

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS May 28, 2013 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
- 9:02 E) Approve Proclamation Request - Emily Campbell 2013 American Honey Princess
- 9:05 F) Health & Human Services (see separate HHS agenda)
- 10:00 Break
- 10:10 2) A) Citizens' Public Comment*
- 3) Consent Agenda
A) Correspondence May 14, 2013 – May 27, 2013
B) Approve 5/14/13 County Board Minutes
C) Approve Auditor Warrants – April Sales & Use Tax
D) Approve Request for Unpaid Leave of Absence – One Month Extension
- 10:15 4) Patrick Wussow, County Administrator
A) Approve Mural Request – Carroll and Joy Janzen, Aitkin Area Persian Gulf Support Group
B) Approve Overnight Camping Request – Habitat for Humanity
- 10:35 5) John Welle, County Engineer
A) Approve Resolution – Bituminous Overlay Projects
B) Aitkin Maintenance Facility Improvements
- 11:05 6) Bobbie Danielson, Human Resources Manager
A) Approve Personnel Committee Recommendations
1. FT Jailer – STS Crew Leader
- 11:10 7) Mark Jacobs, Land Commissioner
A) Acquisition of Sand Pit Adjacent to ATV Trail

(Note: 2-Page Agenda)

* 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 28, 2013 – BOARD AGENDA**

- 11:20 8) Board Discussion
Mark Wedel – CMCC, Historical Society, Sobriety Court, Kinship
Laurie Westerlund – CMCC, CMCC Advisory, DAC, Mille Lacs Watershed, HRA,
CJI, H&HS Advisory
Don Niemi – ARDC, Lakes & Pines, Arrowhead Counties Association
Brian Napstad – EQB, MHB, Joint Powers Board, BWSR
Anne Marcotte – ATV Hill City Event
- 9) Committee Updates
A) Upcoming Meetings:
Lakes & Pines – June 17, Executive Committee
MRCC – June 3
Kinship of Aitkin County – June 18
ARDC – June 20, Board meeting
Snake River Watershed – June 24
Committee Minutes:
Mille Lacs Watershed Management Group – April 15
Aitkin Airport Commission – May 9
Arrowhead Counties Association – May 15
- 12:00 Adjourn

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-21-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Proclamation Letter for Emily Campbell, 2013 American Honey Princess

Requested Meeting Date: 5-28-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

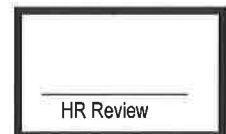
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Proclamation to Acknowledge American Honey Princess Emily Campbell

DATE: May 21, 2013

The County is in receipt of a request to acknowledge Emily Campbell as the American Honey Princess. Attached for your review is a proposed proclamation. She will be here in person to meet the County Board. Her family lives in Commissioner Westerlund's District.



American Honey Queens and Princesses

2013 American Honey Queen – Caroline Adams



Caroline Adams is the daughter of Ned and Caryl Adams of Plano, Texas. She began beekeeping six years ago through the Collin County Hobby Beekeepers Association and currently maintains three beehives. Caroline is a student at Collin College in Plano, Texas, where she is majoring in American sign language. In her spare time, Caroline enjoys playing and teaching violin and mandolin, serving at her church, sewing, cooking and, most of all, spending time with her family.

2013 American Honey Princess – Emily Campbell



Emily Campbell is the daughter of Becky Zenke and Erich Campbell. She is originally from Aitkin, Minnesota, and is a freshman at the University of Minnesota-Crookston, where she is pursuing a degree in large animal veterinary medicine. She is also a first-generation beekeeper, keeping bees as a hobby. In her free time, Emily enjoys ice fishing, traveling, showing horses and baking.

Past American Honey Queens and Princesses

2012

Queen – Alyssa Fine – Pennsylvania
Princess – Danielle Dale – Wisconsin

1994

Queen – Lisa Terry – Minnesota
Princess – Julie Batton – Missouri

1976

Queen – Tammy Jo Inman – Kansas
Princess – Julie Thomas – Minnesota

2011

Queen – Teresa Bryson – Pennsylvania

1993

Queen – Gena West – Tennessee
Princess – Heather Pomeroy – Iowa

1975

Queen – Susan Harris – Florida
Princess – Cindy Sieh – South Dakota

CERTIFIED COPY OF A PROCLAMATION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED May 28, 2013

By Commissioner: xxx

052813-0xx

Proclamation identifying Emily Campbell 2013 American Honey Princess

WHEREAS, in January of this year Emily Campbell was chosen as the 2013 American Honey Princess at the 2013 American Honey conference held in January 2013, and

WHEREAS, as the Princess, Emily will spend the year traveling across the country promoting honey and beekeeping and teaching the public about the importance of honeybees in agriculture, and

WHEREAS, prior to her selection as the American Honey Princess, Emily served as the Minnesota Honey Queen, and

WHEREAS, Emily has had a busy first few months as she has conducted numerous newspaper interviews in Minnesota, North Dakota, New Jersey, etc. along with meeting the public in Wisconsin, Pennsylvania, New Jersey, and Kentucky where she met the Kentucky Commissioner of Agriculture, and

WHEREAS, the Aitkin County Board appreciates and supports the efforts of Emily Campbell to educate the public about the importance of honeybees.

NOW THEREFORE BE IT PROCLAIMED, that Emily Campbell, an Aitkin County resident, is the American Honey Princess.

Commissioner xxx moved the adoption of the proclamation and it was declared adopted upon the following vote

Four 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 13th 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 13th day of May A.D., 2013

KIRK PEYSAR, County Auditor

BY _____

AITKIN COUNTY BOARD

May 14, 2013

The Aitkin County Board of Commissioners met this 14th day of May, 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.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the May 14, 2013 agenda.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: April 23, 2013 – May 13, 2013; B) Approve County Board Minutes: April 23, 2013; C) Approve April 30, 2013 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: General Fund \$19,837.87, Road & Bridge \$218,590.88, Health & Human Services \$2,103.13, State \$32,228.75, Taxes & Penalties \$2,449.21, Long Lake Conservation Center \$1,830.37 for a total of \$277,040.21; 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; a) Approve Commissioner Warrants: General Fund \$85,413.01, Road & Bridge \$30,811.41, Special Revenue \$1,068.38, Health & Human Services \$105.60, Trust \$7,034.85, Forest Development \$7,490.11, Long Lake Conservation Center \$11,402.47, Parks \$39,347.31 for a total of \$182,673.14

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve remodeling projects in the Courthouse and Jail for \$34,417 plus tax – Aitkin Glass/Temco

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve \$1600 Archery Grant for Long Lake Conservation Center from Minnesota Department of Natural Resources National Archery in the Schools Program.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – 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)

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve resolution – Form LG214 Palisade Fire Relief Association:

CALL TO ORDER

**APPROVED
AGENDA**

**CONSENT
AGENDA**

**COURTHOUSE
REMODELING
PROJECTS**

**ARCHERY GRANT
LONG LAKE
CONSERVATION
CENTER**

**RESOLUTION
051413-048
FORM LG220
WHITE PINE
RIDERS**

RESOLUTION

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

**051413-049
FORM LG214
PALISADE FIRE
RELIEF
ASSOCIATION**

Sheriff Scott Turner presented a Certificate of Appreciation to McGregor Area Ambulance for over 35 years of volunteer service and 10,000 service calls. John Bajda, Penny Olson, Dake Olson, and Jerry Farley were in attendance.

**MCGREGOR
AREA
AMBULANCE**

Pat Scollard, Sentence to Serve Coordinator provided an STS update to the Board.

STS UPDATE

Bobbie Danielson, Human Resources Manager presented Personnel Committee Recommendations to the Board.

**PERSONNEL
COMMITTEE**

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve filling one full-time Jail Sergeant position, and if the position is filled by promotion, to refill the corresponding full-time Jailer vacancy.

JAIL SERGEANT

Patrick Wussow, County Administrator reviewed with the Board the legislation they would like our legislators to concentrate on during the final days of the 2013 legislative session.

**LEGISLATIVE
UPDATE**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting to adopt resolution – Worker’s Compensation Policy Changes Act:

WHEREAS, Aitkin County has concerns with H.F. 1359, the Worker’s 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, and

**RESOLUTION
051413-050
WORKER’S
COMPENSATION
POLICY
CHANGES**

WHEREAS, 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, Aitkin County 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, and

WHEREAS, 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, and

WHEREAS, 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 current language, anytime this happens in the normal course of duties, a deputy could 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, and

WHEREAS, 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.

THEREFORE, 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.

The telephone conference call with Representative Joe Radinovich and Senator Carrie Ruud was cancelled.

Patrick Wussow, County Administrator reviewed the facts and myths of the Public Employee Retirement Association of Minnesota (PERA) with the Board.

Break: 10:32 a.m. to 10:44 a.m.

Sheriff Scott Turner and Rey Freeman, GeoComm Communications Manager gave the Board a final report on the Aitkin County 800 MHz Radio System.

Sheriff Scott Turner presented the second and final reading of the proposed Social Host Ordinance, with revisions, to the Board. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (3-2 Marcotte/Napstad) to adopt the Social Host Ordinance as originally presented, and which most closely mirrors the ordinance passed by the City of Aitkin.

Terry Neff discussed a proposed Joint Powers Agreement with Minnesota Pollution Control Agency (MPCA). Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve entering into this Joint Powers Agreement.

Ross Wagner, Economic Development & Forest Industry Coordinator presented Economic Development Committee's recommendations for Tourism Promotion and Development Grants. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the following grants:

- \$ 500.00 – Hill City Chamber of Commerce
- \$ 500.00 – City of Tamarack
- \$ 640.00 – City of Aitkin
- \$ 500.00 – Aitkin County

**RUUD &
RADINOVICH
CONFERENCE
CALL**

PERA

BREAK

**FINAL REPORT
800 MHz RADIO**

**SOCIAL HOST
ORDINANCE**

**MPCA JOINT
POWERS
AGREEMENT**

**TOURISM
PROMOTION AND
DEVELOPMENT
GRANTS**

\$2140.00

This item was removed from the agenda pending additional information.

The Board reported on the following:

Commissioner Brian Napstad

- **ATV** – Quadna Mud Run in June
- **LLCC** – Attended April 30, 2013 Special Meeting
- **Joint Powers Natural Resource** – Discussed Con Con Land, County Ditch Law, Department of Natural Resources, and PILT
- **MAC** – Cancelled and rescheduled to May 29th
- **ARK** – Health & Human Services set up event in conjunction with McGregor Angels. Commissioner Napstad and Steve Hughes, Aitkin County Soil & Water were speakers.

Commissioner Don Niemi

- **Snake River** – Steve Hughes is working on a water plan for Aitkin County
- **ARDC** – Attended meeting in Tower, MN
- **Economic Development** – Discussed earlier in meeting, under Tourism Grants
- **LLCC** – Attended April 30th Special Meeting
- **ECRL** – Met in Cambridge. Went over audit report.

Commissioner Anne Marcotte

- **ATV** – Quadna Mud Run was discussed with Commissioner Napstad
- **Economic Development** – Discussed earlier in meeting, under Tourism Grants
- **Palisade School District Public Hearing** – Attended with Patrick Wussow. The Hearing was held to discuss whether or not to close the elementary school. The School Board will meet May 20th to make a decision.

Commissioners Brian Napstad and Anne Marcotte left at 12:21 p.m.

Laurie Westerlund

- **Mille Lacs Watershed** – Attended April 15th. Rivers & Lakes Fair is scheduled for June 15th at Rippleside Elementary.
- **CMCC** – Attended meeting on April 17th. Mark Wedel discussed. Next meeting is May 15th.
- **Mille Lacs Tour** – Some topics discussed were shoreland revegetation projects, aquatic invasive species, and glacial effects.
- **HRA** – Met on April 22nd. Will meet in Hill City in May.
- **DAC** – Attended meeting on April 18th

SAND PIT ACQUISITION

BOARD DISCUSSION

NAPSTAD AND MARCOTTE LEAVE

- **Onanegozie** – Met at Fireside in McGregor. Looking for a grant writer.

J. Mark Wedel

- **CMCC** – Met April 17th. Senate Finance Committee says there may be a \$45,000 grant increase.
- **Personnel** – Discussed earlier in meeting.
- **Historical Society** – Scheduled June 11th luncheon Noon to 1:00 p.m.
- **Aitkin Airport** – Routine meeting. Reviewed 2014 preliminary budget.
- **Kinship** – No quorum
- **Sobriety Court** – Met April 18th. Discussed medicinal marijuana.
- **Labor Management** – Met May 9th for a training session.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (3-0 Napstad/Marcotte absent), all members voting yes to adjourn the meeting at 12:42 p.m. until Tuesday, May 28, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
5/13/13 11:36AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas Y

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

April Sales + Use Tax

DKB1
 5/13/13 11:36AM
 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40 DEPT			Auditor		
89991 Bremer Bank					
1 01-040-000-0000-5517		0.19	Receipt Nbr 995 04/05/2013		Fees For Services
2 01-040-000-0000-5517		0.19	Receipt Nbr 999 04/29/2013		Fees For Services
3 01-040-000-0000-5840		0.10	Receipt Nbr 996 04/16/2013		Misc Receipts
4 01-040-021-0000-5840		4.66	Receipt Nbr 826 04/01/2013		Misc Receipts
5 01-040-021-0000-5840		0.32	Receipt Nbr 826 04/01/2013		Misc Receipts
6 01-040-021-0000-5840		2.51	Receipt Nbr 828 04/08/2013		Misc Receipts
89991 Bremer Bank		7.97		6 Transactions	
40 DEPT Total:		7.97	Auditor	1 Vendors	6 Transactions
42 DEPT			Treasurer		
89991 Bremer Bank					
7 01-042-000-0000-5840		0.26	Receipt Nbr 2982 04/01/2013		Misc Receipts
8 01-042-000-0000-5840		0.13	Receipt Nbr 2983 04/01/2013		Misc Receipts
9 01-042-000-0000-5840		0.13	Receipt Nbr 2989 04/08/2013		Misc Receipts
10 01-042-000-0000-5840		0.06	Receipt Nbr 2990 04/08/2013		Misc Receipts
11 01-042-000-0000-5840		0.19	Receipt Nbr 2992 04/10/2013		Misc Receipts
12 01-042-000-0000-5840		0.19	Receipt Nbr 2994 04/11/2013		Misc Receipts
13 01-042-000-0000-5840		0.13	Receipt Nbr 2998 04/17/2013		Misc Receipts
14 01-042-000-0000-5840		0.13	Receipt Nbr 2999 04/17/2013		Misc Receipts
15 01-042-000-0000-5840		0.06	Receipt Nbr 3002 04/19/2013		Misc Receipts
16 01-042-000-0000-5840		0.13	Receipt Nbr 3002 04/19/2013		Misc Receipts
17 01-042-000-0000-5840		0.06	Receipt Nbr 3004 04/22/2013		Misc Receipts
18 01-042-000-0000-5840		0.39	Receipt Nbr 3004 04/22/2013		Misc Receipts
19 01-042-000-0000-5840		0.13	Receipt Nbr 3004 04/22/2013		Misc Receipts
20 01-042-000-0000-5840		0.13	Receipt Nbr 3004 04/22/2013		Misc Receipts
21 01-042-000-0000-5840		0.03	Receipt Nbr 3005 04/23/2013		Misc Receipts
22 01-042-000-0000-5840		0.13	Receipt Nbr 3009 04/26/2013		Misc Receipts
23 01-042-000-0000-5840		0.13	Receipt Nbr 3010 04/29/2013		Misc Receipts
24 01-042-000-0000-5840		0.13	Receipt Nbr 3010 04/29/2013		Misc Receipts
25 01-042-000-0000-5840		0.03	Receipt Nbr 3012 04/29/2013		Misc Receipts
26 01-042-000-0000-5840		0.13	Receipt Nbr 3014 04/30/2013		Misc Receipts
27 01-042-000-0000-5840		0.03	Receipt Nbr 3015 04/30/2013		Misc Receipts
28 01-042-000-0000-5840		0.06	Receipt Nbr 3016 04/30/2013		Misc Receipts
29 01-042-000-0000-5840		0.06	Receipt Nbr 3017 04/30/2013		Misc Receipts
89991 Bremer Bank		2.85		23 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
42	DEPT Total:		2.85	Treasurer	1 Vendors 23 Transactions
43	DEPT			Assessor	
	89991 Bremer Bank				
30	01-043-000-0000-5840		3.22	Receipt Nbr 748 04/11/2013	Misc Receipts
31	01-043-000-0000-5840		77.04	Receipt Nbr 748 04/11/2013	Misc Receipts
	89991 Bremer Bank		80.26	2 Transactions	
43	DEPT Total:		80.26	Assessor	1 Vendors 2 Transactions
44	DEPT			Central Services	
	89991 Bremer Bank				
32	01-044-000-0000-5840		0.06	Receipt Nbr 702 04/16/2013	Misc Receipts
66	01-044-046-0000-6625		33.69	Warr Nbr 865 04/11/2013	Telephone System Equipment
	89991 Bremer Bank		33.75	2 Transactions	
44	DEPT Total:		33.75	Central Services	1 Vendors 2 Transactions
49	DEPT			Information Technologies	
	89991 Bremer Bank				
33	01-049-000-0000-5525		1.72	Receipt Nbr 544 04/05/2013	Label & Listing Sales
	89991 Bremer Bank		1.72	1 Transactions	
49	DEPT Total:		1.72	Information Technologies	1 Vendors 1 Transactions
90	DEPT			Attorney	
	89991 Bremer Bank				
34	01-090-000-0000-5840		1.29	Receipt Nbr 1225 04/03/2013	Misc Receipts
35	01-090-000-0000-5840		0.64	Receipt Nbr 1226 04/03/2013	Misc Receipts
36	01-090-000-0000-5840		1.29	Receipt Nbr 1227 04/03/2013	Misc Receipts
37	01-090-000-0000-5840		1.29	Receipt Nbr 1231 04/17/2013	Misc Receipts
38	01-090-000-0000-5840		0.64	Receipt Nbr 1232 04/17/2013	Misc Receipts
39	01-090-000-0000-5840		0.64	Receipt Nbr 1238 04/26/2013	Misc Receipts
	89991 Bremer Bank		5.79	6 Transactions	
90	DEPT Total:		5.79	Attorney	1 Vendors 6 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
100 DEPT				Recorder
89991 Bremer Bank				
78 01- 100- 000- 0000- 6311		113.11		April 2013 sales tax- copies
79 01- 100- 000- 0000- 6312		0.11-		April 2013 sales tax adjustment
89991 Bremer Bank		113.00	2 Transactions	Sales Tax Sales Tax Adjustment
100 DEPT Total:		113.00	Recorder	1 Vendors 2 Transactions
122 DEPT				Planning & Zoning
89991 Bremer Bank				
67 01- 122- 000- 0000- 6405		9.53		Warr Nbr 865 04/11/2013
68 01- 122- 000- 0000- 6405		0.48		Warr Nbr 865 04/11/2013
89991 Bremer Bank		10.01	2 Transactions	Office, Computer, Film, & Field Supplies Office, Computer, Film, & Field Supplies
122 DEPT Total:		10.01	Planning & Zoning	1 Vendors 2 Transactions
252 DEPT				Corrections
89991 Bremer Bank				
40 01- 252- 252- 0000- 5872		129.41		Receipt Nbr 2173 04/10/2013
41 01- 252- 252- 0000- 5872		41.17		Receipt Nbr 2184 04/19/2013
42 01- 252- 252- 0000- 5872		131.18		Receipt Nbr 2186 04/25/2013
43 01- 252- 252- 0000- 5885		14.81		Receipt Nbr 2173 04/10/2013
44 01- 252- 252- 0000- 5885		8.65		Receipt Nbr 2181 04/17/2013
89991 Bremer Bank		325.22	5 Transactions	Phone Card Prisoner Welfare(Taxable) Phone Card Prisoner Welfare(Taxable) Phone Card Prisoner Welfare(Taxable) Commissary Sales Taxable Commissary Sales Taxable
252 DEPT Total:		325.22	Corrections	1 Vendors 5 Transactions
391 DEPT				Solid Waste
89991 Bremer Bank				
69 01- 391- 000- 0000- 6405		9.53		Warr Nbr 865 04/11/2013
70 01- 391- 000- 0000- 6405		0.48		Warr Nbr 865 04/11/2013
89991 Bremer Bank		10.01	2 Transactions	Office & Film Supplies Office & Film Supplies
391 DEPT Total:		10.01	Solid Waste	1 Vendors 2 Transactions
1 Fund Total:		590.58	General Fund	51 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
3 Road & Bridge

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
89991	Bremer Bank				
45	03-000-000-0000-5855		1.93	Receipt Nbr 1526 04/08/2013	Charges- Individuals
46	03-000-000-0000-5855		1.93	Receipt Nbr 1531 04/08/2013	Charges- Individuals
47	03-000-000-0000-5855		5.79	Receipt Nbr 690 04/15/2013	Charges- Individuals
48	03-000-000-0000-5855		3.44	Receipt Nbr 690 04/15/2013	Charges- Individuals
49	03-000-000-0000-5855		19.62	Receipt Nbr 691 04/19/2013	Charges- Individuals
50	03-000-000-0000-5855		1.93	Receipt Nbr 1533 04/22/2013	Charges- Individuals
51	03-000-000-0000-5855		1.93	Receipt Nbr 692 04/24/2013	Charges- Individuals
52	03-000-000-0000-5855		3.44	Receipt Nbr 692 04/24/2013	Charges- Individuals
53	03-000-000-0000-5855		1.93	Receipt Nbr 695 04/30/2013	Charges- Individuals
89991	Bremer Bank		41.94	9 Transactions	
0	DEPT Total:		41.94	Undesignated	1 Vendors 9 Transactions
303	DEPT			R&B Highway Maintenance	
8410	Bremer Bank				
73	03-303-000-0000-6513		1,117.49	APRIL DIESEL TAX	Motor Fuel & Lubricants
8410	Bremer Bank		1,117.49	1 Transactions	
89991	Bremer Bank				
74	03-303-000-0000-6513		436.00	APRIL USE TAX	Motor Fuel & Lubricants
89991	Bremer Bank		436.00	1 Transactions	
303	DEPT Total:		1,553.49	R&B Highway Maintenance	2 Vendors 2 Transactions
3	Fund Total:		1,595.43	Road & Bridge	11 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
0	DEPT			Undesignated	
	4580 Mn Dept Of Finance				
80	09- 000- 000- 0000- 2022		136.00	April 2013 Birth	Birth/Death Surcharges
81	09- 000- 000- 0000- 2022		460.00	April 2013 Death	Birth/Death Surcharges
82	09- 000- 000- 0000- 2024		102.00	April 2013 Childrens	St Share Of Birth Cert.- Children
83	09- 000- 000- 0000- 2031		6.00	April 2013 Torrens	Real Estate Assurance (Was 5874 And 627
84	09- 000- 000- 0000- 2036		4,924.50	April 2013 State General Fund	Recording Surcharges (Was 5871 & 6281)
85	09- 000- 000- 0000- 2036		340.00	April 2013 State General Fund	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		5,968.50	6 Transactions	
	3375 Mn Dept Of Health				
77	09- 000- 000- 0000- 2027		807.50	APRIL STATE WELL	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		807.50	1 Transactions	
0	DEPT Total:		6,776.00	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		6,776.00	State	7 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
10 Trust

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT					
	89991 Bremer Bank					
75	10- 923- 000- 0000- 6311		8.95	APRIL GRAVEL SALES TAX		Sales Tax
	89991 Bremer Bank		8.95	1 Transactions		
923	DEPT Total:		8.95	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		8.95	Trust		1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
925	DEPT				
	89991 Bremer Bank				
76	11- 925- 000- 0000- 6312		0.05	APRIL SALES TAX ADJUSTMENT	Sales Tax Adjustment
	89991 Bremer Bank		0.05	1 Transactions	
925	DEPT Total:		0.05	Reforestation	1 Vendors 1 Transactions
11	Fund Total:		0.05	Forest Development	1 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
54	19- 521- 000- 0000- 5885		33.16 Receipt Nbr 852 04/02/2013		Commissary Sales Taxable
55	19- 521- 000- 0000- 5885		5.79 Receipt Nbr 853 04/09/2013		Commissary Sales Taxable
56	19- 521- 000- 0000- 5885		28.30 Receipt Nbr 855 04/22/2013		Commissary Sales Taxable
57	19- 521- 000- 0000- 5885		0.55 Receipt Nbr 857 04/29/2013		Commissary Sales Taxable
	89991 Bremer Bank		67.80	4 Transactions	
521	DEPT Total:		67.80	LLCC Administration	1 Vendors 4 Transactions
19	Fund Total:		67.80	Long Lake Conservation Center	4 Transactions

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
5/13/13 11:36AM
21 Parks

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
520 DEPT			Parks	
89991 Bremer Bank				
58 21-520-000-0000-5510		9.26	Receipt Nbr 1529 04/08/2013	Co. Parks Campground Fees
59 21-520-000-0000-5510		2.32	Receipt Nbr 1530 04/08/2013	Co. Parks Campground Fees
60 21-520-000-0000-5510		0.77	Receipt Nbr 1532 04/11/2013	Co. Parks Campground Fees
61 21-520-000-0000-5510		1.16	Receipt Nbr 1532 04/11/2013	Co. Parks Campground Fees
62 21-520-000-0000-5510		1.93	Receipt Nbr 1532 04/11/2013	Co. Parks Campground Fees
63 21-520-000-0000-5510		4.82	Receipt Nbr 1534 04/25/2013	Co. Parks Campground Fees
64 21-520-000-0000-5510		6.75	Receipt Nbr 1534 04/25/2013	Co. Parks Campground Fees
65 21-520-000-0000-5510		3.86	Receipt Nbr 1535 04/29/2013	Co. Parks Campground Fees
71 21-520-000-0000-6406		123.75	Warr Nbr 44073 04/12/2013	Field Supplies
72 21-520-000-0000-6590		24.06	Warr Nbr 44136 04/12/2013	Repair & Maintenance Supplies
89991 Bremer Bank		178.68	10 Transactions	
520 DEPT Total:		178.68	Parks	1 Vendors 10 Transactions
21 Fund Total:		178.68	Parks	10 Transactions
Final Total:		9,217.49	19 Vendors	85 Transactions

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	590.58	General Fund	
	3	1,595.43	Road & Bridge	
	9	6,776.00	State	
	10	8.95	Trust	
	11	0.05	Forest Development	
	19	67.80	Long Lake Conservation Center	
	21	178.68	Parks	
	All Funds	9,217.49	Total	Approved by,
			
			

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/22/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Request for unpaid leave of absence - one month extension

Requested Meeting Date: 5/28/2013 Estimated Presentation Time: Consent agenda

Presenter: Bobbie Danielson

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) na
- 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 LOA
- 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 LOA



Supporting Attachment(s)

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

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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator, Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: May 22, 2013

Subject: Request for Unpaid Leave of Absence

Jerry DeWitt is a Heavy Equipment Operator in the Road and Bridge Department. He has requested an extended unpaid leave of absence through June 30, 2013, under the terms of the Aitkin County Personnel Policies and Procedures Manual (Article 5, Subject 5.6). The County Engineer supports his request.

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

ARTICLE 5: EMPLOYEE BENEFITS AND SERVICES

SUBJECT 5.6: LEAVE OF ABSENCE

Effective: 11/28/00

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

A. **GENERAL PROCEDURES:**

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

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

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

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

B. **RETURN FROM LEAVE OF ABSENCE:**

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

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

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

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-21-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Mural Request – Persian Gulf Support Group

Requested Meeting Date: 5-28-13 Estimated Presentation Time: _____

Presenter: Joy and Carroll Janzen, Persian Gulf Support Group

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board

FROM: Patrick Wussow, Aitkin County Administrator

RE: Mural for Courthouse and Sidewalk for Monument

DATE: May 21, 2013

Last year the County Board accepted the donation of a new All Veterans Memorial. At that time the Board discussed the request of the Persian Gulf Support Group to have a sidewalk installed that would allow the public closer access to the monument. In both 2012 and now in 2013 the dollars budgeted for sidewalks have been spent on other remodeling projects in the Courthouse. The sidewalks will need to be part of the 2014 budget.

Additionally the Persian Gulf Support Group is proposing the attached mural to be located behind the eagle that has been moved to a space adjacent to the second floor entrance. The Support Group is proposing to pay for the work to be done.

Action requested.

If the Board agrees with the proposal they would want to pass a motion to accept the donations to have the mural completed.



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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-22-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Habitat for Humanity Bike-a-thon Request for One Night of Camping

Requested Meeting Date: 5-28-13 Estimated Presentation Time: _____

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, County Administrator

RE: Habitat For Humanity Bike-a-thon Request for One Night of Camping

DATE: May 22, 2013

The County is in receipt of a request to allow tents and campers to use the green space adjacent to the Courthouse. Attached for your review is a request that explains in detail how Habitat for Humanity is conducting a seven day bike a thon to raise funds and awareness for Habitat for Humanity. This year they will be coming through Aitkin County. For their night stay they will be primarily using the school, but some of the bikers like the full outdoor experience and like to camp. The schools property is not big enough to allow this and they are asking for County Board authorization to camp/tent one night.

In her email response she addresses the areas of the concerns we have when the County has allowed others to use the site, typically for shorter periods. Staff has reviewed the request with the Sheriff and the City. Both are satisfied that this is ok as proposed.

Action requested

Approve by motion to allow Habitat for Humanity to camp/tent on the green space along Hwy 210 next to the courthouse.

Patrick Wussow

From: Jenni Ebert - Habitat for Humanity of Minnesota <jenni@hfhmn.org>
Sent: Monday, May 20, 2013 3:59 PM
To: Patrick Wussow
Subject: Re: Habitat for Humanity Event Coming to Aitkin
Attachments: H500Background2013.pdf; Untitled attachment 00025.txt

Hi Patrick,

Thank you for your help with this. The majority of this event will take place across the street at the Aitkin school. All our participants will use the rest rooms / locker rooms there. They will access trash / recycling receptacles and water fountains there as well. There will not be any pets as part of this event. We will not be providing any food at that site. No fires will be allowed. In the case of inclement weather, all campers would be advised to move indoors at the school.

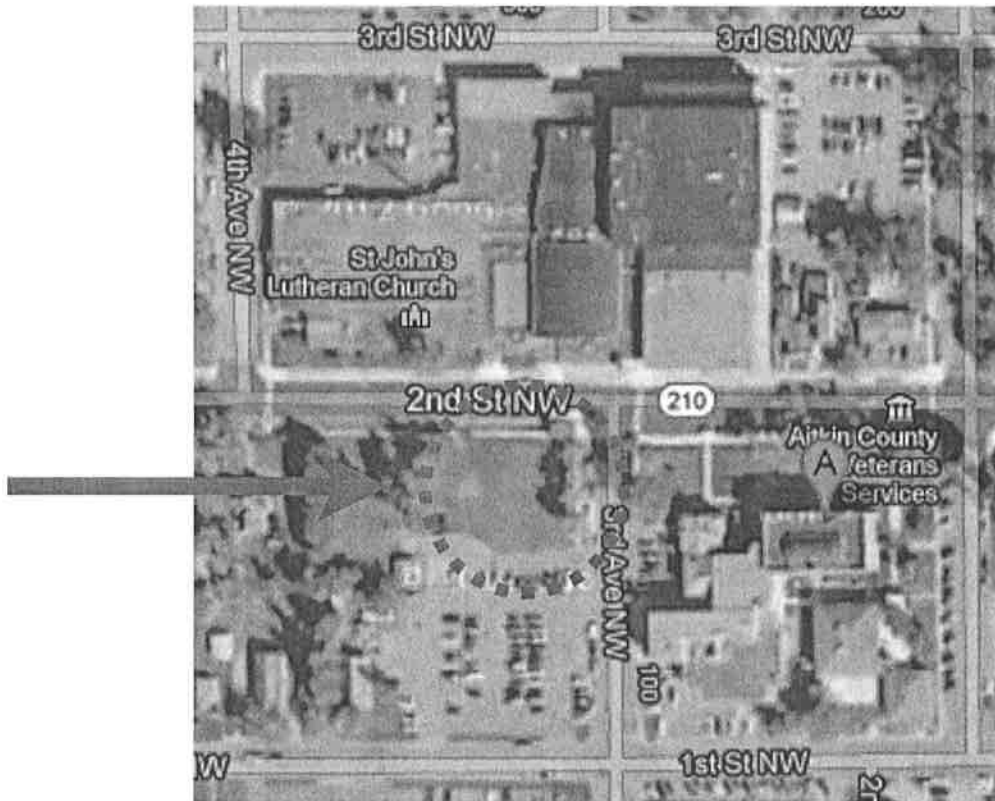
I will be the contact person and the person responsible for any clean up needed. During the event, I can be reached on my cell at [redacted] My Executive Director, Jan Plimpton, will also be available as a secondary contact. She can be reached by cell at [redacted]

We would use the space from about noon on Monday, July 15 until 8 AM on Tuesday, July 16. Our group totals 175 people, but the vast majority will stay across the street at the school. A small group of about 20 (or fewer) tents will use the open lot for camping as well as some green space nearest the south side of the school.

Attached is a backgrounder about the event in case you'd like more details about the overall event itself. Please let me know if I can provide any further details. Thanks again!

Warm Regards,
Jenni

Habitat 500
July 15 - 16, 2013
www.habitat500.org



ABOUT THE HABITAT 500



HABITAT FOR HUMANITY
500 MILE BIKE RIDE FUNDRAISER
JULY 14 - 20, 2013
WWW.HABITAT500.ORG

WHAT IS THE HABITAT 500?

This year marks the *21st Anniversary* of the Habitat 500! The Habitat 500 is a bicycle ride (not a race) that covers 500 miles over the course of 7 days (an average of 71 miles per day). Each rider raises funds from family, friends, businesses, and church groups and designates the Habitat for Humanity affiliates they wish to support (both locally and around the world). Over the past five years, funds raised have averaged over \$300,000! Riders are required to raise a minimum of \$950, but the average amount raised is over \$2,400 per rider. We tour around Minnesota visiting Habitat affiliates, Habitat worksites, and Habitat homeowners along the way (in addition to roadside attractions). Habitat affiliates serve as our local hosts for overnight stays.

A key component of the ride is to *raise awareness about the need for decent, safe, affordable housing*. In this regard, we are in contact with all forms of media to generate coverage and we find the ride is a very attractive story for newspapers, radio, tv, cable, etc. -- we bring a lot of excitement wherever we go. To get a taste of this excitement, try our web site at: www.habitat500.org

WHO PARTICIPATES IN THE HABITAT 500?

The riders on the Habitat 500 are a very committed group. Many have participated in multiple years of rides. Typically, riders range in age from 18 to folks over 80. The greatest percentage of riders (65%) are between 40 and 65 years of age. Males comprise about 60% of riders. Nearly all riders are college graduates. Nearly 80% identify themselves as being members of a church. Most riders are from Minnesota (68%) although 14 other states are regularly represented. Next to residents of Minnesota, the next most prevalent are: Wisconsin, Illinois, Iowa, and South Dakota.

HOW HAVE YOU KEPT THE COSTS OF THE RIDE TO JUST 3% OF FUNDS RAISED?

The ride is coordinated, planned, and supported by volunteers. A committee of 15 individuals meets regularly for a year to plan the ride. Ride support is provided by 40 individuals who take a week's vacation to work very hard every day to mark the route, transport gear, staff rest stops, re-supply the rest stops, coordinate with overnight and meal hosts, administer medical care, provide mechanical support, track the riders, and otherwise make sure we get from point A to point B safely. In each community where we spend the night, we have overnight lodging hosts and meal hosts. The overnight hosts are typically high schools where we either sleep on the gym floor or camp out. The meal hosts provide dinner and / or breakfast to the riders and support staff -- making the meals themselves from either donated food items or ingredients they have purchased themselves. It is an awesome thing to behold.

(CONTINUED)

I FEEL LIKE I'VE HEARD A FAIR AMOUNT ABOUT HABITAT FOR HUMANITY, BUT HOW DOES IT WORK REALLY?

Habitat for Humanity is a non-profit organization that works through locally formed affiliates to eliminate poverty housing by building simple, decent, safe, affordable housing for families in need. These families contribute hundreds of hours of sweat equity in the construction of their homes. The families purchase their homes under 20 to 30 year, 0% interest mortgages. All Habitat homeowner mortgage payments go back into the creation of more affordable housing. Habitat sells these homes to families at no profit. We can keep the cost of the homes affordable primarily by engaging thousands of volunteers to help us build homes and by partnering with the suppliers of building products to obtain donated materials. Since 1976, Habitat for Humanity affiliates have built over 500,000 homes and served more than 2.5 million people world-wide. This past year, Habitat was the 6th largest homebuilder in the United States.

WHAT ARE THE RESULTS ACHIEVED BY THE HABITAT FOR HUMANITY AFFILIATES BUILDING HOMES IN THE STATE OF MINNESOTA?

There are 33 Habitat affiliates building homes in the state of Minnesota. Currently, the geographic area these affiliates serve covers 90% of Minnesotans. Habitat affiliates project they will complete 120 homes in the state of Minnesota in calendar year 2012. Since the 1985 inception of Minnesota's first affiliate (Twin Cities Habitat) affiliates will have built 2,000 homes by the end of 2012.

YOU STATE THAT THE RIDE IS BEING HOSTED BY HABITAT FOR HUMANITY OF MINNESOTA (HFH-MN). IS HFH-MN AN AFFILIATE OR WHAT?

Habitat for Humanity of Minnesota, Inc. (HFH-MN) is a state support organization created under the umbrella of Habitat for Humanity International. As a state support organization, HFH-MN was created to identify and serve the needs of Habitat affiliates in the state of Minnesota in the creation of decent, safe, affordable housing for those in need. The two main activities of HFH-MN are: 1) generating resources for the 33 Habitat affiliates building homes in Minnesota to augment their local fundraising, and 2) generating awareness of the Habitat program and the need for affordable housing. HFH-MN was created in October, 1997. We have several very active and dynamic programs. For more information about HFH-MN try our web site: www.hfhmn.org.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-21-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Contract Award – C.P. 01-090-25, etc.

Requested Meeting Date: 5-28-13 Estimated Presentation Time: 10 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

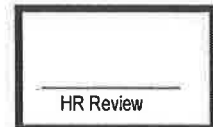
- For info only, no action requested Approve under Routine Business
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6262, 6600

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: May 21, 2013

Regular Agenda Items:

Contract Award: C.P. 01-090-25, etc. – Bituminous Overlay Projects

Summary:

Sealed bids were opened for the various projects included in this contract on May 10, 2013, with the three bids summarized on the attached Contract Bid Summary. From this summary, Tri City Paving of Little Falls, MN was the low bid at \$1,174,255.10, 4.72% over the estimated cost of \$1,121,365.75.

The Projects included in this bid include the following:

- C.P. 01-090-25: Bituminous patches on CSAH 8, 14, 16, 24, 40
Lot paving at the Aitkin Area Maintenance Facility
- C.P. 01-54-01: Bituminous mill and overlay on CR 54 from CSAH 1 to 7th Ave. NE
- C.P. 01-54-02: Bituminous mill, reclaim, and pavement on CR 54 in Aitkin Industrial Park
- C.P. 01-66-01: Bituminous mill and overlay on CR 66 on the west side of Hill Lake
- C.P. 01-77-01: Bituminous mill, reclaim, and pavement on CR 77 on east side of Farm Island
Lake
- C.P. 01-82-01: Bituminous mill and overlay on CR 82 from US Hwy 169 to Quadna
- C.P. 01-83-01: Bituminous mill, reclaim, and pavement on CR 83 in Aitkin Industrial Park
- C.P. 01-85-01: Bituminous mill and overlay on CR 85 on west side of Mille Lacs Lake

Award of this contract to Tri City Paving is recommended by the following resolution.

Draft Resolution:

WHEREAS, C.P. 01-090-25, etc. is for parking lot paving and bituminous patches on CSAH 8, CSAH 14, CSAH 16, CSAH 24, and CSAH 40 and culvert replacements and bituminous milling, reclamation, and paving on CR 54, 66, 77, 82, 83, and 85, and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, May 20, 2013 with a total of (3) three bids received, and

WHEREAS, Tri- City Paving, Inc. of Little Falls, MN was the lowest responsible bidder in the amount of 1,174,255.10.

NOW THEREFORE, BE IT RESOLVED, That Tri-City Paving, Inc. be awarded the contract for construction of CP 01-090-25, etc.

BE IT FURTHER RESOLVED, That the Chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

5/21/2013



Aitkin County Contract Bid Summary

Contract No.: 20132

Project No.: CP 01-090-25, CP 01-54-01, CP 01-54-02, CP 01-66-01, CP 01-77-01, CP 01-82-01, CP 01-83-01, CP 01-85-01

Bid Opening: 05/20/2013 2:00 PM

Vendor Number	Business Name	Total Bid Amount	Percent Over/Under Estimate
	Engineers Estimate	\$1,121,365.75	
61	Tri City Paving	\$1,174,255.10	4.72% OVER ESTIMATE
20	Anderson Brothers	\$1,312,045.14	17.00% OVER ESTIMATE
8352	Central Specialities Inc	\$1,585,743.57	41.41% OVER ESTIMATE

Abstract of Bids

CP 01-090-25, CP 01-54-01, CP 01-54-02, CP 01-66-01, CP 01-77-01, CP 01-82-01, CP 01-83-01, CP 01-85-01

Project: CP 01-090-25 - Countywide Patching on CSAH 8,14,16,24, and 40.

Item No.	Item	Units	Quantity	Engineers Estimate		Tri City Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LUMP SUM	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$12,224.97	\$12,224.97	\$8,000.00	\$8,000.00
2	2104.503 REMOVE BITUMINOUS PAVEMENT	SQ FT	8611	\$0.50	\$4,305.50	\$0.60	\$5,166.60	\$0.88	\$7,577.68	\$2.00	\$17,222.00
3	2105.501 COMMON EXCAVATION	CU YD	20	\$25.00	\$500.00	\$20.00	\$400.00	\$30.81	\$616.20	\$10.00	\$200.00
4	2105.533 SALVAGED AGGREGATE (CV)	CU YD	83	\$12.00	\$996.00	\$20.00	\$1,660.00	\$12.33	\$1,023.39	\$20.00	\$1,660.00
5	2112.604 SUBGRADE PREPARATION	SQ YD	6393	\$0.45	\$2,876.85	\$0.50	\$3,196.50	\$0.96	\$6,137.28	\$1.00	\$6,393.00
6	2232.501 MILL BITUMINOUS SURFACE (1.5")	SQ YD	2644	\$4.00	\$10,576.00	\$1.00	\$2,644.00	\$4.61	\$12,188.84	\$10.00	\$26,440.00
7	2232.501 MILL BITUMINOUS SURFACE (2.0")	SQ YD	233	\$4.00	\$932.00	\$1.00	\$233.00	\$5.21	\$1,213.93	\$10.00	\$2,330.00
8	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GALLON	886	\$2.50	\$2,215.00	\$3.00	\$2,658.00	\$2.65	\$2,347.90	\$2.50	\$2,215.00
9	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	483	\$70.00	\$33,810.00	\$65.00	\$31,395.00	\$70.83	\$34,210.89	\$95.24	\$46,000.92
10	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	1179	\$60.00	\$70,740.00	\$70.00	\$82,530.00	\$72.88	\$85,925.52	\$76.13	\$89,757.27
11	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$500.00	\$500.00	\$1,200.00	\$1,200.00	\$1,206.90	\$1,206.90	\$1,200.00	\$1,200.00
12	2582.502 4" SOLID LINE WHITE-EPOXY	LIN FT	3150	\$0.25	\$787.50	\$0.40	\$1,260.00	\$0.27	\$850.50	\$0.27	\$850.50
13	2582.502 4" SOLID LINE YELLOW-EPOXY	LIN FT	1798	\$0.25	\$449.50	\$0.50	\$899.00	\$0.34	\$611.32	\$0.34	\$611.32
14	2582.502 4" BROKEN LINE YELLOW-EPOXY	LIN FT	330	\$0.25	\$82.50	\$0.50	\$165.00	\$0.27	\$89.10	\$0.27	\$89.10
Totals for Project CP 01-090-25					\$133,770.85		\$136,407.10		\$166,224.42		\$202,969.11
% of Estimate for Project CP 01-090-25							1.97%		24.26%		1.73%

Project: CP 01-54-01 - County Road 54

Item No.	Item	Units	Quantity	Engineers Estimate		Tri City Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LUMP SUM	1	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$4,741.77	\$4,741.77	\$8,000.00	\$8,000.00
2	2104.501 REMOVE CURB AND GUTTER	LIN FT	55	\$4.50	\$247.50	\$7.00	\$385.00	\$5.91	\$325.05	\$10.00	\$550.00
3	2221.502 AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	67	\$25.00	\$1,675.00	\$30.00	\$2,010.00	\$35.15	\$2,355.05	\$46.66	\$3,126.22
4	2232.501 MILL BITUMINOUS SURFACE (1.5")	SQ YD	5746	\$1.25	\$7,182.50	\$1.00	\$5,746.00	\$1.45	\$8,331.70	\$2.00	\$11,492.00
5	2232.501 MILL BITUMINOUS SURFACE (2.0")	SQ YD	3033	\$2.50	\$7,582.50	\$1.00	\$3,033.00	\$1.53	\$4,640.49	\$2.70	\$8,189.10
6	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GALLON	708	\$2.50	\$1,770.00	\$3.00	\$2,124.00	\$2.65	\$1,876.20	\$2.50	\$1,770.00
7	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	788	\$54.00	\$42,552.00	\$65.00	\$51,220.00	\$61.84	\$48,729.92	\$67.86	\$53,473.68
8	2506.522 ADJUST FRAME & RING CASTING	EACH	2	\$350.00	\$700.00	\$250.00	\$500.00	\$404.54	\$809.08	\$300.00	\$600.00
9	2531.501 CONCRETE CURB & GUTTER DESIGN B624	LIN FT	55	\$30.00	\$1,650.00	\$30.00	\$1,650.00	\$57.79	\$3,178.45	\$35.00	\$1,925.00
10	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00	\$1,200.00	\$1,200.00	\$1,206.90	\$1,206.90	\$1,200.00	\$1,200.00
11	2582.502 4" SOLID LINE WHITE-EPOXY	LIN FT	4970	\$0.25	\$1,242.50	\$0.40	\$1,988.00	\$0.27	\$1,341.90	\$0.27	\$1,341.90
12	2582.502 4" SOLID LINE YELLOW-EPOXY	LIN FT	870	\$0.25	\$217.50	\$0.50	\$435.00	\$0.34	\$295.80	\$0.34	\$295.80
13	2582.502 4" BROKEN LINE YELLOW-EPOXY	LIN FT	500	\$0.25	\$125.00	\$0.50	\$250.00	\$0.27	\$135.00	\$0.27	\$135.00
Totals for Project CP 01-54-01					\$68,944.50		\$73,541.00		\$77,967.31		\$92,098.70
% of Estimate for Project CP 01-54-01							6.67%		13.09%		33.58%

Project: CP 01-54-02 - County Road 54 from CR 83 to end of pavement

Item No.	Item	Units	Quantity	Engineers Estimate		Tri City Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2021.501 MOBILIZATION	LUMP SUM	1	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$9,955.31	\$9,955.31	\$8,000.00	\$8,000.00
2	2104.501 REMOVE PIPE CULVERTS	LIN FT	100	\$8.00	\$800.00	\$20.00	\$2,000.00	\$14.31	\$1,431.00	\$20.00	\$2,000.00
3	2104.503 REMOVE BITUMINOUS PAVEMENT	SQ FT	2290	\$0.50	\$1,145.00	\$0.50	\$1,145.00	\$0.47	\$1,076.30	\$1.00	\$2,290.00
4	2105.501 COMMON EXCAVATION	CU YD	60	\$25.00	\$1,500.00	\$10.00	\$600.00	\$26.49	\$1,589.40	\$10.00	\$600.00
5	2211.502 AGGREGATE BASE (LV) CLASS 5	CU YD	118	\$18.00	\$2,124.00	\$20.00	\$2,360.00	\$27.86	\$3,287.48	\$46.66	\$5,505.88
6	2221.502 AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	306	\$25.00	\$7,650.00	\$20.00	\$6,120.00	\$33.06	\$10,116.36	\$46.66	\$14,277.96
7	2232.501 MILL BITUMINOUS SURFACE (3.5")	SQ YD	7160	\$2.25	\$16,110.00	\$1.50	\$10,740.00	\$2.47	\$17,685.20	\$5.00	\$35,800.00
8	2331.604 BITUMINOUS PAVEMENT RECLAMATION	SQ YD	9783	\$1.45	\$14,185.35	\$1.00	\$9,783.00	\$1.15	\$11,250.45	\$2.25	\$22,011.75
9	2357.502 BITUMINOUS MATERIAL FOR TACK COAT	GALLON	485	\$2.50	\$1,212.50	\$2.50	\$1,212.50	\$2.65	\$1,285.25	\$2.50	\$1,212.50
10	2360.501 TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	2266	\$56.00	\$126,896.00	\$62.00	\$140,492.00	\$66.14	\$149,873.24	\$67.86	\$153,770.76
11	2501.511 18" CS PIPE CULVERT	LIN FT	120	\$25.00	\$3,000.00	\$25.00	\$3,000.00	\$33.35	\$4,002.00	\$35.00	\$4,200.00
12	2501.515 18" GS PIPE APRON	EACH	4	\$185.00	\$740.00	\$250.00	\$1,000.00	\$342.45	\$1,369.80	\$250.00	\$1,000.00
13	2504.602 ADJUST GATE VALVE & BOX	EACH	2	\$250.00	\$500.00	\$200.00	\$400.00	\$86.69	\$173.38	\$200.00	\$400.00
14	2506.522 ADJUST FRAME & RING CASTING	EACH	9	\$350.00	\$3,150.00	\$250.00	\$2,250.00	\$404.54	\$3,640.86	\$300.00	\$2,700.00
15	2563.601 TRAFFIC CONTROL	LUMP SUM	1	\$500.00	\$500.00	\$800.00	\$800.00	\$804.60	\$804.60	\$800.00	\$800.00

16	2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN FT	60	\$1.75	\$105.00	\$5.00	\$300.00	\$5.03	\$301.80	\$5.00	\$300.00
17	2575.605	TURF ESTABLISHMENT	ACRE	0.1	\$2,000.00	\$200.00	\$11,000.00	\$1,100.00	\$11,063.22	\$1,106.32	\$11,000.00	\$1,100.00
18	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	5830	\$0.25	\$1,457.50	\$0.40	\$2,332.00	\$0.27	\$1,574.10	\$0.27	\$1,574.10
19	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	2345	\$0.25	\$586.25	\$0.50	\$1,172.50	\$0.34	\$797.30	\$0.34	\$797.30
20	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	370	\$0.25	\$92.50	\$0.50	\$185.00	\$0.27	\$99.90	\$0.27	\$99.90

Totals for Project CP 01-54-02				\$187,954.10		\$191,992.00		\$221,420.05		\$258,440.15
% of Estimate for Project CP 01-54-02						2.15%		17.81%		37.50%

Project: CP 01-66-01 - CR 66 Mill and Overlay

Item No.	Item	Units	Quantity	Engineers Estimate		Tri Cty Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2021.501	MOBILIZATION	LUMP SUM	1	\$3,000.00	\$3,000.00	\$3,000.00	\$3,000.00	\$9,645.71	\$9,645.71	\$8,000.00	\$8,000.00
2	2104.501	REMOVE PIPE CULVERTS	LIN FT	40	\$8.00	\$320.00	\$20.00	\$800.00	\$15.09	\$603.60	\$20.00	\$800.00
3	2104.503	REMOVE BITUMINOUS PAVEMENT	SQ FT	2508	\$0.50	\$1,254.00	\$0.50	\$1,254.00	\$1.01	\$2,533.08	\$1.00	\$2,508.00
4	2105.501	COMMON EXCAVATION	CU YD	50	\$6.00	\$300.00	\$10.00	\$500.00	\$40.23	\$2,011.50	\$10.00	\$500.00
5	2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	109	\$18.00	\$1,962.00	\$25.00	\$2,725.00	\$20.11	\$2,191.99	\$31.95	\$3,482.55
6	2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	307	\$25.00	\$7,675.00	\$25.00	\$7,675.00	\$27.96	\$8,583.72	\$31.95	\$9,808.65
7	2232.501	MILL BITUMINOUS SURFACE (1.5")	SQ YD	12025	\$1.25	\$15,031.25	\$1.00	\$12,025.00	\$1.48	\$17,797.00	\$2.32	\$27,898.00
8	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1205	\$2.50	\$3,012.50	\$2.50	\$3,012.50	\$2.92	\$3,518.60	\$2.50	\$3,012.50
9	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	1034	\$60.00	\$62,040.00	\$60.00	\$62,040.00	\$59.54	\$61,564.36	\$82.17	\$84,963.78
10	2451.501	STRUCTURE EXCAVATION CLASS U (P)	CU YD	267	\$8.25	\$2,202.75	\$14.00	\$3,738.00	\$9.60	\$2,563.20	\$10.00	\$2,670.00
11	2451.509	GRANULAR BACKFILL (LV)	CU YD	347	\$10.00	\$3,470.00	\$16.00	\$5,552.00	\$16.59	\$5,756.73	\$14.53	\$5,041.91
12	2501.513	36" RC PIPE CULVERT	LIN FT	34	\$70.00	\$2,380.00	\$65.00	\$2,210.00	\$181.03	\$6,155.02	\$150.00	\$5,100.00
13	2501.515	36" RC PIPE APRON	EACH	2	\$950.00	\$1,900.00	\$1,000.00	\$2,000.00	\$2,619.97	\$5,239.94	\$1,700.00	\$3,400.00
14	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00	\$1,600.00	\$1,600.00	\$1,609.20	\$1,609.20	\$1,600.00	\$1,600.00
15	2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN FT	200	\$1.75	\$350.00	\$5.00	\$1,000.00	\$5.03	\$1,006.00	\$5.00	\$1,000.00
16	2575.605	TURF ESTABLISHMENT	ACRE	0.15	\$2,000.00	\$300.00	\$11,000.00	\$1,650.00	\$11,063.22	\$1,659.48	\$11,000.00	\$1,650.00
17	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	8780	\$0.25	\$2,195.00	\$0.40	\$3,512.00	\$0.27	\$2,370.60	\$0.27	\$2,370.60
18	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	3580	\$0.25	\$895.00	\$0.50	\$1,790.00	\$0.34	\$1,217.20	\$0.34	\$1,217.20
19	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	600	\$0.25	\$150.00	\$0.50	\$300.00	\$0.27	\$162.00	\$0.27	\$162.00

Totals for Project CP 01-66-01				\$109,437.50		\$116,383.50		\$136,188.93		\$165,185.19
% of Estimate for Project CP 01-66-01						6.35%		24.44%		50.94%

Project: CP 01-77-01 - Bituminous Overlay - County Road 77

Item No.	Item	Units	Quantity	Engineers Estimate		Tri Cty Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2021.501	MOBILIZATION	LUMP SUM	1	\$5,000.00	\$5,000.00	\$3,000.00	\$3,000.00	\$6,494.72	\$6,494.72	\$8,000.00	\$8,000.00
2	2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	195	\$25.00	\$4,875.00	\$25.00	\$4,875.00	\$33.88	\$6,606.60	\$57.12	\$11,138.40
3	2232.501	MILL BITUMINOUS SURFACE (3.0")	SQ YD	8471	\$1.75	\$14,824.25	\$1.50	\$12,706.50	\$2.60	\$22,024.60	\$4.00	\$33,884.00
4	2331.604	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	8976	\$1.45	\$13,015.20	\$1.00	\$8,976.00	\$0.94	\$8,437.44	\$2.25	\$20,196.00
5	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	463	\$2.50	\$1,157.50	\$2.50	\$1,157.50	\$2.65	\$1,226.95	\$2.50	\$1,157.50
6	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	1813	\$58.00	\$105,154.00	\$65.00	\$117,845.00	\$64.84	\$117,554.92	\$65.92	\$119,512.96
7	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00	\$1,800.00	\$1,800.00	\$1,810.34	\$1,810.34	\$1,800.00	\$1,800.00
8	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	6060	\$0.25	\$1,515.00	\$0.40	\$2,424.00	\$0.27	\$1,636.20	\$0.27	\$1,636.20
9	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	1675	\$0.25	\$418.75	\$0.50	\$837.50	\$0.34	\$569.50	\$0.34	\$569.50
10	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	560	\$0.25	\$140.00	\$0.50	\$280.00	\$0.27	\$151.20	\$0.27	\$151.20

Totals for Project CP 01-77-01				\$147,099.70		\$153,901.50		\$166,512.47		\$198,045.76
% of Estimate for Project CP 01-77-01						4.62%		13.20%		34.63%

Project: CP 01-82-01 - Bituminous Mill, Redaim, and Pavement

Item No.	Item	Units	Quantity	Engineers Estimate		Tri Cty Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2021.501	MOBILIZATION	LUMP SUM	1	\$4,000.00	\$4,000.00	\$3,000.00	\$3,000.00	\$5,673.01	\$5,673.01	\$8,000.00	\$8,000.00
2	2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	55	\$18.00	\$990.00	\$30.00	\$1,650.00	\$45.26	\$2,489.30	\$31.95	\$1,757.25
3	2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	182	\$25.00	\$4,550.00	\$30.00	\$5,460.00	\$27.96	\$5,088.72	\$31.95	\$5,814.90
4	2232.501	MILL BITUMINOUS SURFACE (1.5")	SQ YD	14741	\$1.25	\$18,426.25	\$1.00	\$14,741.00	\$1.48	\$21,816.68	\$2.32	\$34,199.12
5	2232.501	MILL BITUMINOUS SURFACE (FULL DEPTH)	SQ YD	750	\$4.00	\$3,000.00	\$1.00	\$750.00	\$3.77	\$2,827.50	\$9.31	\$6,982.50
6	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	1507	\$2.50	\$3,767.50	\$2.50	\$3,767.50	\$2.92	\$4,400.44	\$2.50	\$3,767.50
7	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	1478	\$60.00	\$88,680.00	\$60.00	\$88,680.00	\$59.54	\$88,000.12	\$82.17	\$121,447.26
8	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,000.00	\$1,000.00	\$1,400.00	\$1,400.00	\$1,408.05	\$1,408.05	\$1,400.00	\$1,400.00

9	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	10930	\$0.25	\$2,732.50	\$0.40	\$4,372.00	\$0.27	\$2,951.10	\$0.27	\$2,951.10
10	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	9665	\$0.25	\$2,416.25	\$0.50	\$4,832.50	\$0.34	\$3,286.10	\$0.37	\$3,286.10
11	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	250	\$0.25	\$62.50	\$0.50	\$125.00	\$0.27	\$67.50	\$0.27	\$67.50

Totals for Project CP 01-82-01						\$129,625.00		\$128,778.00		\$138,008.52		\$189,673.23
% of Estimate for Project CP 01-82-01								-0.65%		6.47%		46.32%

Project: CP 01-83-01 - Bituminous Pavement Reconstruction

Item No.	Item	Units	Quantity	Engineers Estimate		Tri City Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2021.501	MOBILIZATION	LUMP SUM	1	\$6,000.00	\$6,000.00	\$5,000.00	\$5,000.00	\$9,834.58	\$9,834.58	\$8,000.00	\$8,000.00
2	2104.501	REMOVE PIPE CULVERTS	LIN FT	56	\$8.00	\$448.00	\$20.00	\$1,120.00	\$27.41	\$1,534.96	\$20.00	\$1,120.00
3	2104.503	REMOVE BITUMINOUS PAVEMENT	SQ FT	2568	\$0.50	\$1,284.00	\$0.50	\$1,284.00	\$0.41	\$1,052.88	\$1.00	\$2,568.00
4	2105.501	COMMON EXCAVATION	CU YD	320	\$6.00	\$1,920.00	\$10.00	\$3,200.00	\$9.83	\$3,145.60	\$10.00	\$3,200.00
5	2123.509	DOZER	HOUR	6	\$125.00	\$750.00	\$120.00	\$720.00	\$140.95	\$845.70	\$125.00	\$750.00
6	2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	496	\$18.00	\$8,928.00	\$19.00	\$9,424.00	\$28.40	\$14,086.40	\$46.66	\$23,143.36
7	2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	268	\$25.00	\$6,700.00	\$25.00	\$6,700.00	\$33.02	\$8,849.36	\$46.66	\$12,504.88
8	2232.501	MILL BITUMINOUS SURFACE (3.5")	SQ YD	7067	\$2.25	\$15,900.75	\$1.50	\$10,600.50	\$2.29	\$16,183.43	\$3.84	\$27,137.28
9	2331.604	BITUMINOUS PAVEMENT RECLAMATION	SQ YD	5803	\$1.45	\$8,414.35	\$1.00	\$5,803.00	\$1.11	\$6,441.33	\$2.25	\$13,056.75
10	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	451	\$2.50	\$1,127.50	\$2.50	\$1,127.50	\$2.65	\$1,195.15	\$2.50	\$1,127.50
11	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,C)	TON	2116	\$56.00	\$118,496.00	\$65.00	\$137,540.00	\$67.15	\$142,089.40	\$67.86	\$143,591.76
12	2451.501	STRUCTURE EXCAVATION CLASS U (P)	CU YD	438	\$8.25	\$3,613.50	\$10.00	\$4,380.00	\$13.87	\$6,075.06	\$10.00	\$4,380.00
13	2451.503	GRANULAR BACKFILL (LV)	CU YD	482	\$10.00	\$4,820.00	\$14.00	\$6,748.00	\$16.26	\$7,837.32	\$20.00	\$9,640.00
14	2501.511	24" RC PIPE CULVERT	LIN FT	56	\$35.00	\$1,960.00	\$60.00	\$3,360.00	\$64.31	\$3,601.36	\$85.00	\$4,760.00
15	2501.515	24" RC PIPE APRON	EACH	2	\$650.00	\$1,300.00	\$1,000.00	\$2,000.00	\$944.25	\$1,888.50	\$960.00	\$1,920.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$1,500.00	\$1,500.00	\$800.00	\$800.00	\$804.60	\$804.60	\$800.00	\$800.00
17	2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN FT	400	\$1.75	\$700.00	\$5.00	\$2,000.00	\$5.03	\$2,012.00	\$5.00	\$2,000.00
18	2575.605	TURF ESTABLISHMENT	ACRE	0.5	\$2,000.00	\$1,000.00	\$11,000.00	\$5,500.00	\$11,063.22	\$5,531.61	\$11,000.00	\$5,500.00
19	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	5200	\$0.25	\$1,300.00	\$0.40	\$2,080.00	\$0.27	\$1,404.00	\$0.27	\$1,404.00
20	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	4415	\$0.25	\$1,103.75	\$0.50	\$2,207.50	\$0.34	\$1,501.10	\$0.34	\$1,501.10
21	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	150	\$0.25	\$37.50	\$0.50	\$75.00	\$0.27	\$40.50	\$0.27	\$40.50

Totals for Project CP 01-83-01						\$187,303.35		\$211,669.50		\$235,954.84		\$268,145.13
% of Estimate for Project CP 01-83-01								13.01%		25.97%		43.16%

Project: CP 01-85-01 - Bituminous Mill and Overlay

Item No.	Item	Units	Quantity	Engineers Estimate		Tri City Paving Little Falls, MN		Anderson Brothers Brainerd, MN		Central Specialties Inc Alexandria, MN		
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	
1	2021.501	MOBILIZATION	LUMP SUM	1	\$4,000.00	\$4,000.00	\$5,000.00	\$5,000.00	\$6,954.79	\$6,954.79	\$8,000.00	\$8,000.00
2	2104.501	REMOVE PIPE CULVERTS	LIN FT	48	\$8.00	\$384.00	\$20.00	\$960.00	\$27.41	\$1,315.68	\$20.00	\$960.00
3	2104.503	REMOVE BITUMINOUS PAVEMENT	SQ FT	1728	\$0.50	\$864.00	\$0.50	\$864.00	\$0.52	\$898.56	\$1.00	\$1,728.00
4	2211.502	AGGREGATE BASE (LV) CLASS 5	CU YD	83	\$18.00	\$1,494.00	\$25.00	\$2,075.00	\$41.44	\$3,439.52	\$37.95	\$3,149.85
5	2221.502	AGGREGATE SHOULDERING (LV) CLASS 1	CU YD	501	\$25.00	\$12,525.00	\$20.00	\$10,020.00	\$26.96	\$13,506.96	\$37.95	\$19,012.95
6	2232.501	MILL BITUMINOUS SURFACE (1.5")	SQ YD	20020	\$1.25	\$25,025.00	\$1.00	\$20,020.00	\$1.04	\$20,820.80	\$2.09	\$41,841.80
7	2357.502	BITUMINOUS MATERIAL FOR TACK COAT	GALLON	2021	\$2.50	\$5,052.50	\$2.50	\$5,052.50	\$2.65	\$5,355.65	\$2.50	\$5,052.50
8	2360.501	TYPE SP 12.5 WEARING COURSE MIXTURE (2,B)	TON	1700	\$56.00	\$95,200.00	\$58.00	\$98,600.00	\$58.44	\$99,348.00	\$65.92	\$112,064.00
9	2411.511	STRUCTURE EXCAVATION CLASS U (P)	CU YD	87	\$8.25	\$717.75	\$12.00	\$1,044.00	\$20.91	\$1,819.17	\$10.00	\$870.00
10	2451.503	GRANULAR BACKFILL (LV)	CU YD	113	\$10.00	\$1,130.00	\$14.00	\$1,582.00	\$19.94	\$2,253.22	\$30.00	\$3,390.00
11	2501.511	18" RC PIPE CULVERT	LIN FT	56	\$36.00	\$2,016.00	\$38.00	\$2,128.00	\$55.20	\$3,091.20	\$75.00	\$4,200.00
12	2501.515	18" RC PIPE APRON	EACH	2	\$525.00	\$1,050.00	\$1,000.00	\$2,000.00	\$875.24	\$1,750.48	\$860.00	\$1,720.00
13	2563.601	TRAFFIC CONTROL	LUMP SUM	1	\$2,250.00	\$2,250.00	\$1,400.00	\$1,400.00	\$1,408.05	\$1,408.05	\$1,400.00	\$1,400.00
14	2573.502	SILT FENCE, TYPE PREASSEMBLED	LIN FT	100	\$1.75	\$175.00	\$5.00	\$500.00	\$5.03	\$503.00	\$5.00	\$500.00
15	2575.605	TURF ESTABLISHMENT	ACRE	0.1	\$1,000.00	\$100.00	\$11,000.00	\$1,100.00	\$11,063.22	\$1,106.32	\$11,000.00	\$1,100.00
16	2582.502	4" SOLID LINE WHITE-EPOXY	LIN FT	12580	\$0.25	\$3,145.00	\$0.40	\$5,032.00	\$0.27	\$3,396.60	\$0.27	\$3,396.60
17	2582.502	4" SOLID LINE YELLOW-EPOXY	LIN FT	7570	\$0.25	\$1,892.50	\$0.50	\$3,785.00	\$0.34	\$2,573.80	\$0.34	\$2,573.80
18	2582.502	4" BROKEN LINE YELLOW-EPOXY	LIN FT	840	\$0.25	\$210.00	\$0.50	\$420.00	\$0.27	\$226.80	\$0.27	\$226.80

Totals for Project CP 01-85-01						\$157,230.75		\$161,582.50		\$169,768.60		\$211,186.30
% of Estimate for Project CP 01-85-01								2.77%		7.97%		34.32%

Totals for Contract 20132						\$1,121,365.75		\$1,174,255.10		\$1,312,045.14		\$1,585,743.57
% of Estimate for Contract 20132								4.72%		17.00%		41.41%

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-21-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Aitkin Maintenance Facility Improvements

Requested Meeting Date: 5-28-13 Estimated Presentation Time: 10 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6600

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) aerial map

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: May 21, 2013

Regular Agenda Items:

Aitkin Maintenance Facility Improvements


Summary:

As planned in the 2013 Capital Equipment/Facilities Program and Budget, the existing chain link security fence and gate is planned to be re-located at the Aitkin County Highway Department Office/Maintenance Facility to provide restricted access and increased security for this facility. Attached is an aerial view of this facility showing the existing and proposed fence locations.

With the proposed relocation, the front door of the facility will no longer be behind the security fence. However, since the main purpose of the fence is to restrict access to the equipment and materials that are stored outside at this facility, the proposed fence location will allow improved restriction of access to this area during times when maintenance staff are not present at the facility.

The Board's approval of this facility modification is requested prior to starting the relocation work later this summer.



 Bird's eye view maps can't be printed, so another map view has been substituted.

5/21/2013

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/22/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 5/28/2013 Estimated Presentation Time: 5 Minutes

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

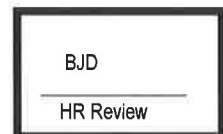
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- 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: Salaries & Wages, Fringe Benefits

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) job description, pay scale, and memo from Sheriff

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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
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 22, 2013
Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on **May 14, 2013**, and unanimously recommends the following:

Fill one full-time Jailer position in the Sheriff's Office. Grade O, wage range \$14.48 to \$26.10 per hour. Position is vacant due to the retirement of Tim Viney, effective May 31, 2013.

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 internally, so the Personnel Committee also recommends filling any corresponding vacancy that arises as a result of the transfer. This particular Jailer shall be assigned to perform STS Crew Leader duties and it is a budgeted position.

Action Requested

Motion to fill one full-time Jailer position and if the position is filled internally, to refill the corresponding 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: May 8, 2013

Subject: Request to Full-Time Jailer Position.

Tim Viney full-time jailer with special assignment with the STS crew has turned in his resignation as he will be retiring. His last day of work will be May 31, 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. If one of the current staff is assigned this position then their position is one which is 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. This is a budgeted position.

We are requesting that this position would be filled from within from the current staff. Whatever staff is assigned this position we would then like to fill that jailer spot.

Aitkin County

2013 Start	6 Mnths	1 Year	2 Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years	
2013 Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13	
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

County Board adopted 4/9/2013



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: LAND Department

Title of Item:

acquisition of 5000 Pit adjacent to ATV trail

Requested Meeting Date: 5/28

Estimated Presentation Time: _____

Presenter: MARK JARVIS

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.

Mark Jacobs
Aitkin County Land Commissioner

To: County Board
CC: County Administrator
Date: 5/8/2013
Re: 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



Mille Lacs Lake Watershed Management Group
Meeting Minutes – April 15, 2013
Hazelton Township Hall

Attendance: Andrew Boyd, MLBODNRE; Rick Bruesewitz, Mn DNR; Perry Bunting, MLBODNRE; Al Close, Hazelton Township; Barb Eller, Mille Lacs SWCD; Bonnie Finnerty, MPCA; Bob Janzen, Aitkin Co. SWCD; Marlene Knight, Mille Lacs Lake; Terry Neff, Aitkin County; Don Ryan, Round Lake; Janet Smude, Aitkin Co. SWCD; Laurie Westerlund, Aitkin County; Bob Williams, Round Lake.

1. The meeting was called to order at 10:05 am.

2. Administrative Details: An attendance sheet was circulated. Introductions were made. The agenda was approved as presented. There was no pertinent correspondence.

3. Minutes from the March meeting of the Group were reviewed and approved as presented. M/S/C Barb Eller / Bob Janzen.

4. Financial Report: A report for the month of March 2013 was shared. Expenses totaled \$ 3,305.48, and were all from the Clean Water Partnership Grant. The report was approved as presented. M/S/C Bob Williams / Al Close.

5. Old Business:

5.1. Aitkin County Planning & Zoning Reimbursement Request & Report: Terry Neff from the Aitkin County Planning & Zoning Office addressed the Group. Their office is 53% fee supported. The remainder of their budget comes from tax dollars and grants like the Clean Water Partnership Grant we are cooperating on. Each permit they issue requires approximately 4 hours of staff time. Permit applications in the watershed receive 2 inspections, which is more than other areas of Aitkin County. The variance process was explained and discussed. A motion approving the reimbursement request of \$ 10,254.86 was made. M/S/C Marlene Knight / Bob Williams.

5.2. Spring Conference / Bus Tour Update: Due to the recent and predicted snowfalls, the conference has been rescheduled for May 4th at McQuoid's. The three men who will headline the bus tour are available for this alternate date. Janet Smude will be speaking with Shelley Larson this afternoon. Twenty people have registered so far. They will be contacted regarding the new event date.

5.3. Clean Water Partnership Grant: Janet Smude is still working through the amendment process with the MPCA. The budget has been updated to reflect the changes discussed last month. Budget numbers that changed are shown in red. The Group was reminded that this grant will end on June 30, 2013.

6. New Business:

6.1. Aitkin County Rivers & Lakes Fair Information Booth: The Aitkin County Rivers and Lakes Fair is scheduled for Saturday June 15th. The event will be held at Rippleside Elementary School in Aitkin, and

will feature presentations, information booths, hands-on activities, and more. The Watershed Group will have an information booth at this event, between 9 am and 2pm. Bob Williams offered to staff the booth. Laurie Westerlund will try to be available to stop by and give Bob a break.

6.2. Mille Lacs Lake Water Quality Information: Bonnie Finnerty shared information on the Rum River Intensive Watershed Monitoring effort which is beginning this spring. Perry Bunting shared a summary report of water quality data collected on Mille Lacs Lake. The Mille Lacs Band of Ojibwe DNRE samples 16 sites on the lake, 4 times a year. The data shows a slight decline in water quality since the mid 1990's. It was noted that Mille Lacs Lake is a wind driven system, exhibiting mixing of water due to the size and shape of the lake. Rick Bruesewitz share that the Mn DNR sampling is designed to target changes in water quality due to aquatic invasive species. Their annual report is available on the DNR website.

7. Watershed Priorities / Potential Funding Sources:

7.1. 5 Year Plan Committee Report: The five year management plan committee met recently. This will be an update of the Watershed Management Plan, with connections to the Local Water Management Plans in each of the three counties. The next meeting is set for May 1st from 10 am - Noon. A location in the Garrison area will be sought.

8. Agenda Additions: Perry Bunting shared a handout on the Ecological Restoration of Lake Ogechie and the Upper Rum River. Aquatic Invasive Species in Mille Lacs Lake were discussed, as was the relationship between zebra mussels, cladophora, and botulism. Coarse woody habitat projects for inland lakes were briefly discussed.

9. Next Meeting: The next meeting was scheduled for Monday, May 20th at 10:00 am. It will be held at the Mille Lacs Trails Snowmobile Clubhouse, if it is available. Ken Zeik of the Minnesota DNR will be asked to share information regarding the DNR Division of Waters. The meeting was adjourned at 12:05 pm. M/S Bob Janzen / Bob Williams.

AITKIN AIRPORT COMMISSION
AITKIN CITY HALL

May 9, 2013

5:30 p.m.

MEMBERS PRESENT: Chairman Gary Tibbitts; Commission Members Mark Wedel, John Welle, Jim Larson, Rich Peterson

MEMBERS ABSENT: None

ALSO PRESENT: Kathy Brophy, Ron Seiling, Adam Forsberg, Ron Roetzel

1. Call to Order. The meeting was called to order by Chairman Tibbitts at 5:30 p.m.
2. Approval of Agenda. A motion was made by Wedel, seconded by Peterson, to approve the Agenda as presented. All aye.
3. Approval of Minutes. A motion to approve the minutes of the April Airport Commission Meeting was made by Larson, seconded by Peterson. All aye.
4. Maintenance / FBO Report. Seiling reported that all is going well. The tractor and lawn mower are being prepared for the season. New blades may be needed for the mower.

Forsberg reported on the planned addition to the FBO building. Bolton & Menk conducted an Airspace and Land Use Review of the plans, stating that the addition will not penetrate an existing or planned future FAR Part 77 surface, and will be compliant with the Airport Safety Zoning Ordinance for the Aitkin Airport. They stated that Forsberg is required to file a FAA Form 7460-1 *Notice of Proposed Construction*. Forsberg stated that he has submitted this form and is awaiting approval from the FAA. Otherwise, he is doing some remodeling inside the building and has added a secretary. He stated that Global Air Parts has also added two employees. Forsberg is still waiting on the FAA for approval as a testing center.

Forsberg stated that it would be helpful to have a cabinet installed out by the fuel pump to keep soapy water and buckets handy. He also asked about the potential for minor crack repair on the apron and a couple of patch areas on the taxiway. Commission Member Welle agreed to check and see what the cost for these repairs might be.

Forsberg also reported that he attended the MCOA Conference and found it to be worthwhile.

5. Engineer's Report. Ron Roetzel of Bolton & Menk was present to update the Commission on the following projects:

Obstruction Removal. Obstruction removals are finished. Roetzel reviewed sheets 7, 8, and 9 of the Airport Layout Plan, which need to be amended to show that obstructions have been removed and to account for encroachments. Roetzel stated that the County surveyor should sign the Certification Plan that will be submitted to the FAA.

Land Acquisition. Roetzel reported that the parcel packages that are required for reimbursement will be submitted tomorrow.

Fuel Facility. Final punch list items will be taken care of as weather allows.

Roetzel reviewed the cost breakdown for these three projects, noting that after the adjustments were made to allow for updating the Airport Layout Plan, the projects will come in about \$6,000 under budget.

6. DRAFT 2014 Airport Fund Budget. The Commission reviewed a draft of the 2014 Airport Fund Budget as prepared by Airport Manager Brophy. Brophy noted the prior three years of actual expenditures, and pointed out proposed changes for 2014. Commission Member Welle stated concern with the \$170,000 negative fund balance at the end of 2012. It would be helpful to add the reimbursement amount expected from the FAA for the projects. This item will be placed on the June Agenda for further discussion.
7. Old Business. It was reported that the LED Windssock kit has not arrived yet. Commission Member Larson heard that there may be a problem with mercury in the kit.
8. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
9. Approval of Bills. A motion was made by Welle, seconded by Larson, to approve payment of the bills as presented. All aye.
10. Adjourn. A motion to adjourn was made by Wedel, seconded by Larson. All aye. Time 6:10 p.m.

Chairman

Manager

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

Wednesday, May 15, 2013
Minutes

Members Present

Leo Trunt, Itasca County
Rob Ecklund, Koochiching County
Kevin Adee, Koochiching
Don Niemi, Aitkin County
Marv Bodie, Carlton County

Dick Brenner, Carlton County
Sue Hakes, Cook County
Frank Jewell, St. Louis County
Bruce Martinson, Cook County
Keith Nelson, St. Louis County

Others Present

Pat Henderson, ARDC
John Ongaro (via teleconference), Lobbyist
Rani Douville, Recording secretary

1. Call to Order/Introduction/Agenda Review

The meeting was called to order at 6:05 p.m. by Chair Bodie.
There was a moment of silence for the passing of Doug Carlson.
Round table introductions of all members was completed.

Chair Bodie asked if there were any changes/additions/deletions needed for the agenda.
Kevin Adee requested an item be added to discuss border crossing fees. It was agreed that this item will fall as the first item under County Roundtables.

Motion to approve the agenda as amended was moved by Kevin Adee, seconded by Dick Brenner.

Approved by unanimous vote

2. Minutes

Minutes of the April 2013 meeting were reviewed and the following changes were requested.

Item 8, County Roundtables, Cook County:

Change "Clerk of the Cook County Board" to "Personnel Director/Board Secretary, Janet Simonen"

Item 8, County Roundtables, Carlton County:

Add the last name of "Tardy" for the new Carlton County Highway Engineer.

Motion to approve the minutes as amended was moved by Leo Trunt, seconded by Bruce Martinson.

Approved by unanimous vote

3. Financial Report

Frank Jewell presented the financial report and the following item was noted for correction:
Add \$50 under meeting expenses for April 2013.

Motion to approve the financial report with the above correction was approved by consensus.

Motion to approve an invoice from the Hampton Inn for rental of meeting space in the amount of \$50.00 was made by Frank Jewell, seconded by Kevin Adee.

Approved by unanimous vote

Motion to approve an invoice from the Rani Douville for administrative services in the amount of \$2,749.85 was made by Frank Jewell, seconded by Dick Brenner.

Approved by unanimous vote

4. Legislative Report

John Ongaro presented the legislative report by teleconference. The legislature is just winding down for 2013 and many decisions are made at this time. These decisions require careful monitoring by John to ensure ACA's goals are accomplished. John gave a brief update of the happenings in the legislature over the previous week.

There were several handouts offered to support John's verbal report. They are:

1. Comparison of items of County Interest in Governor's and House Capital Budget Proposals
2. Change in PILT Payments Under Senate Tax Bill
3. County Level Impact of New Allocation Formula (est)
4. AMC Report

PILT

Northern counties did well under the change in PILT payments in the tax committee.

Q. Kevin Adee asked if ACA member counties should submit resolutions of support for this PILT funding.

A. John indicated it was not necessary and is probably too late at this point. The legislature is on track to adjourn on time (probably early next week). Unofficially, PILT payments should be safe at this point.

Q. Sue Hakes stated these increases look very positive. How long will this level of funding remain in place?

A. Hopefully forever! ACA member counties should be happy; we are looking at a 100%+ increase.

Bonding Bill

The bonding bill is looking very unstable at this point and likely will not happen this year.

Transportation Bill

The transportation bill – gasoline tax increase is unlikely to happen this year given the rising price of gasoline and the governor's opposition to the increase.

Legacy Bill

There is a discussion occurring right now in the Senate to change the percentage that outstate MN will get from the legacy funds for regional parks/trails. Senator Tomassoni is arguing to keep out state funding levels at 20%.

Q. Don Niemi has heard rumors that the East Central Library funding is being cut from \$3 million to \$1 million. Any truth? And, if so, what can be done to reinstate some or all of these funds? Was/is State Senator Cohen behind this?

A. John hasn't heard anything about this. He will look into the matter and get back to Don directly.

Conservation Easement

The conservation easement issue is still alive and John has been working to keep language in bill preventing large timber acreage companies from abusing the system.

Q. Pat Henderson asked if MOLPUS (Koochiching County) is taking a hard line on this? Are they lobbying hard at the legislature?

A. Yes, MOLPUS is in the twin cities and they are lobbying fairly aggressively. There is not a lot of sympathy for their point of view.

There was a discussion of the paper/timber industry in light of the recent announcement by Boise (International Falls) of downsizing. Layoffs & job losses will be harmful to the economy of Koochiching County. Legislators are aware of the situation and there has been some discussion on what kind of assistance the State can lend but nothing has been brought up for legislative action.

Closing remarks

Doug Carlson was a good friend and a great member of Arrowhead Counties. He always brought an interesting twist to our discussions. He will be missed.

Comments

There were not enough handouts for all to have copies. Rani - please provide copies to all members present by email.

5. AMC Report

Kevin Adee presented a brief report of AMC activities.

The regional park funding is not a new issue. The metro area parks have always been of the opinion that there parks need the funding more than outstate regional parks.

AMC has received 101 applications for the position of Executive Director. There is a committee meeting tomorrow to pare this list down to 3-5 candidates based on credentials. The AMC board will interview the vetted candidates next month.

District 1 meeting will be held June 14 in Carlton County at the Transportation Building.

Q. Don Niemi asked Kevin to check into accreditation of assessors. He feels the accreditation of all assessors is unnecessary – they are certified and that is all that should be needed. (See AMC handout in the Legislative report).

A. Kevin will investigate this matter.

6. NACO Report

None.

7. County Roundtables

Koochiching County

Kevin Adee made a motion to send a letter to our federal legislators and NACO to oppose border fees.

Discussion: These fees are proposed for homeland security purposes but will hurt locals conducting business. The motion was seconded by Rob Ecklund.

Approved by unanimous vote

**Note – Kevin will send a copy of Koochiching County's the letter to Marv. Marv will revise, sign, and forward to Rani for mailing, disbursement to all ACA members counties and archiving.*

Boise workers whose jobs will disappear this fall will be meeting with Randy Lasky (NorthSpan) on June 3, 2013.

Lake County – No Report

Pine County – No Report

St. Louis County – No Report

Itasca County

Itasca has just signed a 5 year agreement with Waste Management for solid waste services.

Deer Lake Bible Camp is still on the list of things to work on.

Magnetation is doing well.

Cook County

Cook County is looking to hire a county administrator. They have been looking for feedback from department heads, elected officials and residents.

Don Niemi indicated that he had a lot of experience with implementing the county administrative form of governance and would be happy to assist Cook County if they desire assistance.

The walls of the Y are going up!

Land Trust Issue

DNR & Forestry held a meeting regarding the land trust issues in Northern MN but Cook County was not invited. They are in the process of making sure this does not happen again.

Carlton County

The economic development director resigned.

SAPPI – Cellulose machine has just been started this week. All materials are currently going overseas for further processing but they are looking at several US companies that may be able to utilize this material.

Aitkin County

After 3+ years it looks like they might have an agreement with AFSCME. \$0.45 across board with no % increases, + steps, flat rate for insurance coverage.

Their ARMER system is just about in place. Small glitch in Aitkin – brick and mortar buildings block signal. Has anyone else had this problem?

Cloquet Hospital had a similar problem that was overcome by adding additional equipment in the building itself.

Tru-Value and Maytag will be closing in Aitkin due to lack of business.

Aitkin has been in the news a lot recently regarding it 'Ice Tsunami' on Mille Lacs Lake.

Aitkin is pushing for a new two year study on Fiscal disparity.

Discussion Item

Is ARMER going to be required for school buses?

Consensus was this will probably happen. School buses are frequently used in evacuation plans so they would need to have access to the public safety team.

8. Next Meeting

The next regular meeting of ACA will take place on Wednesday, September 18, 6:00 p.m. at the Hampton Inn Conference Room.

9. Adjourn

The meeting was adjourned by Chair Bodie at 8:00.

Respectfully submitted,

**Rani Douville
Recording Secretary**