Danielson, HR Manager or Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: March 26, 2013
Subject: Non-union Wage Schedules 2011-2014



Background

Requesting to update non-union and temp/seasonal/substitute worker wage schedules consistent with pattern settlements in union contracts.

2011, 2012, 2013 = 0% general adjustment, plus steps for employees who are eligible for step movement
2014 = \$0.45 per hour general adjustment, plus steps for employees who are eligible for step movement

Substitute employees will be paid a non-union rate that is equal to the "Start step" wage of the regular position. This includes substitute positions such as substitute cook, substitute custodian, substitute instructor/naturalist, etc.

Copies of the update pay scales are attached.

Action Requested

Motion to adopt the non-union and temp/seasonal/substitute worker wage schedules as proposed.

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick.

Aitkin County

2011 Start	6 Mnths	1 Year	2 Years	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
	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
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62
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
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
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
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75

Aitkin County

	2012 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
	2012 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
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

Aitkin County

	2013 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
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

Aitkin County

	2014 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	
G	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
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
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98

Aitkin County

Non-union Temporary/Seasonal/Substitute Employee Wage Scale

Effective 1/1/2011 - 12/31/2013

Start	After 536 Hours	After 1072 Hours	Job Classification
\$ 10.38	\$ 10.85	\$ 11.37	Boat & Water Worker Laborer/Park Laborer
\$ 10.83	\$ 11.37	\$ 11.97	Election Clerk Survey Crew Technician Highway Department Survey/Construction Staking Laborer Clerical Intern Temporary Clerical Worker
\$ 11.37	\$ 11.97	\$ 12.51	Seasonal Crew Leader, Parks/Land Department
\$ 11.97	\$ 12.51	\$ 13.34	Seasonal Equipment Operator, Highway Department and Land Department Confidential Secretary

Substitute employees will be paid a non-union rate that is equal to the "Start step" wage of the regular position. This includes substitute positions such as substitute cook, substitute custodian, substitute instructor/naturalist, etc.

LLCC Seasonal Naturalist (on-site housing required, typically works the school year): \$580.00 bi-weekly + \$250.00 bi-weekly housing

LLCC Summer Counselor (on-site housing required, typically works June-August): \$580.00 bi-weekly + \$250.00 bi-weekly housing

LLCC Assistant Summer Program Director (on-site housing required, typically works June-August): \$700.00 bi-weekly + \$250.00 bi-weekly housing

Aitkin County

Non-union Temporary/Seasonal/Substitute Employee Wage Scale

Effective 1/1/2014 - 12/31/2014

Start	After 536 Hours	After 1072 Hours	Job Classification
\$ 10.83	\$ 11.30	\$ 11.82	Boat & Water Worker Laborer/Park Laborer
\$ 10.83	\$ 11.82	\$ 12.42	Election Clerk Survey Crew Technician Highway Department Survey/Construction Staking Laborer Clerical Intern Temporary Clerical Worker
\$ 11.82	\$ 12.42	\$ 12.96	Seasonal Crew Leader, Parks/Land Department
\$ 12.42	\$ 12.96	\$ 13.79	Seasonal Equipment Operator, Highway Department and Land Department Confidential Secretary

Substitute employees will be paid a non-union rate that is equal to the "Start step" wage of the regular position. This includes substitute positions such as substitute cook, substitute custodian, substitute instructor/naturalist, etc.

LLCC Seasonal Naturalist (on-site housing required, typically works the school year): \$580.00 bi-weekly + \$250.00 bi-weekly housing

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LLCC Assistant Summer Program Director (on-site housing required, typically works June-August): \$700.00 bi-weekly + \$250.00 bi-weekly housing

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 26, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: April 9, 2013 Estimated Presentation Time: _____

Presenter: Bobbie Danielson, HR Manager or Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners
From: Bobbie Danielson, HR Manager
Date: March 26, 2013
Subject: Personnel Committee Recommendations



Background

The Personnel Committee met on **March 26, 2013**, and unanimously recommends the following:

1. Fill one full-time Office Support Specialist position in the HHS Department. Grade R, wage range \$11.97 to \$21.56 per hour. Position is vacant due to the resignation of Terry Lou Shelton 3/14/2013.
2. Fill one full-time Forestry/Parks Technician position in the Land Department. Grade P, wage range \$13.34 to \$24.02 per hour. Position is vacant due to the transfer of Joe Voller to the Recreation Specialist position. Note, the request is to fill it at a Technician level (Grade P), instead of at the Forester level (Grade N).
3. Amend the County Administrator's original employment agreement, page 1 of 3, number (3.) (a), effective January 1, 2013, to read, "During the month of January of each year, the County Administrator will be evaluated by the County Board, and upon satisfactory performance, the Administrator's salary shall be adjusted in accordance with the County's uniform compensation schedule."

Action Requested

Motion to fill one full-time Office Support Specialist position, one full-time Forestry/Parks Technician position, and to amend the County Administrator's original employment agreement, page 1 of 3, number (3.) (a), effective January 1, 2013, to read, "During the month of January of each year, the County Administrator will be evaluated by the County Board, and upon satisfactory performance, the Administrator's salary shall be adjusted in accordance with the County's uniform compensation schedule."

If you have any questions or require additional information prior to the meeting, please feel free to contact me or Patrick.

- Draft -

Aitkin County

	2013 Start	6 Mths	1 Year	2 Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53



Position Description

OFFICE SUPPORT SPECIALIST

Department Health and Human Services Department
DBM/Grade To be determined
Reports to Assigned Supervisor
FLSA Status Non-exempt
Union Status AFSCME HHS Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To perform moderately difficult office support assignments requiring knowledge of agency programs, procedures and practices, and to serve as liaison between the general public and agency staff.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies.

Supervision Exercised

No formal supervisory authority.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Provides courteous, high quality service to the public by asking questions to determine client needs and then directing clients to the appropriate staff member, department or meeting or by diffusing and redirecting belligerent clients before hostility escalates.
2. Greets and assists clients in proper completion of forms and applications based on knowledge of agency programs, policies and procedures, and gathers personal medical identification numbers and electronic benefit transfer cards after identity verification.
3. Communicates information to the public or interdepartmental representatives in situations where good judgment and correct interpretation of departmental policies and regulations are required.
4. Photocopies reports, forms, correspondence, and other agency documents.
5. Operates multi line telephones, directing calls, taking accurate messages, and providing agency program information and community resource information to callers.
6. Sorts, screens, prioritizes and distributes incoming mail, interagency correspondence and court documents and collects, prepares and delivers outgoing mail in a timely manner.



Position Description

7. Composes, types, and edits correspondence, memos, forms, reports, and other documents from rough drafts or dictation, proofing for accuracy, completeness, and compliance with applicable regulations using knowledge of procedures to determine the correct format.
8. Creates and maintains filing system, performs data entry, and maintains computer database files.
9. Sorts, files, purges and scans agency records and case files in accordance with state and federal mandates and agency procedures. Pulls files for other staff upon request.
10. Operates all office equipment: computers, typewriters, dictation system, scanning system, calculators, photocopiers, fax machines, postage machines, laminators, and multi-phone lines.
11. Troubleshoots staff problems and issues with computer programs, equipment, and agency policy/procedures.
12. Takes meeting minutes and prepares and enters statistical data such as charts, tables, and graphs from written, typed or verbal instructions.
13. Creates newsletters, brochures, and other printed materials using desktop publishing software.
14. Assembles informational packets, ordering and updating forms and brochures for all divisions, maintaining adequate inventory.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

Administrative Support Diploma or college coursework in administrative support applications, business English, business communications, typing, Microsoft Office software, or closely related field, plus one or more years of general clerical experience.

Valid Minnesota driver's license or access to reliable transportation for infrequent travel that may be required for off-site training or other job-related activities. U.S. Citizenship required. Employment reference checks and a criminal background check will be performed as part of the pre-employment process.

Must have the ability to focus and work productively despite frequent interruptions.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Business English, spelling, grammar and punctuation.
4. Basic math.
5. Agency programs, procedures and policies.
6. General office practices and equipment.
7. Special computer software.
8. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
9. Other community resources sufficient to be able to refer clients when needed.



Position Description

10. County customer service objectives and strategies.
11. Proper telephone technique, office and online etiquette.
12. Current technology and trends in the clerical field.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing correspondence, preparing a quality product in a timely fashion and in a wide variety of typing layouts and formats.
3. Accessing and utilizing data from a computerized record keeping system.
4. Communicating effectively with a wide variety of individuals representing diverse cultures and backgrounds and to function calmly in challenging situations that require a high degree of sensitivity, tact and diplomacy.
5. Typing skill sufficient to complete 40 net words per minute without errors.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Operate a variety of office machines.
3. Understand and apply oral and written instructions.
4. Organize and prioritize one's own work.
5. Use human relations skills to positively interact with and to work constructively with clients and other employees.
6. Do sustained typing accurately at a satisfactory rate of speed.
7. Maintain the confidentiality of non-public information according to laws, rules and policies.
8. Organize information into written documents and reports.
9. Multi-task and prioritize client needs to ensure a smooth work flow to rest of staff.
10. Select appropriate financial worker by determining type of income and household size through direct questioning or retrieving information from the database.
11. Communicate effectively, both orally and in writing.
12. Assess the client's immediate needs and ensure client's receipt of needed services and to exercise appropriate judgment in answering questions and releasing information and to analyze and project consequences of decisions and/or recommendations.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.



Position Description

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using assigned software which may include:

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, Publisher, MAXIS, MMIS, SSIS, EDocs, PHAT, MEC2, SIR, PRISM, CATCH3, HuBERT, Application Extender (Scanning system), Internet and other job-related software.

Ability to Travel

Infrequent travel may be required for trainings and meetings in and out of Aitkin County.

For the Public Health Office Support Specialist, travel is required to various WIC clinics and immunization and flu clinics throughout Aitkin County.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, and innovation.

Work Environment

The noise level in the work environment is usually moderate. Work is performed in an office setting with noise and activity. Requires the ability to be flexible and tolerate numerous interruptions while maintaining a pleasant, personable demeanor.

Equipment and Tools

Computer, copier, fax, telephone system, printer, 10-key calculator, shredder, scanner, laminator, emergency weather-alert radios, and other job-related equipment.

County-owned vehicles and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry boxes and children weighing up to 50 pounds.



Position Description

While performing the duties of this job, the employee performs light work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

Working safety is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

11/2012

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."

Mark Jacobs
Aitkin County Land Commissioner

To: County Human Resources Manager
CC: County Administrator
Personnel Committee
Date: 3/15/2013
Re: Forestry/Parks Technician

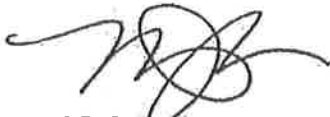
I'm requesting that we fill the open position created when Joe Voller accepted the Recreation Specialist position. The vacant position is a Forester position at a job class "N" (\$15.71 starting wage).

I propose to instead hire a Forestry/Parks Technician at a job class "P" (\$13.34 starting wage).

My reasoning is to fill the current need of technical help in the field for our forestry staff and to reduce salary expense during this lull in the timber markets.

My 2013 budget contains a position at \$65, 869 ("N" - \$20.62/hour) in 11-924; which was Joe Majerus' salary when he left.

Thanks.



Mark Jacobs
Land Commissioner



Position Description

FORESTRY / PARKS TECHNICIAN

Department Land Department

DBM/Grade To be determined

Reports to Land Commissioner (for Parks) and Assistant Land Commissioner (for Forestry)

FLSA Status To be determined by Fox Lawson

Union Status AFSCME Courthouse Unit

Final Appointing Authority

This position shall not be filled until final approval of the County Administrator. All offers of employment are made in writing by the Human Resources Department.

Job Summary

To assist land department staff in performing land, forest and recreational management of county tax-forfeited lands and county park facilities. To assist with the management of county tax-forfeited lands and county park facilities to ensure optimum economic benefits to local taxing districts and to benefit wildlife, recreation, water quality and public safety. To assist with reviewing and recording department statistics and collecting payments.

Supervision Received

Employees working in this job class work under general supervision and usually receive some instruction with respect to details of most assignments, but are free to develop their own work sequences within established procedures, methods, and policies. They are often physically removed from their supervisor and are only subject to periodic supervisory checks.

This position reports to the Land Commissioner for parks activities, but may also receive limited work direction from the Parks Foreman and Recreation Specialist. Likewise, this position reports to the Assistant Land Commissioner for forestry activities, but may also receive limited work direction from the Foresters.

Supervision Exercised

Serves as a work leader for seasonal park laborers. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

Essential Functions

This position description is not intended to be all-inclusive. Employee may perform other essential and nonessential functions as assigned or apparent to meet the ongoing needs of the department and organization. Regular attendance and punctuality are essential requirements of this position.

1. Assists in the set-up, appraisal, and scaling of timber harvesting on county lands, to ensure optimum yields of forest products on a sustainable basis and provides benefits to non-timber benefits/forest



Position Description

- values (i.e. recreational opportunities, wildlife habitat, etc.) On rare occasions, may also assist in the supervision of contractors harvesting timber on county lands.
2. Assists in performing forest inventory on specific forest stands to update or expand land department data on the attributes of county forest lands.
 3. Assists in boundary determinations related to activities on or affecting county lands, using established surveying techniques.
 4. Assists in the set-up, supervision and maintenance of county forest development projects including, site preparation, reforestation, timber stand improvement, pesticide application, forest roads, gravel pits, beaver control, wildlife habitat or water quality projects to protect or enhance the economic and environmental viability of county lands.
 5. Assists in maintenance and development of county recreation facilities including parks, campgrounds, public accesses or trails to provide a safe and clean environment for users of the facilities.
 6. Serves as a work leader over seasonal, part time, and/or temporary employees to assist in the timely accomplishment of workloads related to department activities.
 7. Reviews and records through accurate data entry department statistics, such as allocation of employee and equipment time, mileage, invoices, project reimbursements, and summaries of project costs.
 8. Collects and issues payment receipts for timber permits, contract for deed payments, overruns, land sales, leases, easements, campground receipts, and aerial photo sales.
 9. Provides public and office assistance by performing receptionist duties, facilitating communication via the radio with foresters, and providing information both in person and over the phone.
 10. Assists in appraisals of timber volume and value, and in determining the location and boundaries of tax-forfeited land.
 11. Attends workshops and seminars, approved by the land commissioner, to keep up-to-date on current practices, procedures, laws, ordinances or issues related to the natural resources field.
 12. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Associate's degree or higher in Forestry, Parks and Recreation, Natural Resources, or a related field, plus two or more years related experience performing land, forestry, or recreational management activities.

Pesticide Applicator license issued by the State of MN Department of Agriculture preferred.

Valid Minnesota driver's license required. U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Knowledge, Skills, and Abilities Required

Knowledge of:

Draft 3/26/2013



Position Description

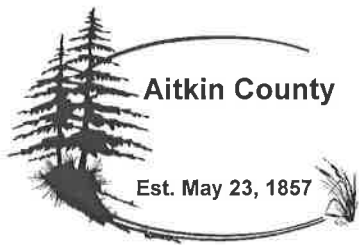
1. County and departmental policies, procedures, and practices.
2. Knowledge of the latest silvicultural methods and soil and site productivity and the ability to administer proper silvicultural methods for each timber species, to ensure maximum yield of timber and to benefit wildlife, water quality, and recreation.
3. State and local laws, rules, and regulations relevant to the work performed in this position.
4. Habitat needs of wildlife and plants.
5. Knowledge and understanding of soils, forest pests, and herbicides.
6. Different plant and tree species.
7. General office work such as telephone etiquette, filing, and data entry.
8. Surveying techniques and instruments, topography and forest management, and ability to use proper terminology and technical forms.
9. Knowledge of proper procedures and safety rules when using and applying herbicides, pesticides and assisting with explosives.

Skill in:

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to, contractors, other agencies, customers and the public.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Operating light equipment (tractors, bobcats, etc.), light machinery, spraying equipment, forestry tools and other small hand and power tools.
4. Proficient GPS and compass orienteering.
5. Strong computer skills.
6. Reading, writing, and speaking English proficiently.
7. Effectively organizing and prioritizing workload.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers and supervisors with respect, honesty, and consideration.
2. Consistently perform accurate data entry.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, loggers, contractors, individuals, special interest groups, government agencies and the general public.
6. Work in all types of weather and conditions
7. Physically traverse in treacherous conditions.
8. Demonstrate a high degree of self-motivation and the ability to work independently
9. Endure hazardous insect, animals, and plants.
10. Maintain accurate daily logs.
11. Motivate and direct seasonal staff as they work.
12. Safely operate chainsaws, brush axes, ATVs, snowmobiles and pickup trucks. Add?



Position Description

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write reports and correspondence. Ability to speak effectively before groups of customers or employees of the organization.

Mathematical Skills

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Reasoning Skills

Intermediate Skills – Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Computer Skills

To perform this job successfully, an individual should be proficient at using the following software.

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software: TAppr (access integration with GIS), RTVision reservation Program, GIS, Arc Map, Arc View, GPS (Terra Sync) and other job-related software.

Ability to Travel

Daily travel required, approximately 100 miles per day on highways and forest roads.

Competencies

To perform the job successfully, an individual should consistently demonstrate the following competencies (definitions attached or available upon request):

Ethics, attendance/punctuality, safety and security, dependability, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, leadership, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.

Work Environment

The noise level in the work environment is usually moderate.

This position requires some work indoors and outdoor activity for the majority of the day using, operating, and maintaining small tools, heavy equipment, light machinery and other specialized instruments, keeping them in safe working condition. Manual dexterity and motor coordination are required for the majority of the duties.

The work may be dirty and hazardous at times; subject to chemicals and pesticides and annoying and hazardous insects and animals.



Position Description

Equipment and Tools

Personal protective equipment, computer, copier, fax, telephone, printer, power tools, hand tools, surveying equipment, 10-key calculators, measuring and metering devices, laser levels, construction calculators, specific forest related tools such as prisms, clinometer, Biltmore sticks, statistical charts specific to forestry (i.e. stocking tables), motor graders, bobcats, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 50 pounds. May occasionally perform heavy work, exerting up to 100 pounds of force to move objects.

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. Position requires walking long distances in sometimes difficult terrain.

Working safely is a condition of employment. Aitkin County is a drug-free workplace.

Disclaimer

The above statements are intended to describe the general nature and level of the work being performed by employees assigned to this job classification. This is not an exhaustive list of all duties and responsibilities. Aitkin County reserves the right to amend and change responsibilities to meet organizational needs as necessary. This job description does not constitute an employment agreement between the employer and employee.

Reasonable Accommodation Notice

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

03/2013

"Providing Quality Services and Efficient Resource Management for the Citizens and Guests of Aitkin County."

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



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

Via: Patrick Wussow, County Administrator

From: Dee Monson, Deputy Auditor/Payroll

Title of Item:

Consumption & Display (Set Up) Permit for Rae Ann Halverson, d/b/a Cajun Queen – Shamrock Twp

Requested Meeting Date: 4-9-13 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

Sue Bingham

From: Denise Monson [denise.monson@co.aitkin.mn.us]
Sent: Friday, March 29, 2013 11:19 AM
To: 'Sue Bingham'
Cc: Sally Huhta
Subject: Agenda for next board meeting

Sue:

Please put on agenda for next board meeting a Renewal of Consumption & Display (Set Up) Permit for:

Rae Ann Halverson, d/b/a **Cajun Queen** – Shamrock Township

Thanks,

Dee Monson

Aitkin County

Deputy Auditor/Payroll

218-927-7362

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



To: Chairperson, Aitkin County Board of Commissioners Date: 04/02/13

Via:

From: Undersheriff John Drahota

Title of Item:

Purchase Four (4) Squads

Requested Meeting Date: 04/09/13 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: 200-6620

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

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



Supporting Attachment(s)

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

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

April 2, 2013

Aitkin County Board of Commissioners,

Attached to this letter are cost comparisons for "police package" vehicles. The comparisons include state bid estimates for Chevrolet, Ford, and Dodge. The Chevrolet Impala offers the lowest price and the best EPA mileage estimates. We currently have Impalas, so there is no added cost to outfit the vehicles, since our current equipment will transfer to the new units.

I recommend the purchase of "4" Chevrolet Impalas at the state bid price of \$20,625.70 each, for a total of cost \$82,502.80, which is offered by Thane Hawkins Polar Chevrolet in White Bear Lake. Brandl Motors in Aitkin declined to place a bid. Sheriff Turner budgeted \$127,000. for police vehicle replacements for 2013.

Sincerely,

Undersheriff John Drahota

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

2013 vehicle bids for (4) Police vehicles (sedans):

Police Sedan bids-“Marked”

2013 Chevrolet Impala

- EPA mpg estimates 18 city/30 hwy (3.6 L V6)
- Warranty-3yrs/36,000 Bumper/Bumper
5 yrs/100,000 Power-train
- MN state bid \$ 20,336.70 (base)
- Added options \$ 289.00

State bid **TOTAL \$ 20,625.70**

Thane Hawkins Polar Chevrolet
White Bear Lake MN

Brandl Motors declined to place a bid

2013 Dodge Charger

- EPA mpg estimates 18 city/27 hwy (3.6 L V6)--(16/25 for the 5.7 liter V8-Hemi)
- Warranty-3yrs/36,000 Bumper/Bumper
5 yrs/100,000 Power-train
- MN state bid \$ 22,367.91 (base)
- Added options \$ 259.00

State bid **TOTAL \$ 22,626.91 (V6)**
\$ 24,611.91 (V8)

Dodge of Burnsville-- MN

2013 Ford Interceptor-Sedan

- EPA mpg estimates 17 city/24 hwy (3.5 L V6)
- Warranty- 3yrs/36,000 Bumper/Bumper
5yrs/100,000 Power-train
- MN state bid \$22,417.61 (base-front wheel drive)
- Added options \$ 281.00

State bid **TOTAL \$ 22,698.61**
\$ 23,698.61 (All Wheel Drive instead of Front Wheel Drive)

Nelson Auto Center-Fergus Falls MN

2013 Chevrolet Caprice

- EPA mpg estimates: 16 city/26 hwy (3.6 L V6) 15 city/24 Hwy (6.0 L V8)
- Warranty-3 yrs/36,000 Bumper/Bumper
 5 yrs/100,000 Power-train
- MN state bid \$25,985.90
- Added options \$ 1,075.25

State Bid **TOTAL \$27,061.15 (V8)**

Ranger GM-Hibbing MN

Equipment cost to fit a new body style/different brand of vehicle is approximately \$1200.00/vehicle. Our existing equipment is designed for the Impalas (2006-2014 model years), which means there is no added equipment costs if 2013 Impalas are used. (Ex. Rear cages, window bars, push bumpers, etc)

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-3-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: AMC Resolution of Support for Transportation Funding

Requested Meeting Date: 4-9-13 Estimated Presentation Time: Consent Agenda

Presenter: NA

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 (1)
- 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: April 3, 2013

Consent Agenda Item: AMC Resolution of Support for Transportation Funding

Summary:

With AMC continuing to build support for a transportation funding bill, they have asked each county to adopt the following resolution to demonstrate support for additional transportation funding. I therefore recommend approval of the following resolution.

Resolution:

Whereas, Minnesota Counties have had to rely increasingly on local property tax to maintain roads and bridges, and

Whereas, the annual funding gap for counties has resulted in deferring basic maintenance and delaying expansion projects, resulting in increased safety concerns and missed economic growth for businesses and commuters, and

Whereas, the rural road networks in the state should be adequate to bring goods to market, and

Whereas, transportation-related jobs put over \$2.8 billion in the pockets of Minnesotans and generated almost \$195 million in income tax revenue in 2011, and

Whereas, according to the Federal Highway Administration, (FHWA) every \$1 billion invested in highway construction would support approximately 27,800 jobs, and
Whereas, the overall transportation and transit funding gap for Minnesota now exceeds \$2.1 billion dollars per year for the next twenty years, and

Whereas, transportation funding comes primarily from user fees and are constitutionally dedicated to transportation purposes, and

Whereas, the wheelage fee and local option sales tax for transportation should be options for all county boards to implement to meet their specific county needs, and

Whereas, a comprehensive transportation solution should include funding for roads, bridges and transit, and address the varying needs in different parts of the state.

Now, Therefore, Be It Resolved, that the Aitkin County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota's statewide transportation system.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Resolution – Auditor, Treasurer and Recorder Positions

Requested Meeting Date: 4-9-13 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)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Resolution Supporting H.F. 800 and S.F. 966 to Allow All 87 County Boards the Ability to Appoint the County Auditor, County Treasurer, and County Recorder Positions

DATE: April 2, 2013

At the March 26th Board meeting the County Board members provided updates of different topics that they felt were significant during the recent Association of Minnesota Counties conference. The commissioners reviewed a handout (attached) relating to appointing certain elected official positions (Auditor, Treasurer, Recorder). The Board discussed the fact that more than 70% of Minnesotans live in a county where one or more of these positions have been appointed with legislative approval. H.F. 800 and S.F. 966 would put in place a uniform process for elected county boards and local citizens across the state to make this transition if they so choose.

Under current law every County Board has to seek special legislation to appoint any of the three officials addressed in H.F. 800 and S.F. 966. This typically requires additional trips to the state capitol to provide testimony. If the legislature approves these bills, special legislation will not be required for the remaining Counties.

A handout from AMC is attached that clearly shows the process that Counties would have to follow to appoint one of these three positions, and how the public would be involved.

Please contact me if you have questions.

Appointment of County Officers: *Providing More Local Control*

H.F. 800/S.F. 966



Under Minnesota general law, each county in the state is required to have an elected auditor, treasurer and recorder. However, since 1967, the Legislature has gradually granted more and more counties the authority to turn these elected offices into appointed positions. Today, more than 70% of Minnesotans live in a county where one or more of these positions have become appointed with legislative approval. H.F. 800/S.F. 966 would put in place a uniform process for elected county boards and local citizens across the state to make this transition if they so choose.

Local Control and Citizen Involvement

This bill does not does not mandate any changes in any county. This bill simply puts the local decision of how to find, attract and retain the best and most qualified people for the increasingly technical and complex positions of auditor, treasurer and recorder in the hands of the locally-elected policy makers.



By any measure, local citizens will always have the final say in determining how they are governed.

Benefits of Appointment

Efficiency and Streamlining

County boards should be granted the necessary flexibility to organize the structure of their county to meet the needs of citizens today in the 21st century. Current statutory requirements serve as a barrier to counties' efforts to improve internal efficiencies and collaborate across county lines.

The ability to appoint these positions does not mean counties simply replace elected officials with appointed employees. Rather, the bill grants counties the flexibility to initiate and direct any reorganization, consolidation, reallocation, or delegation of these duties for the purpose of promoting efficiency in county government, as long as the county continues to meet its statutory obligations. Counties across the state have used this authority to enact major system-wide reforms within their organization, improve service delivery, and eliminate internal inefficiencies caused by the silo effect of having these services delivered in multiple departments.

Recruiting and Retaining Expert Staff

The duties of auditors, treasurers and recorders have become more technical as counties have adapted to 21st century technology and increased mandates from the state. When voters choose who fills these positions, they are limited to selecting from the narrow pool of candidates that actually live in the county (which are as small as 3,500 people) and who are willing to file for public office, knowing that their job could last as little as one term. In many cases, voters really have no choice, as incumbents often run opposed. Further, the candidates available to voters have no minimum training or education standards from which to be judged.

Moving to an appointed process, county boards can choose from candidates across or outside the state, compete for candidates from the private sector by offering more permanent employment, and ensure that all candidates for these important positions meet certain minimum standards of training, education and experience.

March 2013

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

ADOPTED April 9, 2013

By Commissioner: xx

040913-0xx

Auditor, Treasurer and Recorder Positions

WHEREAS, more than 70% of Minnesotans live in a county where one or more of the Auditor, Treasurer, and Recorder positions have been appointed with legislative approval, and

WHEREAS, under current law every County Board is required to seek special legislation to appoint any of the three officials, and

WHEREAS, Senate File 966 and House File 800 would provide a uniform process for elected County Boards and local citizens in the State of Minnesota to make this transition if they so choose, and

WHEREAS, Aitkin County is not currently seeking special legislation, but recognizes there would be significant cost savings, and

WHEREAS, if legislature approves these bills, special legislation would not be required for the remaining counties.

THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners supports S.F. 966 and H.F. 800.

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

FIVE 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 9th day of April 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 9th day of April 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: 04/03/13

Via:

From: Sheriff Scott Turner

Title of Item: Public Auction of Vehicle

Requested Meeting Date: 04/09/13 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? 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: April 3, 2013
FROM: Undersheriff John Drahotka RE: Public Auction of Vehicles

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

- 1998 Polaris Magnum ATV

This vehicle 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: 04/03/13

Via:

From: Undersheriff John Drahota

Title of Item: Public Auction of Used Tires

Requested Meeting Date: 04/09/13 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
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- 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: _____

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- Duties of a department employee(s) may be materially affected. Yes No
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- Item may change the department's authorized staffing level. Yes No



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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: April 3, 2013
FROM: Undersheriff John Drahota RE: Public Auction of Tires

I am requesting approval to offer at public auction approximately 20 tires used and removed from squad cars.

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: 4-2-13

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Request for unpaid leave of absence

Requested Meeting Date: 4-9-13 Estimated Presentation Time: _____

Presenter: _____

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners and County Administrator, Patrick Wussow
From: Bobbie Danielson, HR Manager
Date: April 2, 2013
Subject: Request for Unpaid Leave of Absence

Jerry DeWitt is a Heavy Equipment Operator in the Road and Bridge Department. He has requested an unpaid leave of absence under the terms of the Aitkin County Personnel Policies and Procedures Manual (Article5, Subject 5.6). The County Engineer supports his request. He plans to return approximately June1, 2013.

Please feel free to contact me if you have any questions or comments.

ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES

SUBJECT 5.6: LEAVE OF ABSENCE

Effective: 11/28/00

PURPOSE: To assist employees who encounter unusual circumstances that necessitate an extended period of absence from their daily work duties.

A. GENERAL PROCEDURES:

A leave of absence must be requested in writing and submitted by the employee to the Department Head or supervisor for review. The Department Head will require the employee to complete the necessary request forms and then submit the forms to the Human Resources Department for processing.

Final determination to grant a leave of absence will be made at the sole discretion of the Aitkin County Board of Commissioners. When granting a leave of absence the following factors will be considered:

1. The employee's record of performance.
2. The employee's need for a leave of absence.
3. The workload of the employee's department.
4. The length of the request.

Any leave of absence shall be without pay. County benefits, as related to vacation, sick leave and holidays shall cease during the granted leave of absence period. However, health insurance, life insurance, long term disability insurance, shall continue during the leave. The cost of participating in these benefits shall be paid by the employee on a month-to-month basis or deducted retroactively from the employee's pay upon return to work. Seniority to receive benefits will continue to accrue.

B. RETURN FROM LEAVE OF ABSENCE:

The employee will be able to return to their same position provided it has not been eliminated due to reorganization or reduction in workforce.

If the position no longer exists all efforts will be made to return the employee to a comparable position within the organization.

If the employee does not return to work on the expiration date of the leave of absence, employment with Aitkin County shall be terminated.

Family and Medical Leave requests will be followed as defined by law and in Article 5.5

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

4



To: Chairperson, Aitkin County Board of Commissioners Date: 4-3-13
Via: Patrick Wussow, County Administrator
From: John Welle
Title of Item: Award Bids/Quotes

Requested Meeting Date: 4-9-13 Estimated Presentation Time: Consent Agenda
Presenter: NA

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001, 5852, 5854, 5855
- Expenditure line account # for this item is: 6514, 6519, 6520

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- 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 (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Abstract of Bids

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: April 3, 2013

Consent Agenda Item: Award Bids/Quotes

A. Calcium Chloride

Enclosed is an abstract of two bids received on March 25th for the 2013 application of calcium chloride. I would like authorization by resolution to award this contract to Tri-City Paving of Little Falls, MN for the low bid of \$274,973.72. \$266,800 was budgeted in 2013 for application of this material. Based on the bid cost, the resident's portion of the cost of the 400-foot dust control treatment will remain at \$90 as it was last year.

Resolution:

Whereas, Tri-City Paving, Inc. P.O. Box 326, Little Falls, MN 56425, was the lowest responsible bidder in the amount of \$274,973.72 for the 2013 Aitkin County application of Liquid Calcium Chloride.

Now, Therefore, Be It Resolved, that Tri-City Paving, Inc. be awarded the contract for the 2013 application of Liquid Calcium Chloride.

Aitkin County
Project Bid Abstract

2013 Calcium Chloride Application - - - 3/25/2012 2 PM

Project: Calcium Chloride Application		Engineers Estimate		Tri-City Paving		EnviroTech Services, Inc	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
1	2131.502 CALCIUM CHLORIDE APPLICATION	GALLON	316790	\$0.85	\$269,271.50	\$0.888	\$278,775.20
Totals for Project Calcium Chloride Application					\$269,271.50		\$278,775.20
% of Estimate for Project Calcium Chloride Application						2.12%	3.53%

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

4



To: Chairperson, Aitkin County Board of Commissioners

Date: 4-3-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Award Bids/Quotes

Requested Meeting Date: 4-9-13 Estimated Presentation Time: Consent Agenda

Presenter: NA

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)
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- 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)
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Fiscal Impact (check all that apply)

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- Expenditure line account # for this item is: 6514, 6519, 6520

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: April 3, 2013

Consent Agenda Item: Award Bids/Quotes

A. Pavement Markings

Enclosed is an abstract of three quotes received for the 2013 application of pavement markings. I would like authorization to accept the quote from Traffic Marking Services of Maple Lake, MN in the amount of \$50,860.67. \$53,500 was budgeted in 2013 for application of this material.

Aitkin County
Project Bid Abstract

2013 Pavement Marking Application - - - 3/25/2013 2 PM

Project: Pavement Marking Application		Engineers Estimate		Traffic Marking Services		AAA Striping Service		Swanston Equipment Company	
Item No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2582.502 4" SOLID LINE YELLOW-LATEX	LIN FT	172532	\$0.05	\$8,626.60	\$0.044	\$7,591.41	\$0.045	\$7,763.94
3	2582.502 4" SOLID LINE WHITE-LATEX	LIN FT	690804	\$0.05	\$34,540.20	\$0.045	\$31,086.18	\$0.046	\$31,431.58
6	2582.502 4" SOLID LINE WHITE-LATEX HIGH BUILD	LIN FT	53856	\$0.08	\$4,308.48	\$0.090	\$4,847.04	\$0.090	\$4,847.04
4	2582.502 4" SOLID LINE YELLOW-LATEX HIGH BUILD	LIN FT	34079	\$0.08	\$2,726.32	\$0.090	\$3,067.11	\$0.090	\$3,067.11
5	2582.502 4" BROKEN LINE YELLOW-LATEX HIGH BUILD	LIN FT	3517	\$0.08	\$281.36	\$0.090	\$316.53	\$0.090	\$316.53
2	2582.502 4" BROKEN LINE YELLOW-LATEX	LIN FT	61191	\$0.05	\$3,059.55	\$0.044	\$2,692.40	\$0.045	\$2,753.60
7	2582.502 4" SOLID LINE WHITE-LATEX HIGH BUILD (PARKING SPACES)	LIN FT	1400	\$0.50	\$700.00	\$0.900	\$1,260.00	\$1.000	\$1,400.00
					\$54,242.51		\$50,860.67		\$51,579.80
Totals for Project Pavement Marking Application									
% of Estimate for Project Pavement Marking Application							-6.23%		-4.91%
									9.10%

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

4



To: Chairperson, Aitkin County Board of Commissioners

Date: 4-3-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Award Bids/Quotes

Requested Meeting Date: 4-9-13 Estimated Presentation Time: Consent Agenda

Presenter: NA

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)
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- Expenditure line account # for this item is: 6514, 6519, 6520

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Abstract of Bids

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: April 3, 2013

Consent Agenda Item: Award Bids/Quotes

A. Gravel Crushing

Enclosed is an abstract of two quotes received for processing of a 30,000 ton aggregate stockpile in a county owed pit located in Section 8 of Glen Township. I would like authorization to accept the quote from DLL Excavating of Little Falls, MN in the amount of \$71,100. \$120,000 was budgeted in 2013 for aggregate processing.

2013 Gravel
Class 6 Modified

	Estimate			DLL Excavating Little Falls, MN		Northern Aggregate Little Falls, MN		
	Unit	Qty	Unit Price	Total	Unit Price	Total	Unit Price	Total
Township 46/Range 25	Ton	30,000	1.85	\$ 55,500.00	\$ 2.37	\$ 71,100.00	\$ 5.00	\$ 150,000.00

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-2-13
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: 4-9-13 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)
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- Request to schedule public hearing or sale Other (please list) _____
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Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
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- Duties of a department employee(s) may be materially affected. Yes No
- Applicable job description(s) may require revision. Yes No
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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: April 2, 2013

The County Board will hold their third telephone conference call with Representative Radinovich and Senator Ruud on Tuesday, April 9th at 10:00 a.m. to discuss current legislative activities.

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 26, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Proposed Amendments to the Zoning Ordinance

Requested Meeting Date: April 9, 2013 Estimated Presentation Time: _____

Presenter: Terry Neff, Environmental Services Director

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)
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- Request to schedule public hearing or sale Other (please list) _____
- Request by member of the public to be heard
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Fiscal Impact (check all that apply)

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



MEMORANDUM

DATE: March 19, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director 
RE: Amendments to the General Zoning Ordinance

On March 26, 2013, the Aitkin County Board of Commissioners held the first hearing on the adoption of proposed amendments to the Aitkin County Zoning Ordinance. These amendments address vacation/private home rentals and interim uses, update language to reflect current office procedures, reference appropriate ordinances, and update the use list.

Enclosed is a copy of the proposed amendments that were recommended for approval by the Aitkin County Board of Commissioners. The proposed amendments show proposed language for deletion in ~~strikethrough~~, and proposed new language is in red.

At the April 9, 2013, Aitkin County Board of Commissioners meeting, I will be requesting approval of the proposed amendments with an adoption date of April 9, 2013. I have included an ordinance adoption form for the Board Chairs signature.

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

enclosures

c:\ctybrd\ctybrd2013

Adopted by the Aitkin County Board of Commissioners this 9th Day of
April, 2013.

Chairperson
Aitkin County Board of Commissioners

Attest:

Kirk Peysar
Aitkin County Auditor

Approved as to Form:



Jim Ratz
Aitkin County Attorney

[SECTION 1] STATUTORY AUTHORIZATION

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

[SECTION 3] DEFINITIONS

3.05, (1) – eliminate.

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

3.52 – "Sewage Treatment System" means a septic tank and soil absorption system or other individual or cluster type sewage treatment system as described in ~~Section 18.01~~ **Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No.1 and subsequent amendments of this ordinance.**

Add definition of:

"Department" - means the Aitkin County Environmental Services Department.

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

"Vacation/Private Home Rental" – a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (30) consecutive days.

[SECTION 6] EXTRACTIVE USE STANDARDS

6.00, A. – Sand and Gravel Pits: Extraction of top soil, sand, and gravel, aggregate materials and minerals is a conditional **or interim** use in the unincorporated areas of Aitkin County, only if a conditional **or interim** use permit is authorized pursuant to the provisions of ~~Article~~ **Section 11** of this ordinance, and then only if all of the ~~following~~ standards and requirements **of the Aitkin County Mining and Reclamation Ordinance** are met.

6.00, A, 1 – eliminate.

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

6.00,A,3 – change to 6.00,A, **2**.

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

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

[SECTION 8] ADMINISTRATION

8.31 – ~~Certificate of Sanitary Sewer Compliance is required as defined in Section 18.01.~~ **A septic system Certificate of Compliance is required as defined in the Aitkin County Individual Sewage Treatment System Ordinance No.1 and subsequent amendments.**

[SECTION 9] PLANNING COMMISSION

9.0 Name of organization:

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

9.01 Authorization:

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

9.02 Membership:

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

9.03 Officers:

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

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

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

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

9.04 Election of Officers:

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

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

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

9.05 Meetings:

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

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

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

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

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

9.06 Order of Business:

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

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

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

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

SubSection 3. Filing of Decisions: Decisions on Conditional Uses, Interim Uses and Rezoning made by the Planning Commission shall be filed within **twenty five (25) five (5)** working days, as a certified copy of any order, with the County Recorder.

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

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

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

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

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

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

[SECTION 10] BOARD OF ADJUSTMENT

10.0 **Name of organization:**

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

10.01 **Membership:**

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

10.02 Officers:

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

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

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

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

10.03 Meetings:

10.04

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10.07 Hearings:

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

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

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

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

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

SubSection 3. Rehearings: An application for a rehearing shall be made in the same manner as for an original hearing. The application for a rehearing shall be denied by the Board if from the record it shall appear that there has been no substantial change in facts, evidence, or condition, **or a minimum of twelve (12) months has not passed.**

10.08 Decisions:

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

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

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

SubSection 4. Filing of Decisions: Decisions of the Board shall be filed within **twenty five (25) five (5)** working days, as a certified copy of any order, with the County Recorder.

10.09 Appeals:

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

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

- f. A majority vote of the members of the Board of Adjustment shall be sufficient on action under consideration.
 - g. All variances granted shall be recorded in the Office of the County Recorder by the secretary of the Board of Adjustment within **twenty five (25)** ~~five (5)~~ working days.
 - h. All decisions by the Board of Adjustment in granting variances or in hearing appeals shall be final, except that any aggrieved person or persons or any department, Board of Commissioners, or the state shall have the right to appeal within thirty (30) days after the receipt of notice of the decision, to the District Court in the county in which the land is located on questions of law and fact.
- 10.10 Removal: Members of the Board may be ~~removable~~**ed** for cause by a majority vote of the Board of County Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written ~~charges~~ **cause**.
- 10.11 Vacancies: Vacancies occurring on the Board shall be promptly filled by the Board of County Commissioners and any member so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.
- 10.12 The Board shall always act with due considerations toward promoting the public health, safety, and welfare, thereby encouraging the most appropriate use of land consistent with the Comprehensive Plan.
- 10.13 Rules of Procedure: The Board of Commissioners shall establish Rules of Procedure setting forth the terms of offices, election of officers, conduct of meetings and such other rules as the Board of Commissioners deems appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure; however, such rules and changes shall be consistent with state statutes and Aitkin County Ordinance.
- 10.14 Public Hearings: Public hearings shall be conducted and notices thereof shall be given in compliance with the Minnesota Statutes, Section 394.26.

[SECTION 11]

11.00 CONDITIONAL USE AND INTERIM USE PERMITS

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

Any use listed in this Ordinance as a conditional use may, at the discretion of the County, be processed and allowed as an interim use in accordance with Minn. Stat. Sect. 394.303 if:

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

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

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

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

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

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

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

11.05 REVOCATION OF A CONDITIONAL OR INTERIM USE PERMIT

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

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

[SECTION 13] VIOLATIONS AND PENALTIES

13.04 Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any other provisions of this ordinance shall be guilty of a misdemeanor, punishable by ~~\$700.00~~ **\$1,000.00** and 90 days imprisonment, or both. Each day that a violation is permitted to exist shall constitute a separate offense ~~and shall be the duty of the County Attorney to institute proper action.~~ **The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.**

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

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

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

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

[SECTION 16]

16.0 – Travel Trailer Parks and Campgrounds – replace these standards with the standards and proposed changes in section 7.05 (they are the same), and delete Section 7.05.

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

[SECTION 17]

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

17.0 Vacation/Private Home Rental

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

- (1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for five (5) years in order to determine the compliance level of the owner with the conditions of approval. Subsequent renewals shall be for five (5) years or less. The County will establish fees for the application and renewal.
- (2) The application for an Interim Use Permit shall include:
 - a. All information required for a conditional use permit,
 - b. Floor plan of the structure, including the number of bedrooms with dimensions and all other sleeping accommodations,
 - c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities and sewage treatment systems.
 - d. Emergency contact information (police, fire, hospital, septic tank pumper) be posted in the home.
 - e. Current compliance inspection on the septic system.
 - f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
 - g. Plan for garbage disposal.
 - h. Applicant must submit a pet policy.
- (3) The occupancy of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- (4) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available

to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.

- (5) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
- (6) Attempting to obtain additional occupancy by use of recreational vehicles, tents, accessory structures or fish houses is prohibited.
- (7) Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Department, whichever is stricter. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
- (8) On premise advertising signs are prohibited.
- (9) The owner shall provide a visual demarcation of the property lines.
- (10) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
- (11) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.
- (12) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
- (13) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County's Lodging Ordinance, if applicable.
- (14) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.
- (15) All vacation/private home rentals, operating prior to the effective date of these standards, shall be in compliance with this section by April 1, 2014.

17.01 Water Supply and Sewage Treatment

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

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

APPENDIX A- CLASSIFICATION LIST

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

FR- Farm Residential
R- Residential
C- Commercial

M- Manufacturing
P- Public
O- Open

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

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

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

Paper & Wood products, processing	C	NP	OC	OC	NP	C
Park, Playground, (no overnight)	XP	XP	XP	XP	XP	XP
CLASSIFICATION LIST	FR	R	C	M	P	O
Pipe, culvert, mfg.	OC	NP	OC	XP	NP	C
Pipe Line, gas, oil, etc.	OC	OC	OC	OC	OC	OC
Printing, lithograph, photo, etc.	OC	NP	XP	XP	NP	C
Professional office, doctor, etc.	XP	OC	XP	XP	OC	OC
Public Bldg., including utility plant	OC	OC	XP	XP	XP	OC
Race Track	OC	NP	OC	OC	OC	OC
Radio, TV transmitting station	OC	NP	OC	XP	OC	OC
Railroad, service & repair	NP	NP	NPp	XP	NP	NP
Retail stores, sales (not specified)	OC	NP	XP	XP	OC	OC
Resort, rental cabins, including residence	XC	OC	XP	OC	OC	OC
Roadside Park, rest (no overnight)	XP	XP	XP	XP	XP	XP
Roller Skating Rink, indoor ice skating	OC	NP	XP	XP	OC	OC
Sauna, steam bath, commercial	OC	NP	XP	OC	OC	OC
Sawmill	OC	NP	OC	XP	OC	OC
Sawmill portable (temporary)	XP	NP	XP	XP	XP	XP
School, public & private	XP	OC	XP	NP	OC	OC
School, commercial (beauty, etc.)	OC	NP	XP	XP	OC	OC
Second Hand Store, Flea Market	OC	NP	XP	OC	OC	OC
Septic Tank Mfg.	OC	NP	OC	XP	NP	C
Shopping Center (PUD)	OC	NP	XP	OC	OC	OC
Shooting Range (trap, skeet, rifle, archery) (Firearm/Archery)	OC	NP	NP	NP	OC	OC
Shooting Range (Indoor firearm/archery)	C	C	C	C	C	C
Silk Screening	C	C	P	P	C	C
Solid Waste Site (Hazard, Toxic)	NP	NP	NP	NP	NP	NP
Solid Waste Disposal Site	OC	NP	NP	NP	OC	OC

Swimming Pool, public	⊖C	NP	XP	NP	⊖C	C
Tannery	C	NP	C	C	C	C
Taxidermist	XP	⊖C	XP	XP	⊖C	⊖P
Tire Repair, equipment, sales	⊖C	NP	XP	XP	⊖C	⊖C
Timber harvest, logging operation	XP	⊖GP	XP	XP	XP	XP
Transmitter Towers	⊖C	NP	⊖C	XP	⊖C	⊖C
Upholstery	C	C	P	P	C	C
Vacation/Private Home Rental	C	C	C	C	C	C
Water Reservoir, Treatment Plant	XP	XP	XP	XP	XP	XP
Welding Shop	⊖C	NP	⊖C	XP	C	C
Wood products, secondary (pallet, etc.)	⊖C	NP	⊖C	XP	⊖C	⊖C

[Article 14 Appendix B– Zoning Tables]

Section 14.00 Zoning Schedule

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

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

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

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

c:\draftgenord2013amend

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



To: Chairperson, Aitkin County Board of Commissioners Date: 04/03/13

Via:

From: Sheriff Scott Turner

Title of Item: Public Meeting – Social Host Ordinance

Requested Meeting Date: 04/09/13 Est. Presentation Time: 30 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)
- What type of expenditure is this? _____ Other (attach explanation)
- Revenue line account # that funds this item is: 254-5310 allowable expense under E911 state funding
- 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 Social Host Ordinance

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 Commissioners

Date: April 3, 2013

From: Sheriff Scott Turner

Re: Public Hearing – Social Host Ordinance

The purpose of this “Social Host” ordinance is to hold persons accountable for knowingly allowing persons under the age of 21 to consume alcohol on property under their control.

Kinship of Aitkin County did a presentation some time back to the county board relative to this ordinance. They subsequently then did a presentation to the Aitkin City Council. Chief Terry Thompson supported this effort and the ordinance was passed in the City of Aitkin.

The ordinance under consideration is like many in the State of Minnesota and in fact the template that was used is from Cass County, our neighbor to the northwest. At last check there were 22 counties and 96 municipalities that had adopted such an ordinance – including five counties from the Arrowhead Region.

I support this ordinance for a number of reasons. To begin with, I view our children as our most precious natural resource. We need to take steps to make sure that they stay safe and thrive during the all important years of youth and as young adults. According to the Minnesota State Epidemiological Outcomes Workgroup: From 1998 to 2010, the rate of reported 30-day alcohol use by youth in Aitkin County was higher than both the Northeast Region and the state.

The group also found that the 30-day alcohol consumption was higher among 18-20 year-olds in the Northeast Region than the state average.

In Aitkin County 11% of all motor vehicle crashes are alcohol-related. That is TWICE the state average. From 2005 to 2009, the average annual cost per capita for alcohol related crashes, fatalities and injuries was \$138 in Aitkin County, \$96 in the Northeast and \$54 in Minnesota (OTS).

ORDINANCE # _____

**SOCIAL HOST
ORDINANCE**

EFFECTIVE DATE: _____

ORDINANCE NO. _____
SOCIAL HOST ORDINANCE

This ordinance prohibits any person or persons from hosting an event where alcohol is present and being possessed or consumed by persons under twenty-one (21) years of age. This ordinance also establishes penalties for any person or persons hosting such an event.

Be it enacted by the Aitkin County Board of Commissioners, as follows:

Subd. 1. Purpose and Findings. The Aitkin County Board of Commissioners intends to discourage underage possession and consumption of alcohol, even if done within the confines of a private residence, and intends to hold persons criminally responsible who host events or gatherings where person under 21 years of age possess or consume alcohol regardless of whether the person hosting the event or gathering supplied the alcohol. The Aitkin County Board of Commissioners finds that:

- a) Events and gatherings held on private or public property where alcohol is possessed or consumed by persons under the age of twenty-one are harmful to those persons and constitute a potential threat to public health requiring prevention or abatement.
- b) Prohibiting underage consumption acts to protect underage persons, as well as the general public, from injuries related to alcohol consumption, such as alcohol overdose or alcohol-related traffic collisions.
- c) Alcohol is an addictive drug which, if used irresponsibly, could have drastic effects on those who use it as well as those who are affected by the actions of an irresponsible user.
- d) Often, events or gatherings involving underage possession and consumption occur outside the presence of parents. However, there are times when the (parents) is/are present and, condone the activity, and in some circumstances provide the alcohol.
- e) Even though giving or furnishing alcohol to an underage person is a crime, it is difficult to prove, and an ordinance is necessary to help further combat underage consumption.
- f) A deterrent effect will be created by holding a person criminally responsible for hosting an event or gathering where underage possession or consumption occurs.

Subd. 2. Authority. This ordinance is enacted pursuant to Minn. Stat. §145A.05 subdivision 1.

Subd. 3. Definitions. For purposes of this ordinance, the following terms have the following meanings:

- a) Alcohol. "Alcohol" means ethyl alcohol, hydrated oxide of ethyl, or spirits of wine, whiskey, rum, brandy, gin, or any other distilled spirits including dilutions and mixtures thereof from whatever source or by whatever process produced.
- b) Alcoholic beverage. "Alcoholic beverage" means alcohol, spirits, liquor, wine, beer, and every liquid or solid containing alcohol, spirits, liquor, wine, or beer, and which contains

one-half of one percent or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed, or combined with other substances.

- c) Event or gathering. "Event or gathering" means any group of three or more persons who have assembled or gathered together for social occasion or other activity.
- d) Host. "Host" means to aid, conduct, allow, entertain, organize, supervise, control, or permit a gathering or event.
- e) Parent. "Parent" means any person having legal custody of a juvenile:
 - (1) As natural, adoptive parent, or step-parent;
 - (2) As a legal guardian: or
 - (3) As a person to whom legal custody has been given by order of the court.
- f) Person. "Person" means any individual, partnership, co-partnership, corporation, or any association of one or more individuals.
- g) Residence or Premises. "Residence" or "premises" means any home, yard, farm, field, land, apartment, condominium, hotel or hotel room, or other dwelling unit, or a hall or meeting room, park or any other place of assembly, public or private, whether occupied on a temporary or permanent basis, whether occupied as a dwelling or specifically for a party or other social function, and whether owned, leased, rented, or used with or without permission or compensation.
- h) Underage Person. "Underage person" is any individual under twenty-one (21) years of age.

Subd. 4. Prohibited Acts.

- a) It is unlawful for any person(s) to host or knowingly allow an event or gathering to take place at any residence, premises, or any other private or public property in Aitkin County under the following circumstances:
 - (1) where alcohol or alcoholic beverages are present; and
 - (2) the person knows or reasonably should know that an underage person will or does:
 - i. consume any alcohol or alcoholic beverage; or
 - ii. possess any alcohol or alcoholic beverage with the intent to consume it; and
 - (3) the person fails to take responsible steps to prevent possession or consumption by the underage person(s). Reasonable steps include:
 - i. Directing, on a one-time basis or as a standing order, that no consumption of alcohol and alcoholic beverages is allowed; or
 - ii. Controlling access to alcohol or alcoholic beverages; or
 - iii. Checking identification of attendees to determine age; or
 - iv. Supervising the activities of underage person at the gathering either in person or through a responsible adult.
- b) A person is criminally responsible for violating Subdivision 4(a) above if the person intentionally aids, advises, hires, counsels, or conspires with or otherwise procures another to commit the prohibited act.

- c) A person who hosts an event or gathering does not have to be present at the event or gathering to be criminally responsible.
- d) A person is not criminally responsible under this ordinance if the person does not know that a gathering will occur, or does not know that alcoholic beverages will be present, or does not know that an underage person will be or is likely to be present. However, if a person has the knowledge specified in Subdivision 4 (a) above, a person who hosts a gathering does not have to be present at the gathering to be criminally responsible.

Subd. 5. Exceptions.

- a) This ordinance does not apply to conduct solely between an underage person and his or her parents while present in the parent's household.
- b) This ordinance does not apply to legally protected religious observances.
- c) This ordinance does not apply to retail intoxicating liquor or 3.2 percent malt liquor licensees, municipal liquor stores, or bottle club permit holders who are regulated by Minn. Stat. § 340A.503 Subd. 1(a)(1).
- d) This ordinance does not apply to situations where underage persons are lawfully in possession of alcohol or alcoholic beverages during the course and scope of employment.

Subd. 6. Enforcement. This ordinance can be enforced by any police officer or sheriff's deputy in the county.

Subd. 7. Severability. If any sections, subsection, sentence, clause, phrase, word, or other portion of this ordinance is, for any reason, held to be unconstitutional or invalid, in whole, or in part, by any court of competent jurisdiction, such portion shall be deemed severable, and such unconstitutionality or invalidity shall not affect the validity of the remaining portions of this law, which remaining portions shall continue in full force and effect.

Subd. 8. Penalty.

- a) Violation of Subdivision 4 is a petty misdemeanor
- b) A subsequent violation of Subdivision 4 is a misdemeanor

Subd. 9. Effective Date. This ordinance shall take effect thirty (30) days following its final passage and adoption.

Passed by Aitkin County Board of Commissioners this ____ Day of _____

County of Aitkin, Minnesota

By: _____
 Chair
 Aitkin County Board of Commissioners

Attest: _____

Patrick Wussow, Aitkin County Administrator

My concerns with the Social Host Ordinance are not Personal as I have no kids living at Home. My concern is rather to the Issue that we already have underage drinking laws. I believe if these laws are enforced Properly there should be no need to infringe on the rights of Private Citizens to responsibly raise their children as they see fit on their own Private Property. I believe that Social drinking is a legal fact of life that kids need to learn as well as any other social adjustment. I further believe if it is not done in a controlled environment that they will find a way to learn on their own which leads to binge drinking, drunken and careless driving, and unfortunately sometimes death. I strongly urge you to have the courage to take a stand against this ordinance!

Thank you

Paul R. R. R.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 04/03/13

Via:

From: Sheriff Scott Turner

Title of Item: CodeRED Emergency Communications Network DEMO

Requested Meeting Date: 04/09/13 Est. Presentation Time: 15 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)
- What type of expenditure is this? _____ Other (attach explanation)
- Revenue line account # that funds this item is: 254-5310 allowable expense under E911 state funding
- 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) Demo

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: April 3, 2013

From: Sheriff Scott Turner

Re: Code Red Mass Notification System

Attached is a copy of the proposal from CodeRED for providing of an emergency communications network to the citizens of Aitkin County. During times of Emergency, this will allow Aitkin County to quickly notify the affected parties and provide them with critical information to further help keep them safe.

A number of similar companies exist that provide a similar service. After looking at some of those, this is the product that we feel would best serve Aitkin County. At this time, 32 of the 87 counties in Minnesota have gone with CodeRED for their Emergency Communications needs.

Some of the emergency scenarios that could be helped with this increased capability are severe weather events, power outages, road closures and one that we are all too familiar with: flooding. It could also be of assistance when we are looking for lost or missing persons, abducted children, or alerting a community about criminal activity in their neighborhood. It can be used for simple things like alerting specific groups or calling in personnel in times of need or assisting local units of government with their emergency communications needs. A Demo of this product is scheduled for 11:30 at the next board meeting.

This service is an allowable expense for use of the dedicated E911 funds. It is also an expense that would certainly aid in helping keep the people who live, work and recreate in Aitkin County more informed and safe.

The proposal is a multi-year proposal with an opt-out every December if the money is not allocated for such service. If approved I would envision putting this on the board agenda for reauthorization until such service is determined to not appropriate the funds for such service.

I am recommending this expenditure of the dedicated E911 funds for this service. The annual cost would be \$6884.

Once again, if you have any questions prior to the April 9, 2013 Aitkin County Board Meeting, please do not hesitate to call.

Sue Bingham

From: Sue Coffman [sheriff2@co.aitkin.mn.us]
Sent: Wednesday, April 03, 2013 11:17 AM
To: 'Sue Bingham'
Subject: Article from Duluth News Tribune

Also re CodeRED

[Itasca County upgrades phone warning system](#)
News Tribune staff - 04/03/2013

Itasca County is rolling out a new emergency warning system this month and is asking residents and business owners to sign up for phone notifications. The CodeRED Emergency Notification System will warn people by phone about situations such as evacuation notices, terrorism alerts, missing child reports, health alerts and severe weather in the region. The county will test the system at 1 p.m. April 12. It is expected to reach 22,000 residents. The county is seeking unlisted and cell phone numbers to add to its database. To find out if you are included, go to the county's sheriff's office Web site. Residents can also call (218) 327-7483 for more information or to check the list. The system isn't new to the county, Emergency Management Coordinator Marlyn Halvorson said. The county has used City Watch in the past. "It's an upgrade," Halvorson said. "It will be a lot quicker." CodeRED can contact 1,000 people within minutes. And with addresses added to the database, it can pinpoint who should be warned in severe weather situations, he said. That database can be updated, so when residents move they can simply put in their new information. The warnings can come by text, e-mail or phone message. Halvorson said the system will be an enhancement to weather radios because people often have their cell phones with them at all times. On April 12, residents can expect a message stressing that it is a test of the system. If residents don't get a call and want to be on the list, they should contact the county.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

800 Mhz Radio Update

Requested Meeting Date: 4-9-13 Estimated Presentation Time: _____

Presenter: Sheriff Scott Turner

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) Verbal Update

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

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



To: Chairperson, Aitkin County Board of Commissioners

Date: March 27, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

A handwritten signature in cursive that reads 'Bobbie Danielson'.

Employee Recognition

Requested Meeting Date: April 9th, 2013

Estimated Presentation Time: 5 min.

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)


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

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

AITKIN COUNTY HUMAN RESOURCES

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

Phone 218-927-7306
Job Hotline 218-927-7393
Fax 218-927-7374
www.co.aitkin.mn.us

To: County Commissioners and County Administrator, Patrick Wussow
From: Bobbie Danielson, HR Manager 
Date: March 26, 2013
Subject: Employee Recognition

Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 4th quarter of 2012 and 1st quarter of 2013:

- Eileen Foss, 25 years of service, Financial Supervisor at Health and Human Services.
- Jeannie Croatt, 25 years of service, Dispatcher at the Sheriff's Office.

SUBJECT: 8.13 EMPLOYEE RECOGNITION SERVICE AWARDS

Effective: 11/28/00, revised 8/10/04

PURPOSE:

To formally recognize employees who have completed 25, thereafter in increments of 5, years of service by presenting them with an award for their achievement.

In appreciation of their contribution, Aitkin County employees shall receive a service award for reaching 25, 30, and 35 years of service. The Employee Recognition committee shall coordinate the selection, purchasing and presentation of the awards.

The dollar value of each award will also be based upon the years of service:

- 25 years of service \$50
- 30 years of service \$100
- 35 years of service \$150

In the year 2000, those employees who are in between service levels will receive an award for the preceding service level.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-2-13
Via: Patrick Wussow, County Administrator
From: Patrick Wussow, County Administrator

Title of Item:
Request for Central Planes Aviation to Spray for Army Worms

Requested Meeting Date: 4-9-13 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, Aitkin County Administrator

RE: Resident Request to Authorize County Board Chairman to Sign Authorization Letter For FFA Congested Area Agricultural Dispensing.

DATE: April 2, 2013

The County is in receipt of a request from Richard Rees to allow Central Planes Aviation to spray, by means of aerial application, to control army tent caterpillars. The County Board is being asked to authorize the County Board Chairman to sign a letter authorizing the operation under a congested area permit for the FAA and Department of Agriculture.

In addition to the written request from Mr. Rees, staff was approached by property owners on Lake Mille Lacs about obtaining approval to allow the aerial spraying. This would lead staff to believe that other property owners throughout Aitkin County will utilize this service.

Staff is aware that this could potentially be a controversial topic so we have taken the extra steps to confirm that the applicant is a property owner in Aitkin County, and that Central Planes Aviation has in the past and currently is authorized to operate/spray in Stearns and Morrison Counties. Additionally, the State does require them to post prior to spraying.

Information from the DNR states that they are willing to provide information to property owners. I spoke with Mr. Rees and he indicated that they have talked with representatives from the DNR.

Included for your review is a copy of the request from a property owner, the business owner of Central Planes Aviation Inc., a copy of the FAA and Department of Agriculture Congested Area Operations Plan guidelines, a Department of Natural Resources online guide on forest tent caterpillars, and a draft letter of approval for review.

Action necessary, is to authorize the Chairman of the County Board to sign the attached letter.

Please contact me with questions.

MAR 25 2013

Richard Rees
3549 Humboldt Av. So.
Mpls. MN. 55408
612 822-3765
reesminneapolis@aol.com

Patrick Wussow
217 2nd St. N.W.
Aitkin MN. 56431

Dear Sir:

As per our phone conversation on March 22nd, I am submitting a written request to perform an aerial spraying of Farm Island at Farm Island Lake for the purpose of controlling army tent caterpillars. We experienced a large enough outbreak last year to suggest that 2013 may be much worse. The worms usually appear around Memorial Day, and if we determine that spraying is necessary, we have been in contact with John Rikard at Central Plains Aviation. He appears to have the necessary equipment, knowledge, and materials to do the job successfully.

I have been serving as president of our Island club for a number of years and represent a group of 19 island residents, all of whom are in favor of controlling this infestation. You had mentioned that this matter would be considered at the April 9th meeting. Please let me know if my presence might be helpful or required.

Thank you for your consideration;



Hazelton

11-1-123300

Central Planes Aviation Inc
39115 Co Road 186
Sauk Centre, Mn. 56378
320-352-3013

Aitkin County Commissioners,

My name is John Ricard. I am the owner of Central Planes Aviation Inc. based at the Sauk Centre Airport. In the last few years the area around some of the lakes in central Minnesota have been overrun by army worms that are quiet destructive to land owners trees. Some of the lake associations have contacted us to do some spraying for these insects. We did some areas in Stearns, Todd, and Morrison Co., last few years and would like to include Aitkin County for the year 2013.

The Chemical that we use is a BT product called Dipel ES. The DNR is using this chemical for the Gypsy moth program in northern Minnesota. This chemical is only affective on worms that eat leaves and will not harm wildlife or fish. It is also cleared on organic crops.

To do this type of control we have to operate under a congested area permit approved by the FAA and the Department of Agriculture.

We need a written approval from the governing body of each Co. that we can include in our application and send to Dave Egesdal in the Minneapolis Flight Standards District Office (612) 253-4507, for approval.

We ask that the Board review our request at your next meeting. I've included a simple letter that would need to be signed by one of the board members that I would include with my permit application.

Also Included is the FAA format that we are following for the permit. I've highlighted the area that involves the Co approval.

Central Planes Aviation Inc. has been doing aerial application in Central Mn. since 2003, and is fully insured and licensed. Aitkin Co. will not be held liable for any actions of my company. Any questions please feel free to call (320) 352-3013.

Sincerely: John Ricard 
CEO - Central Planes Aviation Inc.

1/15/09

8900.1 CHG 46

VOLUME 3 GENERAL TECHNICAL ADMINISTRATION**CHAPTER 52 PART 137 AGRICULTURAL AIRCRAFT OPERATIONS****Section 2 Evaluate a Part 137 Congested Area Operations Plan****3-4256 PROGRAM TRACKING AND REPORTING SUBSYSTEM (PTRS) ACTIVITY CODE. 1332**

3-4257 OBJECTIVE. The objective of this task is to determine that a public aircraft or Title 14 of the Code of Federal Regulations (14 CFR) part 137 operator can conduct agricultural dispensing operations safely over a congested area, according to an approved plan. Successful completion of this task results in either approval or disapproval of an operator's proposed plan.

3-4258 GENERAL. Agricultural aircraft may operate over congested areas when:

- The local Flight Standards District Office (FSDO) has approved the congested area plan, and
- The appropriate official or governing body of the political subdivision over which the aircraft is to be operated has approved the operation in writing.

A. Appropriate Officials. An appropriate elected public official or governing body can include any of the following:

- 1) Mayor,
- 2) City Manager,
- 3) City Council,
- 4) County Board of Supervisors,
- 5) County Commissioner, or
- 6) Any other similar elected public official.

B. Public Notice. If time allows, the public notice required by part 137, § 137.51(b)(2) should be given at least 48 hours before dispensing operations begin. The form that the public notice takes is up to the operator. Newspaper ads, radio announcements, television announcements, or door-to-door handbills are all acceptable methods.

C. Contents of Congested Area Plan. Consider the following when reviewing the plan of operation required by § 137.51(b)(3) and submitted by the operator.

1) The congested area plan must include an aerial photograph, large scale map, or computer generated map or diagram of the area to be worked. Whichever depiction is used, it should be appropriately marked to show all obstructions which could be expected to present a hazard during the operation and the areas which could be used for an emergency landing and dumping of agricultural materials.

2) The photograph, map, or diagram must be current, preferably within the preceding 24 months, to be considered representative of the area. If current photographs or diagrams are not available,

I realtor's maps may be used to supplement. The important aspect is not to accept maps that are not drawn to scale.

D. Assisting Operators. Occasionally agricultural aircraft operators may request Federal Aviation Administration (FAA) assistance in determining whether an area is congested or not. Before the FAA can determine this, the site will have to be checked. The FAA cannot, of course, check every area an operator wants to service, but in some cases an operator needs legitimate assistance. The inspector must use judgment in determining the status of an area as congested or not. If the inspector has any doubt, he or she should consult with other inspectors or regional counsel for any precedent.

3-4259 SINGLE-ENGINE AIRCRAFT. When congested area operations are conducted using single-engine aircraft, the inspector shall require the operator to arrange with appropriate officials of the area concerned to take such measures as are necessary to conduct the operation safely. These may include blocking off streets and other areas which could be used as an emergency landing or similar precautionary measures required in the interest of public safety. Before approving any operator's plan of operation, the inspector shall determine that the plan complies with the emergency landing requirements contained in § 137.51(b)(4)(iii).

3-4260 MULTI-ENGINE AIRCRAFT.

A. Takeoff Performance. If the operator intends to takeoff over a congested area, they must show in the congested area plan that the airplane can meet the accelerate-stop requirements of § 137.51(b)(5)(i). If the aircraft cannot meet these requirements, the operator must state in the written plan of operation that no takeoff will be made over a congested area during dispensing operations.

B. Critical Engine Inoperative. The operator must show in the congested area plan that the airplane can meet the climb requirements specified in § 137.51(b)(5)(ii).

3-4261 RESTRICTED CATEGORY AIRCRAFT. Title 14 CFR part 21, or the operating limitations established for the airplane, may not require a flight manual for restricted category aircraft. Therefore, performance information may be found in the applicable military technical order, operating limitations, placards, flight test performance data established by the aircraft manufacturer, or any combination thereof. In addition, performance information provided by a Designated Engineering Representative is satisfactory. If such performance information has not previously been established for the airplane to be used or, if any doubt exists concerning the authenticity of the information presented by the operator, a Manufacturing Inspection District Office (MIDO) should be contacted to arrange for an engineering flight test in order to obtain the required performance data.

A. Load Jettisoning. Aircraft, other than a helicopter, must be equipped with a device capable of jettisoning at least one-half of the aircraft's maximum authorized load of agricultural material within 45 seconds (part 137, § 137.53(c)(2)).

B. Data Not Determined. If such data have not been determined for the aircraft or, if any doubt exists concerning meeting this requirement, the inspector should have the operator conduct an in-flight load jettisoning demonstration.

C. Test Conditions. The aircraft must be loaded with any suitable material (lime, sand, water, etc.) and the demonstration shall be observed by the inspector from the ground. The discharge of material from the aircraft should be timed to determine compliance with the 45-second jettisoning requirement.

D. Preventing Inadvertent Jettisoning. Part 137, § 137.53(c)(2) requires that aircraft

conducting agricultural operations over congested areas must have a means of preventing inadvertent jettisoning of the tank or hopper. This can be accomplished with a device such as:

- 1) Spring-loaded cover over a pull lever,
- 2) "T" handle or pull ring in a spring loaded shield,
- 3) A push-pull device fastened with fine safety wire, or
- 4) Other equivalent devices.

3-4262 PREREQUISITES AND COORDINATION REQUIREMENTS.

A. Prerequisites. This task requires knowledge of the regulatory requirements of part 137 and FAA policies and qualification as an aviation safety inspector (ASI).

B. Coordination. This task may require coordination with the airworthiness unit, the regional counsel, state, county, or local authorities.

3-4263 REFERENCES, FORMS, AND JOB AIDS.

A. References:

- 14 CFR parts 1, 61, 91, and 137, and
- Advisory Circular (AC) 137-1, Agricultural Aircraft Operations.

B. Forms:

- FAA Form 1360-33, Record of Conference, Visit, or Telephone Call, and
- FAA Form 8000-36, Program Tracking and Reporting Subsystem Data Sheet.

C. Job Aids. None.

3-4264 PROCEDURES. After a part 137 operator requests district office approval for a congested area operation, determine the need for congested area plan based on location, type of operation, etc. (§ 137.51 (b)).

A. Plan Not Required. If a plan is not required, record discussion on FAA Form 1360-33 and place it in the operator's district office file. Do not open a PTRS file.

B. Plan Required. If a plan is required, requirements of §§ 137.51 and 137.53 are as follows:

- 1) Instruct the operator to present the plan to the district office for review.
- 2) Remind the applicant of the requirement to coordinate with the appropriate state, local, or municipal authorities (§ 137.51(b)(1)).
- 3) Discuss with the applicant various methods of public notification, such as newspapers, radio, and handbills (§ 137.51(b)(2)).

C. PTRS. Open PTRS file.

D. Plan Requirements. Upon receipt of the operator's plan, ensure that the operator has

included the following information:

- 1) A current aerial photograph, current map, or a recently drawn diagram of the area to be worked;
 - Any representation must show all obstructions which may present hazards during operation.
 - Potential areas for emergency landing or dumping of agricultural materials must also be indicated.
- 2) Altitudes to be maintained, approaches, departures, and turnaround considerations during operation.
- 3) Name and type of material to be dispensed;
- 4) Type of pest or work to be accomplished;
- 5) Dates and hours of dispensing operations;
- 6) Coordination with air traffic control.
- 7) Special operating procedures or limitations to ensure safe operations.
- 8) Method of public notification;
- 9) An indication of coordination with the appropriate state, local, or municipal authorities (Figure 3-144); and
- 10) Methods for complying with §§ 137.51(b)(4) and (5) and 137.53(c)(2).
 - Arrangements for blocking off streets and other areas which may be used for emergency landings.
 - Observe the load jettisoning demonstration from the ground if jettisoning test data is not available or in doubt. For multiengine aircraft, refer to § 137.51(b)(5).
- 11) Means for terminating the operation in the event it appears safety may be compromised or at the inspector's discretion.

E. Pilot Qualifications. The plan must indicate the qualifications (part 61 and § 137.53) of the pilot to be used in the operation.

F. Aircraft Requirements. The plan must include information which indicates that the aircraft meets the requirements of part 91, and part 137, §§ 137.31, 137.33, 137.51, and 137.53.

G. Plan Approved. When the plan meets all 14 CFR requirements, all safety considerations, and appropriate coordination requirements, approve the plan using template A503 in the OPSS. Each page of the plan is stamped "FAA-Approved," dated, and signed by the principal operations inspector (POI).

- 1) Forward a copy of the approved plan to the operator.
- 2) Place a copy of the plan in the district office file on the operator.

H. Plan Not Approved. If the plan cannot be approved, issue a letter disapproving the congested area plan (Figure 3-146).

I. PTRS. Make appropriate PTRS work entry.

3-4265 TASK OUTCOMES. Completion of this task results in either:

- An approved congested area plan, or
- Issuance of a letter disapproving the congested area plan.

3-4266 FUTURE ACTIVITIES.

A. Monitoring.

1) Schedule monitoring of congested area plan if the task is in work program plans.

2) Monitor congested area plan (see Volume 6, Chapter 6, Section 4, Monitor a Part 137 Congested Area Operation).

B. Enforcement. Possible enforcement investigation if the operation is not conducted according to the approved plan or is unsatisfactory in any other manner. Use the approved plan as information for a subsequent enforcement investigation.

C. Review. Review of any subsequent congested area operations.

Figure 3-144, Sample Letters Indicating Coordination With Appropriate Authorities

(To Agricultural Aircraft Operator)

[Operator's name and address]

I, [name], the [title of individual and name of town] grant permission to [name of operator] to fly over the town of [name of town] for the purpose of [state purpose of operation] from an agricultural aircraft on [date of operation].

[official's signature]

(To Federal Aviation Administration)

[Operator's Letterhead]
 [Date]

[Name and address of district office]

Sir/Ma'am:

[Name of operator] will conduct the dispensing operation, described on the attached diagram, per Title 14 of the Code of Federal Regulations § 137.51. The aircraft used will be a [make and model of aircraft and N number].

The dispensing operation will be conducted at no less than [altitude] feet above ground level. The

airspeed will be [speed in knots or mph].

[Chemical name] will be dispensed at the rate of [number of gallons] per acre.

The operation will be conducted from [beginning date] to [ending date].

The public will be notified of the operation [indicate methods of notification] on [date].

Sincerely,

[Operator's signature]

Figure 3-145, Letter Approving Congested Area Plan. Use OPSS template A503.

Figure 3-146, Letter Disapproving Congested Area Plan

[FAA Letterhead]

[Date]

[Operator's name and address]

Dear [operator's name]:

This is to inform you that the congested area plan, which you submitted on [date], for agricultural aircraft operations over [congested area, city, or town] is not approved.

The following items were unsatisfactory:

[List the items and how they must be corrected.]

If you have any questions concerning this matter or intend to take action to correct these items, please contact this office at [telephone number].

Sincerely,

[POI's signature]

RESERVED. Paragraphs 3-4267 through 3-4285.

Patrick Wussow

From: Mark Jacobs <mjacobs@co.aitkin.mn.us>
Sent: Friday, March 29, 2013 9:05 AM
To: 'Waller, Alice (MDA)'
Cc: 'Reed, Rian H (DNR)'; 'Albers, Mike (DNR)'; 'Sargent, Kay (MDA)'; 'Wicks, Christine (MDA)'; 'Patrick Wussow'
Subject: RE: forest tent catepillars and aerial sparying

Thank you.

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

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

From: Waller, Alice (MDA) [<mailto:alice.waller@state.mn.us>]
Sent: Friday, March 29, 2013 9:00 AM
To: mjacobs@co.aitkin.mn.us
Cc: Reed, Rian H (DNR); Albers, Mike (DNR); Sargent, Kay (MDA); Wicks, Christine (MDA)
Subject: forest tent catepillars and aerial sparying

Dear Mr. Jacobs,

Thank you for contacting the Minnesota Department of Agriculture (MDA) regarding the aerial application to forested areas. Minnesota Statutes, Ch 18B governs the application of pesticide in Minnesota. The law allows for the aerial application of pesticide provided the applicator has a valid license with appropriate category and the pesticide label does not prohibit aerial application.

Section 18B.07 governs the use of pesticide, and includes provisions to aeriially apply pesticide to a forested area please follow the link <https://www.revisor.leg.state.mn.us/statutes/?id=18B.07> . As you will note, there are some limitations to spraying areas where people are present, and there are provisions for notification. Please review 18B.07 Subd. 2 and note that a person may not direct a pesticide onto property beyond the boundary of the target site; a person may not directly apply a pesticide on a human by overspray or target site spray except when the pesticide application is for control of gypsy moth, forest tent caterpillar or other pesticide species, and the pesticide use is a biological agent.

Ch 18 B.07 further limits the application of a biological agent to control forest tent caterpillar by requiring no practicable and effective alternative method of control exists, that the pesticide is among the least toxic available for control of the

target pest and that notification of residents in the area to be treated is provided by direct notification and through publication in a newspaper of general circulation within the affected area. The section also defines direct notification.

Please review MDA's pesticide applicator license page at <http://www.mda.state.mn.us/licensing/licensetypes/pesticideapplicator.aspx> for additional information on records and license requirements.

MDA has a process for citizens to complain about a pesticide application. MDA investigates complaints of misuse, so any person that believes they have damage, or believe a misapplication has occurred has the opportunity to request an inspection. Our complaint form is available on line at <http://www.mda.state.mn.us/chemicals/pesticides/complaints/pestfertmisuse.aspx>.

If you need additional information, please contact my office.

Sincerely,

Alice Waller
Licensing & Certification Unit
Pesticide & Fertilizer Management Division
Minnesota Department of Agriculture
625 Robert Street N
Saint Paul MN 55155-2538

phone: 651/201-6284
fax: 651/201-6105
alice.waller@state.mn.us

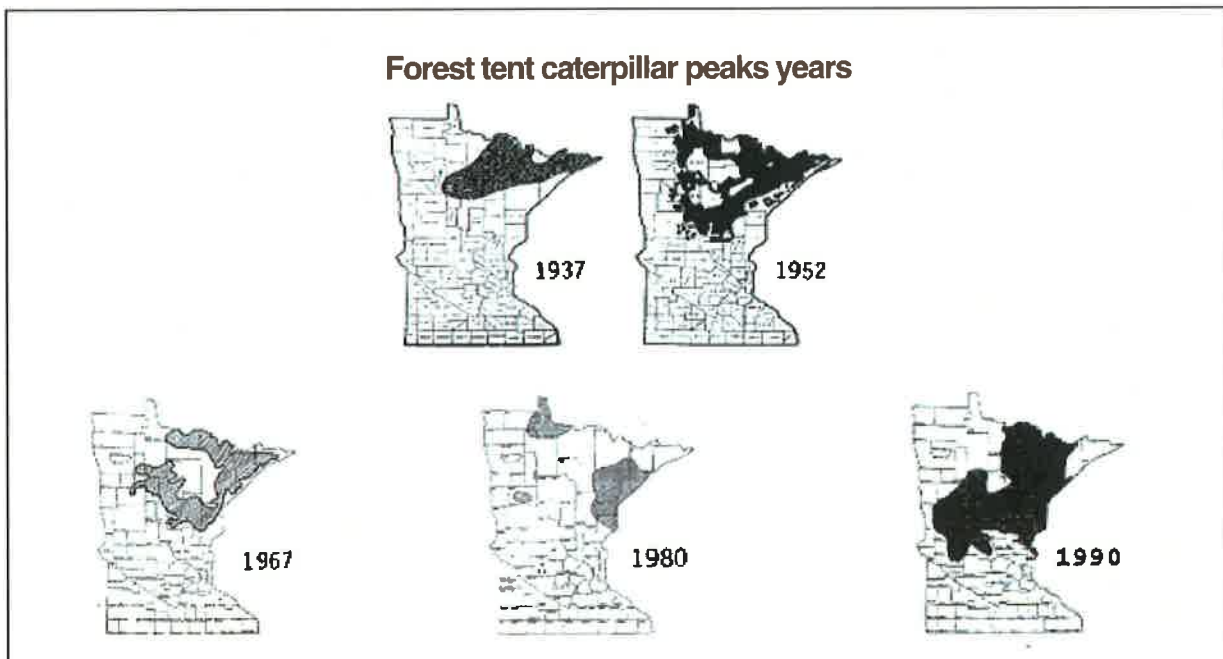
Forest tent caterpillars

The forest tent caterpillar (FTC), *Malacosoma disstria*, is a native defoliator of a wide variety of hardwood trees and shrubs. It is often mistakenly called the armyworm. Its range in North America extends from coast to coast and from the tree line in Canada to the southern states. These caterpillars feed primarily on **aspen** and **birch** trees in northern Minnesota and on **basswood** and oaks in central and southern Minnesota. The only hardwood **not** regularly fed on is **red maple**. When populations are high, FTC will even eat **tamarack** foliage during outbreaks.



Forest tent caterpillars

North-wide outbreaks of FTC occur at intervals of five to ten years and are five to eight years in duration. In the last 120 years, outbreaks peaked in 1891, 1898, 1912, 1922, 1937, 1952, 1967, 1978, 1990 and 2001. See maps of peak years defoliation below. In any given location, defoliation is usually noticed for two to four consecutive years.



Outbreaks can begin suddenly or develop slowly over a period of years. Outbreaks normally collapse quickly due to natural causes with defoliation reduced by as much as 80 percent in a single year. Defoliation starts in late May in central Minnesota and early June in northern areas. Defoliation will normally be obvious by mid-June and finished by late June.

In west-central counties, FTC populations may synchronize with northern outbreaks or they may have small, localized outbreaks that pop up and collapse quickly. These outbreaks occur in oaks, basswoods and aspens on lakeshores and cover a relatively low number of acres.



2001 northern outbreak map

FTC Nuisance

During outbreaks, forest tent caterpillars can number from one to four million caterpillars per acre. They create an extreme nuisance to people living or vacationing in forested areas. Young caterpillars spin threads and fall from the trees onto picnic tables, patios, and people, causing serious annoyance. Large, mature caterpillars wander widely in search of food and often appear to migrate across roads and open areas. Resting caterpillars commonly form large clusters of thousands of caterpillars on buildings, tree stems, cars, campers, and other stationary objects. Caterpillars often emit a greenish-black fluid when disturbed that stains paint and cloth. During the height of defoliation, insect frass (excrement) becomes a serious nuisance as it rains down from insects feeding in the tree crown.

Mass flights of FTC moths are common during outbreaks. These flights can move millions of moths hundreds of miles creating a nuisance where the flight ends. Mass flights can trigger new outbreaks suddenly where the insect had not been a problem before. These flights are often associated with the passage of a cold front.



Forest tent caterpillars resting in large groups on an aspen.

Damage

In the forest, defoliation from FTC usually causes little damage to aspen tree health. Most trees develop a second set of leaves after attack, but these leaves are noticeably smaller and tend to cluster near the branch tips. The second year after the collapse of an outbreak, 80 percent of the trees have normal leaves. FTC defoliation reduces tree strength, but vitality recovers within a few years of the population collapse.

FTC defoliation reduces aspen stem growth. As defoliation intensity and duration increase, stem growth decreases. For example, a single light defoliation does not reduce growth. However, one heavy defoliation may reduce stem growth by 50 to 60 percent. Two years of heavy defoliation reduces growth 90 percent. Growth rate recovers quickly, returning to 80 percent of normal during the first year after the end of the outbreak.



Forest tent caterpillars feeding on aspen leaves.

Aspen trees usually do not die from FTC defoliation alone. A Minnesota study of the 1948 to 1956 outbreak documented the death of 396 aspen trees out of 4877 aspens. Identifiable problems other than FTC accounted for the death of all but four trees. So, in this instance, about one percent of the aspens died due to FTC defoliation alone.

FTC defoliation does weaken trees and makes them more susceptible to attack from a variety of other pests. These pests, called secondary pests, do more damage than the FTC and may kill the infested tree. Trees defoliated by FTC and are suffering stress from other factors, such as prolonged drought or defoliation due to late spring frosts, growing on poor sites or old age, are much more vulnerable to attack by secondary pests. Weakened aspen may die from subsequent attack by Poplar borer, Hypoxylon canker, or Armillaria root rot. Similarly, other hardwoods can be weakened by FTC defoliation. Commonly, oaks weakened by FTC defoliation and drought or root system damage suffer branch dieback or death from two-lined chestnut borer attack or Armillaria root disease.

Life Cycle

Forest tent caterpillar overwinters in an egg mass on twigs of host trees. The eggs are extremely hardy and easily survive Minnesota winters. It has been shown that less than 10 percent of the eggs are killed at -40° F and 50 percent survive at -50° F. Eggs hatch in the early spring about the time of bud break. The caterpillars have five growth stages, each stage lasting seven to ten days. During the early stages, caterpillars remain in clusters on the leaves.

Older caterpillars develop a deep blue velvet coloration with a sparse covering of long brown hairs. A line of white to cream colored spots runs down the back. These spots may look like footprints or a series of keyholes. As the caterpillars get larger, they consume increasing amounts of leaves and can wander widely in search of more food. They often drop from the defoliated twigs to the ground. Large caterpillars are solitary feeders, but commonly rest in large clusters. Mature caterpillars spin silk cocoons with white to yellow threads on vegetation, buildings and other stationary objects to begin pupation. This can occur from early to late June. The pupae form inside the cocoons. Adults emerge seven to ten days later. The adult moth is buff colored and has a broad brown band across the front wings. FTC moths are night fliers and are attracted to lights in large numbers. As a result of this, it is common to find high populations of FTC near populated areas and along highways.

After mating, the female moth lays 30 to 50 eggs in $\frac{1}{2}$ -inch long clusters and are wrapped around a twig. Each female lays 150 to 200 eggs. A tough, bronze-colored casing covers the egg mass and protects the eggs from drying out.

Forest tent caterpillars Life Cycle



Forest tent caterpillars egg mass on twig



Forest tent caterpillars

Forest tent caterpillars pupa inside its cocoon



Forest tent caterpillars as a adult moth

Natural Control

FTC is a native insect and has evolved in the forest ecosystem for thousands of years. Natural control mechanisms have also evolved which help to keep outbreaks from seriously damaging forested areas. A natural control mechanism that causes population collapse is starvation induced by the caterpillars' feeding. During the early stages of an outbreak, the trees have enough foliage to support the increasing number of caterpillars. After a year or two of complete defoliation, the large number of caterpillars need more foliage than is available. Starvation typically kills 75-95 percent of the caterpillars.

Late spring frosts that defoliate the trees have much the same effect. However, frosts hard enough to cause complete defoliation to all tree species at the same time are not common. Defoliating frosts force the young caterpillars to wait 7-10 days for re-foliation. Frost is the only factor that can cause a collapse during the first years of an outbreak.

Another significant natural control occurs near the end of the outbreak cycle. A **parasitic flesh fly native to Minnesota**, *Sarcophaga aldrichi*, kills many FTC pupae in their cocoons. Although the fly often plays a significant role in the collapse of an outbreak, its population often increases to the point of becoming a nuisance to people.

Predatory beetles, ants, tree bugs, spiders, and small animals and birds feed on caterpillars and pupae, but the extent of their control is not known. Bacteria, fungus, protozoan and virus diseases become important late in the outbreak cycle. This is commonly due to the weakened state of the larvae as low-level starvation begins and is enhanced by the constant contact of the larvae with each other. Cool, wet spring weather also plays a role by slowing down the development rate of the insects while making disease transmission easier. A non-stinging wasp, *Itoplectis conquisitor*, is another important parasitoid of FTC pupae.



Adult friendly flies.



Forest tent caterpillars pupa inside its cocoon parasitized by larvae of the friendly fly.

Management

Since FTC has such a wide host range, silvicultural options are severely limited. Forestry practices such as thinning and pruning are not used in FTC management. Silvicultural actions are limited to planting non-host species such as red maple or conifers. In general, management options are limited to the acceptance of the growth loss and nuisance or to the improvement of tree vigor so that secondary pests do not attack the weakened trees. The use of insecticide treatments is usually limited to shade trees.

Insecticide Treatments

Forest tent caterpillar rarely causes severe damage to trees and, as a result, the forest does not normally need the protection of pesticides. Natural control systems cause the collapse of populations resulting in cyclical outbreaks.

Private landowners may desire or justify spraying in order to protect the trees and preserve their appearance. In making this decision, the landowners should consider their goals, environmental concerns and their ability to pay for the treatment. The DNR provides technical advice to landowners and landowner groups wanting to undertake control programs.

Insecticide treatments can be effective against defoliation by FTC. When applied while the caterpillars are small. It is difficult to achieve satisfactory control with insecticides on areas less than 10 acres or where less than 80 percent of the forested area will be treated. Several insecticides are registered for controlling the forest tent caterpillar including the biological insecticide, *Bacillus thuringiensis* var *kurstaki* (Btk). The DNR strongly recommends the use of Btk because of its environmental safety. Btk is a natural occurring bacteria effective against caterpillars that eat treated leaves. Btk has no effect on birds, people, other animals and most insects.

If you have any questions on or about the management of the forest tent caterpillar, please contact your **local DNR forester**.

References

Influence of the forest tent caterpillar upon the aspen forests of Minnesota by D.P. Duncan, A.C. Hodson, and A.E. Schneider. 1956. Office of Iron Range Resources and Rehabilitation, St. Paul, MN. 45 pages.

Numerical analysis of a forest tent caterpillar outbreak in northern Minnesota by John Witter, W. Mattson and Herb Kulman. 1975. The Canadian Entomologist Vol. 107:837-854.

Mass transport of forest tent caterpillar moths, Malacosoma disstria, by a cold front by Clifford E. Brown. 1965. The Canadian Entomologist Vol. 97:1073-1075

Cold-hardiness of the first instar larvae of the forest tent caterpillar, Malacosoma disstria, Lepidoptera: Lasiocampidae by A.G. Raske. 1975. The Canadian Entomologist Vol. 107: 75-80.

Heat units and outbreaks of the forest tent caterpillar by W.G.H. Ives. 1973. The Canadian Entomologist 105:529-543.



AITKIN COUNTY ADMINISTRATION

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

March 26, 2013

Mr. John Ricard
Central Planes Aviation, Inc.
39115 County Road 186
Sauk Centre, MN 56378

Re: Authorization to Operate Agricultural Aircraft over Unincorporated Areas of Aitkin County to Conduct Aerial Spraying of Tent Worm Caterpillars

Central Planes Aviation, Inc. has requested permission to operate agricultural aircraft over unincorporated areas of Aitkin County to spray for tent worm caterpillars using a Bt insecticide called Dipel.

Central Planes Aviation, Inc. is granted permission to operate agricultural aircraft over areas of Aitkin County while spraying for tent worm caterpillars per FAA waivers. Permission is granted with the following conditions:

1. It applies to only the unincorporated areas of Aitkin County;
2. Central Planes Aviation, Inc. must have a valid license to spray for tent worm caterpillars from the Minnesota Department of Agriculture;
3. This permission expires on December 31, 2013.

This authorization by Aitkin County is not an endorsement of this company. Central Planes Aviation, Inc. does not act on behalf or as an agent of Aitkin County.

Date _____

J. Mark Wedel, Chair
Aitkin County Board of Commissioners

Attest:

Patrick Wussow
Aitkin County Administrator
Clerk, Aitkin County Board of Commissioners

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 Budget Discussion

Requested Meeting Date: 4-9-13 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) Verbal Update – Possible Handouts at meeting

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

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 4-9-13 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)

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- Copy of applicable contract and/or agreement
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Legislative Update

DATE: April 2, 2013

The legislature was on vacation so at this time we don't have updates. At the meeting I expect to provide action requests based upon information staff receives late Friday and Monday.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4/3/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

2013 Assessment Summary

Requested Meeting Date: 4/9/13 Estimated Presentation Time: 20 minutes

Presenter: Mike Dangers

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
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- Copy of previous minutes related to this issue
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**OFFICE OF
AITKIN COUNTY ASSESSOR**
209 2nd ST N.W. Room 111
AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

April 3, 2013

To: County Board of Commissioners
County Administrator

From: Mike Dangers, County Assessor 

Re: 2013 Assessment Summary

The 2013 assessment is complete and the Notices of Valuation and Classification will be mailed later this week. This packet outlines the major assessment changes and issues as we approach the meeting dates for the Local Board of Appeal and Equalization.

For the fourth consecutive year, the overall County estimated and taxable market values are going down. We have now lost just over half a billion dollars (\$531,307,000) in market value since the 2009 assessment. This should again reduce the County's overall tax capacity for 2014 payable. Please see page 3 and 4 for more details.

Not all areas are receiving value reductions. Mille Lacs Lake land values are increasing approximately 14%. Some acreage values in this area are also increasing. Another sign of change in this year's data is the increase in the number of sales. The number of residential and seasonal improved sales increased 28% from the previous year.

Page 5 shows a listing of the 2012 sales ratio study figures for the entire County. The 2012 study uses sales from October 2011 to September 2012. This information is used to set the level of assessment for the 2013 assessment. The figures in the column titled "MEDIAN RATIO" are typically required to be between 90 and 105% when there are over 6 valid sales. The property types are listed on the left side of the page and the number of sales column is titled "NBR SALES". The far right columns show the median and average sale prices for each category.

Page 6 shows the 10 year history of the main components of the sales ratio study. We are much closer to 100% countywide this year but our COD quality measures are not as good as last year. The flooding issues, the distressed market, and the lack of a valid time adjustment are likely the main factors for this concern.

Page 7 shows the 2013 assessment land schedule. This year we have increased the number of acreage land zones from two to four. They are color coded on the page with values per acre appearing in each zone. The values per acre column on the left are for full estimated market values while the columns on the right are for Green Acres and Rural Preserve valuation.

Page 8 shows an overview of the foreclosure situation in Aitkin County. The number of foreclosures shown here are substantially lower than the 2009 high but still elevated compared to years ago. The number of unsold bank owned properties in the County also remains high. At the present rate of bank owned property sales, it will likely take years to clear the market of foreclosures. Since foreclosures typically sell for less than full market value, they will likely continue to put downward pressure on valuations in the future.

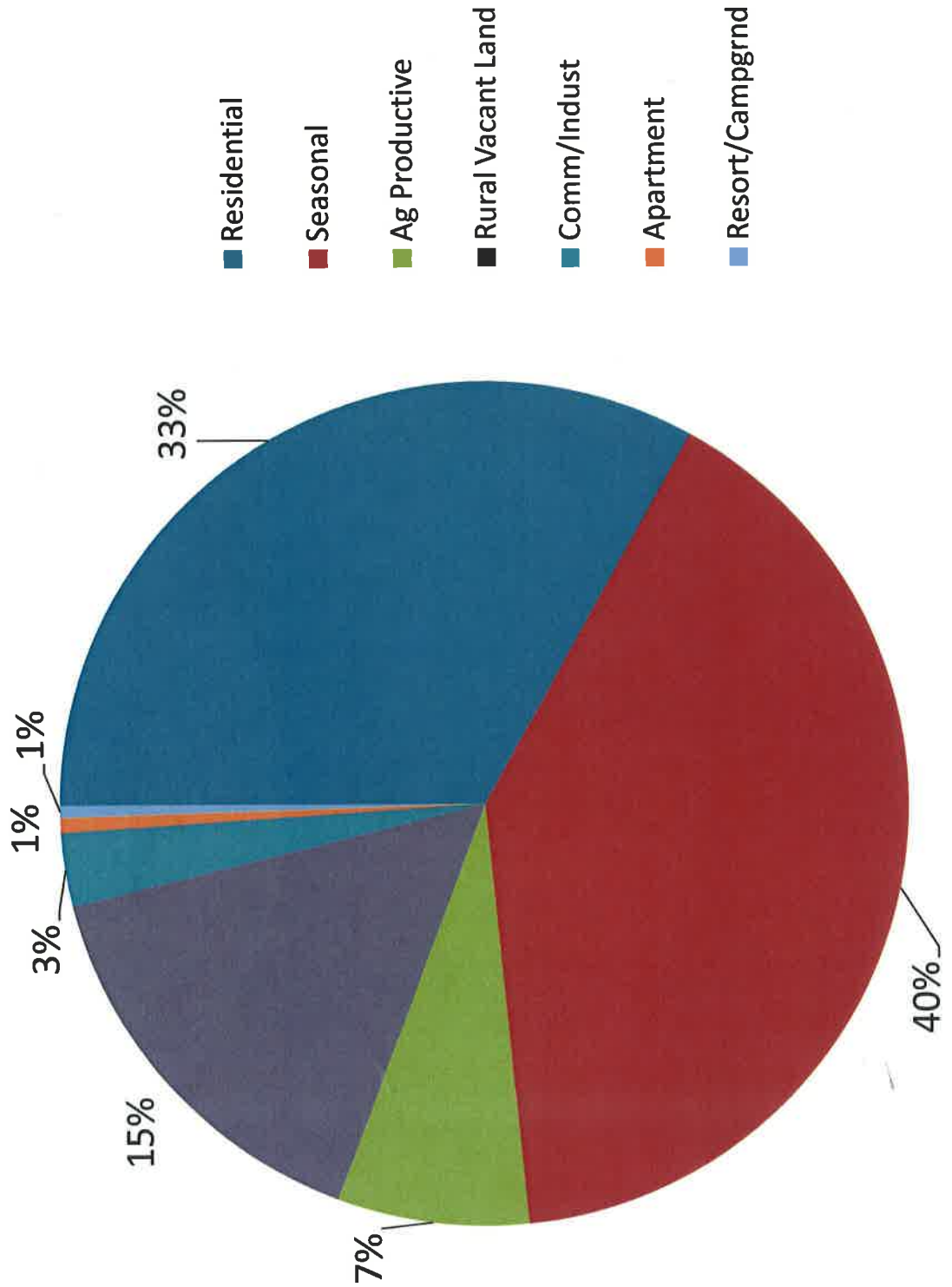
Pages 9 through 13 show the list of major changes for the 2013 assessment year. There were many changes so please review and ask questions.

Finally, page 14 shows the 2013 board of appeal and equalization schedule. The areas with open book meetings are listed at the bottom of the page. These open book meetings are usually held at the County Assessor's Office instead of at each township.

Please contact me with any questions.

Countywide Value Changes 2013 Assessment			
	2012	2013	% Change
Overall Estimated Market Value	\$ 2,982,495,700	\$ 2,868,155,400	-3.8%
New Construction Value	\$ 14,346,700	\$ 13,419,600	-6.5%
Overall Agricultural Homestead EMV	\$ 250,598,300	\$ 238,851,500	-4.7%
Overall Residential EMV	\$ 988,691,100	\$ 947,590,100	-4.2%
Overall Seasonal Recreational EMV	\$ 1,192,735,500	\$ 1,155,237,400	-3.1%
Overall Commercial/Industrial EMV	\$ 82,178,800	\$ 80,674,600	-1.8%
Overall Apartment EMV	\$ 16,417,700	\$ 16,544,800	0.8%
Total Green Acres EMV reduction	\$ -	\$ 104,300	
Notes:			
The reduction in Agricultural Homestead EMV is largely due to class changes from agricultural to residential homestead.			
The addition of Green Acres deferral value is due the decrease in the State valuation formula.			
All figures above are as of April 2, 2013. A few minor changes were made to the assessment after this report was run.			

Aitkin County 2013 Assessment % Share of Estimated Market Value



AITKIN COUNTY
PROPERTY TAX SYSTEM
SALES RATIO STUDY

PROGRAM: RUNT04 MEMBER: STSTUDY
SALES ADJUSTED FOR TIME: N
Used to simulate DOR State study, do not delete. ALL SALES COMPARED TO TRL 2013 MARKET VALUES

PROPERTY TYPE DESCRIPTION	MARKET RANGE	MEAN RATIO	MEDIAN RATIO	AGGR RATIO	COD	PRD IOR	NBR SALES	STD DEV	COV	MEAN ENV	PRICE	MEDIAN ENV	PRICE
01 RESIDENTIAL (less than 4 units)	0-999,999,999	105.6	101.0	101.0	15.4	1.05	104	.2170	20.5	174,953	173,268	122,250	121,000
02 APARTMENT (4 or more units)	0-999,999,999	83.9	82.8	81.0	9.2	1.04	3	.1145	13.6	754,966	931,666	1,118,000	1,350,000
03 SEASONAL RECREATIONAL RESIDENTIAL (with buildings)	0-999,999,999	101.7	99.1	96.9	18.7	1.05	99	.2760	27.1	152,900	157,781	86,200	87,000
06 COMMERCIAL (with buildings)	0-999,999,999	97.6	81.4	103.8	34.4	.94	5	.4402	45.1	157,400	151,660	285,000	350,000
21 RESIDENTIAL - BARE LAND	0-999,999,999	103.3	97.6	104.5	20.8	.99	5	.3040	29.4	54,940	52,560	33,200	34,000
23 SEAS REC - BARE LAND	0-999,999,999	107.5	104.2	106.1	31.5	1.01	24	.4211	39.2	64,120	60,409	99,400	94,700
32 AG CLASS 2A BARE LAND (34.5 or more acres)	0-999,999,999	70.3	70.3	70.3		1.00	1			71,700	102,000	71,700	102,000
33 RVL CLASS 2B LAND W/BLDGS (34.5 or more acres)	0-999,999,999	73.5	73.5	73.5		1.00	1			40,800	55,500	40,800	55,500
34 RVL CLASS 2B BARE LAND (34.5 or more acres)	0-999,999,999	102.7	92.5	97.4	24.2	1.05	34	.3528	34.4	75,470	77,503	45,250	49,250
39 RVL CLASS 2B BARE LAND (less than 34.5 acres)	0-999,999,999	104.5	106.4	96.3	31.5	1.09	28	.4282	41.0	28,646	29,736	23,350	21,856
41 COMBINED RES & SRR (with buildings) (PTS 1 & 3)	0-999,999,999	103.7	100.5	99.1	16.9	1.05	203	.2477	23.9	164,198	165,715	229,200	227,950
46 COMBINED COMMERCIAL & INDUSTRIAL (with buildings) (PTS 6-7)	0-999,999,999	97.6	81.4	103.8	34.4	.94	5	.4402	45.1	157,400	151,660	285,000	350,000
47 MIXED AG CLASS 2A & RVL W/BLDGS (34.5 or more acres)	0-999,999,999	103.6	99.0	90.4	24.8	1.15	5	.3227	31.1	213,400	236,100	155,000	156,500
48 MIXED AG CLASS 2A & RVL BARE LAND (34.5 or more acres)	0-999,999,999	107.3	105.1	101.3	11.6	1.06	5	.1764	16.4	69,380	68,500	55,700	53,000
49 MIXED AG CLASS 2A & RVL W/BLDGS (less than 34.5 acres)	0-999,999,999	106.4	106.4	106.4		1.00	1			145,700	137,000	145,700	137,000
50 MIXED AG CLASS 2A & RVL BARE LAND (less than 34.5 acres)	0-999,999,999	93.8	93.8	92.3	10.2	1.02	2	.1356	14.5	41,750	45,250	41,750	45,250
51 COMBINED STATE BOARD (PTS 31-34 and 47-48)	0-999,999,999	101.9	94.0	94.8	23.2	1.07	46	.3282	32.2	88,965	93,817	76,250	81,250
99 COMBINED ALL PROPERTY CLASSES	0-999,999,999	103.4	99.2	97.8	20.9	1.06	317	.2959	28.6	136,660	139,690	76,400	77,000

Aitkin County Sales Ratio Study and Assessment Quality Information For Years 2002 through 2012

	# of Residential and Seasonal Sales	# of Agricultural Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD
2002	343	14	82.4	78.0	19.8	27.3
2003	296	29	82.0	75.3	22.4	27.9
2004	406	23	84.1	81.8	19.2	27.4
2005	393	28	88.1	82.6	19.6	20.7
2006	327	31	88.1	87.0	18.3	22.3
2007	247	16	93.1	90.8	19.8	19.8
2008	167	14	99.4	97.1	17.0	16.7
2009	131	11	102.7	93.2	13.0	18.6
2010	157	8	100.9	100.6	13.3	18.7
2011	159	10	104.4	106.5	13.3	14.9
2012	203	14	101.0	99.1	15.4	18.7
Explanation of Spreadsheet Above:						
Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.						
Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.						
COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.						
The lower the COD, the greater the assessment quality.						
Factors that help to improve the COD include implementation of a CAMA system, more thorough sales analysis, more thorough physical inspections, and a less volatile market.						
Sales numbers above are only for sales that the Department of Revenue has determined are "good". There are generally more rejected sales today than in the past.						

Aitkin County Acreage Land Schedule 2013 Assessment

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u>	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
Green Zone C Values →		HWD 1485 1430 LWD 1080 1000 OPN 1350 1270 LOP 1035 955 SWP 315 260 TIL 1440 1260 LTL 1080 855 SITE 17000			
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u>	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
Blue Zone A Values →		HWD 1650 1590 LWD 1200 1110 OPN 1500 1410 LOP 1150 1060 SWP 350 290 TIL 1600 1400 LTL 1150 950 SITE 19000			
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spalding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u>
			Red Zone B Values →		HWD 1485 1430 LWD 1080 1000 OPN 1350 1270 LOP 1035 955 SWP 315 260 TIL 1440 1260 LTL 1080 855 SITE 17000
<u>Hazelton</u>	<u>Wealthwood</u>	<u>Malmo</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
Orange Zone D Values →		HWD 1730 1670 LWD 1260 1170 OPN 1575 1480 LOP 1210 1110 SWP 370 305 TIL 1680 1470 LTL 1210 1000 SITE 20000			
<u>Definitions:</u>		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u>	
HWD: High Wooded LWD: Low Wooded OPN: High Open/Pasture LOP: Low Open/Pasture SWP: Swamp/Waste TIL: High Tillable LTL: Low Tillable/Rice Paddy SITE: Full Building Site Value (Access 10%, Electric 15%, Septic 40%, Well 35%)					
Values on the left columns are estimated market values per acre. Values on the right columns are Green Acres and Rural Preserve value per acre.					
Off public road acreage typically carries a 10% discount from values listed. Tracts under 31 acres carry a positive size adjustment. Tracts over 120 acres carry a size discount of 10%.			<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>

Aitkin County Foreclosures by Property Type					
Based on Sheriff's Department List in 2012					
	# of properties	% of total			
Residential Homestead	33	48.5%			
Residential Non-homestead	11	16.2%			
Seasonal Recreational	24	35.3%			
Commercial	0	0.0%			
Agricultural Homestead	0	0.0%			
Agricultural Non-Homestead	1	1.5%			
Total Homestead	33	48.5%			
Total Non-Homestead	35	51.5%			
Total Foreclosures	68	100.0%			
4 Year Comparison of Sheriff Sales to Bank Sales (sales going into and out of foreclosure)					
	Bank Sales	Sheriff Sales			
2012	77	74			
2011	72	68			
2010	84	91			
2009	59	92			
Notes:					
Multiple parcels owned by a common owner counted as one foreclosure					
Top 3 areas with foreclosures: Shamrock 11, Lakeside Twp 5, and Hill Lake Twp 5.					
Report prepared by County Assessor's Office					

2013 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
	COUNTYWIDE		Lowered Swamp (SWP) acreage base rate from \$400 to \$350 per acre.
	COUNTYWIDE		Increased Low Open (LOP) acreage base rate from \$1100 to \$1150 per acre.
	COUNTYWIDE		Increased Low Tillable (LTL) acreage base rate from \$1100 to \$1150 per acre.
	COUNTYWIDE		Increased Low Wooded (LWD) acreage base rate from \$1150 to \$1200 per acre.
	COUNTYWIDE		Decreased Building Site (FSITE) base rate from \$20,000 to \$19,000 per acre/unit.
	COUNTYWIDE		Added two new land acreage value zones. One zone covers the northern third of the county and the other covers three townships on Mille Lacs Lake.
	COUNTYWIDE		Green Acres values reduced to benefit property owners as indicated in new state formula.
	COUNTYWIDE		Acreage without public road frontage discounted 10%.
	COUNTYWIDE		Reduced the positive size adjustment for acreage between 4 and 14 acres and for acreage between 20 and 30 acres.
	COUNTYWIDE		Increased cell tower site values from \$25,000 to \$30,000 each.
1	AITKIN TWP	TS & DM	Reduced building values 5%. Reduced Cedar Lake frontage base rate from \$1650 to \$1500 per foot (-9%).
2	BALL BLUFF	DM	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
3	BALSAM	DM	Added to Zone C resulting in a 10% reduction to acreage values.
4	BEAVER	TS	Reassessment. Reduced building values 10%.
5	CLARK	TB	Reduced building values 5%.
6	CORNISH	DM	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.

2013 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
7	FARM ISLAND	LT & SW	Reduced Farm Island Lake frontage base rate from \$1650 to \$1500 per foot (-9%). Reduced Cedar Lake frontage base rate from \$1650 to \$1500 per foot (-9%). Reduced building values 5%.
8	FLEMING	JH	Reduced Wilkins Lake frontage base rate from \$1100 to \$1000 per foot (-9%). Reduced Jenkins Lake frontage base rate from \$950 to \$850 per foot (-10%). Reduced building values 5%.
9	GLEN	JH	Reassessment. Reduced building values 5%.
10	HAUGEN	TB	Reduced Round Lake frontage base rate from \$1300 to \$1100 per foot (-15%). Increased Mille Lacs Lake frontage base rate from \$1250 to \$1425 per foot (14%). Reduced Big Pine Lake frontage base rate from \$1100 to \$1000 per foot (-9%). Reduced Farm Island Lake frontage base rate from \$1650 to \$1500 per foot (-9%). Reduced Spectacle Lake frontage base rate from \$250 to \$200 per foot (-20%). Reduced building values 5%. Added township to Zone D resulting in a 5% increase to acreage values.
11	HAZELTON	SW & TB	Added township to Zone C resulting in a 10% reduction to acreage values. Reduced Hill Lake frontage base rate from \$575 to \$550 per front foot (-4%).
12	HILL LAKE	JH	Reassessment. Reduced building values 5%. Reduced Cedar Lake frontage base rate from \$800 to \$750 per foot (-6%).
13	IDUN	TS	Reassessment. Reduced building values 5%.
14	JEVNE	DM	Reduced building values 5%.
15	KIMBERLY	DM	Reduced building values 5%.
16	LAKESIDE	TB	Increased Mille Lacs Lake frontage base rate from \$1250 to \$1425 per foot (14%). Increased building values 20%.
17	LEE	TS	Reassessment.
18	LIBBY	TB	Reassessment. Reduced Big Sandy Lake frontage base rate from \$1300 to \$1100 per foot (-15%). Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
19	LOGAN	DM	No major changes.
20	MACVILLE	JH	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.

2013 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
21	MALMO	LT	Added township to Zone D resulting in a 5% increase to acreage values. Increased Mille Lacs Lake frontage base rate from \$1250 to \$1425 per foot (14%).
22	MCGREGOR TWP	LT	Reassessment. Reduced building values 5%.
23	MORRISON	LT	No major changes.
24	NORDLAND	DM & LT	Reassessment. Reduced Lone Lake frontage base rate from \$1450 to \$1400 per foot (-3%).
25	PLINY	TS	Reassessment. Reduce building values 10%.
26	RICE RIVER	TS	Reduced building values by 10%.
27	SALO	SW	No major changes.
28	SEAVEY	TB	Reduced building values 5%. Changed land zone from Zone B to Zone A resulting in a 10% land increase on acreage.
29	SHAMROCK	JH, SW, DM, LT	Reduced Big Sandy Lake frontage base rate from \$1300 to \$1100 per foot (-15%). Reduced Minnewawa Lake base rate from \$1300 to \$1100 per foot (-15%). Reduced Round Lake frontage base rate from \$1300 to \$1100 per foot (-15%). Reduced Horseshoe Lake frontage base rate from \$900 to \$800 per foot (-11%). Reduced building values 5%.
30	SPALDING	TS	No major changes.
31	SPENCER	SW	Reassessment. Reduced building values 5%.
32	TURNER	TS	Reduced Big Sandy Lake frontage base rate from \$1300 to \$1100 per foot (-15%). Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
33	VERDON	DM	Reduce building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
34	WAGNER	LT	Reduced building values 5%.

2013 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
35	WAUKENABO	TS	No major changes.
36	WEALTHWOOD	JH	Increased Mille Lacs Lake frontage base rate from \$1250 to \$1425 per foot (14%). Added township to Zone D resulting in a 5% increase to acreage values.
37	WHITE PINE	TB	Reduce building values 5%.
38	WILLIAMS	TB	Reduced building values 5%.
39	WORKMAN	SW	Land reassessment. Reduced Big Sandy Lake frontage base rate from \$1300 to \$1100 per foot (-15%).
41	MILLWARD	JH	Changed land zone from Zone A to Zone B resulting in a 10% land decrease on acreage. Reduce buildings by 5%.
42	UNORG 51-22	DM	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
43	UNORG 52-22	DM	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
44	UNORG 45-24	TB	Changed land zone from Zone B to Zone A resulting in a 10% land increase on acreage.
45	UNORG 47-24	DM	Land reassessment. Reduce building values 5%.
46	UNORG 52-24	LT	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
47	UNORG 50-25	TB	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
48	UNORG 51-25	TB	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
49	UNORG 52-25	LT	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
50	UNORG 50-26	TS	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
51	UNORG 48-27	TB	Increased Blind Lake frontage base rate from \$275 to \$325 per front foot (18%).

2013 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
52	UNORG 49-27	LT	No major changes.
53	UNORG 50-27	TS	Reassessment. Reduce building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
54	UNORG 51-27	TB	Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
55	UNORG 52-27	TS	Reassessment. Reduced building values 5%. Added township to Zone C resulting in a 10% reduction to acreage values.
56	AITKIN CITY	SW	Reduce commercial/industrial land values 5%. Reduce residential land values 5%.
57	HILL CITY	TS	Reduced residential building values 5%. Reduced Hill Lake frontage base rate from \$575 to \$550 per foot (-4%).
58	MCGRATH CITY	TB	Reduced residential building values 5%.
59	MCGREGOR CITY	TS	Reduced residential building values 5%.
60	PALISADE CITY	LT	Reduced residential building values 5%.
61	TAMARACK CITY	TB	Reduced residential building values 5%.
	(Current as of 4/3/13)		

2013 Board of Appeal and Equalization Schedule

Date		Twp/City	Time	Assigned Staff
Monday	4/22/2013	Workman Township	9:00	
	4/22/2013	Cornish Township	10:00	
Tuesday	4/23/2013	Salo Township	9:00	
	4/23/2013	Spalding Township	11:00	
Wednesday	4/24/2013	Morrison Township	9:00	
	4/24/2013	Kimberly Township	11:00	
Thursday	4/25/2013	Verdon Township	9:00	
	4/25/2013	Ball Bluff Township	11:00	
Friday	4/26/2013	Farm Island Township	9:00	
	4/26/2013	Turner Township	11:00	
Monday	4/29/2013	Shamrock Township	9:00	
Tuesday	4/30/2013	Macville Township	9:00	
	4/30/2013	City of Hill City	11:00	
	4/30/2013	Hill Lake Township	1:00	
Wednesday	5/1/2013	McGregor Township	9:00	
	5/1/2013	Glen Township	9:00	
	5/1/2013	Jevne Township	11:00	
Thursday	5/2/2013	Nordland Township	9:00	
	5/2/2013	Haugen Township	10:00	
	5/2/2013	Lee Township	1:00	
Friday	5/3/2013	Waukenabo Township	9:00	
	5/3/2013	Fleming Township	11:00	
Monday	5/6/2013	Hazelton Township	9:00	
	5/6/2013	Wealthwood Township	1:00	
Tuesday	5/7/2013	City of Aitkin	9:00	
	5/7/2013	Aitkin Township	1:00	
Wednesday	5/8/2013	Seavey Township	9:00	
	5/8/2013	Williams Township	11:00	
Thursday	5/9/2013	Wagner Township	10:00	
		Idun Township	10:00	
Friday	5/10/2013	Open Book Meeting		
Monday	5/13/2013	Lakeside Township	9:00	
	5/13/2013	Malmo Township	9:00	
Tuesday	5/14/2013	Rice River	9:00	
		Spencer	3:30	
Wednesday	5/15/2013	Open Book Meeting to 7 pm		
Thursday	5/16/2013	Clark Township	9:00	
		City of McGregor	11:00	
Tuesday	6/18/2013	County Board of Equalization (by appointment 4:00 p.m.)		
Open Book: Balsam, Beaver, Libby, Logan, McGrath, Millward, Pliny, Palisade, Tamarack White Pine and Unorgs				

Kinship of Aitkin County
Board of Directors Meeting Minutes

March 19, 2013

I. Call to order

Mike Steffen called to order the regular meeting of the Board of Directors at 12:00 p.m. on March 19, 2013 at the Kinship Offices.

II. Roll call

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

III. Approval of minutes from last meeting

Motion was made to accept minutes from the February Meeting by Mike Steffen, seconded by Vicki Miller. Motion Passed.

IV. Financial Report

The financial report was reviewed and discussed. Motion was made by Mike Steffen to approve the report with a second from Amy Workman. Motion passed.

V. Staff Report

- a) Mentoring Program: With the Volunteers Take Action partnership we now have two recruitment specialists, one is in the Hill City area and one is in the McGregor Area.
- b) We are down to 17 children waiting to be matched.
- c) McGregor Good Character Club started in February with 32 children. Hill City is scheduled to begin in April. Character Crossroads implemented their service learning project. They visited visiting Golden Horizons and performed their two songs they have been learning all year and present the residents with healthy treat bags.
- d) Youth Leadership: On March 13th, with a parent volunteer Kim took six youth to the State Capitol for Youth Day at the Capitol. They met with Rep. Radinovich and Sen. Rued. Each youth introduced themselves with their names, their grades, their year in Kinship's Youth Leadership. They also stated how our Youth Leadership program has made a difference in their lives. They were also given a one page

sheet on our program. We spent the afternoon at the Department of Education in Roseville, attending workshops on engagement with the Minnesota Alliance for Youth.

VI. New Business – No new business

VII. Old Business

- a) Venture Committee Report: Tabled till April meeting.
- b) Employee Handbook – tabled till April, as waiting for further information on salaried employees from our treasurer.
- c) Fundraisers for 2014 – asked everyone to come up with one idea for next month.

VIII. Adjournment

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

Minutes submitted by: Kimberly Clement

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS
EXECUTIVE COMMITTEE MEETING MINUTES
February 20, 2013**

The Central Minnesota Community Corrections Executive Committee meeting was called to order at 9:04 a.m. on Wednesday, February 20, 2013, at the CMCC Administration Office, 322 Laurel Street, Suite 32, Brainerd, Minnesota, by Duane Johnson, Chair.

ROLL CALL - Present: Duane Johnson, Don Meyer, Paul Thiede and Laurie Westerlund
Also present: Tom Rosenthal, Elizabeth DeRuyck, and Nicole Kern.

AGENDA – MOTION by Laurie Westerlund, seconded by Paul Thiede, approving the agenda with no additions or deletions. Motion carried.

MINUTES - MOTION by Paul Thiede, seconded by Laurie Westerlund, approving the minutes of the January 16, 2013 Executive Committee meeting. Motion carried.

MONTHLY FINANCES –

- Routine Approval of the Bills for Payment - Motion by Don Meyer, seconded by Paul Thiede, approving the monthly bills in the amount of \$12354.30. Motion carried.
- Monthly Financial Report – The Monthly Financial Report was distributed and reviewed by the Executive Committee.

MANAGEMENT TEAM REPORT –

- Aitkin Office Vacancy – The Management Team updated the Executive Committee of the timeline for hiring the full-time agent in the Aitkin Office.
- Follow Up-MCCC Membership; Election of Officers- The Management Team updated the Executive Committee that individual County membership to MCCC does not include the same coverage that CMCC is paying for, therefore there is a need for a separate membership by CMCC. The Management Team also verified that the Bylaws of the Executive Committee state that members “select” the next Chair and Vice-Chair.
- Unpaid Leave Request- Tom Rosenthal advised the Executive Committee of a staff member requesting unpaid leave for a period of 3 months extending past the FMLA 90 days and of the policy requiring the request be heard before the Executive Committee. Brief discussion took place. The question was called; MOTION was made by Don Meyer, seconded by Paul Thiede, to deny the request. Laurie Westerlund opposed the motion. MOTION carried.

OTHER DISCUSSION- No other discussion took place.

NEXT MEETING – The next Executive Committee meeting is set for **Friday March 22, 2013 at 10:00 a.m.**, at the CMCC Administration Office in the Land Services Building, 322 Laurel St., Suite 32, in Brainerd, MN.

ADJOURN – MOTION by Don Meyer seconded by Laurie Westerlund, to adjourn the Executive Committee meeting. Motion carried.

Central Minnesota Community Corrections Executive Committee meeting was adjourned by the Chair at 9:37 a.m.

Duane L Johnson
Chair

Nicole Kern
Associate Director

AITKIN-ITASCA-KOOCHICHING COMMUNITY HEALTH BOARD

Summary Minutes

Meeting Date: March 14, 2013

Meeting Site: Itasca Resource Center, Grand Rapids, MN

Election of Officers:

- This was the first meeting of the year. Officers elected: Chair: Brian McBride, Koochiching County; Vice Chair: Leo Trunt, Itasca County; Secretary: Phyllis Karsnia, Koochiching County; State CHS Advisory Comm. Rep.: Cynthia Bennett, Aitkin County; State CHS Advisory Comm. Alternate: Laurie Westerlund, Aitkin County.

Bylaws / Joint Powers Agreement:

- The Bylaws were reviewed by the Board and approved upon a motion by Laurie Westerlund, seconded by Leo Trunt.
- The Joint Powers Agreement is under review by each of the County Attorneys. We expect the review to be completed by the April meeting.

Financial Information:

- Reviewed the CHS budget and financial reports for various grants. Grants expenditures were on target for the year.
- The 2013 federal rate for reimbursement for auto mileage has been revised to .565. The Board approved this rate change retroactive to January 1, 2013 upon a motion by Leo Trunt, seconded by Phyllis Karsnia.

- **Administrative Information:**

- **Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face. Areas the Triad has been working on include:
- **2013-14 PPMRS** - The group has been busy with our year end reporting which combines and reports statistical and fiscal data for 2013 in all public health program areas. This is submitted as a combined 3 county report to MDH, and is due March 31.
- **Electronic Medical Records (EMR)** – All 3 counties are required to have EMR capabilities by 2015. We are currently implementing the CHAMPS system in all 3 counties. Staff in each county are training on the new system every other Monday. We have standardized codes across all 3 counties.

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- **Administrative Information (continued):**

- **Assessment Planning** – All counties have been actively involved in the community assessment of health needs. Data Indicators were developed by the Triad, and we now have a report of these indicators which will be reviewed by Public Health Staff in each county and then input will be gathered from the community.
- **Assurances and Agreements** – Tom Burke, Health and Human Services Director for Aitkin County had asked that the Board review the Assurances and Agreements Document signed annually by the Community Health Board. Concerns had been raised that there is language in the agreement which would create restrictions for county boards who choose to reorganize their structure. The Board discussed this issue and reviewed the language, and upon a motion from Phyllis Karsnia, seconded by Ihleen Williams, the Board will send a letter to the State CHS Advisory Committee requesting further definition of the language in this document. Tom Burke and Cynthia Bennett will work on a draft of this letter.
- **2013 Budget** – Approval was deferred until the April meeting to allow review and revision of carryover allocation and line item needs.
- **Personnel** - Sue Erzar as past CHS Administrator and Cynthia Bennett as incoming CHS Administrator met with Grants Manager, Karen Benson to conduct her 2012 performance evaluation. Goals and objectives were reviewed. Following the evaluation, upon a motion by Laurie Westerlund, seconded by Heather Schjenken the Board approved a 2.25% increase for the Grants Manager for the 2013 year.

- **Local Public Health Report:**

Sue Erzar, Itasca County Public Health Division Manager, is the tri-county CHS Local Public Health Association representative. She shared a document detailing the 2013 Legislative Priorities for Public Health. She said this document does a good job of detailing the delivery of public health services through the Local Public Health Grant. It also illustrated the impact of public health on counties and their 6 areas of public health responsibility. The third sheet had a bar chart illustrating an investment disconnect. It showed what influences our health status, versus where we spend health dollars. These documents are available at www.lpha.mn.org

State CHS Advisory Committee (SCHSAC) Report:

Cynthia Bennett, Aitkin County Public Health Supervisor is the Tri-County CHS State CHS Advisory Committee Representative. She attended the past meeting and provided an update of that meeting. Information shared included:

- **Commissioner of Health** – Ed Ehlinger, has been acting Commissioner of Health for the past 2 years and was recently confirmed by the Legislature.
- **Newborn Screenings** – have gone to an opt in policy regarding parents choosing to participate in screenings.
- **Silica Sand Mining** - health impact of Silica Sand Mining was discussed
- **Reports and 2013 SCHSAC Workplan**– Cynthia Bennett will provide copies of various reports provided at the meeting.

- **State CHS Advisory Committee (SCHSAC) Report (continued):**
- **Health Insurance Exchange** – Creation of the Exchange is currently before the Legislature. The exchange will require a board. SCHSAC is looking at the appointment process for the Board.
- **EPA Presentation** – the EPA presented information regarding no burn resolutions in counties.

Public Health Reports:

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

Next Meeting & Future Meeting Dates:

- The next meeting of the Community Health Board will be April 11, 2013 in Grand Rapids.

Aitkin County Parks Commission
Meeting Minutes
March 11, 2013
Aitkin County Courthouse Board Meeting Room

Members Present; Don Kitzrow, Carroll Janzen, TJ Gustin, Tim Warnest, Ross Wagner, Mark Jacobs, Laurie Westerlund and Scott Rian.

Call to Order; The meeting was called to order by Chair TJ Gustin at 6:45 PM.

Approval of Agenda; Motion by Janzen, 2nd by Kitzrow, to approve the agenda as presented.

Approval of Minutes; Motion by Westerlund, 2nd by Janzen to approve the 1/14/2013 minutes, all aye.

Parks and Trails Report; The commission reviewed the listing of 2013 Park Contracts for mowing, garbage pick-up, pumping and porti-potties at the county parks and county managed beaches and trail heads. Total of all services is \$17,744.23 which is under the budgeted amount of \$20,000. In a related budget discussion, Jacobs reported that the County Park Apportionment, which is 20% of net FTS, is decreasing due to lower prices and sales. Currently there are no concerns as reserves are adequate but this could be a concern in the future if revenues continue to decrease.

2013 Aitkin County Park Projects list was reviewed. County Parks projects listed are; repairs to Aitkin Park restrooms, complete landscaping at Berglund Park, add RV campsite(s) to Jacobson and upgrade signage throughout the park system. County Trails projects are; work with ATV clubs on maintenance, upgrade ATV trail signage, Trail Head Kiosks with trail town information, new ATV trail maps, new outdoor recreation maps and fix Rabey line problem areas.

LLCC Report; Scott Rian was introduced as the new LLCC Business and Marketing Manager. Rian then discussed with the Park Commission plans and ideas that he would be working on as he gets underway in the new position, included was; Open public participation and parking area's; Future plans for LLCC involvement in the community and long range planning goals.

Other; Election of 2013 officers was conducted. On a motion by Westerlund and 2nd by Kitzrow the following were re-elected to their previous positions; TJ Gustin as Chairperson, Carroll Janzen as Vice-Chair and Ross Wagner as Secretary, all aye. By consensus, the 2nd Monday of the month at 6:45 was kept as the meeting dates and time.

Adjournment; Motion to adjourn by Janzen, 2nd by Warnest all aye, time 7:55 PM

Minutes submitted by, Ross Wagner