

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 14, 2013 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
E) Citizens' Public Comment*
- 2) **Consent Agenda**
A) Correspondence File April 23, 2013 – May 13, 2013
B) Approve 4/23/13 County Board Minutes
C) Approve 4/30/13 County Board Minutes – Special Meeting at LLCC
D) Accept \$80 Donation to STS – Aitkin 1st Episcopal Church
E) Approve Use of County Parking Lot May 31, 2013 - DAV Mobile Unit
F) Approve April Manual Warrants
G) Approve Tobacco License – Liberty Beach Bar & Café LLC, d/b/a McGrath Bar & Café – Williams Township
H) Approve Building Maintenance Projects - Courthouse
I) Approve Archery Grant at Long Lake Conservation Center
J) Approve Resolution – Form LG220 White Pine Riders
K) Approve Resolution – Form LG214 Palisade Fire Relief Association
L) Approve Consumption & Display (Set Up) Permit – Larson, Leonard and Kathy, d/b/a Larson's Barn – Workman Township
- 9:05 3) **Scott Turner, Sheriff**
A) Recognition - McGregor Ambulance
B) STS Update - Pat Scollard, Sentence to Serve Coordinator
- 9:20 4) **Bobbie Danielson, Human Resources Manager**
A) Personnel Committee Recommendation
1. FT Jail Sergeant – Sheriff's Office
- 9:30 5) **Patrick Wussow, County Administrator**
A) Legislative Update
B) 10:00 Conference Call with Representative Joe Radinovich and Senator Carrie Ruud
- 10:30 **Break**
- 10:45 6) **Scott Turner, Sheriff**
A) 800 Mhz Radio Update
- 11:30 7) **Scott Turner, Sheriff**
A) Social Host Ordinance

* 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 May 14, 2013 – BOARD AGENDA

- 12:00 Lunch
- 1:00 8) Terry Neff, Environmental Services Director
A) Approve Joint Powers Agreement with Minnesota Pollution Control Agency
- 1:15 9) Ross Wagner, Economic Development & Forest Industry Coordinator
A) Approve Tourism and Promotion Grant Requests
- 1:30 10) Mark Jacobs, Land Commissioner
A) Acquisition of Sand Pit Adjacent to ATV Trail
- 1:45 11) Board Discussion
Mark Wedel – CMCC, Personnel, Historical Society, Airport, Kinship
Laurie Westerlund – Mille Lacs Watershed, CMCC, Mille Lacs Tour, HRA,
ACAT, DAC, Extension, Onanegozie
Don Niemi – Snake River, ARDC, Law Library
Brian Napstad – ATV, LLCC, Joint Powers National Resource, MAC
Anne Marcotte – ATV, Economic Development
- 12) Committee Updates
A) Upcoming Meetings:
Lakes & Pines – May 20, 2013, Full Board
MRCC – May 16, 2013, ITV
Kinship of Aitkin County – May 21, 2013
ARDC – May 16, 2013, Board meeting
CMCC Executive Committee – May 15, 2013
B) Committee Minutes:
Teleconference with Corps and Mississippi Headwaters Board – April 22,
2013
CMCC Executive Committee – April 17, 2013
Onanegozie RC&D Council – April 25, 2013
- 2:45 Adjourn

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

The Aitkin County Board of Commissioners met this 23rd day of April, 2013 at 9:00 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the April 23, 2013 amended agenda. Item 2G) Approve Personnel Committee Recommendation, was removed from the Regular Board Consent Agenda, and placed on the Health & Human Services Board Agenda – V.B.

APPROVED AGENDA

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
April 23, 2013**

**HEALTH &
HUMAN
SERVICES
BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 23rd day of April, 2013, at 9:00 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; Bobbie Danielson, HR Manager; and guests; Roberta Elvecrog, DAC & HHS Advisory; Dave Leaf and Vernon Awes, HHS Advisory Members; Nanci Sauerbrei, Aitkin Independent Age; Janet Hatfield, Brenda Butterfield and Bill Thompson, County Employees; and Bob Harwarth & Georgia Johnson, Guests.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried; the vote was to approve the agenda as presented.

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

Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve the March 26, 2013 Health & Human Services Board Meeting Minutes as mailed/posted. Commissioner Wedel presented Eileen Foss, Income Maintenance Supervisor, with a Certificate of Appreciation for her 25 years of Service to Aitkin County.

IV. Review Bills

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

V. General/Miscellaneous Information

A. Honeywell International Inc. – Building Systems Agreement – Tom Burke discussed the need for a building assessment in order to try to stabilize the building temperatures with sensors and determine where to locate controls. No action taken at this time with respect to the Building System Agreement until an additional one or two bids can be obtained.

B. Replacement of Social Service Supervisor position to be vacated with the

Retirement of Susan Cebelinski on June 1, 2013 - Motion by Commissioner Westerlund, seconded by Commissioner Niemi, and carried; the vote was to approve and authorize the Social Service Supervisor position to be filled. (Commissioners Wedel, Westerlund, Marcotte & Niemi voted yes and Commissioner Napstad voted no).

- C. MN Choices – Tom Burke discussed the changes occurring with the upcoming implementation of MN Choices. Tom and staff will be bringing back additional information to the next Board meeting (May 28).

VI. Contracts/Service Agreements

- A. Service Agreement between the County of Aitkin, through its Health & Human Services Department and Woodview Support Services/Oakridge Homes for the period April 1, 2013 to December 31, 2014. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried; the vote was to approve Service Agreement between the County of Aitkin, through its Health & Human Services Department and Woodview Support Services/Oakridge Homes for the period April 1, 2013 to December 31, 2014.

VII. Administrative Reports:

- A. Financial & Transportation Reports – Kathy Ryan, Fiscal Supervisor, reviewed her reports.

VIII. Committee Reports from Commissioners

- A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Vernon Awes & Dave Leaf Minutes of the April 3, 2013 meeting. Dave Leaf noted that the sub-committee has successfully updated the By-Laws, Mission Statement, Member Position Description and has developed a budget committee, along with Task Forces for Corrections, Mental Health, Social Services, and Public Health, to have the committee more engaged with the HHS department.
- B. AEOA/NEMOJT Committee Updates- Commissioner Napstad noted that neither committee met during this past month.
- C. CJI (Children’s Justice Initiative) – Commissioner Westerlund did not attend this meeting but Sue Tange noted that their truancy discussion continued.

Next Meeting – May 28, 2013

Break: 10:12 a.m. to 10:24 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: April 9, 2013 – April 22, 2013; B) Approve County Board Minutes: April 9, 2013; C) Approve Commissioner Warrants: General Fund \$69,962.98, Road & Bridge \$43,368.05, Special Revenue \$11,865.07, Health & Human Services \$1,059.38, State \$195.00, Trust \$13,953.17, Forest Development \$240.15, Long Lake Conservation Center \$5,763.52, Parks \$14,134.25 for a total of \$160,541.57; D) Approve Auditor Warrants – March Sales & Use Tax: General Fund \$525.74, Road & Bridge \$2,323.69, State \$5,388.00, Trust \$22.52, Forest Development \$0.48, Long Lake Conservation Center \$76.76, Parks \$121.32 for a total of \$8,458.51; E) Approve March Manual Warrants: General Fund \$35,385.40, Road & Bridge \$23,367.30, Health & Human Services \$2,729.02, State \$30,483.98, Trust \$176.67, Forest Development \$312.57, Agency \$9.00, Taxes & Penalties

**HHS BOARD
ADJOURNED**

BREAK

**REGULAR BOARD
RECONVENED**

**CONSENT
AGENDA**

\$1,138.22, Long Lake Conservation Center \$1,748.00 for a total of \$95,350.16; F) Approve 3.2 Malt Liquor License Renewals; H) Approve Resolution - Snowmobile/Ski Trail Funding; I) Approve Resolution – Form LG214 Aitkin Lions Club; J) Set Public Meeting Date – Round Lake Outlet Control Structure

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following **3.2 Malt Liquor License** for a period **ending April 30, 2014**.

3.2 MALT LIQUOR LICENSES

OFF Sale:

Almar Holdings LLC, d/b/a **(The) Junction** – Hazelton Township

ON Sale:

Danny J. Volk, d/b/a **Hidden Meadows** – Unorg 48-27 Township

The Glen Store & Grill Inc., d/b/a **(The) Glen Grill** – Malmo Township

Jacobson Community Volunteer Fire Dept, d/b/a **Jacobson Volunteer Fire Dept** – Ball Bluff Township

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

Frederick & Deborah Dally, d/b/a **(The) Red Door Resort** – Wealthwood Township

Sherwood Forest Owner’s Assc., Inc., d/b/a **Sherwood Forest** – Hazelton Township

ON & OFF Sale:

Dean H. Hanson, d/b/a **Agate Bay Resort** – Lakeside Township

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

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Snowmobile/Ski Trail Funding:

WHEREAS, local units of government can apply for State aide for trail development, maintenance, grooming and administration for recreational trails from the Minnesota Department of Natural Resources, and

**RESOLUTION
042313-046
SNOWMOBILE/
SKI TRAIL
FUNDING**

WHEREAS, Aitkin County does not have the facilities to maintain the entire recreational trail system in Aitkin County, and

WHEREAS, snowmobile clubs have maintained these trails in the past, and wish to contract with the County for maintaining trails during the 2013-2014 winter season, and

WHEREAS, certain snowmobile and ski trails have been established in Aitkin County and need maintenance, and

WHEREAS, these trails benefit the recreation, resort, industry, and economy of Aitkin County.

NOW, THEREFORE BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for snowmobile trail maintenance and grooming, and ski trail maintenance and grooming, and

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance, and grooming of the aforementioned trails with each of the corresponding interested clubs.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Form LG214 Aitkin Lions Club:

BE IT RESOLVED, the Aitkin County Board of Commissioners agree to approve the following Premises Permit Application - Form LG214, of the Aitkin Lions Club, at Players Sports Bar & Grill – Hazelton Township. This establishment has an address of 26838 US Highway 169, Aitkin, MN 56431

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to set Saturday, June 1, 2013 at 10:00 a.m., at the Waukenabo Town Hall, 36797 Grove Street, Palisade as the date, time, and place to hold the Public Meeting for the Round Lake Outlet Structure.

John Welle, County Engineer discussed the proposed Aitkin Truck Bypass Route and corresponding proposed resolution, via telephone, with the Board. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to table this item until staff deems appropriate, with adequate information as described today.

Lori Grams, Treasurer reviewed the First Quarter Investment Report with the Board.

Sheriff Scott Turner presented the first reading of the proposed Social Host Ordinance with the Board. The second and final reading, with revisions, will be presented at the May 14, 2013 County Board meeting. At the May 14th meeting, the Board will decide whether or not to adopt the proposed Social Host Ordinance.

Break: 12:06 p.m. to 12:17 p.m.

Patrick Wussow, County Administrator reviewed the First Quarter Revenues and Expenditures Report with the Board.

Patrick Wussow, County Administrator provided legislative updates to the Board.

**RESOLUTION
042313-047
FORM LG214
AITKIN LIONS
CLUB**

**PUBLIC MEETING
DATE – ROUND
LAKE OUTLET
STRUCTURE**

**AITKIN TRUCK
BYPASS ROUTE**

**FIRST QUARTER
INVESTMENT
REPORT**

**SOCIAL HOST
ORDINANCE**

BREAK

**FIRST QUARTER
REVENUES AND
EXPENDITURES**

**LEGISLATIVE
UPDATE**

AITKIN COUNTY BOARD

April 23, 2013

The Board reported on the following:

Commissioner Brian Napstad

- **Corps and Mississippi Headwaters Board** – April 18, 2013 teleconference, discussed study request for Mississippi River flooding near Aitkin, MN and Big Sandy Reservoir
- **Facilities Committee** – Attended on April 16th. Discussed during Closed Session.

Commissioners Don Niemi, Anne Marcotte, Laurie Westerlund and J. Mark Wedel postponed their reports until the May 14th Board meeting.

Chairperson J. Mark Wedel closed the meeting at 12:40 p.m. under MN Statute 13D.05, subd. 3 (d) Courthouse Security.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to reopen the meeting at 1:30 p.m.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 1:30 p.m. until Tuesday, May 14, 2013 at 9:00 a.m.

**BOARD
DISCUSSION**

**CLOSED
SESSION**

OPEN MEETING

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

AITKIN COUNTY BOARD – SPECIAL MEETING

April 30, 2013

The Aitkin County Board of Commissioners met this 30th day of April, 2013 at 9:10 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, and County Administrator Patrick Wussow. Scott Rian, Mark Jacobs, Ross Wagner, Kirk Peysar, Carroll Janzen, and Nancy Saucrbroi also attended

Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting yes to approve the April 30, 2013 agenda.

Mark Jacobs, Land Commissioner, presented a handout and power point reviewing the operations of LLCC for the year 2012. He formally introduced Scott Rian to the County Board and indicated that Scott is an Aitkin County resident and has been a part of staff for two months.

Scott Rian, LLCC Marketing and Business Manager, presented his report and power point presentation. Scott identified the many positive aspects of LLCC and the great deal of opportunities available to Aitkin County because LLCC is located in Aitkin County. Changes will need to be made to “get the word out” about LLCC.

Mark Jacobs, Land Commissioner discussed the possible purchase of an approximate 40 acre site adjacent to the Soo Line ATV Trail. The site would be used to complete a portion of the Northwoods Trail grant requirements.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting to adjourn the meeting at 11:46 a.m.

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

CALL TO ORDER

**APPROVE
AGENDA**

**REVIEW 2012
LONG LAKE
CONSERVATION
CENTER
OPERATIONS**

**REVIEW AND
PLANS FOR
LLCC**

**OTHER
BUSINESS**

ADJOURN

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 04/24/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 05/14/2013 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: April 24, 2013

FROM: Sheriff Scott Turner RE: STS Donation

Aitkin 1st Episcopal Church has made a generous donation of \$80 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: May 1, 2013

Via: Patrick Wussow, County Administrator

From: Penny Harms, VSO

Title of Item:

DAV mobile unit to use the north end of the west parking lot, Friday, May 31, 2013.

Requested Meeting Date: May 14, 2013 Estimated Presentation Time:

Presenter: Penny Harms

Type of Action Requested (check all that apply)

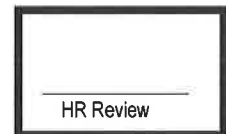
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

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AITKIN COUNTY VETERAN SERVICES

Penny Harms
Veterans Service Officer
217 Second Street N.W. Room 130
Aitkin, MN 56431
218-927-7320
888-404-7320
Fax: 218-927-7374

To: Aitkin County Board of Commissioners

From: Penny Harms, VSO

RE: DAV National Service Officers

Date: May 1, 2013

The DAV National Service Officers are scheduled to bring their mobile unit to Aitkin County on Friday, May 31, 2013. I am requesting permission to use the north end of the west parking lot for them to set up to see veterans. They will need the area from 7:30 until 4:30.

Sincerely,



Penny Harms
Veterans Service Officer

Aitkin County

WARRANT REGISTER



Manual Warrants

April

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
860	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 860 Total	46.00	S/B recording fee- not LLCC	19- 522- 000- 0000- 6217		
			46.00	Date 4/8/13			
861	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 861 Total	30.00	NSF fee- see Rcpt 2974	01- 042- 000- 0000- 5524	Ukura	
			457.97	04- 0- 027700- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			189.62	04- 0- 028800- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			67.85	04- 0- 027400- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			180.60	04- 0- 010800- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			135.50	04- 0- 009600- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			85.68	04- 0- 011100- NSF per. 1	13- 943- 000- 0000- 2004	Ukura	
			1,147.22	Date 4/1/13			
862	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 862 Total	3,426.43	CLAIMS	01- 044- 904- 0000- 6360	3/25/13	3/29/13
			3,426.43	Date 4/3/13			
863	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 863 Total	2,398.47	Claims	01- 044- 904- 0000- 6360	2398.47	4/5/13
			2,398.47	Date 4/10/13		4/1/13	
864	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Warrant # 864 Total	86.39	Credit Card Fee	19- 522- 000- 0000- 6217		
			86.39	Date 4/11/13			
865	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			21.12	Meals/AMC conf.- Niemi	01- 001- 000- 0000- 6340		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			490.00	10 LIKE NEW PHONES	01-044-046-0000-6625		
			205.10	2013 tourism promotion	01-700-909-0000-6801		
			301.39	Hotel&Meal/MN Care Conf.	05-420-600-4800-6330		
						3/18/13	3/21/13
			330.00	MACMH CONF. REG	05-430-700-4800-6208		
			147.02	Hotel/Mn Geriatric conference	05-430-700-4800-6330		
			96.14	22 JOURNALS	19-521-000-0000-6400	adventure publ	
			138.59	1/2 Lumix Digital Camera	01-122-000-0000-6405	Amazon	
			6.99	Case Logic camera case	01-122-000-0000-6405	Amazon	
			158.67	blood test strips	01-252-000-0000-6262	Amazon	
						4/3/13	4/3/13
			138.59	1/2 Lumix Digital Camera	01-391-000-0000-6405	Amazon	
			6.99	Case Logic camera case	01-391-000-0000-6405	Amazon	
			30.00	CRITTER FOOD	19-522-000-0000-6416	BUG COMPANY	
			120.00	VA Training Registration	05-430-700-4800-6208	Carol E.	
						4/10/13	4/12/13
			334.06	Hotel/AMC conf.- Westerlund	01-001-000-0000-6332	Crowne Plaza	
						3/19/13	3/21/13
			334.06	Hotel/AMC conf.- Niemi	01-001-000-0000-6332	Crowne Plaza	
						3/19/13	3/21/13
			501.09	Hotel/AMC conf.- A.Marcotte	01-001-000-0000-6332	Crowne Plaza	
						3/19/13	3/22/13
			368.06	hotel/AMC Conf.- Napstad	01-001-000-0000-6332	Crowne Plaza	
						3/19/13	3/21/13
			9.00	Parking/Econ.Dev.- A.Marcotte	01-001-000-0000-6330	Plaza Ramp	
			39.70	Triple P- food	05-430-710-3661-6020	SA#49875417	
			63.35	OTC meds,disinfectant supplies	01-252-000-0000-6405	Walmart	
						3/26/13	3/26/13
			155.05	cake mixes, soup, Easter cake	01-252-000-0000-6418	Walmart	
						3/26/13	3/26/13
	Warrant #	865	Total	3,994.97	Date 4/11/13		
866	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
				8,636.51	March Deed Tax	09-000-000-0000-2025	
				23,592.24	March Mortgage Registry	09-000-000-0000-2026	
	Warrant #	866	Total	32,228.75	Date 4/16/13		

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
867	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	5,977.90	Claims	01- 044- 904- 0000- 6360		
		Warrant # 867 Total	5,977.90	Date 4/17/13		4/8/13	4/12/13
868	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	1,044.00	59- 1- 016000 stop pymt- per 1	13- 943- 000- 0000- 2001	Farah	
		Warrant # 868 Total	1,044.00	Date 4/18/13			
869	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	4,589.12	CLAIMS	01- 044- 904- 0000- 6360		
		Warrant # 869 Total	4,589.12	Date 4/24/13		4/15/13	4/19/13
870	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	25.00	monthly ipad data plan	01- 049- 000- 0000- 6231		
			35.00	MEHA dues renewal	01- 391- 000- 0000- 6240		
			323.20	SHIP- AT STENCILS	05- 400- 450- 0451- 6405		
			50.00	E.Foss 25yr svc award	01- 044- 000- 0000- 6299	Aitkin flower	
						4/9/13	4/9/13
			33.84	Books for resale	19- 521- 000- 0000- 6400	Amazon	
			38.56	Meals/MCAA VA Training	05- 430- 700- 4800- 6330	Bloomington	
						4/10/13	4/12/13
			30.00	Critter Food	19- 522- 000- 0000- 6416	Bug Company	
			13.76	groceries	01- 252- 000- 0000- 6418	county market	
						4/12/13	4/12/13
			32.40	meals/EOC emerg.mgt trng	01- 252- 003- 0000- 6340	Duluth	
			625.00	Reg- Mn Age Odyssey (5)	05- 430- 700- 4800- 6208	Duluth	
						6/17/13	6/18/13
			178.26	Hotel/MCAA VA Training	05- 430- 700- 4800- 6330	Park Plaza	
						4/10/13	4/12/13
			49.75	Gas #220	01- 200- 000- 0000- 6511	Paulbecks	
						4/18/13	4/18/13

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			45.00	MEHA conf.Reg.- M.Leitinger	01- 390- 000- 0000- 6208	Ruttgers	
						5/9/13	5/10/13
			45.00	MEHA conf.Reg.- T.Neff	01- 391- 000- 0000- 6241	Ruttgers	
						5/9/13	5/10/13
			44.78	felt tablecloth, super glue	01- 252- 000- 0000- 6405	Shopko	
						4/15/13	4/15/13
		Warrant # 870 Total	1,569.55	Date 4/25/13			
44349	86235	The Office Shop Inc					
		211 MINNESOTA AVE N AITKIN, MN 56431					
			13.88	1 box clasp envelopes	01- 040- 021- 0000- 6405	264811	
			28.85	Envelopes	10- 923- 000- 0000- 6405	264827- 0	
			21.34	Calculator paper	01- 040- 021- 0000- 6405	264909	
			159.24	wrong vendor	01- 042- 000- 0000- 6405	6308 424	
			426.43	Typewriter	01- 044- 196- 0000- 6625	933827- 0	
			59.79	Laminate	19- 522- 000- 0000- 6405	933959	
			34.58	Time cards, admin supplies	19- 521- 000- 0000- 6405	934073	
			12.61	Marker, perm, sup sha	01- 090- 000- 0000- 6405	934215- 0	
			105.69	chairmat, polyeco	01- 090- 000- 0000- 6405	934215- 1	
			62.18	3- ring binders, colored	01- 601- 000- 0000- 6405	934348	
			7.55	Rubber bands, clips	01- 052- 000- 0000- 6405	934366- 0	
			3.70	Highlighters	01- 052- 000- 0000- 6405	934366- 1	
			12.80	Stick it notes, legal pa	01- 052- 000- 0000- 6405	934373- 0	
		Warrant # 44349 Total	948.64	Date 4/26/13			
44401	12571	Cummings/Paul					
		1027 Amble Road					
		Shoreview, MN 55128					
			90.00	29- 0- 019821 tax adjust- Per 1	13- 943- 000- 0000- 2004	Cummings	
		Warrant # 44401 Total	90.00	Date 4/9/13			
44402	9026	MII Life/Select Account					
		P.O. BOX 64193					
		SAINT PAUL, MN 55164- 0193					
			303.78	Apr. Participant Fees	01- 044- 904- 0000- 6231	922817	
		Warrant # 44402 Total	303.78	Date 4/17/13			
44403	12121	Ulland Brothers, Inc.					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		PO Box 340					
		Cloquet, MN 55720					
	Warrant #	44403	Total	41,314.82 partial payment 41,314.82 Date 4/17/13	03- 307- 000- 0000- 6262	001- 603- 012	
44405	12577	DNR Archery in the Schools Attn: Cassandra Flesland 500 Lafayette Rd., Box 20 St Paul, MN 55155					
	Warrant #	44405	Total	1,600.00 Archery Equipment 1,600.00 Date 4/19/13	19- 522- 000- 0000- 6416		
44406	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735					
	Warrant #	44406	Total	157,774.60 Contract Payment 157,774.60 Date 4/19/13	03- 307- 000- 0000- 6262	001- 604- 010	
44407	12578	Walberg/Heather Kay 11220 Lake Ct. Burnsville, MN 55337					
	Warrant #	44407	Total	19.99 19- 0- 048401 overpay per.1 19.99 Date 4/19/13	13- 943- 000- 0000- 2001	Walberg	
44408	10891	Roth Construction 22615 STATE HWY 65 MCGRATH, MN 56350					
	Warrant #	44408	Total	19,501.46 Contract Payment 19,501.46 Date 4/23/13	03- 307- 000- 0000- 6262	001- 605- 009	
44409	12579	Allshouse/William 28328 State Highway 47 Aitkin, MN 56431					
	Warrant #	44409	Total	162.00 09- 0- 056302 overpay per. 1 162.00 Date 4/24/13	13- 943- 000- 0000- 2001	Allshouse	
44410	12580	Hoke/Melvin 9520 Risewood Circle Eden Prairie, MN 55347					
				16.00 29- 1- 331300 reduce. per 1	13- 943- 000- 0000- 2004	Hoke	

DKB1
05/02/2013

2:15PM

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	44410		Total	16.00	Date 4/24/13		
44411	86235	The Office Shop Inc					
		211 MINNESOTA AVE N AITKIN, MN 56431					
				13.88	1 box clasp envelopes	01-040-021-0000-6405	264811
				28.85	Envelopes	10-923-000-0000-6405	264827-0
				21.34	Calculator paper	01-040-021-0000-6405	264909
				426.43	Typewriter	01-044-196-0000-6625	933827-0
				59.79	Laminate	19-522-000-0000-6405	933959
				34.58	Time cards, admin supplies	19-521-000-0000-6405	934073
				12.61	Marker, perm, sup sha	01-090-000-0000-6405	934215-0
				105.69	chairmat, polyeco	01-090-000-0000-6405	934215-1
				62.18	3- ring binders, colored	01-601-000-0000-6405	934348
				7.55	Rubber bands, clips	01-052-000-0000-6405	934366-0
				3.70	Highlighters	01-052-000-0000-6405	934366-1
				12.80	Stick it notes, legal pa	01-052-000-0000-6405	934373-0
				789.40	Date 4/26/13		
	Warrant # 44411		Total				
			Final Total...	277,040.21	87 Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	19,837.87	General Fund
3	218,590.88	Road & Bridge
5	2,103.13	Health & Human Services
9	32,228.75	State
10	0.00	Trust
13	2,449.21	Taxes & Penalties
19	1,830.37	Long Lake Conservation Center
	277,040.21	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-8-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Recorder

Title of Item:

License to Sell Tobacco Products – McGrath Bar & Grill

Requested Meeting Date: 5-14-13 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.

Motion by Commissioner x, seconded by Commissioner x and carried, all members voting yes to approve the following **Application for License to Sell Tobacco Products** for the period **ending March 31, 2014**:

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Building Maintenance Projects - Courthouse

Requested Meeting Date: 5-14-13 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
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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, Aitkin County Administrator

RE: Building Maintenance Projects – Courthouse

DATE: May 3, 2013

The County received two quotes for a variety of remodeling projects in the Courthouse and jail:

Staff recommends the quote from Aitkin Glass/Temco in the amount of \$34,417 plus tax.

Please contact me with any questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 4-30-13

Via: Patrick Wussow, County Administrator

From: Ryan Perish, Instruction Coordinator

Title of Item:

Archery Grant at Long Lake Conservation Center

Requested Meeting Date: 5-14-13 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
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- 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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LONG LAKE CONSERVATION CENTER

April 22, 2013

MEMO

To: Aitkin County Board
From: Ryan Perish, Instruction Coordinator
Re: Archery Grant at Long Lake Conservation Center

Long Lake Conservation Center is requesting approval from the Aitkin County Board to receive a \$1600 grant from Minnesota Department of Natural Resources National Archery in the Schools Program. The grant requires a \$1600 match, and \$800 has already been received from the Riceland Chapter of the Minnesota Deer Hunters Association for that match. The remaining \$800 is guaranteed; it will come from other or local chapters of the Minnesota Deer Hunters Association or a private contributor.

With no financial cost to Long Lake Conservation Center or the Aitkin County budget, the grant will allow LLCC to receive \$3200 worth of archery equipment. This will certainly enhance the education program and, therefore, customer satisfaction. In addition, the grant offers training for LLCC's archery instructors; this will further benefit LLCC and its customers. The other pieces are in place for the grant. With approval from the Aitkin County Board, Long Lake Conservation Center can take advantage of this opportunity.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-7-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Resolution – Form LG220 White Pine Riders

Requested Meeting Date: 5-14-13 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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

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

ADOPTED May 14, 2013

By Commissioner: xx

051413-0xx

Form LG220 White Pine Riders

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the White Pine Riders, at the following location – Jackson’s Hole, which has an address of 36232 Kestrel Avenue, MN 55760 – Salo Township. (Note: Date of activity for Raffle – July 06, 2013)

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 14th day of May 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 14th day of May 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: 5-7-13
Via: Patrick Wussow, County Administrator
From: Sally Huhta, Deputy Auditor

Title of Item:
Resolution – LG214 Palisade Fire Relief Association
Requested Meeting Date: 5-14-13 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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Other (please list) _____
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

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

ADOPTED May 14, 2013

By Commissioner: xx

051413-0xx

Form LG214 Palisade Fire Relief Association

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Palisade Fire Relief Association, at Minnesota National Golf Course – Workman Township. This establishment has an address of 23247 480th Street, McGregor, MN 55760

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 14th day of May 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 14th day of May 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: 5-8-13
Via: Patrick Wussow, County Administrator
From: Sally Huhta, Deputy Auditor

Title of Item:
Consumption & Display Permit – Larson’s Barn

Requested Meeting Date: 5-14-13 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.

For: County Board meeting of May 14, 2013.

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

Larson, Leonard and Kathy, d/b/a **Larson's Barn** – Workman Township

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-8-13
Via: Patrick Wussow, County Administrator
From: Sheriff Scott Turner

Title of Item:
Recognition – McGregor Area Ambulance

Requested Meeting Date: 5-14-13 Estimated Presentation Time: _____

Presenter: Sheriff Scott Turner

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
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- Bid/quote comparison worksheet
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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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SCOTT A. TURNER

SHERIFF OF AITKIN COUNTY

217 Second Street NW
Aitkin, MN 56431

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

MEMO

To: Aitkin County Board of Commissioners Date: May 8, 2013

From: Sheriff Scott Turner Re: Certificate of Appreciation – McGregor Area Ambulance

In 1976 a group of forward-thinking people got together to raise funds in the McGregor area to purchase an ambulance and form a volunteer ambulance service. Some of those individuals – like Vern Miller, Clyde Rich, Ray Farley, George Deering, Bob Sundberg and Darrell Olson were members of the McGregor Fire Department. Others, like Bill Fox, also saw the need for a vital service to help keep people safe.

Since 1976 they have responded to 10,000 calls for service that included a number of scenarios such as car crashes, lost hunters, missing children, medical calls and rescue calls. They delivered some babies along the way and were there to standby when law enforcement took down a meth lab. Whatever the need, the McGregor Area Ambulance has always been there to offer assistance when called upon. Shortly thereafter, in 1978, another community-minded resident, John Bajda, joined the crew and continues to serve as an EMT on the McGregor Area Ambulance to this day. Penny Olson joined the crew in 1980 and continues to serve on the crew as well. Dake Olson, grandson of one of the original organizers, is the current crew chief. Jerry Farley, Mayor of McGregor and son of one of the original organizers, was also on the crew.

It takes a much time and commitment to become an EMT. It takes tremendous amount of time by a great number of volunteers over the last 35 years to respond to 10,000 calls for service. For that time and dedication by a great number of volunteers over that span, the citizens of Aitkin County are truly grateful.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-1-13

Via: Patrick Wussow, County Administrator

From: Pat Scollard, STS Coordinator

Title of Item:

Sentence to Serve Update

Requested Meeting Date: 5-14-13 Estimated Presentation Time: _____

Presenter: Pat Scollard, STS Coordinator

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 county policy and/or ordinance (excerpts acceptable)
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Aitkin County STS Program
217 2nd Street NW
Aitkin, MN 56431
218-927-7355

Email: pat.scollard@co.aitkin.mn.us

April 29, 2013

To: Aitkin County Board

Re: May 14, 2013 STS presentation

The attached documents are a compilation of information and work performed by the Aitkin County Sentence to Serve program in 2012. This information will be presented at the May 14th, 2013 County Board meeting. Please review at your convenience. If you have any questions or would like to see anything added, please contact me at the above phone # or email.

Thank You,

Pat Scollard
Aitkin County STS Coordinator

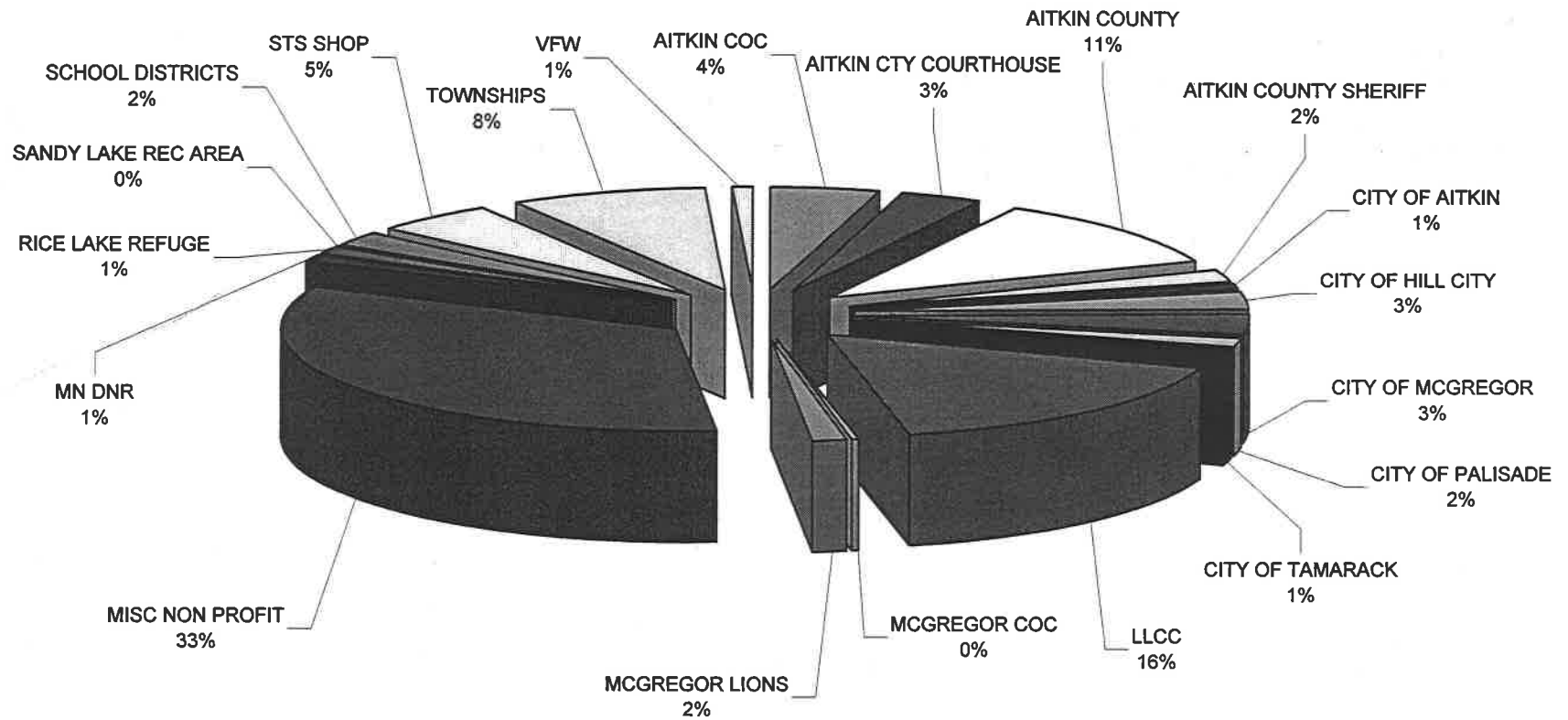
2012 AITKN STS QUARTERLY/YEARLY TOTALS

<u>MONTH</u>	<u>TOTAL HRS</u>	<u>CREW HRS</u>	<u>IP HRS</u>	<u>M</u>	<u>F</u>	<u>J</u>	<u>DAYS SAVED</u>	<u>FINE WORKED OFF</u>	<u>PAY FOR STAY</u>
January-12	1732	1536	196	9	1	0	93	\$ 1,514.00	\$ -
February-12	1769	1530	239	8	4	2	64	\$ 2,421.00	\$ 2,676.00
March-12	564	520	44	5	1	0	20	\$ 470.00	\$ 1,076.00
April-12	2441	2352	89	6	1	0	51	\$ 2,116.00	\$ 4,708.00
May-12	1701	1691	10	10	0	0	80	\$ 100.00	\$ 2,400.00
June-12	2979	1664	1315	8	3	0	54	\$ 2,286.00	\$ 11,150.00
July-12	1646	1616	30	4	1	0	105	\$ 350.00	\$ -
August-12	2344	2344	0	6	0	0	48	\$ 2,545.00	\$ 7,126.00
September-12	2461	2461	0	6	2	0	79	\$ 1,970.00	\$ 5,396.00
October-12	2264	1584	680	7	4	0	56	\$ 1,050.00	\$ 4,272.00
November-12	1024	1024	0	5	0	0	54	\$ 770.00	\$ 96.00
December-12	1864	1864	0	7	1	0	23	\$ 1,451.00	\$ 144.00
	<u>TOTAL HRS</u>	<u>CREW HRS</u>	<u>IP HRS</u>	<u>M</u>	<u>F</u>	<u>J</u>	<u>DAYS SAVED</u>	<u>FINE WORKED OFF</u>	<u>PAY FOR STAY</u>
1st Quarter	4065	3586	479	22	6	2	177	\$ 4,405.00	\$ 3,752.00
2nd Quarter	7121	5707	1414	24	4	0	185	\$ 4,502.00	\$ 18,258.00
3rd Quarter	6451	6421	30	16	3	0	232	\$ 4,865.00	\$ 12,522.00
4th Quarter	5152	4472	680	19	5	0	133	\$ 3,271.00	\$ 4,512.00
2012 TOTALS	22789	20186	2603	81	18	2	727	\$ 17,043.00	\$ 39,044.00
DOLLAR VALUE	\$227,890.00	\$201,860.00	\$26,030.00				\$ 39,985.00		

AITKIN STS 2012 AGENCY BREAKDOWN

ORGANIZATION	HOURS	MARKET VALUE	% of Total Hours
AITKIN COC	584	\$ 5,840.00	4%
AITKIN CTY COURTHOUSE	432	\$ 4,320.00	3%
AITKIN COUNTY	1470	\$ 14,700.00	11%
AITKIN COUNTY SHERIFF	272	\$ 2,720.00	2%
CITY OF AITKIN	112	\$ 1,120.00	1%
CITY OF HILL CITY	358	\$ 3,580.00	3%
CITY OF MCGREGOR	440	\$ 4,400.00	3%
CITY OF PALISADE	208	\$ 2,080.00	2%
CITY OF TAMARACK	142	\$ 1,420.00	1%
LLCC	2152	\$ 21,520.00	16%
MCGREGOR COC	32	\$ 320.00	0%
MCGREGOR LIONS	200	\$ 2,000.00	2%
MISC NON PROFIT	4421	\$ 44,210.00	33%
MN DNR	152	\$ 1,520.00	1%
RICE LAKE REFUGE	136	\$ 1,360.00	1%
SANDY LAKE REC AREA	0	\$ -	0%
SCHOOL DISTRICTS	288	\$ 2,880.00	2%
STS SHOP	656	\$ 6,560.00	5%
TOWNSHIPS	1056	\$ 10,560.00	8%
VFW	128	\$ 1,280.00	1%
TOTALS	13239	\$ 132,390.00	
* Does Not Include Jail Trustee Hours			
CITY	1260		
COUNTY	4982		
DNR	152		
FEDERAL	136		
NON-PROFIT	5365		
PRIVATE			
SCHOOL DISTRICT	288		
STATE			
TOWNSHIPS	1056		
TOTAL	13239		

2012 Aitkin STS Organization Breakdown



Aitkin STS Work Projects 2012

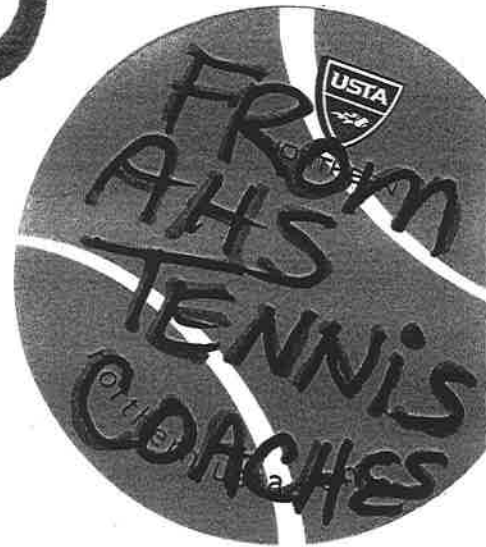
- Shovel and salt County Courthouse and several Aitkin Locations including fire hydrants
- Cut and chip brush for Kimberly, Logan, Nordland, Fleming, Salo, Verndon, and Spencer Townships.
 - Assist @ Aitkin Sno-Flyers Vintage snowmobile ride
 - Tear down/Set up Christmas Lights, tree, and Lights of Love for the City of Aitkin/Riverwood Foundation
- Load wood, cut trees/brush, cut/split wood, set up a tepee, and event set up/support @ Long Lake Conservation Center
 - Monthly food distribution for NAPS
 - Various wood projects for donation to charities
 - Clean/repair streets, wash fire trucks, clean fire hall @ City of Palisade, City of McGregor
 - Cut and split wood, weed whip, paint for the City of Hill City
 - Unload and sort 20,000+ pounds of fruit for Aitkin 4H
 - Load Project Haiti truck
 - Set-up, support and tear down for Sports and Commerce show
 - Remove/Install ½ mile of snow fence for Logan Twp.
- Rake and clean-up Camp New Hope, the Palisade Park, Aitkin City Park, the City of Hill City, Hay Lake Campground, & Jacobson Community Church
- Work 2 household waste/electronics collections and construct a shelter for Env. Services
 - Install/Remove/Service water buoys for Sheriff's Department
- Rake, clean, and raise markers at Bennettville, Rabbit Lake, Waukenabo, Pine Grove, Round Lake, Macville, Grayling, Woodland, Rice River and Malmo Cemeteries
 - Set-up and take down tables and chairs for 2 blood drives
 - Load wood, build ramps/decks, and move several social service clients
 - Set up/Tear down ice race, fishing contest, and Garrison Play Days for Garrison Commercial Club
 - Mow, landscape, and support Fly-In Drive In @ Aitkin Airport
 - Rake, mow, weed whip, paint several buildings, and general support for County Fair
- Set-up and tear down for Women of Today Safety Town and Pumpkin Patch
 - Set-up, support, and tear down for Riverboat Heritage Days
 - Set up, support, and tear down for Wild Rice Days-McGregor
 - Set up, support, and tear down for McGregor Lions Corn Feed
 - Set up, support, and tear down for Festival of Adventures
 - Clean 3 miles of Highway 169 for MNDOT Adopt-a-Highway
 - Unload salt and paper several times @ Courthouse
- Deliver and pick up picnic tables for various functions throughout the county
 - Set up/teardown the Relay for Life, Fit City events
 - Clean flood waters in the Courthouse basement and pull out carpet
 - Fill sand bags for the City of Aitkin
 - Assist with flood relief for several organizations

Aitkin STS Work Projects 2012 (continued)

- **Set up for Knights of Columbus car show @ St James Church**
 - **Paint and Clean in the Aitkin County Jail**
 - **Clean Alano Club**
 - **Clean City of Aitkin streets shop**
 - **Split wood and cut brush @ Camp New Hope**
- **Cut/chip brush and spread wood chips @ the CYC camp on Big Sandy**
- **Cut wood, service wood duck boxes, set up events, and set up for a disabled hunt @ Rice Lake Wildlife Refuge**
 - **Roof a Tamarack Church**
- **Chink the Historical Society log building at the Fairgrounds**
 - **Assist with the Veterans Memorial at the Courthouse**
 - **Cut downed tree @ Lakeview Cemetery**
- **Assist American Legion with donations @ Angels Dance Thrift Store**
 - **Landscape and build a compost bin @ Rippleside Elementary**
 - **Clean/salt deer hides for MDHA Riceland Chapter**
 - **Move toys and help set up Operation Christmas**
 - **Cut brush on Tamarack Sno-Flyers trails**
 - **Set up/Tear down for two Aitkin School block parties**
 - **Pick up trash @ Aitkin Football Field**
- **Set up/support/tear down for the World Famous Fish House Parade**
 - **Cut trees @ McGregor Airport**
 - **Clean cars for auction**
 - **Paint the Palisade United Methodist Church**
 - **Trim/cut trees and clean @ the Aitkin VFW**
 - **Move tax books for the Treasurer's office**
 - **Landscape @ the McGregor Library**



THANK You STS



It was "SNOW FUN"
without Court #5. You
Salvaged our tennis season 2

Christmas 2012

We would like to thank
Sentences to Serve for all
the help you give to the
Community. Also for taking
care of, and for taking the time
for putting up & taking down the
trees and lights, and both lights
of Love signs.

It has been a tradition in Town
since Lights of Love began.
They looked wonderful and
added to the Christmas Spirit
in Aitkin.

You guys always do a
wonderful job



you are the best!

Thanks again -
Riverwood Hospital Auxiliary

AADA's 7th Annual Frolic for Hope

Uffda! Ole' n Lena's Wedding

Thank you!

Thank you for taking a stand against violence and supporting our cause! Your contribution will assist in providing safety for domestic violence victims. Ole' n Lena's wedding was a great success due to great supporters like you!

Thank you for donation of bench.



FROM THE AADA STAFF, BOARD & VOLUNTEERS

Lisa

Noel

Nicki ☺

Gay

Paula

Brian

This note will serve as the tax deductible receipt.

Tim & Pat
& the STS Men
Thank you for
working so hard
on our school
garden!
Sue Kanz

Your donation to the Rippleside Sensory Garden is much appreciated. The goal of our efforts is to make our school a healthier place so kids can live healthier lives. You have helped us get closer to achieving this goal.

Healthy Kids Learn Better!

The picture on the front of the card is what the vegetable garden looked like this summer. The new sensory garden will adjoin the garden where the fence is currently.

Thank you again for your support!

Sincerely,

Heidi Olesen

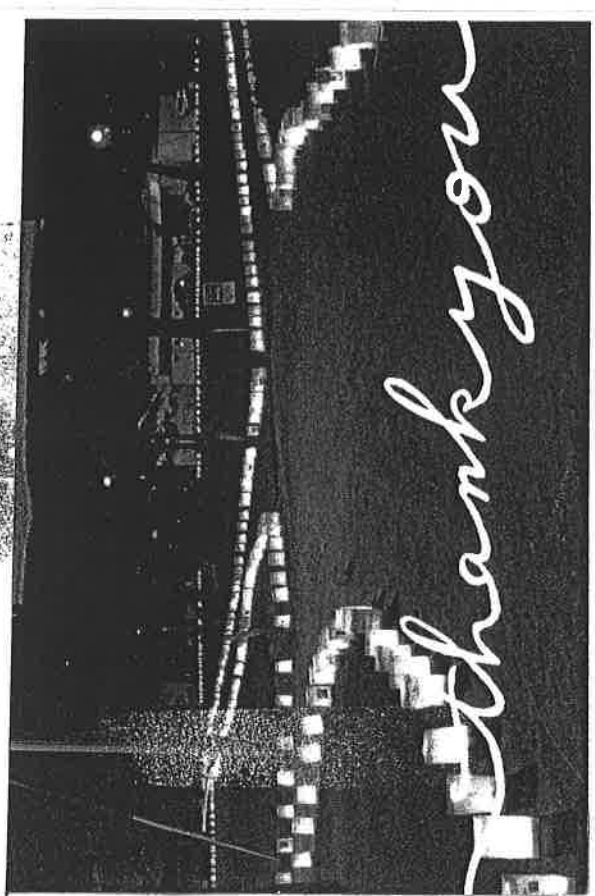
Heidi Olesen LSN,

On behalf of the Rippleside Garden Team.

Hat -

Thank you again so very much for your help in getting ready for Aitkin's Relay For Life. We could not have done it without your help along with the other gals. It was appreciated in many ways. We look forward to next year's Relay and will be in contact then.

Deb Clark + Corla Hoke
Co Chairs 2012



AITKIN COUNTY



RIVERS AND LAKES FAIR

Thank You!

On behalf of the 2012 Rivers and Lakes Fair Planning Committee, thank you for your contribution in making this year's fair such a wonderful event. Without the fair's financial sponsors we could not have achieved such a successful program. Once again our attendance was nearly 500 participants. Many positive comments were received on the educational programs and the children's activities. Whether your contribution was financial, that of a presenter, an exhibitor, a volunteer, or one of the many organizations that provided the needed extras, we applaud your efforts and thank you.

We hope you enjoyed this year's fair and would consider assisting us in the future. The 2012 Fair Planning Committee Members appreciate your contributions and thank you for your participation.

Committee Members:

Jim & Ann Carlson
Bob & Barb Greifzu
Brian Herbranson
Walt & Dianne Weisser

Walt Ford - Rice Lake Refuge
Greg Berg - MN DNR
Janet Smude - Aitkin Co. SWCD

Thanks for all of your help with the set up + tear down of the fair. Thanks for working with the banner too!
Janet

RECEIVED MAY 14 2012

PAT S.

47252 165th Pl
McGregor, MN 55760
May 10, 2012

Sheriff Turner,

On behalf of the Round Lake Cemetery Association I would like to express our sincere thanks to you and the Sentence-to-Serve program for once again cleaning our cemetery. It is one of the nicest special services offered by our county.

A special thanks to Pat Scollard for his work and for how well he handles the program!

Right now, the cemetery likely would revert to a primitive-natural state if it were not for your help. Our board and all the members are aware of our kindness.

Thank you

Bill Lainen

William Lainen, Chairman
Round Lake Cemetery Ass'n.

PS. We are sending a check in the amount of \$200.00 to help compensate for some of the expenses.

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



To: Chairperson, Aitkin County Board of Commissioners Date: May 8, 2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Bobbie Danielson

Personnel Committee Recommendations

Requested Meeting Date: May 14, 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
- 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
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- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job description + misc.

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: May 6, 2013
Subject: Personnel Committee Recommendations



Background

The Personnel Committee met on **April 23, 2013**, and unanimously recommends the following:

Fill one full-time Jail Sergeant position in the Sheriff's Office. Grade N, wage range \$15.71 to \$28.31 per hour. Position is vacant due to the resignation of Mark Danzl, effective May 2, 2013. The Department of Corrections (DOC) provides minimum recommended staffing levels for the jail and this position fits within those guidelines.

The position is covered by the Teamsters non-licensed essential collective bargaining agreement which requires the position be posted internally. We anticipate the position will be filled by promotion, so the Personnel Committee also recommends filling the corresponding Jailer vacancy that arises as a result of the promotion. The Jailer position is a Grade O, wage range \$14.48 to \$26.10 per hour.

Both are budgeted positions.

Action Requested

Motion to fill one full-time Jail Sergeant position and if the position is filled by promotion, to refill the corresponding full-time Jailer vacancy.

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

SCOTT TURNER
SHERIFF OF AITKIN COUNTY

217 2nd St NW
Aitkin, MN 56431

To: Personnel Committee

From: Sheriff Turner

Date: April 16, 2013

Subject: Request to Fill Full-Time Sgt. Position and Full-Time Jailer Position.

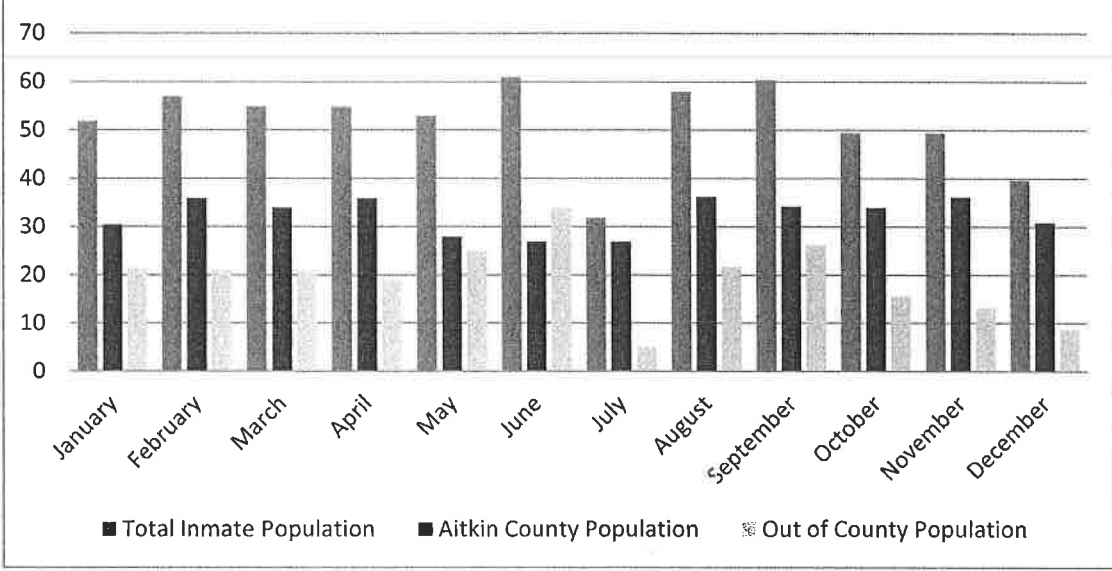
Mark Danzl, full-time Sgt has turned in his resignation. His last day of work will May 2, 2013. The Aitkin County jail staffing level is determined by the Minnesota Department of Corrections (DOC) in accordance with the Minnesota Administrative Rules, Chapter 2911, pertaining to the operation of detention facilities. These positions are ones which are necessary to operate the jail in accordance with these rules. We are operating under the minimum staffing analysis recommended by the Minnesota Department of Corrections. These are budgeted positions.

We are requesting that the Sgt positions be filled from within. Whatever staff is promoted to the Sgt. position we would then like to fill that jailer spot.

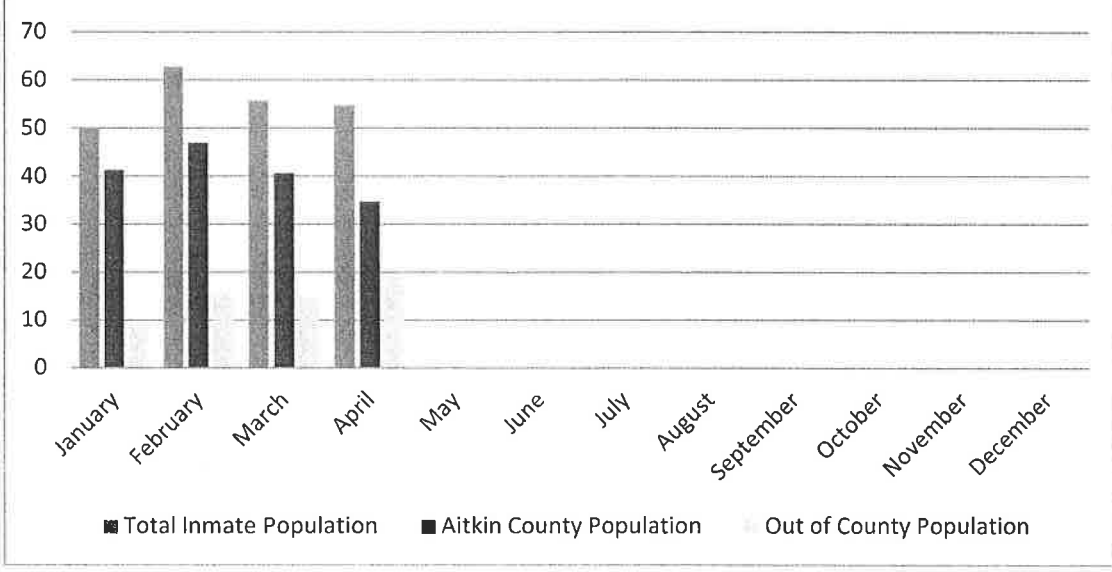
Aitkin County

	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 Sgt	\$ 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 Jailer	\$ 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 Inmate Population 2012



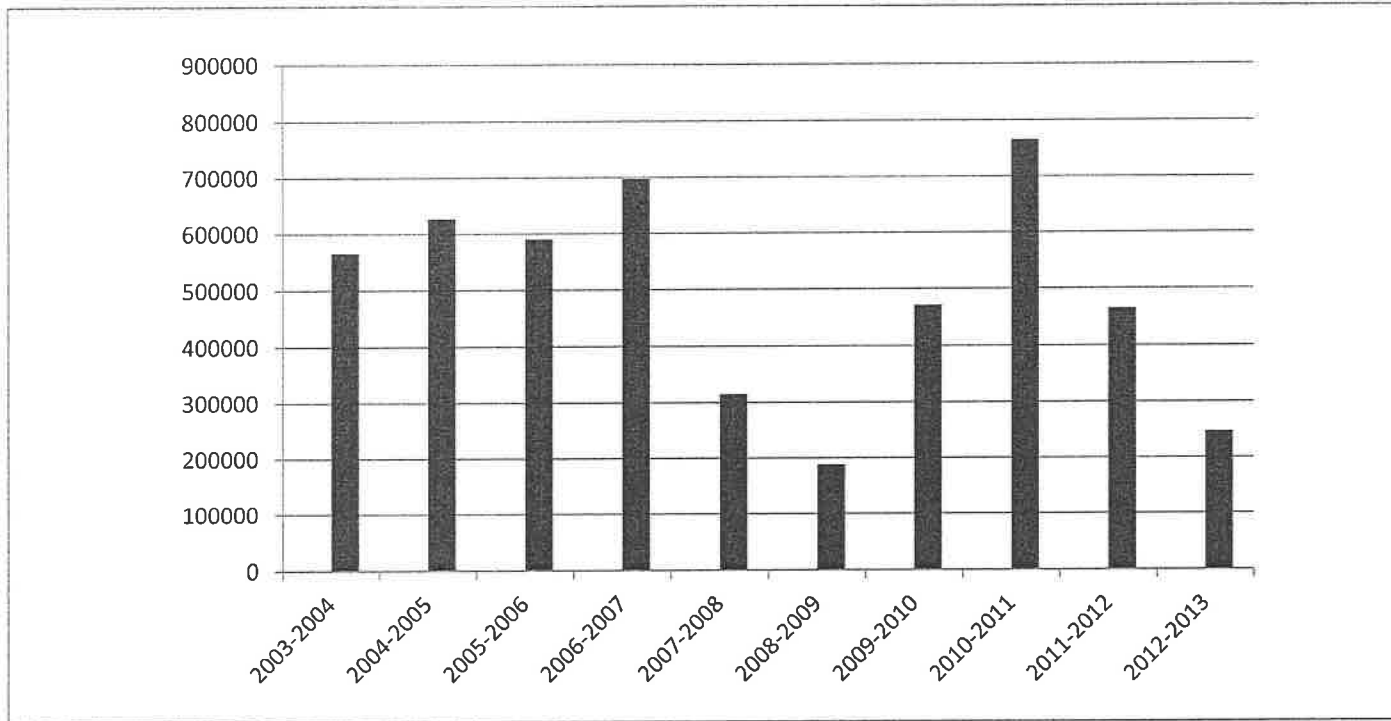
Aitkin County Inmate Population 2013



Inmate Boarding Revenue

July - June

2003-2004	2004-2005	2005-2006	2006-2007	2007-2008	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013
566,067	626,900	590,611	697,600	315,003	188,100	471,750	765,860	465,050	247,111



Total Board Revenue: **\$4,934,051**



JAIL SERGEANT

Department Sheriff's Office
DBM/Grade To be determined
Reports to Assistant Jail Administrator
FLSA Status To be determined
Union Status Teamsters Non-licensed Essential 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, assign, and monitor tasks in order to maintain security, order, and control of the inmate population. A Jail Sergeant is directly responsible for the overall daily operation of the jail facility, ensuring that his/her assigned shift carries out the mission of the institution in a secure and orderly manner, which provides for the safety of the community, staff, and prisoners.

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.

Supervision Exercised

Serves as a work leader and is partially accountable for the work product of the Correctional Officers. Elements of direct control over these positions may include prioritizing and assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, establishing work standards, coordinating work schedules, 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. Ensures the overall safety and security of the facility. Ensures that head counts are carried out in a timely, accurate, and efficient manner according to institutional procedures. Orders randomly scheduled daily inspections to ensure that living units are being maintained in an appropriate manner, and that the highest levels of sanitation are maintained throughout the facility. Ensures that fire and severe weather drills are done according to policy. Oversees jail visitation, and documents any problems of inmates or their visitors.
2. Assists the Jail Administrator and Assistant Jail Administrator with administrative duties. Uses independent judgment to provide leadership to department personnel under the



Position Description

- span of control. Makes recommendations on matters of discipline. Provides input on performance evaluations of subordinates, and conducts ongoing feedback, training, coaching, and mentoring of staff performance. Provides training and work direction, ensuring staff know and follow department and County rules, as well as sound work and safety practices, in order to accomplish job objectives and avoid injury or loss.
3. Analyzes situations and serves as decision-maker in matters of daily operations; decides whether on-call nursing staff needs to be notified, and makes final decisions on medical issues; authorizes legal strip searches of inmates when they are warranted; reviews all inmate request forms on shift and decides outcome; reviews initial housing classifications, and makes secondary classifications as necessary. Reviews and takes action on requests for special visits.
 4. Conducts briefing for the oncoming shift; the briefing will include any unusual occurrences or problems occurring during the watch or the previous shifts' tours of duty; inmates currently on special watches and inmates currently in medical, administrative, or disciplinary segregation; communicates new directives or policies and procedures which must be read and initiated by all staff.
 5. Performs daily shift duties; directs the assignment of correctional officers on the shift, ensuring they are properly instructed and perform their duties in an acceptable manner consistent with all orders, policies, and procedures. Reviews and signs all logs and technical reports of subordinates to ensure they are accurate and legible prior to submission to jail administration.
 6. Serves as commanding officer in all emergency situations (riots, fires, escapes, hostage situations, or similar emergency situations) until relieved by a superior. The Jail Sergeant is first to respond to emergency or behavioral events within the facility; assumes responsibility for authorizing the use of force, chemical agents, pepper spray, or security equipment, consistent with policies and procedures.
 7. Reviews all disciplinary reports for clarity and content, and assures that the notice of infraction is properly completed; he/she will review correctional officers' decisions when inmates are placed on temporary lock-in for disciplinary reasons; in each of these cases, a written report will be prepared and forwarded to the Jail Administrator and Assistant Jail Administrator.
 8. Assumes responsibility for all handling and storage of inmate property, and assists in investigating complaints concerning missing inmate property, theft, or damage in the booking/receiving and property/valuables storage process.
 9. Reviews each unusual commitment, release, discharge, court order, or other information pertinent to inmates to assure that such forms, records, or orders are valid, complete, and properly executed.
 10. Responsible for communications that maintain relationships key to the function of the County; plans and carries out communications at a level that can impact the morale and performance of the jail staff.
 11. Works with jail administration and other members of Sheriff's Office administration as requested regarding future planning for growth and contracts for services; attends and conducts staff meetings; attends meetings, training, and other administrative functions as directed; assists jail administration in researching, writing, and implementing policies and procedures; assists and advises jail administration in processing and conducting inmate/staff disciplinary actions.



Position Description

12. Determines the release of booking information to the media - public or private determination; determines when arrestees should be moved from holding cells or waiting area to a housing unit. Makes the final decision if there is question as to whether an arrestee is medically fit for admission to the facility, or if commitment papers/authorization are adequate.
 13. Assists in training staff. Schedules staff for appropriate training sessions.
 14. Maintains procedures for proper storage and delivery of medications to inmates.
- Performs other work related duties as assigned/required.

Minimum Qualifications

High school diploma or general education degree (GED) required, plus 5 years experience in the jail or dispatch functions as related to law enforcement and/or demonstrated knowledge of the Department of Corrections Rules governing adult detention facilities, Chapter 2911.

Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Jail Sergeant to comply with the overall DOC recommended staffing plan.

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.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.

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, including DOC rules and regulations, data practices, and basic personnel management concepts.
3. Current principles and techniques applied in detention facilities relating to security, safety of staff and detainees, group management methods, and jail civil liability.
4. Training in Pressure Point Control Tactics, taser training, CPR/AED and first aid, and other job-related topics.



Position Description

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, inmates, and the general public sufficient to exchange or convey information and to receive work direction.
2. Leadership skills.
3. Computer skills and typing skill sufficient to complete 25 net words per minute without errors.
4. Organizing, prioritizing, delegating, monitoring, and critiquing work.
5. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.
6. Preparing and making presentations to groups of staff.
7. Reading, writing, and speaking English proficiently.
8. Pressure Point Control Tactics, taser use, CPR, First Aid, AED, and other emergency response tactics.

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. Manage time and workload effectively.
3. Maintain confidentiality concerning personnel and other matters.
4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.
5. Clearly convey and support management directives and initiatives when dealing with several staff at various levels within the facility, from new hires to well experienced staff.
6. Efficiently use all technology, equipment, and software.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Basic 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.

Reasoning Skills

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.



Position Description

Computer Skills

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

County Payroll Software/E-time, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of 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, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, delegation, leadership, quality management, 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.

Incumbent works in a secured facility, which has limited access to outside windows.

Equipment and Tools

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and 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 up to 50 pounds.

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.

Must have the ability to coordinate eyes, hands, feet, and limbs in performing slightly skilled movements needed to operate jail control console. Ability to exert mildly heavy physical effort in moderate to heavy work, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, lifting, carrying, pushing and pulling. Ability to exert sufficient physical force to restrain or subdue individuals. Ability to work under moderately comfortable and potentially dangerous conditions where exposure to environmental factors such



Position Description

as odors/smoke, toxic agents, violence, and disease may cause some discomfort and where there is a risk of injury and death.

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

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

05/2013

DRAFT



Position Description

CORRECTIONAL OFFICER

Department Sheriff's Office
DBM/Grade To be determined
Reports to Assistant Jail Administrator
FLSA Status To be determined
Union Status Teamsters Non-licensed Essential 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 maintain jail security by supervising inmates in accordance with established policies and procedures.

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.

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. Ensures security of the jail for staff and inmate safety.
2. Implements and coordinates procedures for consistent and efficient operation of the jail and dispatch functions.
3. Maintains safety and security of the jail by enforcing rules and regulations, maintaining order, conducting on-site inspections, disciplining rule violations, intervening in altercations and incidents, and preventing escapes.
4. Performs bookings of prisoners, including fingerprinting, taking photos, booking sheet information, medical information and verification, property inventories, and storing of clothing and valuables.
5. Supervises and documents inmates' daily activities and care for the inmates physical needs.
6. Escorts inmates to and from cells. Prepares and serves breakfast, lunch and supper meals, assures proper clothing and bedding standards, directs cleanliness of the facility.
7. Ensures that inmates' medical needs are met by documenting medical requests and complaints, referring them to the proper medical facility and dispensing medications.



Position Description

8. Maintains ledgers for inmates' accounts, fees, fines, bail and insurance monies and issue receipts.
 9. Operates jail control center telephones, intercoms, two-way radios, doors and security elevators. Receives and documents all calls for public services or information.
 10. Maintains proper documentation and communication of all inmates and the jail.
 11. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Jailer(s) assigned to perform Transports

Jailers assigned to perform Transport Officer duties will transport prisoners of all security classifications to various locations within, and outside, of the county, including to courts, jails, medical centers, and other specified locations. Examples of transport officer duties include:

1. Escorts prisoners into surroundings requiring contact with judges, prosecuting attorneys, and other court personnel; hospital personnel such as physicians, nurses, and other medical staff; and the public.
2. Plans and executes all aspects of the trip/run including: inspection/exchanging information, search of the vehicle and security items, determination of amount and types of restraints, planning special security precautions, emergency and escape procedures, timing and routing of the trip, accommodation of needs of prisoners, inspection and storage of prisoner's personal property, and the assurance of a safe and controlled travel environment.
3. Observes prisoners' activities to detect unusual or prohibited behavior that might be a threat to the security and safety of fellow employees, other prisoners and the public.
4. Observes and immediately responds to all incidents such as assaults on employees or prisoners, prisoner disturbances, or other situations threatening the security of the transport. Controls and restrains disruptive prisoner(s) to prevent possible escapes. Protects the public from harm or danger. Minimizes contact between the public and prisoner to lessen the danger.
5. Performs counts of prisoners and conducts thorough searches of prisoners and their property for prohibited contraband items.
6. Follows departmental security policies and procedures. Maintains vigilant adherence to all departmental procedures.
7. Communicates with correctional facilities and other law enforcement agencies where prisoners are being housed, giving instructions for their departure and approximate time of arrival.
8. During necessary stops, inspects restrooms or other areas where a prisoner may be waiting or housed, for possible escape routes.
9. Maintains proper court security coverage and prevents escapes.
10. Shakes down courtroom and lock-up areas.
11. Places restraining devices on the prisoner(s) for security purposes while transporting and assures secure environment when devices are removed.
12. Verifies prisoners' identification with picture ID cards and other methods to be certain a prisoner is assigned the proper detail.
13. Reviews, handles, and distributes all related travel and court documents.



Position Description

14. Assists the prisoner in filling out any necessary forms, such as medical forms required for treatment.
15. Determines proper, shortest, and safest, travel route.
16. Trains and instructs new Jailers assigned to transport officer duties.
17. Prepares written records and reports related to the work.
18. May take part in searches for escaped prisoners.
19. May dispense prescribed medication to prisoners as directed.
20. May administer first aid.

Jailer(s) assigned to lead the STS Crew

Jailers assigned to perform STS Crew Leader duties will coordinate the Sentencing to Service (STS) Program to meet the service obligations ordered by the court in a safe, secure, and orderly manner. Jailers assigned to this responsibility must be able to perform all tasks expected of the crew. Work sites include the jail facility and other extension sites throughout Aitkin County. Examples of STS Crew Leader responsibilities include:

1. Trains and supervises adult/juvenile STS crews at assigned work sites so that projects are completed safely:
 - a. Becomes informed on backgrounds of crew members and learns their individual supervision needs;
 - b. Provides crew members with needed information concerning report times, nature of assignment, apparel and equipment needs, performance levels expected, and rules of the program. Ensures that inmates obey rules and regulations of the facility;
 - c. Trains crew members in the safe use of hand tools, power equipment, and cleaning agents;
 - d. Instructs crew members in how to perform tasks, demonstrating and leading by example;
 - e. Assigns tasks to individual crew members;
 - f. Resolves interpersonal conflicts between crew members; removes uncooperative members from a project and returns them to their appropriate location for disciplinary action;
 - g. Evaluates crew members' performances, and recommends credit for work hours performed;
 - h. Observes and reports crew members' behavior patterns to correctional and probation staff, as appropriate;
 - i. Responds to emergency situations and provides emergency first aid, if needed; completes necessary paperwork when crew members are injured, and follows up as necessary;
 - j. Works with crew members, performing skilled and non-skilled labor tasks essential to the completion of any given project. Cutting firewood at LLCC is a typical responsibility.
2. Completes mandatory training along with other Jailers in the facility and performs transports, jailer duties, and other duties and responsibilities as assigned or apparent, including maintaining secure facility and maintaining the security, safety, health, treatment, discipline and recreation for persons detained or confined.



Position Description

3. Performs custodial duties in areas of the jail where inmates are not allowed; supervises crew in performance of custodial services in all areas of the Sheriff's Office, including the basement and top floor.
4. May perform lawn care and grounds maintenance, including snow removal from sidewalks, for main County campus and other areas as assigned. Coordinates and oversees STS crews in completion of work.
5. Determines eligibility of submitted project and agency requests to meet STS guidelines. Coordinates projects with internal County departments, and external agencies within the County; develops and organizes additional projects as needed.
6. Performs work projects so that the benefits are distributed equitably among eligible entities;
 - a. Schedules and executes project work plans;
 - b. Provides transportation for inmates from pick-up points to work sites and back;
 - c. Elicits project evaluations from recipient work sites.
7. Maintains, repairs, and accounts for equipment so that equipment life is maximized;
 - a. Performs or ensures preventative maintenance on equipment is completed;
 - b. Repairs broken tools, or assures equipment is sent away for repair;
 - c. Inventories and secures all equipment;
 - d. Transports equipment according to OSHA safety regulations.
8. Performs recordkeeping duties.
9. Coordinates and communicates with Sheriff's Office, Courts, Probation, and community entities so that available STS workers are efficiently utilized and inmates complete their assigned work hours in a timely manner.

Additional Jailer Responsibilities

1. Use physical restraints, mace and other measures as needed for inmate control.
 2. Participate in on-going training and meetings.
 3. Act in a professional manner at all times, including maintaining a neat appearance and communicating effectively, both orally and in writing, with inmates, coworkers, administration, and the public.
 4. Provide back-up assistance for dispatchers as needed.
 5. Maintain information in accordance with MN Data Practices.
 6. Maintain a high level retention of policies and procedures.
 7. Assist in new employee training as directed.
- Perform other duties as assigned/required.

Minimum Qualifications

High school diploma or general education degree (GED) required. Prior training or experience in corrections is desirable, but not required. Must have excellent verbal communication skills, ability to hear normal range of radio and speech, and ability to visually observe persons and conditions. Must have ability to work independently, maintain a calm and professional manner at all times, and have the ability to physically restrain inmates if necessary. Must be able to work rotating shifts, including days, nights, weekends, and holidays as assigned.

Must pass a tuberculosis screening and receive a certificate in medication passing and Certificates of Training in CPR, First Aid, and AED within 6 months of hire.



Position Description

When advertising for vacancies, Aitkin County will state whether a bona fide occupational qualification (BFOQ) exists. For example, a BFOQ may exist related to gender for Correctional Officers to comply with DOC staffing regulations.

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.

Additional requirements for Transport Officer assignment: Must have a minimum of 6 months work experience in the corrections field. Must have considerable knowledge of security procedures and techniques, departmental rules, regulations, policies and procedures. Must have knowledge of self-defense techniques, restraint application, escape, radio communication and emergency procedures.

Additional requirements for STS Crew Leader assignment: Must have a minimum of 5 years work experience in the corrections field. Prior experience coordinating STS crews is highly preferred including some knowledge and understanding of the criminal justice system, and prior experience using a variety of hand and power tools, supplies, and equipment, and considerable technical knowledge of construction, forestry, maintenance, grounds keeping, environmental cleanup and wildlife preservation. Must have knowledge of chainsaw safety and considerable experience in cutting firewood with a chainsaw. (The STS Crew cuts numerous cords of firewood per year for Long Lake Conservation Center, a county-owned conservation and environmental education center.)

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.

Skill in:

1. Computer and typing skills sufficient to complete 30 net words per minute without errors.
2. Reading, writing, and speaking English proficiently.
3. Accurate record keeping and attention to detail; operations of complex communications equipment; computer operations; operation of intercom and security lock systems; operation of various office equipment.

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. Manage time and workload effectively.
3. Maintain confidentiality.



Position Description

4. Supervise the activities of inmates, analyze and react calmly and quickly in emergency situations; remain alert to security needs in the jail by performing pat searches, contraband inspections, and handcuffing of inmates for court appearances; follow orders as directed.

Language Skills

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, and procedure manuals. Ability to effectively present information and respond to questions from groups of managers, clients, customers, and the general public.

Mathematical Skills

Basic 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.

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, Microsoft Word, Microsoft Excel, Microsoft Outlook, Jail or Dispatch Software, Internet, and other job-related software.

Ability to Travel

Occasional travel is required to attend trainings and meetings in and out of 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, problem solving, 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, and initiative.

Work Environment

The noise level in the work environment is usually moderate.



Position Description

Equipment and Tools

Computer, telephone, radios, fax, copier, printer, calculator, shredder and other job-related tools and 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 up to 50 pounds.

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.

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.

05/2013

"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: 5-8-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 5-14-13 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
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- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
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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

FROM: Patrick Wussow, County Administrator

RE: 2013 Legislative Update

DATE: May 8, 2013

The end of the Minnesota's 2013 State Legislative session is scheduled for May 20th. The Senate and House have both approved a substantial amount of legislation that is being discussed in conference committees. For example this week staff received a 114 page summary of the omnibus tax bill comparing what the House and Senate approved.

The County Board is scheduled to have a phone conference with Senator Ruud and Representative Radinovich at 10:00 a.m. on Tuesday. Prior to the phone conference it would be important for commissioners to identify legislation that they want our legislators to concentrate on during the final days of this legislative session.

For example we have included a portion of the Legislative comparison and it identifies additional training that would be required for all of our appraiser staff. In Mike Dangers' memo he identifies a \$15,000 added cost to the County. I have added Commissioner Niemi's comments.

Finally, an additional area of concern raised by the County Auditor is proposed modifications to the Workers Compensation legislation. A draft response is attached.

Patrick Wussow

From: Mike Dangers <mike.dangers@co.aitkin.mn.us>
Sent: Monday, May 06, 2013 8:54 AM
To: 'Patrick Wussow'
Subject: Senate tax bill

Hi Patrick,

Just wanted to make you aware of a part of the senate omnibus tax bill at the Legislature. Here is the section we are concerned about:

Sec. 8. [270C.9901] ASSESSOR ACCREDITATION.

22.6 Every individual that appraises or physically inspects real property for the purpose of
22.7 determining its valuation or classification for property tax purposes must obtain licensure
22.8 as an accredited assessor from the Minnesota State Board of Assessors by July 1, 2017,
or
22.9 by the time the individual is licensed as a certified assessor, whichever is later.
22.10 **EFFECTIVE DATE.** This section is effective beginning January 1, 2014.

While extra education can be a good thing, this provision will add a financial burden to counties. For us, we have 6 staff members that would need to be accredited to comply with this new law (provided they're still working here in 2017). I estimate this would cost Aitkin County about \$15,000 for courses and lodging plus the lost work time due to the narrative appraisal that they would have to write. This estimate is not counting the potential pay increase due to the higher license level which may or may not happen.

The assessor's organization MAAO is working on a compromise that may delay this requirement but the Senate tax chair apparently is not willing to change it much.

Thanks,
Mike

Patrick Wussow

From: Don Niemi <dcommish2011@hotmail.com>
Sent: Monday, May 06, 2013 9:45 PM
To: Patrick Wussow
Subject: Re: Senate tax bill

For your information accreditation was always necessary for valuing income producing property. We always had people myself and Tom Burman who valued these properties. This definitely looks like very unnecessary expense and burden for counties. Aitkin has Mike Dangers and Tom Burman presently who have met the requirement.

Sent from my iPad

On May 6, 2013, at 9:17 AM, "Patrick Wussow" <patrick.wussow@co.aitkin.mn.us> wrote:

Commissioner:

The attached email is a follow up to your comments at the April 23 County Board meeting relating to the legislature adding to Aitkin County levy. Commissioner Niemi has spoken against this also.

My plan is to have a legislative update/discussion prior to the conference call with our Legislators, this topic would be included in your discussion.

Let me know if you have questions/concerns or added information .

Patrick

From: Mike Dangers [<mailto:mike.dangers@co.aitkin.mn.us>]
Sent: Monday, May 06, 2013 8:54 AM
To: 'Patrick Wussow'
Subject: Senate tax bill

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The assessor's organization MAAO is working on a compromise that may delay this requirement but the Senate tax chair apparently is not willing to change it much.

Thanks,

Mike

HOUSE		SENATE
Sec.	Article 4: Property Taxes	Article 2: Property Tax
25	Study and report. Requires the commissioner of revenue to study the assessment of property used in the production of biofuels and other industries that use similar types of equipment, and report the findings of the study to the legislature by February 1, 2014.	Sec. 47. Similar –requires involvement of commissioners of agriculture and economic development and stakeholders. Language is more prescriptive of what must be studied.
26	Reimbursement for tax abatements. Provides for the commissioner of revenue to reimburse taxing jurisdictions for property tax abatements granted because of a tornado that damaged parts of Minneapolis and other parts of the northern metro area in 2011. The state authorized these abatements (with state reimbursements) in the 2011 tax bill, but Hennepin County’s request for reimbursements was submitted after the deadline in the legislation.	Sec. 42. Similar – slight difference in appropriation language.
	No comparable provision.	Sec. 49. Property tax savings report. Requires each county and each city with a population over 500 to include along with its certification of its proposed levy the amount of sales and use tax paid or estimated to be paid in 2012. At the time the TNT notice is mailed, the county shall also include a separate statement providing a list of sales and use taxes certified by the county and cities. At the TNT public hearing, the county and city must discuss the savings as a result of the sales tax exemption.
	No comparable provision.	Section 50. Metropolitan fiscal disparities working group. Requires the commissioner of revenue to convene a working group of interested parties to examine issues faced by local governments that are required to pay for services that are generally provided throughout the metropolitan area by the Met Council.
27	Iron Range Fiscal Disparities Study. Subd. 1. Study required. Requires the commissioner of revenue to conduct a study of the Iron Range fiscal disparities program. The study is to be completed by February 1, 2015. The charge of the study is identical to the language commissioning a study of the metro fiscal disparities program in 2010. It requires the study to analyze: <ul style="list-style-type: none"> • the extent to which benefits of economic growth in the region are shared throughout the region; • the program’s impact on the variability of tax rates across the region; • the program’s impact on the distribution of homestead tax burdens in the region; and • the relationship between program impacts and overburden. Subd. 2. Areawide levy. Requires \$75,000 to be added to the areawide levy for	Art. 10, sec. 9. Similar – requires study to be completed by Feb. 1, 2014. Requires the study to analyze: <ul style="list-style-type: none"> • trends in population, tax base, tax rates, and contribution and distribution tax capacities across the region; • volatility of the program’s distribution and causes of the volatility; • the impact of state policy changes on the program; and • the interaction between the program and the distribution of property tax aids and credits, taconite aid, and IRRR funding across the region. Does not require any addition to areawide levy.

HOUSE		SENATE
Sec.	Article 4: Property Taxes	Article 2: Property Tax
	<p>taxes payable in 2014 to pay for the study.</p> <p>Subd. 3. Appropriation. Appropriates money for the study to the commissioner of revenue. Provides that any unspent funds be returned to the areawide pool for taxes payable in 2016.</p>	<p>Does not provide for an appropriation for the study.</p>
28	<p>Repealer. Paragraph (a) repeals the expiration of cities' authority to establish new special service districts or housing improvement areas, thereby making the authorizations permanent.</p> <p>Paragraph (b) repeals the sunset on the Hennepin and Ramsey Counties' additional taxes on mortgage registrations and deed transfers.</p> <p>No comparable provision.</p>	<p>Secs. 31 and 32. Similar - extend the allowable period for the establishment of new special service districts or housing improvement areas without special authorization by five years.</p> <p>Art. 4, secs. 32 and 33. Extend sunset of Hennepin and Ramsey County additional mortgage registry and deed taxes by 10 years.</p> <p>Section 51. Repealer. Repeals language apportioning the state general levy between commercial-industrial property and seasonal-residential recreational property, which is no longer necessary since the commercial-industrial levy is set by tax rate in section 18.</p>

Sec.	Article 5: Special Taxes	Article 4: Special Taxes
	<p>No comparable provision</p>	<p>Section 5. Commissioner of Revenue; powers and duties. Authorizes the Commissioner of Revenue to participate in audits performed by the Multistate Tax Commission (MTC). (Section 50 repeals Minnesota's membership in the MTC.) Effective the day following final enactment.</p>
1	<p>Health impact fee. Eliminates a reference to health impact fee, which is repealed by section 19.</p>	<p>Section 6. Same</p>
2	<p>Sports memorabilia gross receipts tax. Imposes a new ten percent gross receipts tax at the wholesale level on sports memorabilia.</p> <p>Subd. 1. Definitions. Defines sports memorabilia as items sold under a license granted by a professional sports league or team or their affiliates or subsidiaries. It includes clothing as well as trading cards, photographs, sports equipment, and souvenirs.</p> <p>Subd. 2. Imposition. Imposes a ten percent tax on the gross receipts at the whole sale level.</p> <p>Subd. 3. Estimated payments; annual return. Requires the wholesaler to make estimated quarterly payments of the tax if the tax is over \$500 annually, with an annual return reconciling estimates with actual amounts due by March 15 of the following year. Provides for interest on significantly underestimated quarterly payments. Requires wholesalers with more than \$10,000 annual</p>	<p>Section 7 is similar, but differs from the House in the following ways:</p> <ul style="list-style-type: none"> • It includes memorabilia licensed by NCAA Division I programs, not just professional sports leagues. • It explicitly excludes from the tax, food and beverage items and sales made to other wholesalers. • The rate is 13 percent, rather than ten percent as under the House bill. • Collection is done quarterly, following an approach similar to that under the sales tax, rather an annual liability and return with quarterly estimated payments as under the House provision. • Five percent of the revenues are allocated to youth and amateur sports.

HOUSE		SENATE
Sec.	Article 5: Special Taxes	Article 4: Special Taxes
	No comparable provision	Section 46. Taxes and fees paid by Indians and Indian tribes. Requires the commissioner of Revenue to recompute the cigarette tax refunds under the agreement authority in current law to refund sales or excise taxes paid by Indian tribes to the state, due to the repeal of the health impact fee in this article. The refund is calculated by taking the sum of average statewide per capita cigarette and tobacco products excise tax paid during an applicable state fiscal year, plus the statewide average health impact fee (HIF) paid on cigarette and tobacco products during the same fiscal year, plus an additional amount that equals the difference between what the tribe has already been paid under an agreement and what they would have received if the HIF was assessed as a tax. Prohibits the commissioner from entering into new HIF agreements for a period after December 21, 2009. Prohibits the commissioner from making HIF payments for any period after the HIF has been repealed. Requires the commissioner to adjust the excise tax per capita payment to \$95. Effective the day following final enactment, except for the provision prohibiting the commissioner from entering a new HIF agreement, which is effective January 2, 2014.
	No comparable provision	Section 47. Report. Requires the Commissioner of Transportation, in consultation with the Commissioner of Revenue, to report to the legislative transportation committees every four years beginning in 2016, concerning revenues to and expenditures/transfers from the state airports fund, as well as any recommended statutory changes to ensure the future adequacy of the state airports fund. Effective July 1, 2014 and applies to aircraft tax due on or after that date.
	No comparable provision	Section 48. ARMER grants. Appropriates a total of \$3 million in payments in fiscal years 2014 and 2015 from the state government special revenue fund for the commissioner of Public Safety to reimburse counties for the sales tax costs associated with upgrading public safety radio systems prior to January 1, 2013.
18	Tobacco tax collection report. Requires the commissioner of revenue to report to the 2014 legislature on the tobacco tax collection system, including recommendations to improve compliance of all tobacco tax programs. This report will be due by January 1, 2014.	Section 49. Same
19	Repealer. Repeals the health impact fee on cigarettes and tobacco products and health impact fund. The only moneys deposited in the fund are the revenues from the health impact fee. These revenues are transferred to the general fund after the certification of the amount of state health care costs.	Section 50. Same as House on repealing health impact fee and fund; also repeals the Multistate Tax Commission statutes.

<County Name/Address>

Dear Representative <XXX>,

<County name> has some real concerns with H.F. 1359, the Workers' Compensation Policy Changes Act, and we would ask your support in amending the legislation. The proposed changes to Minnesota Statutes 2012, Section 176.011 subd. 15 could create a significant financial burden that, without the proposed amendments, we will struggle to meet without raising taxes.

We request that in subdivision 15(d), the language defining "post-traumatic stress disorder" (PTSD) be amended to include the phrase, "out of extraordinary and unusual conditions as compared to the normal conditions of the employment" to the second sentence of the paragraph. Without this clarification, <County Name> and the Minnesota Counties Intergovernmental Trust, which serves as the joint powers entity that covers our workers' compensation claims, will be unable to predict and prepare for potential PTSD claims. This would force us to pay increased contributions, which would have to be passed on to the taxpayers. It also would open us up to significant financial exposure from those claims, and protracted litigation, forcing us to also pass those costs on to taxpayers in the future.

The language, as it currently stands, is unclear and may also require us to be responsible for PTSD that does not stem from a traumatic event that is workplace related, but rather from a personal traumatic event which may be triggered by something normal in the workplace. Without this limitation, we may find ourselves responsible for every kind of trauma, whether work related or not.

Similarly, at the county level, we perform mandated functions under Minnesota law that private companies do not or cannot perform such as law enforcement, public health, and social services. These employees deal with events that, as part of their job, may seem traumatic to a lay person but are not to them. A sheriff's deputy, for example, will see bodily injury and death in their job. Under the currently language, anytime this happens in the normal course of duties, a deputy could claim potentially claim benefits. Under the proposed changes, the traumatic event would need to be unusual, like the Red Lake school shooting, rather than something expected in the line of duty.

Finally, the current language is ambiguous as to who would be entitled to benefits. This could cause significant delays or improper denials of benefits as everyone searches for guidance through the courts. By adopting our proposed amendment, the law would provide adequate clarity for those charged with providing coverage, and ensure those employees facing extraordinary traumatic events in the workplace are properly protected.

We have added a few other changes to the legislation and have prepared a full copy of our suggestions below. We appreciate your time and consideration in this matter.

Patrick Wussow

From: Dan Larson <dan27@frontiernet.net>
Sent: Thursday, May 09, 2013 7:48 AM
Subject: MRCC Update / Status at the stretch

MRCC Members and Friends:

With 10 days until the scheduled conclusion to the legislative session, the MRCC has its priority legislative issues in position for success. Here is a breakdown showing status and action needed.

Vulnerable Children and Adults Act: Counties were surprised to learn the act had been amended as a condition of concluding the state budget shutdown of 2011, creating wide disparities between winners and losers – without benefit of public review or testimony – over a four year roll-out period.

MRCC is working with HHS committee chairs and was successful in getting language into the Senate HHS finance bill capping the roll-out at one year (2013), and ordering further discussions over the interim to find a plan that reduces the disparities between winners and losers.

MRCC Action: None necessary at this time.

Transportation Funding: MRCC is working to build balance into any transportation funding plan coming out of the legislature this year. Our greatest concern is a “transit only” plan that relieves metro transit pressures without addressing Greater MN highway funding needs – and thereby eliminating any future support for road funds we may otherwise have had from metro legislators.

The Senate Tax Committee held a hearing yesterday that resulted essentially in a “lights-on,” bill and an intent to continue to find a solution.

MRCC Action: Metro is getting very serious about getting something out of this session. Please reinforce the message with your legislators that there is no support in Greater MN for a metro-only transportation funding bill. Any plan must address both metro transit and Greater MN highway needs.

Parks and Trails Legacy: After a rough start to the session, we seem to have righted the ship and look to be on calmer seas... The House bill will be heard on the floor tomorrow. We will be testifying before the Senate Subcommittee on Legacy this morning about needs. There is no senate bill as yet, but we have submitted our suggested language and expect the bill to be released later today.

Key components of the bill are 20% designated funding to Greater MN needs, and adoption of the language creating the Greater MN Regional Parks and Trails Commission.

The commission will vet and administer project plans based on the criteria and protocols developed in the Greater MN Parks and Trails Strategic Plan.

MRCC Action: Please contact your House members to let them know the plan before them on the floor tomorrow is structurally sound and that our key concerns are the 20% dedicated funding (it's in there), and creation of the commission.

Land Use: MRCC is working closely with Sen. Skoe and Sen. Bakk to address Payment in Lieu of Taxes. The senate tax bill contains an increase in PILT payments to counties.

MRCC Action: Please contact your House and Senate members, as well as the members of the Conference Committee on Taxes to express your support for the senate position on PILT.

Sen. Skoe is senate lead. Rep. Anzelc is house lead. Feel free to include an anecdote on why this increase is important. As you see, a good percentage of members are metro and may benefit from the insights.

Contacts for Tax Conference Committee members:

Sen. Rod Skoe – Chairman, Clearbrook / sen.rod.skoe@senate.mn

Sen. Kari Dziejczak – NE Mpls. / http://www.senate.leg.state.mn.us/members/member_emailform.php?mem_id=1193&ls=

Sen. Lyle Koenen – Clara City / sen.lyle.koenen@senate.mn

Sen. Ann Rest – New Hope / http://www.senate.leg.state.mn.us/members/member_emailform.php?mem_id=1051&ls=

Sen. David Senjem – Rochester / sen.david.senjem@senate.mn

Rep. Ann Lenxewski, Chairwomen – Bloomington / <http://www.house.leg.state.mn.us/sendmail/mailtomember.aspx?id=10369>

Rep. Tom Anzelc – Balsam Twp. / <http://www.house.leg.state.mn.us/sendmail/mailtomember.aspx?id=15251>

Rep. Kim Norton – Rochester / <http://www.house.leg.state.mn.us/sendmail/mailtomember.aspx?id=15263>

Rep. John Benson – Minnetonka / <http://www.house.leg.state.mn.us/sendmail/mailtomember.aspx?id=15270>

Rep. Jim Davnie – SE Mpls. / <http://www.house.leg.state.mn.us/sendmail/mailtomember.aspx?id=10126>

Aitkin / Clay / Clearwater / Cook / Douglas / Grant / Itasca / Kittson / Koochiching / Lake of the Woods / Mahanomen

Marshall / McLeod / Mille Lacs / Norman / Otter Tail / Polk / Pennington / Pope / Red Lake / Roseau / Stevens / Todd /
Traverse

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-8-13
Via: Patrick Wussow, County Administrator
From: Patrick Wussow, County Administrator

Title of Item:
Conference Call with Senator Ruud and Representative Radinovich
Requested Meeting Date: 5-14-13 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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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: May 8, 2013

The County Board is tentatively scheduled to hold a telephone conference call with Representative Radinovich and Senator Ruud on Tuesday, May 14th 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: 5-8-13

Via: Patrick Wussow, County Administrator

From: Sheriff Scott Turner

Title of Item:

Aitkin County Radio System Final Project Report

Requested Meeting Date: 5-14-13 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
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been there.

REY FREEMAN, COMMUNICATIONS MANAGER

MINNEAPOLIS OFFICE: 13517 LARKIN DR., MINNETONKA, MN 55305
VOICE: 952.541.0747 • FAX: 952.541.0748 • E-MAIL: rfreeman@isd.net

Date: April 30, 2013

Aitkin County Sheriff's Office
217 – 2nd St NW
Aitkin, MN 56431

Attn: Sheriff Scott Turner, Karla White

Subject: Aitkin County Radio System Final Project Report

Dear Scott and Karla:

The installation of your new public safety radio network was completed in February 2013, and the system has been operational since that time. This report is being submitted to you as a general acknowledgment of the completion of the project.

Your new system consists of both 800 MHz and VHF elements, is integrated into the State of Minnesota ARMER radio network, which is accomplished through the microwave radio system equipment, also incorporated into the project. All of the 800 MHz sites and equipment in the local "sub network" are connected to and controlled by the State's zone controller located in Duluth, MN.

All Aitkin County public safety agencies have now migrated from VHF to the new 800 MHz radio system, as well as the County Highway department. Other public works and transportation agencies within the county (such as school bus services) are welcome to join use the system in the future if so desired.

The equipment for this project was purchased through Motorola Inc., and installed by local Motorola service subcontractor Granite Electronics, as well as Motorola technical staff. A significant amount of equipment was also purchased directly through Granite Electronics, including the PSAP and Paging link microwave equipment, as well as VHF antennas, transmission line, duplexers, and other related items.

The only item or issue that can be considered "open" at this time is the lack of in-building portable radio coverage in the City of Aitkin area. Refer to the discussion at the end of this report for more information about this topic.

Project Review

This project consisted of numerous radio system equipment components, including the following key elements:

1. A new 4-position Motorola MCC7500 IP radio dispatch console system was purchased and installed at the Aitkin County dispatch center, to allow full functionality with the State of Minnesota ARMER radio network.

800 MHz RF control stations were added in the PSAP for backup operations in the event of local microwave or console system failure.
2. An 11 GHz microwave radio link from the PSAP to the GRE (Great River Energy) and Glen ARMER tower sites.
3. A VHF paging and interoperability system was implemented, consisting of the following:
 - A 7-site VHF Simulcast tone-and-voice paging system, for the emergency alerting of fire and EMS personnel throughout the county; the existing Jacobson tower was converted to narrowband operation and operates independently of the simulcast system, but on the same VHF channel.
 - New VHF narrowband-capable base stations for MINSEF and other standard interoperability channels
4. Voice Logging: Due to the new technology incorporated into the ARMER trunked radio system, the recording of radio traffic is being accomplished through 800 MHz RF control stations, connected to the county's existing voice logging recorder.
5. Tower sites for the radio system infrastructure: All State of MN ARMER tower sites are equipped with a prefabricated radio equipment shelter, which include HVAC system, emergency propane-fueled emergency generators, and security chain link fencing around the perimeter of the compound area. The Aitkin County VHF paging system radio equipment has been installed at these sites, and will provide years of reliable and secure service.
6. A quantity of approximately 275 new mobile and portable 800 MHz radios were purchased from Motorola. These radios have been programmed to utilize the talk group fleet map that was established by the Aitkin County Radio User's Group, and have been distributed to local agency personnel, and/or installed in agency vehicles.
7. A formal training program was developed for the users of the radio system through Motorola (for the dispatch staff) and On Target Training services for all other radio users. The training program from On Target was a "Train the Trainer" format, where key personnel from each agency or branch of service was trained, and these people then provided training to the remaining personnel in each of the agencies planning to use the system.

It should be noted that it will be necessary to provide some form of recurring training to personnel in the future to meet the State of MN ARMER system requirements. This is typically required every 18 to 24 months.

8. Field personnel using the system have reported excellent coverage throughout most of the Aitkin County area, as well as outside of the county borders. Portable radio coverage inside of buildings within the county has also been reported to be good in most areas. The primary area of concern will be inside buildings in the City of Aitkin area, but this is being reviewed and addressed as noted elsewhere in this report.

FCC Licensing

The project required updates to some existing Aitkin County FCC licenses, as well as new licenses for the operation of the new microwave links, with the following call signs:

- KVJ693 (VHF Interop)
- WNSX209 (VHF County Fire/Paging)
- WQF590 (VHF County Fire/Paging)
- WQQH788 (Microwave)
- WQQH789 (Microwave)
- WQQH791 (Microwave)

Project Budget

The budget established for this project in early 2012 was approximately \$3.1 million, which included all of the required system equipment, the 800 MHz mobile and portable radios needed for the agencies within the county, as well as funding for the addition of an 800 MHz tower site in the City of Aitkin area.

However, after the receipt of numerous grants for the project, along with the elimination of a tower site near Aitkin, it appears that the final “out of pocket” costs to Aitkin County will be approximately \$2 million, which is obviously a significant savings to the county from the earlier budget estimates. Some additional funding may be needed if the county chooses to pursue some equipment for improving coverage in the City of Aitkin area.

Warranty

The final system acceptance document for the Motorola radio system equipment has been signed by Aitkin County, and the 1-year warranty period for all of the main system equipment provided and installed by Motorola has commenced. The on-site labor services during the warranty period will be provided by Granite Electronics, based in St. Cloud, with additional technical support provided by Motorola Inc.

Open Issue(s)

As noted in the introductory comments of this report, the only open item with the project are concerns with portable radio coverage in the City of Aitkin area. In the project plans developed for Aitkin County prior to the start of the project, the potential need for a additional 800 MHz tower site near the City of Aitkin, for improved in-building radio

coverage was identified. This conclusion was based on computer-based radio coverage analysis, along with the knowledge that the State of Minnesota tower sites closest to the city would be approximately 10 miles away. Many of these tower sites were not constructed or on the air at that time in the project schedule.

Nonetheless, the ARMER system has been frequently providing better radio coverage than predicted, and Aitkin County chose to adopt a "wait and see" approach before committing to spending a potentially significant amount of money to the development of a local 800 MHz tower site.

However, once all tower sites were on line, it was confirmed that in-building radio coverage in the City of Aitkin area is insufficient, and some improvements must be made. GeoComm is working with Granite Electronics and Aitkin County to determine potential solutions, and the costs of these options. The general options being considered are:

- The installation of a "full" 800 MHz ARMER tower site; this equipment will need to be installed on either an existing tower structure (such as GRE), the City of Aitkin water tower, or a new tower structure to be built by Aitkin County.
- The installation of an "Outdoor Bi-Directional Amplifier". This device is a form of signal booster, which is typically used to increase the radio coverage inside of dense building structures. However, some agencies have been experimenting with the use of these as local signal boosters in small city areas with good success. The cost of these units is significantly less than the cost of a full ARMER tower site.

GeoComm will continue to work with Aitkin County and Granite Electronics to determine the most effective solution to the coverage issues within the City of Aitkin area.

Conclusion

In conclusion, your new radio system equipment is complete and fully operational, and the equipment has been tested and verified to be fully operational. Coverage testing by Aitkin County agency personnel has concluded that the system provides excellent mobile and portable coverage throughout the county, with the only concern being the City of Aitkin area as noted above.

We appreciate the opportunity to work with you and your staff through the duration of this project, and look forward to assisting you with the operation of this system, as well as future projects being considered.

Sincerely,

A handwritten signature in black ink that reads "Rey Freeman". The signature is written in a cursive, flowing style.

Rey Freeman

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



To: Chairperson, Aitkin County Board of Commissioners Date: 05/08/13

Via:

From: Sheriff Scott Turner

Title of Item: Social Host Ordinance

Requested Meeting Date: 05/14/13 Est. Presentation Time: 10 minutes

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)

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) 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 Board of Commissioners Date: May 8, 2013

From: Sheriff Scott Turner Re: Social Host Ordinance – Update after 1st Reading

Quite some time ago, Kinship of Aitkin County did a presentation to the board about a social hosting ordinance. A summation of that would be that it is an ordinance that makes it unlawful for persons in control of a property to allow underage persons to consume alcohol at that location.

Kinship also did a similar presentation to the Aitkin City Council. The City of Aitkin passed the ordinance as it was presented and following the public hearing – it was adopted and is now in effect in the City of Aitkin.

The ordinance committee met a few times and discussed this ordinance – with changes being made along the way. The draft that is presented to you on this date is what followed those committee meetings. It was the consensus of the group to send the current version to the board for consideration by the Aitkin County Board.

At last check there were 22 counties and 96 municipalities that had adopted such an ordinance – including five counties from the Arrowhead Region.

Public Hearing – April 9, 2013

Following the public hearing and input from the public it was moved forward with the change from a petty misdemeanor to a misdemeanor. This change made the proposed ordinance more similar to the ordinance adopted by the City of Aitkin and the other counties and cities in the state of Minnesota.

First Reading – April 23, 2013

Changes recommended by Commissioners Marcotte and Napstad to make the initial offense a petty misdemeanor and make the ordinance applicable events where consumption of alcohol is by persons under the age of 18

Second Reading – May 14, 2013

My recommendation is that the ordinance be passed in the fashion that followed the public hearing – the form that most closely mirrors the ordinance passed by the City of Aitkin and the other ordinances passed by other counties and cities in the state of Minnesota.

Attached are some statistics as it pertains to youth and alcohol consequences in the state, region and Aitkin County. They require not explanation, as they are self explanatory. As you can see, Aitkin County is a statistical leader in all of the categories. All information given in this context certainly warrants the source to be identified – the information cited came from Minnesota Motor Vehicle Crash Facts from the Office of Traffic Safety and Substance Use in Minnesota - MN State Epidemiological Outcomes Workgroup.

Once again, I would recommend that this ordinance be passed in a fashion that mirrors that in the City of Aitkin and what other counties with less documented impact have passed. I would also request that this board of policy makers decide what additional course of action Aitkin County should take to address what many consider to be a serious problem.

Cost Per Capita of Alcohol Related Traffic
Crashes, Fatalities and Injuries
Average 2006 - 2010

County	Cost
Aitkin	\$ 206
Carlton	\$ 71
Cass	\$ 121
Crow Wing	\$ 62
Itasca	\$ 99
Kanabec	\$ 32
Mille Lacs	\$ 110
Pine	\$ 106
St. Louis	\$ 67
Northeast Region	\$ 93
State of MN (non-metro)	\$ 73

Alcohol-related Crashes Average 2005 - 2009

County

Aitkin	11.4%
Carlton	7.5%
Cass	11.4%
Crow Wing	6.4%
Itasca	8.4%
Kanabec	8.7%
Mille Lacs	8.3%
Pine	7.5%
St. Louis	7.4%

Average Rate of Fatalities Alcohol-related Crashes per 10,000 Population 2006 - 2010

County

Aitkin	1.1
Carlton	0.5
Cass	0.8
Crow Wing	0.4
Itasca	0.6
Kanabec	0.1
Mille Lacs	0.7
Pine	0.9
St. Louis	0.4

**% of HS Seniors Driving After
 Using Alcohol or Drugs
 One or More Times in Last
 12 Months (04,07,10)**

County

Aitkin	31%
Carlton	23%
Cass	26%
Crow Wing	21%
Itasca	25%
Kanabec	26%
Mille Lacs	23%
Pine	29%
St. Louis	28%

**% of HS Seniors Riding with Friends
 After Using Alcohol or Drugs
 (12th Graders)**

County

(04,07,10)	Aitkin	44%
	Carlton	36%
	Cass	43%
	Crow Wing	36%
	Itasca	35%
	Kanabec	39%
	Mille Lacs	36%
	Pine	40%
(07,10)	St. Louis	40%

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)~~ ~~eighteen (18)~~ 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~~ 18 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~~ ~~eighteen (18)~~ 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)~~ ~~eighteen~~ **(18)** years of age.

Subd. 4. Prohibited Acts.

- a) It is unlawful for any person(s) to ~~host or knowingly allow~~ **knowingly host** 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~~ ~~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

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



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

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Joint Powers Agreement with the MPCA

Requested Meeting Date: May 14, 2013 Estimated Presentation Time: 10 min

Presenter: Terry Neff, Environmental Services Director

Type of Action Requested (check all that apply)

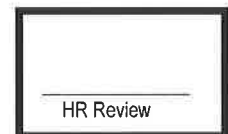
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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 Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4372



MEMORANDUM

DATE: May 3, 2013
TO: Aitkin County Board of Commissioners
FROM: Terry Neff, Environmental Services Director
RE: Joint Powers Agreement with MPCA

In 2011, the Minnesota Pollution Control Agency (MPCA) adopted new SSTS Rules that require an Advanced Designer (AD) and Advanced Inspector (AI) for septic systems that are 2500 gallons per day (gpd) or larger. To acquire the AD or AI license wouldn't be worth the time, effort, or cost, for the couple of systems we would permit in a year.

Due to the small number of the septic systems installed in the state each year that are 2500 gpd or larger, the MPCA has created a joint powers agreement (see attached sample Agreement) that Local Governmental Units can enter into to recover 75% of the cost to contract with licensed AD's and AI's. Jim Ratz, Aitkin County Attorney, has reviewed the Agreement and finds it to be acceptable (see attached e-mail).

At the May 14, 2013, Aitkin County Board of Commissioners meeting, I will be asking for approval to enter into a Joint Powers Agreement with the MPCA for these services.

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

Terry Neff

From: Jim Ratz [jratz@co.aitkin.mn.us]
Sent: Wednesday, May 01, 2013 2:24 PM
To: 'Terry Neff'
Subject: RE: JPA template final draft

Terry,

I have reviewed the proposed agreement between the county and the MPCA, and find the format to be acceptable.

If you have any questions, please feel free to contact my office.

Thanks,
Jim

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

From: Terry Neff [<mailto:tneff@co.aitkin.mn.us>]
Sent: Wednesday, May 01, 2013 8:48 AM
To: 'Jim Ratz'
Subject: JPA template final draft

Jim,

Attached is a Joint Powers Agreement between the MPCA and participating counties. The Agreement is for Advanced Designer and Advanced Inspector services for counties that do not have these individuals on staff. The advanced designer and inspector license is for ISTS that are 2500 gallons per day and larger. We permit very few of these systems - 2 at the most in any given year and often times no systems in a given year.

In the Agreement, the state will pay for 75% of the cost of the Advanced Individuals services with County. The County will pick up the remaining 25% cost of the review and inspection for the system, this 25% will be done through permit fees.

Please review the Agreement and I will then put it on the Board agenda for final approval. Let me know if you have any questions. Thanks!

Terry

STATE OF MINNESOTA

JOINT POWERS AGREEMENT

This Agreement is between the State of Minnesota, acting through its commissioner of the **Minnesota Pollution Control Agency**, 520 Lafayette Road North, St. Paul, MN 55155 ("State" or "MPCA") and <County>, <address> ("Local Governmental Unit" (LGU)).

Recitals

1. Under Minn. Stat. § 15.061 and 471.59, Subd. 10, the State is empowered to engage such assistance as deemed necessary.
2. The State is in need of work that requires proper location, design, installation, use and maintenance of an individual subsurface sewage treatment system (SSTS).
3. The LGU represents that it is duly qualified and agrees to perform all services described in this Agreement to the satisfaction of the State.

Agreement**1 Term of Agreement**

- 1.1 **Effective date:** <date>, or the date the State obtains all required signatures under Minn. Stat. § 16C.05, subd. 2, whichever is later.

The LGU must not begin work under this Agreement until this Agreement is fully executed and the LGU has been notified by the State's Authorized Representative to begin the work. Any work performed prior to execution of the Agreement is not eligible for funding.

- 1.2 **Expiration date** <date>, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

2 LGU's Duties

The LGU, who is not a state employee, will use an MPCA-approved Advanced Inspector to conduct work in accordance with Minn. Rules 7080, 7081, and 7083 adopted in 2008 that requires proper location, design, installation, use and maintenance of an individual subsurface sewage treatment system (SSTS) with a design flow of 2,500 gallons per day or more that protects the public health, safety, general welfare, and the environment by the discharge of adequately treated sewage to the groundwater. The MPCA has approved Advanced Inspectors that will review the project design and provide a final action document certifying whether the new system meets the requirements in Minn. Rules.

LGU will provide to the MPCA one of the following as a final action document for payment approval to be obtained:

- Certificate of Compliance, or Operating Permit;
- Project Denial;
- Notice of Project Withdrawal; or
- Other similar documentation used for project completion.

The list of MPCA-approved Advanced Inspectors that will review the project design and provide a final action document certifying that the new system meets the requirements in Minn. Rules can be found at:

http://www.pca.state.mn.us/index.php?option=com_k2&view=item&id=2265

Attachment A of this Agreement provides the eligible options for an LGU to be eligible for reimbursement and is attached and incorporated into this Agreement.

3 Eligible & Ineligible Expenses

Attachment B of this Agreement explains Eligible & Ineligible Expenses and is attached and incorporated into this Agreement.

4 Payment

The State may pay up to 75 percent of the work performed by an MPCA-approved Advanced Inspector for each project performed by an LGU under this Agreement. The total obligation of the State will not exceed \$1,000,000.00 to be split between all LGUs under this program.

- (A) **Compensation.** The State may pay an LGU up to 75 percent of the work performed per project by an MPCA approved Advanced Inspector upon approval of a final action document being submitted and approved by the MPCA.
- (B) **Invoices.** The State will pay the LGU after the LGU presents an itemized invoice that includes the total and a final action document (Certificate of Compliance, or Operating Permit, Project Denial, notice of Project Withdrawal or Other similar documentation used for project completion) for the services actually performed by an Advanced Inspector and the State's Authorized Representative accepts and approves the invoiced services. Invoices will reference the SWIFT Agreement Number, Purchase Order Number and the name of the State's Authorized Representative and must be submitted upon completion of each project to:

Minnesota Pollution Control Agency
Accounts Payable
520 Lafayette Road North
St. Paul, MN 55155-4194

Or electronically at: mpca.ap@state.mn.us

5 Amendments, Waiver, and Contract Complete

- 5.1 **Amendments.** Any Amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 5.2 **Waiver.** If the State fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.
- 5.3 **Contract Complete.** This Agreement contains all negotiations and agreements between the State and the LGU. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

6 Legacy Logo

Minn. Laws 2010, chapter 361, article 3, section 5, (b)) states: "A recipient of the funds from the outdoor heritage fund, parks and trails fund, clean water fund or arts and cultural heritage fund shall display, where practicable, a sign with the logo developed under this section on construction projects and at access points to any land or water resources acquired in fee or an interest in less than fee title, or that were restored, protected, or enhanced, and incorporate the logo, where practicable, into printed and other materials funded with money from one or more of the funds."

Clean Water Land and Legacy Amendment Logo Usage Guidelines:

http://www.legacy.leg.mn/sites/default/files/resources/Legacy_Logo_Guidelines.pdf

Download the Legacy Logo: <http://www.legacy.leg.mn/legacy-logo/legacy-logo-download>

7 Authorized Representatives

The State's Authorized Representative/Project Manager is **Gretchen Sabel**, or her successor, 520 Lafayette Road North, St. Paul, MN 55155, 651.757.2686, gretchen.sabel@state.mn.us, and has the responsibility to monitor the LGU's performance and the authority to accept the services provided under this Agreement. If the services are satisfactory, the State's Authorized Representative/Project Manager will certify acceptance on each invoice submitted for payment.

The LGU's Authorized Representative is <name>, or his<her> successor, <name>, <email address>, <telephone>. If the LGU's Authorized Representative changes at any time during this Agreement, the LGU must immediately notify the State.

8 Liability

Each party will be responsible for its own acts and behavior and the results thereof.

9 State Audits

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

10 Government Data Practices

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

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

11 Publicity and Endorsement

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

11.2 **Endorsement.** The LGU must not claim that the State endorses its products or services.

12 Governing Law, Jurisdiction, and Venue

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

13 Termination

13.1 **Termination.** The State or the LGU may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party.

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

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

For services valued in excess of \$50,000, LGU certifies that as of the date of services performed on behalf of the State, LGU and all its subcontractors will have implemented or be in the process of implementing the federal E-

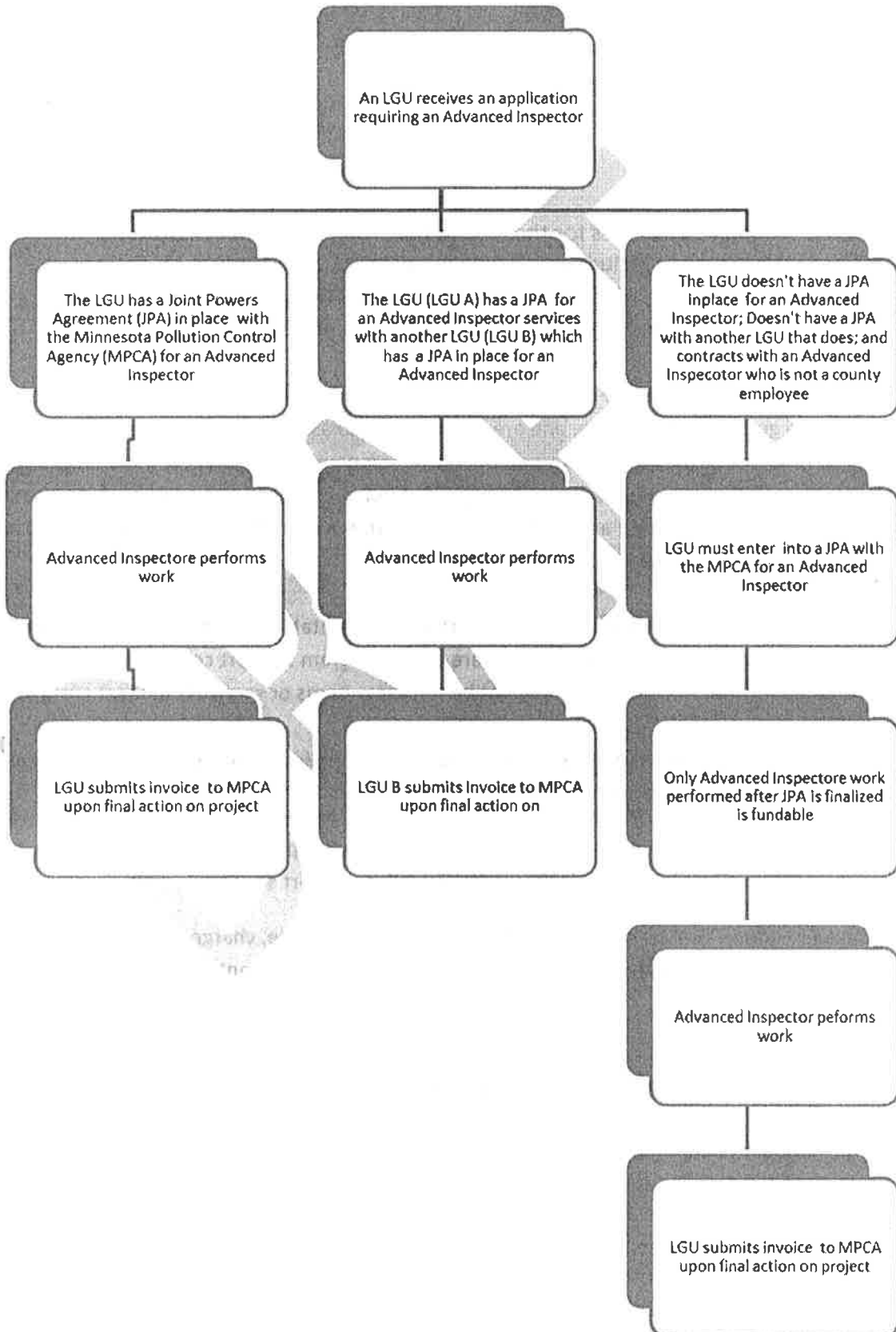
Verify program for all newly hired employees in the United States who will perform work on behalf of the State. LGU is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EVerifySubCertForm.doc>.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

[Signatures as required by the State]

DRAFT

Attachment A

Eligible Options for Local Governmental Unit (LGU)



Attachment B
Eligible & Ineligible Expenses and FTE Calculations

A. Eligible Expenses

Only eligible expenses will be reimbursed. Eligible expenses are costs directly incurred through work activities that are (a) solely related to and necessary for producing the work products and deliverables as described in the proposal and subsequent Workplan and (b) occur during the contract period. Expenses are eligible only if incurred on and after the effective date of the contract, or the date the contract was executed, whichever is later. Eligible expenses include, but are not limited to:

1. Personnel

Applicant must include hourly rates for those staff that will be providing assistance and management of the contract. Include in hourly rate all costs, including:

- Actual wages of grantee employees if specified and documented;
- Fringe benefit costs, including employee taxes and insurance costs
- Indirect:

Indirect costs are incurred for a common or joint purpose benefiting more than one cost center or program area in the grantee organization, and are also referred to as shared or central services costs. Indirect costs may be reflected in the budget as a percentage of compensation costs only if the basis of that allocation is demonstrated through submission of an approved federal indirect rate or through demonstration of the basis for that allocation rate and method used. Regardless of method, the applicant must indicate what items are included in the indirect cost amount.

Indirect costs based upon a usage allocation rate are acceptable. Administrative and program support costs that are not covered by an allocation rate are direct program support costs. Direct charges and items covered by the indirect allocation may not be the same items or services. Indirect costs may include:

- Office supplies (office materials and supplies, maintenance, office utility costs and other related expenses, reasonable office rental fees)
- A portion or percentage of personnel costs for employees providing support services to the organization such as general administrative support services.
- Administrative expenses that are either reimbursable, chargeable to the project or included as part of the workplan must not exceed 10% of overall grant amount.

2. Equipment

Equipment must be specific to accomplish Workplan duties and approved by the MPCA, including:

- Field materials and supplies
- Rental of audio visual equipment, as related to the project and approved in the Workplan;
- [Rental of boats/canoes, if applicable.]

3. Other

Other eligible expenses that must be itemized in the budget include:

- Shipping, postage, and related expenses

- Production and distribution of publications and periodicals relating to accomplishing Workplan activities, with an emphasis upon using electronic methods to accomplish tasks
- In-state transportation and travel expenses (such as lodging, meals and mileage) of personnel approved in the Workplan in the same manner and in no greater amount than provided for in the current "Commissioner's Plan" in force at the time of the expenditure and promulgated by the Commissioner of Minnesota Management & Budget (<http://www.mmd.admin.state.mn.us/commissionersplan.htm>).
- Training and materials (requires MPCA approval)
- Advertising costs related to the project and approved in the Workplan

B. Ineligible expenses

Expenses which are ineligible for reimbursement include, but are not limited to:

- Any expenses incurred before the contract is fully executed [unless specifically allowed] (including applicant's expense for preparing the Workplan/budget)
- Bad debts, late payment fees, finance charges or contingency funds, interest, and investment management fees
- Attorney fees
- Expenses for preparing proposals in response to this or other RFPs
- Employee worksite parking
- Excessive administrative expenses
- Lobbying, lobbyists and political contributions
- Mark-up on purchases and/or subcontracts
- Taxes, except sales tax on eligible goods and services
- Activities addressing permit fees
- Activities addressing enforcement actions that involve a financial penalty
- Memberships (including subscriptions and dues)
- Reimbursement to non-staff stakeholders for their attendance at stakeholder participation meetings
- Food (other than staff per diem)
- Entertainment, gifts, prizes and decorations
- Merit awards and bonuses
- Donations and fundraising
- Computer(s) and software, unless unique to the project and specifically approved by the MPCA
- Purchase or rental of mobile communication devices such as pagers, cell phones, and personal data assistants (PDAs)

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/7/13

Via: Patrick Wussow, County Administrator

From: Ross Wagner, Economic Development & Forest Industry Coordinator

Title of Item: Tourism and Promotion Grant Requests

Requested Meeting Date: 5/14/13 Estimated Presentation Time: 20 Minutes

Presenter: Ross Wagner

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)
- Approve under Consent Agenda
- 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) Memo, Application History of Grants

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

Aitkin County Economic Development & Forest Industry Coordinator

Aitkin County Courthouse

Ross Wagner

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

TO: Aitkin County Board and Aitkin County Administrator

FROM: Ross Wagner, Economic Development & Forest Industry Coordinator

DATE: May 7, 2013

SUBJECT: Tourism Promotion and Development Grants

Aitkin County received three applications to the Tourism Promotion and Development grant fund which has a balance of \$5,000.00. Applications received were:

- Hill City Chamber of Commerce, \$1,000.00 for Hill City 4th of July events.
- City of Tamarack, \$1,000.00 for 4th of July Celebration and fireworks.
- City of Aitkin, \$1,000.00 for Amazing Race – Aitkin Edition.
- Though no formal application was received, committee discussed the upcoming Quadna Mud Nationals

Following are the Economic Development Committee's recommendations:

- Hill City Chamber of Commerce be granted \$500.00 of the requested \$1,000.00 due to the size and expanding nature of the event. This event has received \$1,044.00 in past funding because that is all that was remaining at the time. However, the committee felt that an event of this magnitude needed the additional boost in advertising.
- City of Tamarack be granted \$500.00 of the requested \$1,000.00 so the event can be fully promoted so that future Tourism funds will not be needed.
- City of Aitkin be granted \$640.00 for advertising, banner and sheet displays. Committee agreed that these are popular events and good participation levels but felt that the display case request of \$400.00 did not fit the promotion guidelines.
- Aitkin County be granted \$500.00 to assist in the promotion and development of the Quadna Mud Nationals to be held in Hill City June 20th – 24th. This event is expected to draw upwards of 3,000 visitors and will take place near the Northwood's ATV Trail.

If approved by the County Board as recommended, there would be \$2,860.00 remaining of the \$5,000.00 with one more round of applications due July 31st.

1. PROGRAM INFORMATION

Project Name: Hill City 4th of July

Date(s) of Program: Location of Program: June 29-30, 2013 and July 4-7, 2013

Organization/Community Name: Hill City Chamber of Commerce

Person in Charge of Project: Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code): Bill Klennert PO Box 51 Hill City, MN 55748

Contact Person's Phone #: (218)398-1455

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

Non-profit Tourism Association

Non-profit Association: Non Profit Association

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

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to

file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and

administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization The Chamber provides an opportunity for members to partner with others to promote a positive business climate and to enhance the quality of life in the Hill City area. The Hill City Area Chamber's Purpose is to help members within our community & the immediate surrounding area:

- Promote business
- Provide community support
- Attract people—tourists, permanent and seasonal residents and businesses to the area

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000

(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 3,000

Total projected budget \$ ~~30,000~~
45,000

Hill City 4th of July Preparations are Under Way!!!!

Bill Klennert is looking for volunteers to help plan, organize and execute Hill City's grandest 4th of July celebration in years! We are in need of people to help raise money or to volunteer their time and talents to make this four-day family weekend a huge hit.

Below is a tentative schedule of events. In the column to the right are the projected costs of these events. We are hoping to get the community energized and behind our efforts to make it an unforgettable weekend.

<u>Thursday, July 4th</u>		<u>Projected Cost</u>
7 am-11 am	Lutheran pancake breakfast Lions Club Fun Run	
10:45	Parade (new floats are lined up to entertain!) Hollywood Stunt man Squeaky the Clown Lori-caricatures The Fall Guys Face Painting	\$2500 \$450 \$700 (plus room) \$700 \$100
11:00-1:00	Methodist church dinner	
Noon	Hot Dog eating contest Street games 2 sawdust piles	\$700
Noon-6:00	Games Galore (10 kid games-Free) Mechanical bull 24' Water slide Petting zoo All day flea market	\$9,980
3:00 pm	Wild West Show	\$500
4:00 pm	Pie auction Horse shoe tournament	
7:00-11:00	White Sidewalls	\$5,000 (plus 4 rooms)
Dusk	Fireworks	\$3,500

Friday, July 5th**Projected Costs**

10:00 am	Antique tractor parade	
Noon	Itasca Remote Control airplane Demonstration on lake	
Noon-6:00	Games Galore Mechanical Bull	
1:00-3:00	Tractor and pick-up pull (at QMP)	\$2,500
3:00-5:00	Professional Pig Racing (2 shows)	\$3500
7:00-11:00	Shack Shakes	\$2,000

Saturday, July 6th**Projected Costs**

8:00-12:00	Triathlon (at QMP and Hill Lake)	\$3,500
Noon-4:00	Music on Main St	\$1000
Noon	BBQ Wars	\$1200 (meat)
1:00-3:00	Soap Box Derby (Cars provided by Chamber of Commerce)	
1:00-4:00	Chain Saw Carving All Day Vendors and Flea Market	
4:00	Wild West Show	
7:00-11:00	Bottom Line	\$1,500

Sunday, July 7th**Projected Costs**

Time TBD	All Church Ice Cream social with Gospel music before and after	\$500
Noon	Golf tournament	
Time TBD	Old Settler's Picnic-Swatara	

*Advertising Costs	\$5,000
*Shuttle Bus	\$800
*Soap Box Derby Cars-Chamber must build 6 soap box derby cars-materials are \$80, for a total of	\$480
*Trophies, medallions, and prizes for kids' events	\$400
*Other events may be added as opportunities arise	

Hill City 4th of July
Donations

Hill City Lions Club	\$6,400
Hill City Chamber of Commerce	\$3,000
Buckshot's Bar	\$500
Hagen's RV Repair	\$400
Roadside	\$1,000
Hill City Legion	\$500
Auxillary ladies	\$200
Methodist Church	\$50
Pepsi	\$1,000
Aitkin County Tourism	\$1,044
Lake Country Power	\$500
Hill City Majorettes	\$350
Hill City Fire Dept.	\$2,500
Palisade VFW	\$100
Hill City Thrift Shop	\$500
Hill City Quad Club	\$50
James Caverly	\$500
Blandin Foundation	\$1,000
Minnesota Power	\$400
Coke	\$600
Hill City Baseball team	\$500
Kemps	\$1,000
Private donations:	\$500

Dave Holm, Glenn Harcey, Faith and Don Larson, Brad Mann

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

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

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: Amazing Race - Aitkin Edition

Date(s) of Program: 7-27-2013 **Location of Program:** City of Aitkin

Organization/Community Name: City of Aitkin - Fit City Aitkin Committee

Person in Charge of Project: Kathy Brophy

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

109 - 1st Avenue NW, Aitkin, MN 56431

Contact Person's Phone #: 218-927-2527

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

Non-profit Tourism Association

Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? No

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

Description/focus/purpose of your organization Promote active living activities
in the Aitkin area.

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000
(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 3,785

Total projected budget \$ 4,785

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

On July 4th the City of Tamarack has a pie social and food stand in the park. At dusk everyone gathers in the park for fireworks.

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

The City of Tamarack hopes to draw people into the community to help support businesses and organizations. The grant will be used to advertise in local papers to draw people to the event.

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

The 4th of July is a celebration where people are more likely to spend money, which will benefit our businesses, which will in turn help Aitkin County.

List target markets:

Where - geographic areas (s)

Lawler, Tamarack,

McGregor, Wright Lake
people north of McGregor

List target audience:

Who - type of group or activity

All ages, families

Please estimate the number of people who will come from: Your local community and surrounding area: 125

From other communities in Minnesota: 20

From outside of Minnesota: 5

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

Category	ACTGAC Funds	Applicant Funds	Total
Fireworks		Donations 3500.00	3500.00
Advertising			
- Aitkin	400.00		
- McGregor	550.00		
- Fliers	100.00		
TOTALS	1050.00	3500.00	4550.00

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

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

Name Stephanie Mead

Date: APR 10 2013



Tourism Resolution 041613

To: Aitkin County Board of Commissioners
From: City of Tamarack

WHEREAS, the City of Tamarack is a government entity operating under the laws of the State of Minnesota; and

WHEREAS, the City of Tamarack has a need for a grant to help promote the 4th of July celebration in Tamarack; and

WHEREAS, the City of Tamarack has determined that it will need an ACTPDG Fund grant for \$1,000.00 in order to do the 4th of July event; and

WHEREAS, the City of Tamarack has available One Hundred Dollars (\$100.00) as matching funds for the 4th of July Celebration; which funds the City of Tamarack will not use as matching funds for any other programs or events; and

WHEREAS, the City of Tamarack understands and agrees that ACTPDG Funds will not be used to reimburse the City of Tamarack for any costs incurred prior to the date on which the 4th of July celebration is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the City of Tamarack hereby authorizes and approves making application to Aitkin County for a grant for \$1,000.00 to provide funds to the 4th of July Celebration.

NOW, THEREFORE BE IT RESOLVED that the City of Tamarack Mayor Johnson and Clerk Meld are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that the Clerk Meld is here by designated as the person who will supervise the 4th of July Celebration and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: April 16, 2013

By: Robert E. Johnson
Its: Mayor

I, the undersigned Clerk of the City of Tamarack, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the City of Tamarack on the 16 of April 2013

By: Stephanie Meld

City Hall Phone & Fax: 218/768-0975

Email: cityoftamarack@frontiernet.net

Mayor: Robert Johnson

Council Members: J. John Cyrus, Warren Marsyla, Dawn Foerster, Kathy Haugse

Clerk /Treasurer: Stephanie Meld

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

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Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

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

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

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

APPLICANT INFORMATION

Note: No reimbursement grants will be awarded.

1. PROGRAM INFORMATION

Project Name: 4th of July Celebration
Date(s) of Program: 7/4/13 **Location of Program:** City of Tamarack Park
Organization/Community Name: City of Tamarack
Person in Charge of Project: Stephanie Meld and Cheryl Meld
Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):
P.O. Box 98 Tamarack, MN 55787
Contact Person's Phone #: 218-768-0975; cell 218-820-4350
Legal Status of Organization: **Unit of Government (for example cities, townships etc.)**
 Non-profit Tourism Association
 Non-profit Association

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

Description/focus/purpose of your organization To serve the citizens of Tamarack

2. FUNDING:

Amount requested from Aitkin County Tourism (ACTGAC) (Minimum \$100.00, maximum request is 1,000.00)	\$ <u>4,000.00</u>
Amount of your organization's match <u>through donations</u>	\$ <u>3,500.00</u>
Total projected budget	\$ <u>4,500.00</u>

3. **PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**
 This is a new event. Teams of 2 or 3 (3rd person age 13-17) will race against each other on a trek around Aitkin for one day. At each destination, each team must compete in a series of challenges, some mental, some physical, and only when tasks are completed will they learn of their next destination.
 Banner and displays are one-time purchases that will be used continuously for promoting active living events in Aitkin and the surrounding area.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.
 Promote active living in Aitkin. Expose people to resources that are currently available in Aitkin to enhance the quality of life for participants and others.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.
 People will be attracted to this event. It is different and appeals to a wide range of people. Others will come to support team members. All will be exposed to various businesses in town who are partnering with the event as destinations.

List target markets:

Where – geographic areas (s)

Aitkin and the surrounding area

List target audience:

Who – type of group or activity

All persons

Please estimate the number of people who will come from: Your local community and surrounding area: 300
 From other communities in Minnesota: 100
 From outside of Minnesota: 50

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

Category	ACTGAC Funds	Applicant Funds	Total
Fit City Banner	100.00	100.00	200.00
Active Living Display Case	400.00		400.00
(3) Sheet Displays		40.00	40.00
Advertising	500.00		500.00
T-Shirts		2,145.00	2,145.00
Prizes		1,000.00	1,000.00
Misc Supplies		500.00	500.00
TOTALS	1,000.00	3,785.00	4,785.00

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

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

Name Kathy Murphy

Date: 4-24-2013

Aitkin County Tourism Development and Promotion Grant Award History

Year Granted	Grant #	Organization	Grant Amount	Purpose
1995	1	Aitkin County Historical Society	7,500	Recreation and Tourism Guide Books
1995	2	Hill Lake Trail Association	1,000	Trail
1995	3	McGregor Chamber of Commerce	4,500	Tourism Booth
1995	4	Aitkin Chamber of Commerce	600	Phone System Upgrade to handle tourism calls
1995	5	Aitkin Chamber of Commerce	5,000	Printing and distribution of brochures
1995	6	City of Hill City	500	Printing and distribution of brochures
1995	7			
1995	8	McGregor Chamber of Commerce	4,000	Tourism Booth
1995	9	Aitkin Chamber of Commerce	7,500	Advertising and 800#
1995	10	Aitkin County Historical Society	500	Archaeology Week
1997	11	Aitkin Chamber of Commerce	4,838.85	Snowmobile Marketing
1997	12	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1997	13	Aitkin Chamber of Commerce	900	Corn Feed Ad
1997	14	Aitkin Chamber of Commerce	7,100	Print Brochure and Advertising
1997	15	Aitkin Chamber of Commerce	4,868.50	Snowmobile Promotion and Advertising
1997	16	McGregor Chamber of Commerce	4,000	Tourism Booth
1997	17	McGregor Chamber of Commerce	2,000	Tourism Coordinator
1998	18	Aitkin Chamber of Commerce	1,807.73	County Snowmobile Promotion
1998	19	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1998	20	Aitkin Chamber of Commerce	7,000	Advertising
1998	21	McGregor Chamber of Commerce	4,000	Tourism Booth
1998	22	Jaques Art Center	2,030	Superimpressionism Exhibit
1998	23	Mille Lacs Area Tourism	720	Tourism Marketing Video
1998	24	Aitkin County Rivers and Lakes Fair	1,300	Promotion
1999	25	City of McGregor	1,600	Airport Dedication
1999	26	Mid-Minnesota Dog Sled Race	1,000	Sled Dog Race
1999	27	Central Cattlemen's Association	475	4-H Beef Show
1999	28	Aitkin Chamber of Commerce	750	Riverboat Days
1999	29	Aitkin Chamber of Commerce	5000	Advertising
1999	30	McGregor Chamber of Commerce	7,500	Tourism Booth
1999	31	Tamarack Activities Club	750	Hey Days Promotion
1999	32	Aitkin Chamber of Commerce	2000	Snowmobile Promotion Advertising
1999	33	Aitkin County Rivers and Lakes Fair	700	Promotion
1999	34	City of Palisade	500	Brochures
1999	35	Aitkin County Historical Society	540	Advertising
1999	36	Aitkin Jaycee's	1,750	Fishing Contest Promotion
2000	37	McGregor Chamber of Commerce	7,500	Tourism Booth
2000	38	McGregor Jaycee's	1,000	Just Plane Fun and Up North Days
2000	39	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2000	40	City of Hill City	477.30	Community Profile
2000	41	Central Minnesota Cattleman's Assoc.	175	4-H Beef Show
2000	42	Aitkin Chamber of Commerce	1,597.70	Snowmobile Advertising
2000	43	Aitkin Jaycee's	2,500	Fishing Contest
2000	44	City of Palisade	120	Web Site Development

2001	45	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2001	46	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2001	47	McGregor Chamber of Commerce	7,500	Tourism Booth
2001	48	Aitkin County Historical Society	550	Post Cards and Web Site
2001	49	Aitkin Chamber of Commerce	1,500	Fish House Parade
2001	50	Aitkin Jaycees	1,750	Fishing Contest
2002	51	Mid-Minnesota 150 Sled Dog Race	1,500	Sled Dog Race
2002	52	McGregor Chamber of Commerce	7,500	Tourism Booth
2002	53	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2002	54	Aitkin Chamber of Commerce	3,500	Snowmobile Advertising
2002	55	Aitkin Chamber of Commerce	3,000	Crappie USA Tourney
2003	56	Palisade Mid-Winter Festival	300	Mid-Winter Festival
2003	57	Aitkin Jaycees	1,350	Fishing Contest
2003	58	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
2003	59	McGregor Chamber of Commerce	7,500	Tourism Booth
2003	60	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2003	61	Tamarack Hey Days	300	Hey Days
2003	62	Palisade Mid-Winter Festival	400	Mid-Winter Festival
2003	63	Aitkin Chamber of Commerce	2,366.70	Snowmobile Advertising
2004	64	Jaques Art Center	300	Fresh Fish Exhibit
2004	65	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2004	66	McGregor Chamber of Commerce	7,500	Tourism Booth
2004	67	Mid-Minnesota 150 Sled Dog Race	850	Sled Dog Race
2004	68	McGregor Chamber of Commerce	1,473	Brochure Development
2004	69	Aitkin Chamber of Commerce	1,473	Snowmobile Advertising
2004	70	Hill City Chamber of Commerce	800	Wild Game – Fishing Contest
2004	71	Jaques Art Center	250	Juried Art – Ex – Fowl Play
2005	72	Jaques Art Center	2,000	2005 Advertising Campaign
2005	73	Hill City Chamber of Commerce	2,500	Tourism booth, signage, website
2005	74	McGregor Chamber of Commerce	2,500	Tourism booth
2005	75	Tamarack Hey Days	500	Banners
2005	76	Jaques Art Center	1,500	Adv. Riverboat Art Fest
2005	77	Aitkin Chamber of Commerce	3,773	Snowmobile Advertising
2005	78	Palisade Community Improvement C.	500	Midwinter Festival
2005	79	Friends of Rice Lake Refuge	2,500	Aitkin County Bird Trail Brochure
2005	80	Wild Encounters	2,000	1 st Annual Birding Festival
2005	81	Ball Bluff Township	375	Vintage Snowmobile Run
2006	82	McGregor Area Historical Society	150	Brochure, Adv. For Wild Rice Day Booth
2006	83	McGregor Chamber of Commerce	2,500	Advertising, Wild Rice Days
2006	84	Aitkin Chamber of Commerce	5,000	2006 County Marketing Campaign
2006	85	Jaques Art Center	1,060	Distribution of 2006 Program Booklet
2006	86	Aitkin Chamber of Commerce	3,709.50	2006/2007 Snowmobile Advertising
2006	87	Jaques Art Center	3,000	Billboard Advertising
2007	88	Aitkin Chamber of Commerce	3,000	Tourism Advertising
2007	89	McGregor Chamber of Commerce	2,000	Fishing Contest Promotion
2007	90	McGregor Chamber of Commerce	3,000	Travel Information Center
2007	91	Jaques Art Center	2,500	Twin City Advertising Campaign
2007	92	Aitkin Area Chamber of Commerce	1,800	Snowmobile Advertising

2007	93	Advancing Rural Talents (ARTS)	400	McGregor Music Festival
2008	94	Palisade Community Improvement Co.	500	20 th Mid Winter Festival
2008	95	McGregor Chamber of Commerce	5,000	WSA Pro Ice Racing
2008	96	Hill City Chamber of Commerce	3,000	All Class Reunion
2008	97	Dwelling in the Woods	1,500	Wetland Nature Walk Days
2008	98	McGrath Historical Committee	200	Promote McGrath Centennial Book
2008	99	McGrath Historical Committee	550	Promote 4 th of July and Historical
2008	100	Aitkin County Ag Society	1,200	Promote County Fair Rodeo
2008	101	City of Tamarack	250	Promote 4 th of July
2008	102	Hill City Chamber of Commerce	1,050	Arts in the Park
2008	103	Tamarack Activity Club	1,433	Expand Hey Day Advertising
2008	104	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2008	105	Jaques Art Center	4,600	2009 Advertising Campaign
2008	106	Aitkin Co. Economic Development	3,900	Market Area Profiles
2009	107	Aitkin Chamber of Commerce	1,500	MN Gateways Advertising
2009	108	Hill City Chamber of Commerce	5,000	Summer Events Advertising
2009	109	McGregor Chamber of Commerce	3,800	Web Site Mgmt. Postage & Distribution
2009	110	McGrath Historical Committee	1,750	Museum Exhibit Promotion
2009	111	Palisade Community Improvement	500	River Fest Promotion
2009	112	Tamarack Activity Club	1,200	Hey Day Advertising/Promotion
2009	113	City of McGregor	600	Fly In Promotion, Trail Signage
2009	114	Aitkin Jaycees	1,000	Ice Fishing Contest
2009	115	Upper Miss. Cert. Wood Prod. Group	750	Living Green Expo Booth
2009	116	Jaques Art Center	1,181	2010 Advertising
2009	117	Tourism Committee, Aitkin County	2,330	Snowmobile Advertising
2010	118	Aitkin Area Chamber of Commerce	2,850	Commerce and Sport Show Promotions
2010	119	City of Tamarack	630	4 th of July Advertising
2010	120	Aitkin County Ag Society	1,200	2010 County Fair Adv, Promo
2010	121	McGrath Historical Committee	1,750	4 th of July, Threshing Show Exhibit Adv.
2010	122	Aitkin County Historical Society	650	New Brochures
2010	123	Aitkin County	4,635	Snowmobile Advertising
2010	124	Tamarack Activities Club	3,000	50 th Annual Hey Day Promotion
2010	125	Aitkin Riverboat Capt. & Queen Assoc	550	Renovate Riverboat Float
2010	126	McGrath Historical Committee	2,000	Promote Events, brochure printing
2010	127	Aitkin Area Chamber of Commerce	2,735	Fish House Parade promotion, advertising
2011	128	Aitkin Area Chamber of Commerce	2,500	2011 Aitkin Area Sports & Commerce Show
2011	129	Aitkin County Historical Society	485	2011 Discovery Rack Subscription
2011	130	Jaques Art Center	1,800	Century of Service Birthday Party
2011	131	City of Tamarack	1,885	4th of July Celebration
2011	132	Tamarack Activities Club	2,000	Annual Hey Days
2011	133	Aitkin Area Chamber of Commerce	3,550	Riverboat Days Advertising
2011	134	McGrath Historical Committee	1,210	Promote Display at Logging & Threshing Show
2011	135	Aitkin County Economic Development	2,060	Signage & Advertising Northwoods ATV
2011	136	Aitkin Area Chamber of Commerce	4,510	2011 Fish House Parade Promotion

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/8/13

Via: Patrick Wussow, County Administrator

From: Utmo Department

Title of Item:
Possible acquisition of snow pit adjacent to ATV trail

Requested Meeting Date: 5/14 Estimated Presentation Time: 1

Presenter: MARK JAMES

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
- Approve/adopt proposal by resolution (attach draft resolution)
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute _____
- Approve under Consent Agenda
- Adopt Ordinance Revision
- 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.

Mark Jacobs
Aitkin County Land Commissioner

To: County Board
CC: County Administrator
Date: 5/8/2013
Re: Possible acquisition – 40 acre sand pit

A 40-acre (less Soo Line ROW) sand pit adjacent to the North Soo Line ATV Trail that we have cited as a possible ATV park/technical area has been offered for sale. I've been assured that the MN DNR would develop the site if acquired. This would be a very popular amenity and a great addition to the trail system – and meet the project goal of more diverse riding opportunities within the Northwoods Regional ATV trail system.

We currently have a written agreement on the sale price and the seller has verbally agreed to sign a purchase agreement in the near future – he is currently out-of-state.

Staff expects additional information that will be presented at Tuesday's Board meeting.

Thank you.



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MEMORANDUM FOR RECORD

22 April 2013

SUBJECT: Teleconference with Corps and Mississippi Headwaters Board, 18-Apr-2013; Regarding Study Request for Mississippi River Flooding near Aitkin, MN and Big Sandy Reservoir

ATTENDEES:

Mississippi Headwaters Board: Brian Napstad, Davin Tinquist, Randy McCarty, John Welle
Corps of Engineers, St. Paul District: Craig Evans, Steve Clark

NOTES:

1. This teleconference was held on 18 April 2013. The call was set up in response to a 4 March 2013 letter from the Mississippi Headwaters Board (MHB) to Colonel Michael Price. The letter requested a meeting to discuss potential studies of flood issues in the vicinity of Aitkin, MN and Big Sandy Reservoir.
2. Existing problems: John Welle and other MHB participants described the following problems in the Mississippi River basin near Aitkin, MN and on Big Sandy and Pokegama lakes:
 - The Summer 2012 flood was the first large flood event since the existing Aitkin Diversion project was built. This flood produced the highest stages since 1950 and damaged approximately 250 structures around Big Sandy Lake as well as several township roads. (The Sherriff has detailed records of damages.)
 - Flooding at Aitkin and Big Sandy is interconnected. When the water is high at Aitkin, less water can be released from Big Sandy. In the 2012 flood, Big Sandy had 8,000-9,000 cfs coming in from its watershed and only 1,000 cfs could be released.
 - The existing Aitkin Diversion has very little elevation drop from its inlet to its outlet—it's very flat. The outlet elevation is constrained by the high point at Pine Knoll.
 - A Section 205 study was started for Aitkin, MN; the initial appraisal report was completed in November 2004 and the study was terminated in January 2011. The study concluded that only nonstructural measures in Aitkin had the potential for economic justification. The MHB participants believe that the study area should be expanded to include benefits on Big Sandy Lake and Pokegama Lake before concluding that none of the structural alternatives would be economically justified.
3. Potential solutions and/or questions to be answered:
 - We need to look at the restriction at Pine Knoll. The Sec 205 report estimated a potential to lower the Mississippi River at Sandy Lake by 1.3 feet and lower Pokegama by 0.88 feet for a 25-year event. During the 2012 event, the last 1 foot of stage on Big Sandy caused 50% of the damages.
 - We need to acknowledge and quantify the potential downstream impacts of removing the constriction at Pine Knoll.
 - Is the outlet on Big Sandy the best it can be?

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- Is there anything that can be done to reduce inflows to Big Sandy?
- Investigate potential inflows to the Mississippi basin from the Lake Superior basin that occurred in 2012. (2012 event was approximately a 50-year event??)
- MHB participants recognize that large events will still be a problem at Aitkin and Big Sandy, but they still want to reduce the frequency, magnitude and length if possible.

4. Corps Planning process: We discussed the “General Planning Process” handout that was sent prior to the meeting. Key points are as follows:

- There are two options for Corps studies: Continuing Authorities Program, or CAP (Section 205) and Specifically Authorized. Based on the previous Sec 205, the Corps believes that the desired solution would likely exceed the project cost limits for Section 205; therefore, the Corps recommends pursuing a Specifically Authorized study.
- Congress must authorize studies and construction projects before the Corps can start them. We have authority to study the Upper Mississippi river, but we would need funding. We need to do recon and feasibility studies to determine what construction (if any) we could recommend to Congress for them to authorize.
- Congress must also provide funds to conduct studies. The current Congress has not been willing to add funds for specific projects. The MHB may talk with its Congressional delegation about the need for a reconnaissance study and the need for \$100,000 to \$150,000 to complete a reconnaissance study. Note: As part of the Federal Administration, the Corps cannot approach Congress to advocate for studies or projects.
- The Corps can request to have a reconnaissance study included in the President’s Budget. The Administration is currently assembling requests for the FY 2015 budget. St. Paul District has enough information to request a study based on the MHB’s letter and this phone call, and Craig Evans will start that process immediately. The Corps is currently unable to start any new studies due to Congressional appropriations language, but we can go through the budget process hoping restrictions will be lifted by FY 2015. The Corps budget process prioritizes new studies based on several factors, and it is unlikely that this particular request would be ranked very high.
- Reconnaissance studies are conducted at 100% Federal cost. The primary purposes of the study are 1) to document the problem, 2) show that there is likely to be a solution that is in the Federal interest, i.e. economically justified for federal implementation, and 3) identify a non-federal sponsor for a cost-shared feasibility study.
- Recon studies typically do not develop new information. They rely on existing information and only have to make a case that further study is warranted. In this case, we could use the existing info from the Sec 205 and Reservoir Operation Plan Evaluation (ROPE) studies and supplement with data from the 2012 flood.
- Feasibility studies are cost-shared 50/50 with a non-federal sponsor. MHB probably would not have all of the taxing and other legal authority needed to serve as the sponsor, but a County would qualify.

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- The goal of a feasibility study would be to identify an optimized project that could be recommended to Congress for implementation. Projects must produce benefits in excess of costs in order to be recommended. The structural projects considered in the Sec 205 report appeared to have benefits far less than costs; therefore they were not deemed economically justified. MHB needs to understand that there is a strong possibility that no project will be found that has a high enough benefit to cost ratio to be authorized and funded for construction.

5. Next steps:

- Corps will request a new reconnaissance study through the normal Federal budgeting process. The earliest that funding could be received is October 2014, but that is unlikely.
- MHB may talk with their Congressional delegation to request funding for a new reconnaissance study.
- MHB should start thinking about potential solutions that could be considered in the Recon study. In order to be successful, the Recon study must make a strong case that spending additional Federal funds would lead to a federal project that produced significant national economic benefits.

6. Please contact Craig Evans, Chief, Plan Formulation Section, 651-290-5594 regarding this memorandum.

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS
EXECUTIVE COMMITTEE MEETING MINUTES
April 17, 2013**

The Central Minnesota Community Corrections Executive Committee meeting was called to order at 9:01 a.m. on Wednesday, April 17, 2013, at the CMCC Administration Office, 322 Laurel Street, Suite 32, Brainerd, Minnesota, by Duane Johnson, Chair.

ROLL CALL - Present: Duane Johnson, Paul Thiede, Laurie Westerlund, Mark Wedel and Jerry Negen. Also present: Tom Rosenthal, Elizabeth DeRuyck, and Nicole Kern.

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

MINUTES - MOTION by Laurie Westerlund, seconded by Paul Thiede, approving the minutes of the March 22, 2013 Executive Committee meeting. Motion carried.

MONTHLY FINANCES –

- Routine Approval of the Bills for Payment - Motion by Jerry Negen, seconded by Mark Wedel, approving the monthly bills in the amount of \$11,093.86. Motion carried.
- Monthly Financial Report – The Monthly Financial Report was distributed and reviewed by the Executive Committee.

MANAGEMENT TEAM REPORT –

- 1996 GMC Pick Up: Tom Rosenthal advised the Executive Committee that the 1996 GMC Pick Up Truck donated by the Crow Wing County Sherriff's Office for specialty court home visits is no longer dependable. The Management Team requested to sell the truck online via Crow Wing County.
- MOTION by Mark Wedel, seconded by Jerry Negen, approving CMCC to sell the 1996 GMC Pick Up online via Crow Wing County.
- Legislative Funding Proposal: The Management Team provided a handout to the Executive Committee regarding the Probation Funding Proposal. The Senate Finance Committee met on April 12, 2013 and proposed an increase of about 3% of all pass through funds. The next step is for the House to agree to this plan when the bill gets to conference committee. The Management Team encouraged Executive Committee members to contact those they know on the House committee and update them on MACCAC's progress in the Senate and encourage them to get in touch with Chair Paymar in support of this plan.

OTHER DISCUSSION-

- The Management Team updated the Executive Committee that interviews are forthcoming to fill the Crow Wing County Agent vacancy.

NEXT MEETING – The next Executive Committee meeting is set for Wednesday, May 15, 2013 at 9:00 a.m., at the CMCC Administration Office in the Land Services Building, 322 Laurel St., Suite 32, in Brainerd, MN.

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

Central Minnesota Community Corrections Executive Committee meeting was adjourned by the Chair at 9:23 a.m.

Duane L Johnson
Chair

Nicole Kern
Associate Director

**Onanegozie RC&D Council Meeting Minutes
Fireside Inn, McGregor, MN
Thursday, April 25, 2013**

Members Present:

Aitkin Co.: Laurie Westerlund, Margaret Sherman & Franklin Turnock
Chisago Co: Roland Cleveland
Isanti Co.: Larry Southerland, Al Koczur & Tom Anderson
Kanabec Co.: Gene Carda
Mille Lacs Co.: Roger Tellinghuisen
Pine Co.: Kon Bergum & Tom Swain

Others Present: Larry Nelson – Onanegozie RC&D Council Executive Director, Katie Mattila – Onanegozie RC&D Council Project Coordinator and Patrick Rath – Lake Minnewawa

Agenda Items –

1. Quorum Established, Pledge of Allegiance and Call to Order: The meeting was called to order at 10:35 am.

2. Secretary’s Report:

Motion by T. Anderson; 2nd R. Cleveland to accept the meeting minutes from the January 24, 2013, Onanegozie RC&D Council meeting. M/C.

3. Treasurer’s Report: K. Bergum provided a written and verbal Treasurer’s Report.

Motion by F. Turnock; 2nd A. Koczur to accept the January 31, 2013, February 28, 2013, March 31, 2013 and April 24, 2013 Onanegozie RC&D Council Treasurer’s Report/Bank Accounts Report as circulated, until the next audit. M/C.

Invoices Paid Since the January 24, 2013 Council Meeting:

#2127 – MN Association of RC&D Councils-winter business meeting	\$175.00
#2128 – Katie Matilla-January compensation	\$2,150.00
#2129 – Katie Matilla-January mileage	\$217.56
#2130 – Old Republic Surety-Annual bond coverage	\$196.00
#2131 – Katie Matilla-January mileage corrected	\$3.92
#2132 – Katie Matilla-February compensation	\$2,250.00
#2133 – Katie Matilla-February mileage	\$57.63
#2134 – MN RC&D Assn-2013 dues	\$625.00

Motion by R. Cleveland; 2nd R. Tellinghuisen to approve invoices paid since the January 24, 2013 Onanegozie RC&D Council meeting. M/C.

Invoices Outstanding:

Katelyn Mattila – March compensation	\$2,300.00
Katelyn Mattila – March mileage.....	\$309.62
Larry Nelson – compensation/mileage – 1-26-13 to 2-28-13.....	\$141.81
Larry Nelson – compensation/mileage – 3-1-13 to 4-25-13.....	\$280.80

Motion by A. Koczur; 2nd L. Westerlund to approve outstanding invoices. M/C.

Invoice Submitted: MN RC&D Association – Katie’s March time and mileage: \$454.87

Motion by R. Cleveland; 2nd M. Sherman to submit the invoice for Katie’s March time and mileage to the MN RC&D Association. M/C.

4. The Council noted the receipt of dues from the six county members of the Onanegozie RC&D Council, Inc.

5. The Council’s Budget Committee met prior to the start of the Council meeting.

Motion by F. Turnock; 2nd L. Westerlund to accept the 2013 budget as submitted, with the following additions/caveats. Increase L. Nelson’s compensation from \$800.00 as originally budgeted to \$1,500.00. In light of Katie’s recent job offer, she may be leaving permanently after her contract expires May 31. M/C.

6. The Audit Committee met prior to the start of the meeting. There was one discrepancy they could not reconcile. T. Anderson offered to take the financial information as presented, the 2012 Credit Union statements and reconcile the discrepancy for the next Council meeting.

Motion by R. Tellinghuisen; 2nd M. Sherman to table the Audit Committee report until the next Council meeting. M/C.

7. Katie presented a 2013 Business Plan for the Council's consideration. Katie informed the Council that she has taken on another job and will report that information to the Council later in the meeting.

Motion by K. Bergum; 2nd M. Sherman to adopt the 2013 Business Plan as presented. M/C.

8. IRS 990 Report – The financial information needed to prepare the IRS 990 report has been put together and presented to Jack Nieboer. The report is due by May 15.

9. The Council noted the receipt of a Carlton County Board Resolution No. 13-078, authorizing Carlton County to withdraw from the Onanegozie RC&D Council. The Council also received a copy of the Carlton SWCD's January 24, 2013 board meeting minutes authorizing the SWCD to withdraw from the Onanegozie RC&D Council.

Motion by L. Westerlund; 2nd K. Bergum to accept the withdrawal of the two organizations. M/C.

Motion by M. Sherman; 2nd K. Bergum to send a letter thanking both organizations for their long membership in the Onanegozie RC&D Council. M/C.

10. The Conflict of Interest Policy was circulated for more signatures from Onanegozie RC&D Council members.

11. Katie's Onanegozie RC&D Council contract expires May 31, 2013. She has agreed to accept another job, starting after May 31 and most likely will not be available for additional Council work.

Motion by R. Cleveland; 2nd A. Koczur to empower the Council's Executive Committee to work with Katie to see if she can extend her contract with Onanegozie, work on a month-to-month basis, can accept part-time work for Onanegozie or some other arrangement up to the terms of her original contract or with a reduced schedule. M/C.

12. MN RC&D Association of RC&D Councils Projects: The Onanegozie RC&D Council has a contract with the MN RC&D Association to provide Katie's assistance for their projects. Since Katie will most likely leave the Onanegozie RC&D Council after May 31, she is no longer available for MARCD work. Larry may be available for limited MARCD work.

13. National Association of RC&D Councils Circle of Diamonds: The Onanegozie RC&D Council used to be a member of the Circle of Diamonds, but needs to reinstate its membership. Larry is authorized to reinstate Onanegozie RC&D Council membership.

14. Staff Reports:

Larry gave a verbal and written Executive Director's Report.

Katie gave a verbal and written Project Coordinator's report.

15. Pat Rath, Lake Minnewawa, requested Onanegozie RC&D Council assistance for developing and funding a Lake Management Plan for their lake. In light of Katie's upcoming departure from the Council, assistance from the Council will be limited. Lake Minnewawa has had a MNDNR approved Vegetative Plan for the past several years. The lake association thinks their next step is to form a Lake Improvement District and develop a formal Lake Management Plan. Pat has been looking for examples. The Council discussed several ideas and suggested examples of lake associations who have formed Lake Improvement Districts and gone on to prepare lake management plans.

16. The next meeting will be held 10:00, July 25, 2013 in Pine County.

Motion by R. Cleveland; 2nd T. Anderson to adjourn at 12:00 pm. M/C.