

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 11, 2013 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) Citizens' Public Comment\*
- 2) Consent Agenda
- A) Correspondence File May 28, 2013 – June 10, 2013
  - B) Approve 5/28/13 County Board Minutes
  - C) Approve Auditor Warrants – School Advance
  - D) Approve May Manual Warrants
  - E) Approve Public Auction of Vehicles – Sheriff's Dept.
  - F) Approve Public Auction of Miscellaneous County Property – Road & Bridge
- 9:05 3) Patrick Wussow, County Administrator
- A) Presentation from Gordon Prickett, President Aitkin County Rivers and Lakes Association (ACRALA)
- 9:30 4) Senator Carrie Ruud and Representative Joe Radinovich
- A) Legislative Wrap-Up
- 10:00 5) Patrick Wussow, County Administrator
- A) 10:00 Public Hearing – Large Assembly, High Lifter Quadna Mud Nationals
    - 1. Approve Resolution: Large Assembly – High Lifter Quadna Mud Nationals
  - B) Set Priorities – AMC District 1 Spring Meeting
- 10:30 Break
- 10:40 6) Kirk Peysar, County Auditor
- A) Minnewawa LID Update
- 11:00 7) Scott Turner, Sheriff
- A) 11:00 Public Hearing – Dangerous Dog, Apollo
  - B) Aitkin County Multi-Hazard Mitigation Plan

**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  
June 11, 2013 – BOARD AGENDA**

- 11:30 8) John Welle, County Engineer  
A) C.S.A.P. 001-612-014  
1. Approve Resolution – Contract Award C.S.A.P. 001-612-014  
2. Set Public Information Meeting Date  
B) Approve Resolution – Final Contract Payment Contract No. 20062
- 12:00 Luncheon at Historical Society
- 1:00 9) Mark Jacobs, Land Commissioner  
A) Geocache Challenge Update - Rich Courtemanche, Assistant Land Commissioner
- 1:20 10) Mike Dangers, County Assessor  
A) Billboard Valuation Update
- 1:40 11) Board Discussion  
Mark Wedel – Airport  
Laurie Westerlund –  
Don Niemi –  
Brian Napstad – MAC, Joint Powers, Round Lake Meeting, Nemojet  
Anne Marcotte – Round Lake Meeting, MRCC
- 12) Committee Updates  
A) Upcoming Meetings:  
Lakes & Pines – June 17, 2013 Executive Committee  
Kinship of Aitkin County – June 18, 2013  
ARDC – June 20, 2013, Board meeting  
Snake River Watershed – June 24, 2013
- 2:30 Adjourn

\* Comments from visitors must be informational in nature and not exceed five (5) minutes per person. The County Board cannot engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.

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

The Aitkin County Board of Commissioners met this 28<sup>th</sup> day of May, 2013 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the May 28, 2013 amended agenda. Item 7B) Approve ATV Corridor Access Trail Application Requests, was added.

Patrick Wussow, County Administrator introduced Emily Campbell, 2013 American Honey Princess to the Board. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting to adopt Resolution - 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.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
May 28, 2013**

**I. Attendance**

The Aitkin County Board of Commissioners met this 28th day of May, 2013, at 9:14 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Susan Cebelinski and Sue Tange, Social Services Supervisors; Kathleen Ryan, Fiscal Supervisor; Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; Jessica Schultz, Social Worker; and guests; Roberta Elvecrog, DAC & HHS Advisory; Jessica Seibert, HHS Advisory Member; Nanci Sauerbrei, Aitkin Independent Age; Emily Campbell, American

**CALL TO ORDER**

**APPROVED  
AGENDA**

**RESOLUTION  
052813-051  
PROCLAMATION  
IDENTIFYING  
EMILY CAMPBELL  
2013 AMERICAN  
HONEY  
PRINCESS**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

Beekeeping Federation/Princess; Beth Haasken, 4-H; Keith & Theresa Olsen and Stephanie Anct, Chappy's; Guests.

**II. Approval of Health & Human Services Board Agenda**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve the Agenda with the removal of V.-C. Building System Agreement.

**III. Review April 23, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve the April 23, 2013, Health & Human Services Board Minutes.

**IV. Review Bills**

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

**V. General/Miscellaneous Information****A. Educational Tuition Reimbursement for Jessica Schultz – Tom Burke**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve the and authorize the Educational Tuition Reimbursement for Jessica Schultz for her enrollment in the Master of Social Work Program through the University of North Dakota.

**B. MN Choices – Tom Burke updated the Board on the potential changes to take place with respect to the need for full time and part time assessors and the role of case managers noting we are responsible for all screens in our county.****C. This item was removed from the Agenda:**

Building System Agreement – Tom Burke – Removed from Agenda

1. Honeywell International Inc.
2. Johnson Controls

**D. Resignation from HHS Advisory Committee from Vern Awes and Appointment of Katie Nelson to fill the vacancy for District 4. Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve the appointment of Katie Nelson to fill the vacancy for the District 4 representation on the Health & Human Services Advisory Committee.****VI. FYI****A. Out of Home Placement Prevention – Sue Tange reviewed the handout (provided a second handout) and answered questions.****B. MN Sure – Eileen Foss reviewed the handout and responded to questions with respect to MNSURE and the Affordable Care Act which becomes effective for Aitkin County with open enrollment on October 1<sup>st</sup>, 2013.****VII. Contracts/Service Agreements****A. Facilities Use Agreement between Aitkin County Health & Human Services and State of Minnesota/Minnesota State Colleges and Universities/Pine Technical College for the period July 1, 2013 through June 30, 2014. Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve the Facilities Use Agreement between Aitkin County Health & Human Services and State of Minnesota/Minnesota State Colleges and Universities/Pine Technical College**

for the period July 1, 2013 through June 30, 2014.

**B. Home & Community Based Waiver Services Contract between the Aitkin County Board of Commissioners, acting through Health & Human Services and:**

- 1. **Aitkin County Developmental Achievement Center (DAC), McGregor**
- 2. **Barnabas Healthcare Services, Inc., Brainerd**
- 3. **Boyer’s Bay Adult Foster Care, Aitkin**
- 4. **Chappy’s Golden Shores, Hill City**
- 5. **Cuyuna Regional Medical Center dba Home Health Partnership, Crosby**
- 6. **Mercy Home Health Agency dba Mercy Home Care, Moose Lake**
- 7. **Northland Village Assisted Living, McGregor**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund, and carried, the vote was to approve the Home & Community Based Waiver Services Contract between the Aitkin County Board of Commissioners, acting through Health & Human Services and:

- 1. Aitkin County Developmental Achievement Center (DAC), McGregor
- 2. Barnabas Healthcare Services, Inc., Brainerd
- 3. Boyer’s Bay Adult Foster Care, Aitkin
- 4. Chappy’s Golden Shores, Hill City
- 5. Cuyuna Regional Medical Center dba Home Health Partnership, Crosby
- 6. Mercy Home Health Agency dba Mercy Home Care, Moose Lake
- 7. Northland Village Assisted Living, McGregor

**VIII. Administrative Reports:**

- A. Financial & Transportation Reports** – Kathy Ryan, Fiscal Supervisor, reviewed these reports with the Board.

**IX. Committee Reports from Commissioners**

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jessica Seibert & Roberta Elvecrog. Minutes of the May 1, 2013 meeting. Jessica noted she and Susan Cebelinski reported on the roadblocks folks may encounter with HRA housing along with eligibility requirements. She noted the committee discussed the task forces which include: Corrections, Mental Health, Social Services, and Public Health. There was discussion relative to whether the committee will continue to serve the two community meals, one in Aitkin and one in McGregor, and some commitment was expressed to continue serving both.
- B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad noted that neither had met the past month but a meeting is scheduled for the coming month.
- C. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted there has been a lot of legislative changes

Commissioner Niemi left at 9:58 a.m.

**Next Meeting – June 25, 2013**

Break: 10:12 a.m. to 10:22 a.m.

**NIEMI LEAVES**

**HHS BOARD  
ADJOURNED**

**BREAK**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: May 14, 2013 – May 27, 2013; B) Approve County Board Minutes: May 14, 2013; C) Approve Auditor Warrants – April Sales & Use Tax: General Fund \$590.58, Road & Bridge \$1,595.43, State \$6,776.00, Trust \$8.95, Forest Development \$0.05, Long Lake Conservation Center \$67.80, Parks \$178.68 for a total of \$9,217.49; D) Approve Request for One Month Extension Unpaid Leave of Absence – Jerry DeWitt, Road & Bridge; a) Approve Commissioner Warrants: General Fund \$77,539.92, Road & Bridge \$33,271.16, Health & Human Services \$928.25, State \$465.00, Trust \$12,294.05, Forest Development \$800.24, Long Lake Conservation Center \$10,624.05, Parks \$27,211.92 for a total of \$163,134.59

**REGULAR BOARD RECONVENED**

**CONSENT AGENDA**

Carroll and Joy Janzen, Persian Gulf Support Group requested Board approval for a mural to be located behind the eagle monument on the second floor of the Aitkin County Courthouse. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-0 Niemi absent), to approve the mural, which will be paid for by the Persian Gulf Support Group.

**MURAL REQUEST**

The Persian Gulf Support also requested Board approval to move forward with the sidewalk project around the All Veterans Memorial on the front Courthouse lawn. This project had previously been approved by the Board on September 11, 2012. Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Niemi absent) to install the sidewalk at a cost of \$4700.00, which will be funded through Aitkin County's Facilities Budget.

**SIDEWALK REQUEST**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried (4-0 Niemi absent), to allow Habitat for Humanity to camp/tent on the green space along Highway 210 next to the Courthouse from approximately Noon on Monday, July 15, 2013 until 8:00 a.m. on Tuesday, July 16, 2013.

**HABITAT FOR HUMANITY 500**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-0 Niemi absent), all members voting yes to approve resolution – Bituminous Overlay Projects:

**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

**RESOLUTION 052813-052 BITUMINOUS OVERLAY PROJECTS**

**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.

John Welle, County Engineer discussed with the Board the 2013 Capital Equipment/Facilities Program and Budget, which includes relocating the existing chain link security fence and gate at the Aitkin County Highway Department Office/Maintenance Facility.

**MAINTENANCE FACILITY IMPROVEMENTS**

John Welle, County Engineer and the Board reviewed the process for the upcoming Public Meeting on the Round Lake Outlet Control Structure scheduled for June 1<sup>st</sup> at Waukenabo Town Hall.

**PUBLIC MEETING**

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

**PERSONNEL COMMITTEE**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Niemi absent), to approve filling full-time Jailer position, and if the position is filled internally, to refill the corresponding vacancy.

**FT JAILER**

Mark Jacobs, Land Commissioner discussed the acquisition of a 40-acre sand pit adjacent to the North Soo Line ATV Trail. This will provide more diverse riding opportunities within the Northwoods Regional ATV trail system, as the Minnesota Department of Natural Resources will develop this site. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-0 Niemi absent) to approve the purchase.

**40-ACRE SAND PIT ACQUISITION NW-SW 23-48-24**

Ross Wagner, Economic Development & Forest Industry Coordinator discussed the ATV Corridor Access Trail Application Requests with the Board. Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried (4-0 Niemi absent) to approve application requests as presented.

**ATV CORRIDOR ACCESS TRAIL APPLICATION REQUESTS**

The Board reported on the following:

**BOARD DISCUSSION**

Commissioner Brian Napstad

- **EQB** – Met in St. Paul. Discussed nine foot mandated channel on the Mississippi River.
- **MHB** – Received \$103,000.00 funding.
- **Joint Powers Board** – Reviewed PILT spreadsheet.
- **BWSR** – Met last week. Working on wetland mitigation in northeast Minnesota.

Commissioner Anne Marcotte

- **ATV Hill City Event** – Met on May 24<sup>th</sup> to discuss High Lifter ATV event planned for June. Everything is falling into place.
- **Arrowhead Counties Association** – Reported for Commissioner Don Niemi, who attended the meeting on May 15<sup>th</sup>.

Commissioner Laurie Westerlund

- **CMCC** – Commissioner Wedel reported.
- **CMCC Advisory** – Briefly mentioned.
- **Mille Lacs Watershed** – Attended May 20<sup>th</sup> meeting.
- **HRA** – Met May 21<sup>st</sup> in Hill City. Working on a new smoking policy regarding electronic cigarettes.
- **CJI & H&HS Advisory** – Reported during the Health & Human Services Board

Commissioner J. Mark Wedel

- **CMCC** – Discussed an increase in State funding.
- **Historical Society** – Aitkin County Restaurants will be the theme at the Aitkin County Fair this year.
- **Water Planning Task Force** – Attended meeting on May 22<sup>nd</sup>
- **Rivers and Lakes Fair** – Will be held June 15<sup>th</sup> at Rippleside Elementary

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried (4-0 Niemi absent), all members voting yes to adjourn the meeting at 12:21 p.m. until Tuesday, June 11, 2013 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator



DKB1  
5/23/13 10:45AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

*School Advance*

Page 1

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/23/13 10:45AM  
12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
932	DEPT			Schools		
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		435,898.38	MAY/JUNE ADVANCE		Appropriations
393	Isd 1 Aitkin- Treasurer		435,898.38		1 Transactions	
1985	Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		0.13	MAY/JUNE ADVANCE		Appropriations
1985	Isd 182 Crosby- Treasurer		0.13		1 Transactions	
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		175,455.18	MAY/JUNE ADVANCE		Appropriations
392	Isd 2 Hill City- Treasurer		175,455.18		1 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		77,655.51	MAY/JUNE ADVANCE		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		77,655.51		1 Transactions	
1979	Isd 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		18,960.50	MAY/JUNE ADVANCE		Appropriations
1979	Isd 2580 East Central- Treasurer		18,960.50		1 Transactions	
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		695,977.32	MAY/JUNE ADVANCE		Appropriations
395	ISD 4 McGregor- Treasurer		695,977.32		1 Transactions	
1982	Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		127,771.91	MAY/JUNE ADVANCE		Appropriations
1982	Isd 473 Isle- Treasurer		127,771.91		1 Transactions	
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		8,463.92	MAY/JUNE ADVANCE		Appropriations
1981	Isd 577 Willow River- Treasurer		8,463.92		1 Transactions	
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		55,788.96	MAY/JUNE ADVANCE		Appropriations
394	Isd 698 Floodwood- Treasurer		55,788.96		1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		227.22	MAY/JUNE ADVANCE		Appropriations

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
5/23/13 10:45AM  
12 Agency

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1984	Isd 95 Cromwell- Wright- Treasurer		227.22			
				1 Transactions		
932	DEPT Total:		1,596,199.03	Schools	10 Vendors	10 Transactions
12	Fund Total:		1,596,199.03	Agency		10 Transactions
	Final Total:		1,596,199.03	10 Vendors	10 Transactions	

DKB1  
5/23/13

10:45AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	12	1,596,199.03	Agency
	All Funds	1,596,199.03	Total

Approved by, .....

.....

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# Aitkin County

## WARRANT REGISTER



*May* Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
871	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	7,784.15	CLAIMS	01-044-904-0000-6360	4/22/13	4/26/13
		Warrant # 871 Total	7,784.15	Date 5/1/13			
872	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	112.00	11-1-228200,100 NSF per 1	13-943-000-0000-2001	Bradach	
		Warrant # 872 Total	112.00	Date 5/2/13			
873	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	64.00	11-1-142900 NSF Per 1	13-943-000-0000-2001	Carel	
		Warrant # 873 Total	64.00	Date 5/6/13			
874	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	2,503.72	CLAIMS	01-044-904-0000-6360	4/29/13	5/3/13
		Warrant # 874 Total	2,503.72	Date 5/8/13			
875	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431	197.94	power supplies	01-049-000-0000-6402		
			58.00	HP hard drive	01-252-000-0000-6405		
			125.00	Interop Conf. Fee- Karla White	01-254-003-0000-6241		
			28.91	POSTAGE	19-521-000-0000-6205	4/23-26	
			64.85	hotel/ARDC mtg. Niemi	01-001-000-0000-6332	4/25/13	
			48.50	gas/ARDC mtg. Niemi	01-001-000-0000-6511	4/26/13	
			556.08	300 bergundy totes	01-391-000-0000-6800	4imPrint	
			96.14	22 Journals	19-521-000-0000-6400	Adventure Publ	
			35.33	7 stylus pens & batteries	01-043-000-0000-6405	Amazon	
			497.00	100 key box- w/ comb.lock	01-045-000-0000-6405	Assured	
			30.00	critter food	19-522-000-0000-6416	bug company	
			37.33	cards, candy	01-252-252-0000-6405	Dollar Tree	

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			190.40	Hotel&Meals/CMH conference	05- 430- 700- 4800- 6330	J.Schultz	
						4/28/13	4/30/13
			127.64	PHEP- Hotel & meals- Conf.	05- 400- 400- 0402- 6330	Jan West	
						5/1/13	5/2/13
			160.00	MAAO summer conference	01- 043- 000- 0000- 6208	Jim Hicks	
			236.58	hotel/EOC emerg.mgmt trng	01- 252- 003- 0000- 6332	K White	
						4/16/13	4/18/13
			160.00	MAAO summer conference	01- 043- 000- 0000- 6208	L.Tibbetts	
			29.87	PHEP- Meals- S.Durgin	05- 400- 400- 0402- 6330	overnight	
			29.78	walkie talkie parts	19- 522- 000- 0000- 6590	PacParts Inc	
			160.00	MAAO summer conference	01- 043- 000- 0000- 6208	S,Westerlund	
			160.00	MAAO summer conference	01- 043- 000- 0000- 6208	Tom Sanbeck	
			555.66	Mattresses SA#49901708	05- 430- 710- 3640- 6020	Unclaimed Frgh	
			36.26	Gas for county car	05- 430- 700- 4800- 6330	Wabasso- 4/29	
			105.64	towels, OTC meds	01- 252- 000- 0000- 6262	Walmart	
			91.47	jail supplies	01- 252- 000- 0000- 6405	Walmart	
			146.90	groceries	01- 252- 000- 0000- 6418	Walmart	
			122.88	groceries	01- 252- 000- 0000- 6418	Walmart	
			55.17	OTC meds	01- 252- 000- 0000- 6424	Walmart	
		<b>Warrant # 875 Total</b>	<b>4,143.33</b>	<b>Date 5/9/13</b>			
876	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			167.07	credit card fee	19- 522- 000- 0000- 6217		
		<b>Warrant # 876 Total</b>	<b>167.07</b>	<b>Date 5/10/13</b>			
877	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			15,763.92	April Deed Tax	09- 000- 000- 0000- 2025		
			23,625.18	April Mortgage Reg tax	09- 000- 000- 0000- 2026		
		<b>Warrant # 877 Total</b>	<b>39,389.10</b>	<b>Date 5/10/13</b>			
878	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			188.00	29- 1- 291600,700 NSF per 1	13- 943- 000- 0000- 2001	Welch	
		<b>Warrant # 878 Total</b>	<b>188.00</b>	<b>Date 5/10/13</b>			
879	8410	Bremer Bank					

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	476.73	CLAIMS	01- 044- 904- 0000- 6360		
		<b>Warrant # 879 Total</b>	<b>476.73</b>	<b>Date 5/15/13</b>		5/6/13	5/10/13
880	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	1,308.51	CLAIMS	01- 044- 904- 0000- 6360		
		<b>Warrant # 880 Total</b>	<b>1,308.51</b>	<b>Date 5/22/13</b>		5/13/13	5/17/13
881	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	1,477,323.22	STATE GENERAL TAX	09- 000- 000- 0000- 2058		
		<b>Warrant # 881 Total</b>	<b>1,477,323.22</b>	<b>Date 5/23/13</b>			
882	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431	25.00	monthly iPad plan	01- 049- 000- 0000- 6231		
			51.00	gas for #220	01- 200- 000- 0000- 6511		
			177.58	Meal/car rental- M. Collins Tpt	01- 252- 000- 0000- 6330		
			103.56	PH Practice Books	05- 400- 440- 0410- 6405		
			99.73	123 Magic Parent Books	05- 430- 700- 4800- 6405		
			260.00	Sexuality ED- Adults	05- 430- 700- 4800- 6405		
			105.60	Postage	19- 521- 000- 0000- 6205		
			15.00	Monarch watch tags	19- 522- 000- 0000- 6416		
			30.00	critter food	19- 522- 000- 0000- 6416		
			135.75	Green batteries	19- 522- 000- 0000- 6416		
			486.85	Arrows	19- 522- 000- 0000- 6416		
			149.67	target faces	19- 522- 000- 0000- 6416		
			550.90	meals&hotel/1st witness Trng	05- 430- 700- 4800- 6330	A.Flier	
			36.99	Total Training DVD	10- 923- 000- 0000- 6208	Adobe Illustra	
			79.84	18 journals	19- 521- 000- 0000- 6400	Adventure Publ	
			64.41	Dewalt 18V	01- 253- 000- 0000- 6405	BatteriesPlus	
			1,124.62	wifi range extender	19- 521- 000- 0000- 6405	CA World wifi	
			352.96	bev.max kit/recycle bags	01- 391- 000- 0000- 6405	ClearStream	
			382.19	dryer for I.C. residence	19- 524- 000- 0000- 6422	Home Depot	

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			14.93	Testing Tablets	01-392-000-0000-6405	LaMotte	
			100.00	advance hotel/MCAPS conf	01-090-000-0000-6332	Lisa Stay	
			103.98	Nitro Pro Software/CD	01-090-000-0000-6625	M. Motherway	
			37.40	MEHA conference cost	01-390-000-0000-6208	M.Leitinger	
						5/9/13	5/10/13
			158.55	hotel/MACPZA conf.- Gansen	01-122-000-0000-6332	Maddens	
						10/2/13	10/3/13
			158.55	hotel/MACPZA conf.- Neff	01-391-000-0000-6332	Maddens	
			6.41	meal/under 1 roof conf./Stacey	05-400-400-0402-6330	McDonalds	
						5/2/13	5/2/13
			100.00	advance hotel/MCAPS conf	01-090-000-0000-6332	Motherway	
			370.24	Hotel/1st Witness Training	01-090-000-0000-6332	N.Wanka	
			210.00	V3 250 user license	05-400-440-0410-6231	office status	
			532.00	V3 250 user license	05-420-600-4800-6231	office status	
			658.00	V3 250 user license	05-430-700-4800-6231	office status	
			128.23	2 red sunset maple trees	01-110-000-0000-6590	Paulbeck's	
			32.06	balance owed on mattresses	05-430-710-3640-6020	SA#49901708	
			19.98	coffee	01-253-000-0000-6405	Shopko	
			83.99	Nitro Pro Software/CD	01-090-000-0000-6625	T.Bender	
			37.40	MEHA conference cost	01-391-000-0000-6208	Terry Neff	
						5/9/13	5/10/13
			881.53	Bike Rack	05-400-450-0451-6405	UpBeat	
			3.51	- return power strip	01-252-000-0000-6262	Walmart	
			7,861.39	Date 5/23/13			
	<b>Warrant #</b>	<b>882</b>	<b>Total</b>				
883	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			46.00	NSF- Roger Schnaser	01-000-000-0000-2317		
			600.00	NSF- Roger Schnaser	01-122-000-0000-5135		
			646.00	Date 5/28/13			
	<b>Warrant #</b>	<b>883</b>	<b>Total</b>				
884	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			1,347.06	CLAIMS	01-044-904-0000-6360		
						5/20/13	5/24/13
	<b>Warrant #</b>	<b>884</b>	<b>Total</b>				
			1,347.06	Date 5/31/13			
44412	86198	Aitkin County Treasurer					



# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>OBO#</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
							<u>From Date</u>	<u>To Date</u>
		209 2ND ST NW, ROOM 203 AITKIN, MN 56431						
		<b>Warrant # 44412 Total</b>	17.59	State Deed Tax		03-307-000-0000-6362	01-612-014	
			17.59	Date 5/7/13				
44413	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164-0193						
		<b>Warrant # 44413 Total</b>	301.95	May participant fees		01-044-904-0000-6231	928888	
			301.95	Date 5/8/13				
44414	4400	Security State Bank P.O. BOX 170 AITKIN, MN 56431						
		<b>Warrant # 44414 Total</b>	278.96	pay victim's car payments		01-255-031-0000-5840	2 months	
			278.96	Date 5/9/13				
44415	86198	Aitkin County Treasurer 209 2ND ST NW, ROOM 203 AITKIN, MN 56431						
			1,216.00	08-0-025800 RE Tax		03-310-000-0000-6600	Gravel Pit	
			118.00	08-0-023001 RE Tax		03-310-000-0000-6600	Gravel Pit	
			1,248.00	08-0-024200 RE Tax		03-310-000-0000-6600	Gravel Pit	
			1,432.00	08-0-024300 RE Tax		03-310-000-0000-6600	Gravel Pit	
			890.00	08-0-025901 RE Tax		03-310-000-0000-6600	Gravel Pit	
			2,098.00	08-0-025902 RE Tax		03-310-000-0000-6600	Gravel Pit	
			978.00	08-1-064600 RE Tax		03-310-000-0000-6600	Gravel Pit	
		<b>Warrant # 44415 Total</b>	7,980.00	Date 5/10/13				
44416	9239	Mn Department Of Natural Resources- OMB 500 LAYFAYETTE RD BOX 10 ST PAUL, MN 55155-4010						
		<b>Warrant # 44416 Total</b>	3,750.00	DNR annual lease fee		03-303-000-0000-6519	1440020951	
			3,750.00	Date 5/13/13				
44417	2410	Jacobs/Mark H 38907 257TH AVE MCGREGOR, MN 55760						
			43.40	AFLAC premium reimb.		10-923-000-0000-6150		

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

Warr #	Vendor #	Vendor Name	Warrant #	Total	Description		Account Number	Invoice #	PO #
					Amount	OBO#	On- Behalf- of- Name	From Date	To Date
			44417		43.40	Date 5/15/13			
44418	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735			237,100.83	PARTIAL PAYMENT	03- 307- 000- 0000- 6262		
			44418		237,100.83	Date 5/21/13		4/19/13	5/16/13
44419	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164- 0193			52.50	INVESTMENT FEES	01- 044- 904- 0000- 6231	13449033	
			44419		52.50	Date 5/22/13		1/1/12	1/1/12
44421	11941	MI- HSA Atten: HSA Administration PO Box 64193 St Paul, MN 55164- 0193			1,000.00	2013 Q3- 4 DEB JENSEN	05- 430- 700- 4820- 6148		
			44421		1,000.00	Date 5/23/13			
44421	5748	Purchase Power PO BOX 371874 PITTSBURGH, PA 15250			5,000.00	POSTAGE	01- 044- 048- 0000- 6205	8000499	
			44421		5,000.00	Date 5/24/13			
44422	799	Fuhrer/Joseph P.O. BOX 151 PINE RIVER, MN 56474			1,500.00	Contract Inspections	01- 122- 000- 0000- 6231	5@300.00	
			44422		1,500.00	Date 5/24/13		5/13/13	5/17/13
44423	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193			250.00	VEBA Q 2- C.Hamdorf	05- 420- 600- 4800- 6149		
			44423		250.00	Date 5/28/13			

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
44424	12282	Dechantal Excavating, LLC 12209 State Highway 18 Brainerd, MN 56401	18,722.32	Partial Payment	03-307-000-0000-6262	20129	
		<b>Warrant # 44424 Total</b>	<b>18,722.32</b>	<b>Date 5/29/13</b>			
44425	3290	MN County Recorder's Assoc. M.DeGroot- Pipestone Co.Recorder 416 Hiawatha Ave S Pipestone, MN 56164	75.00	2013 Summer seminar	01-042-000-0000-6241		
		<b>Warrant # 44425 Total</b>	<b>75.00</b>	<b>Date 5/31/13</b>			
44515	120	Aitkin Implement Company L&L IMPLEMENT, INC P.O. BOX 228 AITKIN, MN 56431	44.31	Duplicate Payment	03-303-000-0000-6590		
		<b>Warrant # 44515 Total</b>	<b>44.31</b>	<b>Date 5/29/13</b>			
88789	9849	Brainerd Hra 324 EAST RIVER RD BRAINERD, MN 56401	125.00	CHECK NOT NEEDED	05-430-700-4800-6804		
		<b>Warrant # 88789 Total</b>	<b>125.00</b>	<b>Date 5/16/13</b>			
88954	90504	Dept Of Public Safety DRIVER & VEHICLE SVC DIV- RECORDS UNIT 445 MINNESOTA ST SUITE 161 ST PAUL, MN 55101-5161	9.50	CHECK NOT NEEDED	05-430-700-4800-6231		
		<b>Warrant # 88954 Total</b>	<b>9.50</b>	<b>Date 5/16/13</b>			
89112	90847	State Fire Marshall SUITE 145 444 CEDAR ST ST PAUL, MN 55101-5145	50.00	check not needed	05-430-710-3980-6020		
		<b>Warrant # 89112 Total</b>	<b>50.00</b>	<b>Date 5/28/13</b>			

DKB1  
06/04/2013

12:04PM

# Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		<b>Final Total...</b>	1,819,158.02	104	Transactions		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	26,273.94	General Fund
3	267,526.43	Road & Bridge
5	5,339.52	Health & Human Services
9	1,516,712.32	State
10	80.39	Trust
13	364.00	Taxes & Penalties
19	2,861.42	Long Lake Conservation Center
	1,819,158.02	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 05/24/13

Via:

From: Undersheriff John Drahota

Title of Item: Public Auction of Vehicles

Requested Meeting Date:   06/11/2013   Est. Presentation Time:           

Presenter: Undersheriff John Drahota

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

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

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

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

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

**MEMO**

TO: Board of Commissioners      DATE: May 24, 2013  
FROM: Undersheriff John Drahota      RE: Public Auction of Vehicles

---

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

- 2005 Chevrolet Silverado truck (81,885 miles)
- 2000 GMC Sierra truck (246,203 miles)

The vehicles will be auctioned in the same manner as in previous years – they will be placed on the web site [www.minnbid.org](http://www.minnbid.org) .

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-5-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Authorize Sale of Miscellaneous County Property.

Requested Meeting Date: 6-11-13      Estimated Presentation Time: Consent Agenda

Presenter: John Welle

**Type of Action Requested** (check all that apply)

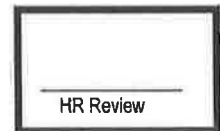
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (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:** June 4, 2013

### **Consent Agenda Items:**

Authorize Public Sale of Miscellaneous County Property

#### **Summary:**

Authorization is requested to offer the following used equipment/material for public auction:

- 3- Olypyk 951 Chainsaws
- 2- Stihl 029 Chainsaws
- 3- Oil Storage Containers with pump
- 1- Raygo Rebel Roller Serial No. 13B0297G with a 16 hp Kohler engine
- Various sizes and lengths of used corrugated metal pipe

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-29-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Presentation from Gordon Prickett, President ACRALA

Requested Meeting Date: 6-11-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Gordon Prickett

**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: Presentation from Gordon Prickett, President ACRALA**

**DATE: May 29, 2013**

Gordon Prickett, President of Aitkin County Rivers and Lakes Association (ACRALA) has asked to present their association findings to the County Board.

38639 337<sup>th</sup> Lane  
Aitkin, MN 56431  
(218) 927-2267  
[gordmett@crosbyironton.net](mailto:gordmett@crosbyironton.net)

April 10, 2013

Aitkin County Board of Supervisors  
c/o Patrick Wussow, Administrator  
209 Second Street NW  
Aitkin, MN 56431

As a follow up to the extreme lake conditions of last summer and the temporary boating restrictions that the County enacted, ACLARA has surveyed its membership to give you some sense of the public's response from lake country.

The twenty lake associations in ACLARA were given six questions to send out to their members. On the following pages you will find these questions and a tally of the 105 responses received from 12 member lakes.

In addition there is a detailed worksheet enclosed with available lake level elevations for the twenty member lakes of ACLARA. Over half of the survey responses were received from just two lakes, Farm Island and Ripple. At these lakes the Highest Recorded Level in 2012 was well above Ordinary High Water. Five of the ACLARA lakes have no lake level gages.

Situations vary greatly at individual lakes. Obtaining measurements and determining threat levels was difficult last summer. We compliment you for the promptness of the actions which you took to safeguard our waters.

Sincerely,



Gordon Prickett, President  
Aitkin County Rivers And Lakes Association

Enclosures

**To: ACLARA Member Lake Associations:**

The recent heavy rains and high water levels have caused many serious problems for lakeshore and other riparian landowners, as well as some inconveniences for lake users. Aitkin County imposed a series of no wake restrictions during this time, in order to minimize the damages to lake shores and property, and there was considerable disagreement about these restrictions.

As a reminder, the County initially placed no wake restrictions on all lakes; then, after determining actual lake levels, the County lifted restrictions on lakes that were less than 12 inches above their Ordinary High Water Mark (OHWM), and continued no wake restrictions on lakes that were at least 12 inches higher than their OHWM. Lakes that were 12-18 inches above this level were restricted to 300 foot no wake zones, while those with levels higher than 18 inches above the OHWM were completely no wake. A few weeks later all restrictions were lifted, even though many lakes remained higher than normal.

Now that we have experienced these extreme events and the resulting damages, the Aitkin County Lakes and Rivers Association wants to hear your thoughts about the County's no wake restrictions in general, and your evaluation of whether the restrictions were appropriate for your lake.

Please send us your responses to the following questions. We plan to develop a set of recommendations to guide County policy for future events like this.

Based on your experiences and observations,

1. Should no wake restrictions be imposed when lake levels rise to extreme highs?  
If you answer no, please explain why.
2. If you approve of the concept of no wake restrictions, do you agree that the Ordinary High Water Mark is an appropriate benchmark for triggering restrictions?  
If you answer no, please explain an alternative benchmark.
3. If you approve of the OHWM as a benchmark, what level above this should trigger no wake restrictions?
4. Do you think that 300 feet from shore is a useful no wake restriction, or should restrictions apply to the entire lake?
5. If no wake restrictions are required, how long should they remain in force?
6. Should violations of these no wake regulations result in warnings or fines?

Please send your responses to

**Steve Spigarelli**, ACLARA Representative of Spirit Lake

[bwspig@centurylink.net](mailto:bwspig@centurylink.net)

or 29965 400th Ave, Aitkin , MN 56431

*Thank You!*

ACLARA SURVEY

RESULTS as of 4/10/2013 105 responses

1. Should no wake restrictions be imposed when lake levels rise to extreme highs?  
If you answer no please explain why. *yes*

YES: 96      NO: 9

2. If you approve of the concept of no wake restrictions, do you agree that the Ordinary High Water Mark is an appropriate benchmark for triggering restrictions? If you answer no, please explain an alternative benchmark. *yes*

YES: 98      NO: 4

3. If you approve of the OHWM as a benchmark, what level above this should trigger no wake restrictions? *6"*

OHW: 20      OHW to 11 in.: 23      12-23 in. Above: 21      GT 2 ft Above: 12

Don't know: 6      Lake specific: 3

4. Do you think that 300 feet from shore is a useful no wake restriction, ~~or should the restriction apply to the entire lake?~~ *yes*

300 ft: 49      Entire Lake: 41

5. If no wake restrictions are required, how long should they remain in force?

*Until water goes down,  
below threshold, etc.* 47

other: 40

6. Should violations of these no wake regulations result in ~~warnings~~ or fines? *yes*

Warnings: 27

Fines: 26

Both: 43

# WORKSHEET for ACLARA LAKES

XX

Responses

Lake	ID #	HRL	OHWL	HRL-OHWL	2012 Max	HRL-2012	2012-OHWL	Total Range	Years (#)	Survey
Big Pine	010157	(2005) 1263.98	1263.60'	4.6" 0.38'	-	-	-	3.48'	81(11)	
Big Sandy	010062	(1950) 1224.80	1216.56'	8.24'	-	-	-	16.84'	111(402)	
Cedar	010209	(1975) 1202.33	1200.30'	24.4" 2.03'	1201.90'	5.2" 0.43'	19.2" 1.60'	4.02'	75(227)	1
Clear	010093	(1966) 1297.49	1297.40'	7.1" 0.59'	1297.47'	6.2" 0.52'	0.8" 0.07'	4.39'	56(584)	11+
Dam	010096	(2012) 1222.0	1219.30'	32.4" 2.70'	1222.0'	0	32.4" 2.70'	4.45'	82(1005)	1
Elm Island	010123	(2005) 1230.02	1227.80'	26.6" 2.22'	1229.5'	6.2" 0.52'	20.4" 1.70'	3.19'	18(386)	
Farm Island	010159	(2012) 1257.75	1255.50'	21.0" 1.75'	1257.25'	0	21.0" 1.75'	4.05'	100(854)	32
Fleming	010105	(2001) 1217.36	1216.46'	11.5" 0.96'	1216.75'	7.3" 0.61'	4.2" 0.35'	2.65'	38(384)	
Gun	010099	(2012) 1214.87	1214.40'	5.6" 0.47'	1214.87'	0	5.6" 0.47'	1.81'	34(364)	
Hammel	010161	(2012) 1240.45	1240.40'	0.6" 0.05'	1240.45'	0	0.6" 0.05'	0.67'	43(5)	7
Lone	010125	(1973) 1265.06	1264.60'	5.5" 0.46'	1264.50'	6.7" 0.56'	-1.2" -0.10'	4.65'	55(506)	
Long	010089	(2010) 1220.38	1219.40'	11.8" 0.98'	-	-	-	1.43'	14(6)	3
Minnewauza	010033	(2012) 1226.07	1224.70'	16.4" 1.37'	1226.07'	0	16.4" 1.37'	2.73'	74(1515)	8
Nord	010117	(2000) 1248.15	1245.00'	1.8" 0.15'	-	-	-	0.32'	8(3)	2
Rabbit	010091	(2012) 1264.13	1262.70'	17.2" 1.43'	1264.13'	0	17.2" 1.43'	2.42'	74(1753)	
Ripple	010146	(1943) 1230.51	1227.50'	36.1" 3.01'	1228.80'	20.5" 1.71'	15.6" 1.30'	3.85'	75(969)	26+27
Round	010204	(2012) 1259.76	1258.60'	13.9" 1.16'	1259.76'	0	13.9" 1.16'	2.47'	43(517)	1
Spirit	010178	(1997) 1255.15	1254.70'	5.4" 0.45'	1254.83'	3.8" 0.32'	1.6" 0.13'	3.03'	81(1989)	4
Sugar	010087	(2012) 1295.87	1295.20'	8.0" 0.67'	1295.87'	0	8.0" 0.67'	2.91'	56(725)	7
Wilkins	010102	(2012) 1218.54	1217.10'	17.9" 1.49'	1218.54'	0	17.9" 1.49'	3.48'	38(340)	

14 lakes gaged  
+ Big Sandy  
USACE

5 w/ ↑  
no  
gauge

1  
67  
105

- ① Highest Recorded Level (HRL)
- ② Ordinary High Water Level (OHWL)
- ③ HRL - OHWL = potential to rise
- ④ 2012 Highest recorded level
- ⑤ HRL - 2012 HRL i.e. level below HRL in 2012
- ⑥ 2012 HRL - OHWL i.e. level above OHWL in 2012
- ⑦ Total range in recorded levels
- ⑧ Years of data (number of measurements)
- ⑨ Number of responses to Survey as of 12/10/12

12 lakes

## AITKIN COUNTY LAKES AND RIVERS ASSOCIATION 2013

<u>Map #</u>	<u>Lake Name</u>	<u>Representative</u>	<u>DNR# 01-xx</u>	<u>Township</u>
1.	Big Pine	Larry Foote	157	Hazelton
2.	Big Sandy	Bill Reed	62	Shamrock
3.	Cedar	Les Martin	209	Farm Island
4.	Clear	Bill Feyo	93	Glen
5.	Dam	Dolores Wickham	96	Kimberly
6.	Elm Island	Dave Sanders	123	Nordland
7.	Farm Island	Fred Husom	159	Farm Island
8.	Fleming	Rick King	105	Fleming
9.	Gun	Lois Peacock	99	Fleming
10.	Hammal	Dave Graf	161	Farm Island
11.	Lone	Dave Scott	125	Nordland
12.	Long	Dick Holmberg	89	Glen
13.	Minnewawa	Greg Pfeiffer	33	Shamrock
14.	Nord	Gordon Prickett	117	Nordland
15.	Rabbit	Duane Christopher	91	Glen
16.	Ripple	John Steeber	146	Nordland
17.	Round	Don Ryan	204	Hazelton
18.	Spirit	Steve Spigarelli	178	Farm Island
19.	Sugar	Ken Hoffman	87	Malmo
20.	Wilkins	Gary Rognrud	102	Fleming



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-4-13  
Via: Patrick Wussow, County Administrator  
From: Sue Bingham, Administrative Assistant

Title of Item:  
Legislative Wrap-Up

Requested Meeting Date: 6-11-13      Estimated Presentation Time: 30 min.  
Presenter: Senator Carrie Ruud and Representative Joe Radinovich

**Type of Action Requested** (check all that apply)

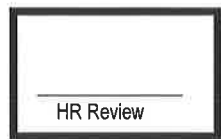
- For info only, no action requested       Approve under Consent Agenda
- For discussion with possible action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Sue Bingham, Administrative Assistant**

**RE: Legislative Wrap-Up**

**DATE: June 4, 2013**

Senator Carrie Ruud and Representative Joe Radinovich will provide a verbal wrap-up of this year's legislative session at the June 11, 2013 Board meeting.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Public Hearing - Large Assembly, High Lifter Quadna Mud Nationals

Requested Meeting Date: \_\_\_\_\_ Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
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- 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.**

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

AITKIN COUNTY BOARD  
NOTICE OF HEARING

Notice is hereby given that a public hearing will be held by the Aitkin County Board of Commissioners, in the Courthouse Annex, Aitkin, Minnesota, at 10:00a.m. on the 11<sup>th</sup> day of June, 2013, for the purpose of hearing all those who wish to be heard on the request for an assembly permit by High Lifter Productions, Inc., Shreveport, LA, for an event to be held June 20<sup>th</sup> – 23<sup>rd</sup>, 2013, at the Quadna Mountain facility located in the Town of Hill Lake, Aitkin County, Minnesota.

By Order of the Aitkin County Board.

Kirk Peysar  
Aitkin County Auditor

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

ADOPTED June 11, 2013

By Commissioner: xx

**061113-0xx**

**Large Assembly – High Lifter Quadna Mud Nationals**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agree to approve the following Application for Large Assembly:

ATV/SxS Event (High Lifter Quadna Mud Nationals) – City of Hill City and Hill Lake Township  
This is scheduled to take place June 20<sup>th</sup> – 23<sup>rd</sup>, 2013 from 8:00 a.m. to 10:00 p.m. daily.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 11<sup>th</sup> day of June 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 11<sup>th</sup> day of June A.D., 2013

KIRK PEYSAR, County Auditor

BY \_\_\_\_\_, Deputy

KIRK PEYSAR  
AITKIN COUNTY AUDITOR  
209 2<sup>ND</sup> STREET NW - ROOM 202  
AITKIN, MINNESOTA 56431  
218-927-7354  
Fax: 218-927-7324

**APPLICATION FOR LARGE ASSEMBLY LICENSE**

NAME OF ORGANIZATION: High Lifter Products, Inc.  
ADDRESS OF ORGANIZATION: 780 Professional Drive N., Shreveport, LA 71105  
PERSON MAKING APPLICATION: Tracie D. Engi, Event Coordinator  
ADDRESS & PHONE NUMBER: Address above / 318-213-6044  
INSURANCE COMPANY & POLICY NUMBER: Lloyds of London - Policy #MKL00573  
DATES/TIME OF EXHIBITION: June 20th-23rd, 2013 8am - 10 pm daily  
TYPE OF PROGRAM: ATV/SxS Event

Applicant agrees to defend, hold harmless, and pay on behalf of the County of Aitkin and their officials and employees, any demands, claims or suits arising out of actions of applicant under the permit.

SIGNATURE OF APPLICANT: *Tracie D. Engi* 5/7/2013  
Date  
CITY RECOMMENDATION: *Melanie Gilson* 5-22-13  
Authorized Signature Date  
TOWNSHIP  
~~CITY~~ RECOMMENDATION: *Tommy Hens* 5/9/13  
Authorized Signature Date  
ENVIRONMENTAL RECOMMENDATION: *[Signature]* 5/29/13  
Authorized Signature Date  
COUNTY SHERIFF RECOMMENDATION: \_\_\_\_\_  
Authorized Signature Date  
COUNTY ATTORNEY RECOMMENDATION: \_\_\_\_\_  
Authorized Signature Date

*thirty 30*  
All applications for permit must be received a minimum of ~~fourteen (14)~~ *thirty 30* days prior to the event or placement of structure.

A plan for conducting the proposed assembly which shall include, at a minimum, the following elements:

- 1.) The determination by the applicant of the maximum number of people which shall be assembled or admitted to the location.

**Number of people expected** 4,000

- 2.) A fence or barrier completely enclosing the proposed location of sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds, which shall have sufficient entrances and exits to allow easy movement into and out of the assembly grounds. This requirement may be waived if the County Board finds that a fence will not be necessary for crowd control.

**Fence height** \_\_\_\_\_  
**Number of entrances/exits** 3

- 3.) Portable water, meeting all federal, state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.

**Portable water requirements are met. Circle one. YES NO**

- 4.) Separate enclosed toilets for males and females, meeting all state and local specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled in accordance with the Minnesota State Board of Health Regulations and standards.

**Requirements met. Circle one. YES NO**

**Toilets provided**

By: Goble Portable Toilets, Aitkin, MN

Portable-John Rental, Bemidji, MN

- 5.) A sanitary method of disposing of solid waste in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people assembled at the rate of at least 2.5 lbs of solid waste per person per day, together with a plan for collecting and holding all such waste at least once each day of the assembly's continuance, and sufficient trash containers and personnel to perform such tasks.

## **AITKIN COUNTY LARGE ASSEMBLY PERMIT**

**High Lifter Quadna Mud Nationals  
June 20 - 23, 2013  
400 Quadna Mountain Road  
Hill City, MN**

An application for an Aitkin County Large Assembly Permit is being submitted for the above named ATV event. This is an ATV/UTV riding event where participants will bring their ATV/UTV to the Quadna Mountain Park & Resort to ride the park trails, look at manufacturer displays, watch organized Mud Bog and Obstacle Course competitions and be entertained in the evenings with movies and a concert. Some will camp in RVs and tents and some will stay off-site at area hotels. There will be vendors present selling various products and services.

Attendees may also ride the adjoining state trail system if they choose. Riders will be advised by signage (verbiage provided by ATVAM), distribution of the Minnesota Dept. of Natural Resources Off Highway Vehicle Regulations for 2012-2013 and a dedicated vendor booth for use by the DNR &/or Aitkin County Land Department's Land Commissioner as to the requirements and restrictions of riding the state trails. If possible, there will also be a booth for purchasing a state trail permit, for those coming from other areas who wish to ride the trail system. If it is not possible, riders will be made aware of where they can purchase a trail pass in the Hill City area. Information about the trails and permit requirements have been made available on the event website [www.quadnamudnationals](http://www.quadnamudnationals) for a minimum of 45 days.

The following addresses the license requirements for the permit per the Aitkin County Ordinance regulating assemblage of large numbers of people at shows or exhibitions:

- 1.03** This permit is being requested by High Lifter Products, Inc. located at 780 Professional Drive North, Shreveport, Louisiana. The name of the event is the Quadna Mud Nationals, an ATV/RUV event to be held at Quadna Mountain Park, owned by Mark Warnert and Brian Bauerly and located at 400 Quadna Mountain Road, Hill City, MN.
- 1.06** See attached Schedule of Events.
- 2.01** A public hearing to review the application is scheduled for June 11, 2013.
- 2.03** A check from High Lifter Products, Inc. was forwarded to the Aitkin County Auditor on or about May 7, 2013.

An insurance certificate naming Aitkin County as additionally insured on our General Liability as required and the required surety bond with revised rider issued for \$10,000 from Western Surety Company has been forwarded to the Aitkin County Administrator's Office.



## 2.05

- a. The proposed event will be held at Quadna Mountain Park, 400 Quadna Road, Hill City, MN. The owners of the property are Mr. Mark Warnert and Mr. Brian Bauerly.
- b. The nature of this assembly is to promote ATV riding in an organized environment through competitions and related activities, and bring public awareness to the products and services offered by the vendors present.
- c. This is a 4 day event. The event will open at 8 am on Thursday, June 20, 2013 and will close at Noon, on Sunday, June 23, 2013.
- d. This permit is requested on an attendance of 4,000 people. Based on past first time events of this nature in other locations, the estimated expected attendance is 1,800 – 2,000, however, in case it exceeds this amount due to the amount of interest shown, we are preparing for 4,000.
- e. **2. Access** - There will be 3 gates that everyone must pass through in order to gain entry to or exit the park. These gates will be manned by security and staff members beginning 8 am Thursday, June 20 and remaining open 24 hrs a day until the event closes on Sunday, June 23 to control admission. Because of the placement of the gates, there is not an adequate way to fence it off, however through signage and the presence of personnel, no one will be permitted to enter without obtaining a pass.  
**3. Water** - A water sample from the well on-site was tested by county officials and found to meet all federal, state and local requirements for sanitary quality. This well is capable of an output of 200 gallons per minute/12,000 gallons per hour, which by far exceeds the requirement for the maximum number to be assembled (4,000) at a rate of one gallon per person per day.  
**4. Toilet Facilities** - With the proposed attendance of 4,000, High Lifter Products has contracted Goble Portable Toilets in Aitkin, MN and Port-Able John Rental & Service in Bemidji, MN to provide and service 80 portable toilet units that will be distributed throughout the vendor area, at each gate, at competition event locations and throughout the camping areas in pairs. Arrangements have also been made for additional units to be delivered during the event if the need arises.  
**5. Solid Waste** - The park provides two 30 yard waste disposal containers, and another two 30-yd solid waste disposal containers will be obtained from Waste Management in Cohasset, MN, as well as 15-20 50 gallon drums to be used as trash cans. One large container will be located in the vendor area and the others in the main camping areas. Garbage cans will be located throughout the vendor and camping areas for convenience, as well as at each gate location. A schedule for emptying the trash cans twice a day throughout the event by High Lifter staff is in place. Arrangements are also in place for the local ATV club to assist in clean-up at the close of the event on Sunday, June 23, 2013.  
**6. Lighting** - Lighting will be provided in the vendor area and any scheduled night events such as the concert, by four (4) large stationary stadium- type lights positioned high on light poles as well as 4 stadium lights stationary on the back side of the chalet that faces the hills and the bowl area. They will sufficiently illuminate the entire vendor area and surrounding parking and Chalet areas. In addition, the concert will have stage lighting that will provide additional lighting in that specific area surrounding the stage.

**7. Event Safety & Security** – High Lifter takes security at their events extremely seriously. While we hope there will not be a need for them, High Lifter will have security in place on-site should the need arise. There will be a minimum of 4 security personnel at all times. These will consist of two off-duty Minnesota law enforcement officers as well as two cadets from the Hibbing Community College Law Enforcement Academy. During peak times when the potential for possible problems may increase, such as 6 pm Friday evening thru 6 am Saturday morning, we will increase this by two officers on duty, for a total of 6. If the need arises, we will have 2 additional officers on stand-by. These officers will be given a ATV/UTV for officers to patrol the park in an effort to be proactive in preventing any problems. Each will be equipped with a Motorola radio in which they can communicate with each other and the entire High Lifter staff, if necessary. In addition to the hired security staff, High Lifter will have its staff of 27 at the park. High Lifter employees are experienced in these types of events and acts as additional “eyes & ears” for any potential problems and will react and/or alert security as they see fit. High Lifter is also bringing 3 additional individuals who they work closely with at the same type of event they host in Texas that has an average of 14,000 attend each year. One is a Texas deputy sheriff as well as a licensed paramedic who will act as a backup to either security or EMS should the need arise. He has worked in the security/EMS position at these types of events for the past 9 years, and brings experience in crowd control/management. The other two gentlemen from Texas are key members of the park management. They bring experience in traffic control and logistical problem solving. A plan is in place to have a one-way traffic pattern throughout the park to prevent the traffic entering the event from backing up on public Hwy 169. Should the traffic become backed up, we will immediately form two lines of traffic beginning at the north side of Airport Road. Traffic exiting the event will be directed by signage and personnel to exit via the south end of Airport Road back onto Hwy 169. Because the main gate and exit gate will remain open throughout the event, security will never be without members of the High Lifter staff to offer assistance should it become necessary. In the event of inclement weather, a plan is in place to offer safety to those in attendance. Quadna Mountain Park is equipped with an outside sound system strong enough to be heard to the back corners of the park. An announcement would be made over the loudspeaker alerting patrons of storm warnings. They would then be directed to seek shelter in either the chalet or the resort lodge. The basement of the Chalet and the hallways & basement of the Quadna Mountain Lodge would adequately hold those seeking shelter.

**8. Fire Protection** – All camping areas are located off of one or more major roadways within the park where fire or rescue vehicles can access efficiently. The larger camping areas will be marked so that a path will be provided around the camping area to allow for emergency vehicles. The smaller areas are located directly on a path or gravel road. The local Hill City Fire Department has been notified of the dates of the event so that they will be on standby should they be needed.

**9. Telephone Communication** - Due to modern technology wherein most individuals carry a cell phone on their person as a routine practice, having landline phone service is essentially ineffective. We will, however, have signs posted throughout the park providing riders with a primary and secondary number to call in case of an emergency. Those numbers will be monitored by members of our staff around the clock. Campgrounds will also be numbered and

marked with signage that corresponds with the map provided in the program to make locating someone in need easier should they need assistance in some way.

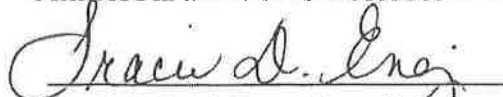
**10. Medical Services** – An RN, licensed in the State of Minnesota and 2 EMS will be on-site during the event as well as the paramedic from Texas, who can offer assistance should the need arise. An ambulance from Grand Rapids will be on-call should it become necessary to transport someone to the hospital in Grand Rapids. This was approved by county officials during a conference call on 5/15/2013.

**11. Parking** – Both camping, ATV and automobile parking has been provided for during this event. Not all patrons will camp at the park, many will stay in area hotels and locals will commute back and forth to the park each day from their homes. There are designated automobile parking areas for those that are coming without an ATV and are not camping. Based on the formula provided by the ordinance of 1 space for every 4 people and using 240 sq ft per automobile, there is enough parking in Auto Parking areas 1 & 2 to accommodate 246 cars/984 people. Camping areas have been numbered on all maps, 1 – 18. The combined space available for camping is a minimum of 509,651.25 sqft. Using a formula of 600 sq ft per camper, Quadna Mountain Park would accommodate 849.4 RVs. Using the same formula in the Ordinance of 1 space per 4 people, there is camping available for 3,398 people. See attached breakdown of each area.

**12. Noise** – The main area where a concentration of people may gather is centrally located on the property and nothing is scheduled in the planned event that should generate unreasonable noise as to disturb the surrounding property owners.

**13. Food Concessions** - There will be food concessions available during the event. At this time, one food vendor has agreed to participate in the event. Mr. Cory Harris, owner of Harris Concessions from Coon Rapids, MN (763-498-3276) will be present selling food items. Should any additional food vendors participate, they will be directed to contact Ms. Michelle Leitinger of the Aitkin County Environmental Services Department.

The statements contained herein this application for permit of Large Assembly for Aitkin County, Minnesota are true and correct to the best of my knowledge.



Tracie D. Engi, Event Coordinator  
High Lifter Products, Inc.



Date



W. Brad Herriage  
Louisiana Notary Public  
License # 68769



# CERTIFICATE OF LIABILITY INSURANCE

HIGHL-3 OP ID: RR

DATE (MM/DD/YYYY)  
06/04/2013

**THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.**

**IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).**

<b>PRODUCER</b> Risk & Benefit Solutions P O Box 52747 Shreveport, LA 71135 ERIC B COPPLE	Phone: 903 693 7109	CONTACT NAME: <b>Ronnie R. Rhodes, CIC</b>
	Fax:	PHONE (A/C, No, Ext): <b>318-629-8104</b>
E-MAIL ADDRESS: <b>rrhodes@rbsins.com</b>		
<b>INSURED</b> High Lifter Products Inc. 780 Professional Drive North Shreveport, LA 71105		INSURER(S) AFFORDING COVERAGE INSURER A : <b>LLOYDS OF LONDON</b> INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

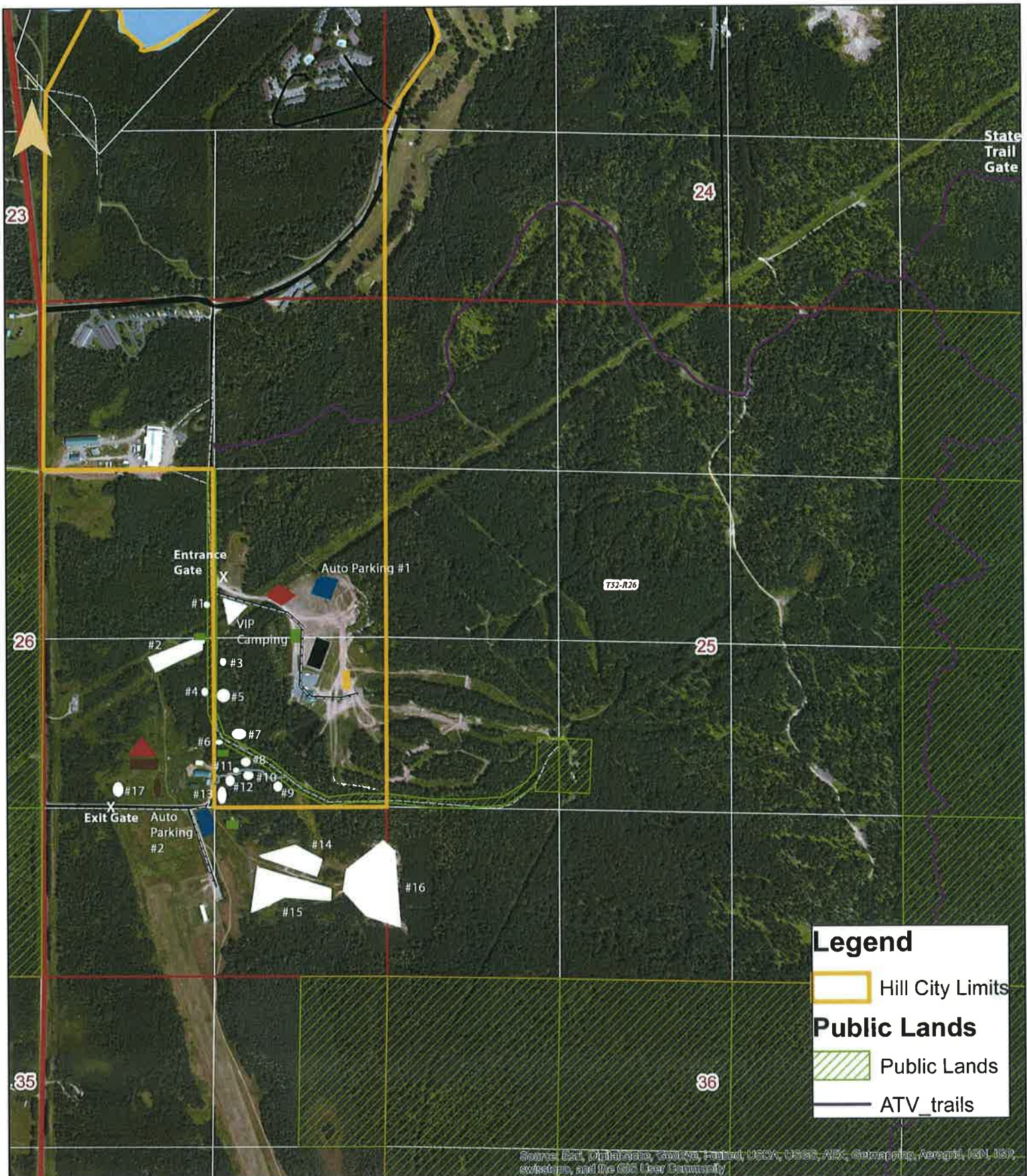
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR INSR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X	X	MKL00573 EVENT	03/15/2013	03/15/2014	EACH OCCURRENCE \$ <b>1,000,000</b>	
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>	
							MED EXP (Any one person) \$ <b>EXCLUDED</b>	
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>	
							GENERAL AGGREGATE \$ <b>2,000,000</b>	
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>	
							\$	
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$	
							BODILY INJURY (Per person) \$	
							BODILY INJURY (Per accident) \$	
							PROPERTY DAMAGE (Per accident) \$	
							\$	
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB OCCUR CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$	
								AGGREGATE \$
							\$	
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						WC STATUTORY LIMITS    OTHER \$	
								E.L. EACH ACCIDENT \$
								E.L. DISEASE - EA EMPLOYEE \$
								E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 Certidfiotae Holder is an Additional Insured. ATV Mud Bog Event at Quanda Mountain Park 400 Quanda Mountain Road Hill City, MN 55748 6/20/13 to 6/23/13

<b>CERTIFICATE HOLDER</b>  Aitkin County	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 

# Quadna Planning Layout



- |                |              |                                      |                         |
|----------------|--------------|--------------------------------------|-------------------------|
| <b>Legend:</b> | Vendor Area  | ATV Parking                          | Mud Bog/Obstacle Course |
|                | Auto Parking | Camping Area (referenced by numbers) |                         |
|                | Dumpsters    | Stage                                |                         |



**Legend:**

- |   |              |   |                                      |   |                         |
|---|--------------|---|--------------------------------------|---|-------------------------|
|  | Vendor Area  |  | ATV Parking                          |  | Mud Bog/Obstacle Course |
|  | Auto Parking |  | Camping Area (referenced by numbers) |   |                         |
|  | Dumpsters    |  | Stage                                |   |                         |

Effective Date: May 7, 2013

# Western Surety Company

## LICENSE AND PERMIT BOND

KNOW ALL PERSONS BY THESE PRESENTS:

Bond No. 71412092

That we, High Lifter Products, Inc.

of Shreveport, State of Louisiana, as Principal,  
and WESTERN SURETY COMPANY, a corporation duly licensed to do surety business in the State

Minnesota, as Surety, are held and firmly bound unto the  
County of Aitkin, State of Minnesota, as Obligees, in the penal

sum of Ten Thousand and 00/100 DOLLARS (\$10,000.00),  
lawful money of the United States, to be paid to the Obligees, for which payment well and truly to be made,  
we bind ourselves and our legal representatives, firmly by these presents.

THE CONDITION OF THE ABOVE OBLIGATION IS SUCH, That whereas, the Principal has been  
licensed Oversize/Overweight

\_\_\_\_\_ by the Obligees.

NOW THEREFORE, if the Principal shall faithfully perform the duties and in all things comply  
with the laws and ordinances, including all amendments thereto, pertaining to the license or permit  
applied for, then this obligation to be void, otherwise to remain in full force and effect until  
May 7th, 2014, unless renewed by Continuation Certificate.

This bond may be terminated at any time by the Surety upon sending notice in writing, by First Class  
U.S. Mail, to the Obligees and to the Principal at the address last known to the Surety, and at the  
expiration of ~~thirty~~ five (35) days from the mailing of said notice, this bond shall ipso facto terminate and  
the Surety shall thereupon be relieved from any liability for any acts or omissions of the Principal  
subsequent to said date. Regardless of the number of years this bond shall continue in force, the number of  
claims made against this bond, and the number of premiums which shall be payable or paid, the Surety's  
total limit of liability shall not be cumulative from year to year or period to period, and in no event shall  
the Surety's total liability for all claims exceed the amount set forth above. Any revision of the bond  
amount shall not be cumulative.

Dated this 7th day of May, 2013.

HIGH LIFTER PRODUCTS, INC.

Tracie D. Long Principal  
Principal

WESTERN SURETY COMPANY

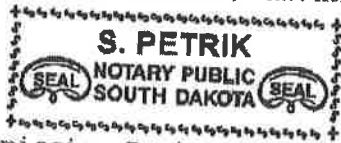
By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President

STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

ACKNOWLEDGMENT OF SURETY  
(Corporate Officer)

On this 7th day of May, 2013, personally appeared Paul T. Bruflat, who acknowledged himself to be the aforesaid officer of WESTERN SURETY COMPANY, a corporation, and that he as such officer, being authorized so to do, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as such officer.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal.



*S. Petrik*  
Notary Public — South Dakota

My Commission Expires August 11, 2016

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss

ACKNOWLEDGMENT OF PRINCIPAL  
(Individual or Partners)

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_ known to me to be the individual \_\_\_\_\_ described in and who executed the foregoing instrument and acknowledged to me that \_\_\_\_\_ he \_\_\_\_\_ executed the same.

My commission expires \_\_\_\_\_

Notary Public

STATE OF \_\_\_\_\_ }  
COUNTY OF \_\_\_\_\_ } ss

ACKNOWLEDGMENT OF PRINCIPAL  
(Corporate Officer)

On this \_\_\_\_\_ day of \_\_\_\_\_, before me personally appeared \_\_\_\_\_ who acknowledged himself/herself to be the \_\_\_\_\_ of \_\_\_\_\_, a corporation, and that he/she as such officer being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing the name of the corporation by himself/herself as such officer.

My commission expires \_\_\_\_\_

Notary Public



License or Permit No. \_\_\_\_\_

LICENSE AND PERMIT  
BOND  
As

of \_\_\_\_\_

State of \_\_\_\_\_

Name of Applicant \_\_\_\_\_

Address \_\_\_\_\_

Filed \_\_\_\_\_

Approved this \_\_\_\_\_

day of \_\_\_\_\_



# Western Surety Company

## POWER OF ATTORNEY

### KNOW ALL MEN BY THESE PRESENTS:

That WESTERN SURETY COMPANY, a corporation organized and existing under the laws of the State of South Dakota, and authorized and licensed to do business in the States of Alabama, Alaska, Arizona, Arkansas, California, Colorado, Connecticut, Delaware, District of Columbia, Florida, Georgia, Hawaii, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, Montana, Nebraska, Nevada, New Hampshire, New Jersey, New Mexico, New York, North Carolina, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Utah, Vermont, Virginia, Washington, West Virginia, Wisconsin, Wyoming, and the United States of America, does hereby make, constitute and appoint

Paul T. Bruflat of Sioux Falls  
State of South Dakota, its regularly elected Vice President  
as Attorney-in-Fact, with full power and authority hereby conferred upon him to sign, execute, acknowledge and deliver for and on its behalf as Surety and as its act and deed, the following bond:

One OVERSIZE/OVERWEIGHT COUNTY OF AITKIN

bond with bond number 71412092

for HIGH LIETER PRODUCTS, INC.

as Principal in the penalty amount not to exceed: \$10,000.00

Western Surety Company further certifies that the following is a true and exact copy of Section 7 of the by-laws of Western Surety Company duly adopted and now in force, to-wit:

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, any Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys-in-Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

In Witness Whereof, the said WESTERN SURETY COMPANY has caused these presents to be executed by  
Vice President with the corporate seal affixed this 7th day of May  
2013

ATTEST

L. Nelson  
L. Nelson, Assistant Secretary

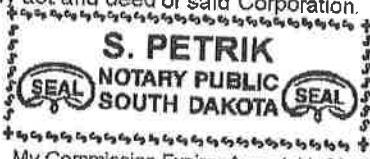
WESTERN SURETY COMPANY  
By Paul T. Bruflat  
Paul T. Bruflat, Vice President



STATE OF SOUTH DAKOTA }  
COUNTY OF MINNEHAHA } ss

On this 7th day of May, 2013, before me, a Notary Public, personally appeared  
Paul T. Bruflat and L. Nelson

who, being by me duly sworn, acknowledged that they signed the above Power of Attorney as Vice President  
and Assistant Secretary, respectively, of the said WESTERN SURETY COMPANY, and acknowledged said instrument to be the  
voluntary act and deed of said Corporation.



My Commission Expires August 11, 2016

S. Petrik  
Notary Public





# Western Surety Company

## RIDER

It is hereby mutually agreed and understood by and between the Principal and Western Surety Company, that instead of as originally written:

The Licensing Description has been changed to read:

To operate a large assembly from June 20-23, 2013 at 400 Quadna Mountain Road (and adjacent area), Hill City, MN. For the purposes of High Lifter Quadna Mud Nationals.

No further changes other than above.

Nothing herein contained shall be held to vary, alter, waive or extend any of the terms, limits conditions of the Bond, except as hereinabove set forth.

This Rider becomes effective on the 24th day of May, 2013, at twelve and one minute o'clock a.m., standard

Attached to and forming part of Bond No. 71412092  
issued by WESTERN SURETY COMPANY of Sioux Falls, South Dakota,  
HIGH LIFTER PRODUCTS, INC.

Signed this 24th day of May, 2013.

WESTERN SURETY COMPANY

By Paul T. Bruflat  
Paul T. Bruflat, Senior Vice President



**AITKIN COUNTY ENVIRONMENTAL SERVICES**  
 209 2<sup>nd</sup> St NW, Room 100  
 Aitkin, MN 56431  
 TELEPHONE: (218) 927-7266  
 FAX: (218) 927-4372



**Water Test Report**

Aitkin County Environmental Services Water Lab

STATE LABORATORY ID: 027-001-276

First Name	Brian	Sample Number:	2013031
Last Name	Bauerly (QMP)	Sample Report ID#:	2013031-1
Address	700 Airport Road		
City/State	Hill City, MN		

Date Collected:	5/6/13	Time Collected:	8:15 AM	Collected By:	John McManigle
Date Received:	5/6/13	Time Received:	8:50 AM	Sample Source:	Kitchen Faucet
Date Bacteria Tested:	5/6/13	Time Bacteria Tested:	4:30 PM	Temperature Received:	37.5°F
Date Bacteria Read:	5/7/13	Time Bacteria Read:	4:30 PM		
Date Nitrate Tested:	5/7/13	Time Nitrate Tested:	3:20 PM		

TEST	RESULT	PUBLIC HEALTH LIMIT
Coliform Results	<b>ABSENT</b>	ABSENT
E Coli Results	<b>ABSENT</b>	ABSENT
Nitrate Nitroge	<b>&lt; 1.0mg/l</b>	< 10.0 mg/l (less than)

Results approved by Michelle Leitinger

Special Comments:

A handwritten signature in cursive that reads "Michelle Leitinger".

Michelle Leitinger, R.S.

Bacteria subcontracted to Certified Lab 027-035-135 NO  
 NO3 subcontracted to Certified Lab 027-035-135 NO

Samples not received on ice will have the nitrate-nitrogen results estimated. Results are for this received sample only. Bacteria and nitrate-nitrogen tested per SM 9223B 20th Ed. and SM 4500-NO3 D 20th Ed. This lab certified by the MDH utilizing NELAC Standard 2003 practices.

This report must not be reproduced except in full without written approval from this laboratory

**Thursday, June 20th, 2013**

8 am — Gates open to the public

4 pm — Bad 2 Da' Bone Show-n-Shine

**Friday, June 21st, 2013**

11 am — Polaris Obstacle Course

6 pm — 10 pm Poker Run

**Saturday, June 22nd, 2013**

11 am — EPI Mud Bog

7 pm — Awards Ceremony

8 pm — The Johnny Holm Band on stage

**Sunday, June 23rd, 2013**

Open Riding

Display Booth Move-Out begins



## Camping Area Sizes

VIP 13,084.5 sq ft - this will be used by vendors only

1. 1,750 sq ft
2. 44,763 sq ft
3. 15,314 sq ft
4. 2,368 sq ft
5. 14,948 sq ft
6. 1,152 sq ft
7. 9,610 sq ft
8. 336 sq ft
9. 4,914.75 sq ft
10. 22,368 sq ft
11. 4,420 sq ft
12. 1,696.3 sq ft
13. 20,809.4 sq ft
14. 49,904 sq ft
15. 94,436 sq ft
16. 169,928 sq ft
17. 37,849.3 sq ft

Total = 509,651.25 sq ft

509,651.25 sq ft divided by 600 sq ft per camper = 849.4 camp sites

849.4 sites multiplied by 4 people per site = 3,398

## 2012 Minnesota Statutes

### 394.26 PUBLIC HEARINGS.

Subdivision 1.[Repealed, 1974 c 571 s 51]

Subd. 1a. **When required.** In addition to public hearings required by section 375.51 prior to the adoption by ordinance of any comprehensive plan or amendments thereto or of any official control or amendment thereto, public hearings shall be held before any conditional use permit, interim use permit, variance, or proposal for a subdivision is approved or denied by the responsible authority, and in circumstances where a public hearing is otherwise required by sections 394.21 to 394.37. Such public hearings may be continued from time to time and additional hearings may be held.

Subd. 2. **Notice.** Notice of the time, place, and purpose of any public hearing shall be given by publication in a newspaper of general circulation in the town, municipality, or other area concerned, and in the official newspaper of the county, at least ten days before the hearing, except that notice of public hearings in connection with the adoption by ordinance of any comprehensive plan or amendments thereto or adoption or amendment of any official controls shall be given in the manner provided by section 375.51, subdivision 2. In addition to the requirements of section 375.51, subdivision 2, written notice of public hearings on all official controls and amendments thereto shall be sent to the governing bodies of all towns and all municipalities located within the county. Written notice of public hearings regarding the application of official controls to specific properties, including but not limited to conditional uses, variances, interim uses, zoning regulations, and subdivision regulations, shall be sent to all property owners of record within 500 feet of the affected property in incorporated areas. In unincorporated areas, the written notice shall be sent to property owners as follows:

(a) in the case of variances, to owners of record within 500 feet of the affected property;

(b) in the case of conditional uses and interim uses, to owners of record within one-quarter mile of the affected property or to the ten properties nearest to the affected property, whichever would provide notice to the greatest number of owners;

(c) in the case of all other official controls, including but not limited to zoning regulations and subdivision regulations, to owners of record within one-half mile of the affected property.

Written notice shall also be given to the affected board of town supervisors, and the municipal council of any municipality within two miles of the affected property.

Subd. 3.[Repealed, 1974 c 571 s 51]

Subd. 3a. **Who runs hearing.** The board may assign responsibility to conduct public hearings for one or more purposes to the planning commission, board of adjustment or any official or employee of the county, except as provided in section 375.51.

**History:** 1959 c 559 s 6; 1963 c 692 s 4; 1974 c 571 s 20-22; 1976 c 177 s 1; 1980 c 477 s 1; 2008 c 331 s 4

COUNTY OF AITKIN

AN ORDINANCE REGULATING ASSEMBLAGE OF LARGE NUMBERS OF PEOPLE AT SHOWS OR EXHIBITIONS OF ANY NATURE

---

PREAMBLE

WHEREAS, pursuant to the authority vested in it by Minn. Stat. 375.40 the Aitkin County Board of Commissioners desires to regulate the assemblage of shows or exhibitions of any nature whether such shows or exhibitions are conducted indoors or outdoors; and

WHEREAS, the purpose of this ordinance is to protect the health, safety and welfare of all persons in Aitkin County, residents and visitors alike, who will partake in or be affected by such assemblage;

NOW THEREFORE, the Aitkin County Board of Commissioners hereby ordains:

Section 1. LICENSE REQUIREMENT

1.01 No person shall permit, maintain, promote, conduct, advertise, act as an entrepreneur, undertake, organize, manage, or sell or give tickets to an actual or anticipated assembly of 100 or more persons for an exhibition or show of any nature, whether on public or private property, unless a license to hold such assembly has first been secured in accordance with the provisions of this ordinance.

1.02 A license to hold an assembly issued under the provisions of this ordinance shall permit any person to engage in any lawful activity in connection with the holding of the licensed assembly.

1.03 As used in this ordinance, "person" means any individual human being, partnership, corporation, firm, company, association, society or group; and "assembly" means a company or group of persons gathered together at any location at any time for any purpose.

1.04 A separate license shall be required for each event up to one week duration and each location at which 100 or more persons assemble or can reasonably be anticipated to assemble.

1.05 A license shall permit the assembly of only the maximum number of persons stated in the license. It is understood that the County Board may impose restrictions on the maximum number of persons which will be assembled in the license issued if such restrictions are deemed necessary to protect the health, safety and welfare of those persons who will be in attendance and/or other residents of Aitkin County. The licensee shall not sell tickets to nor permit to assemble at the license location more than the maximum permissible number of persons stated in the license.

1.06 No performance or other activity in connection with the licensed show or exhibition shall occur between the hours of 1 a.m. to 6 a.m.

Section 2. LICENSE APPLICATION AND CONDITIONS FOR ISSUING LICENSE

2.01 License applications may be obtained from and must be submitted to the Aitkin County Auditor at least thirty (30) days before the assembly is scheduled to occur. Applications for assemblages of 100 to 499 persons shall be placed on the County Board's agenda and heard in the normal course of business. Applications for assemblages of 500 persons or more shall require that the Aitkin County Board of Commissioners shall conduct a public hearing and notices thereof shall be given in compliance with Minnesota Statutes, Section 394.26.

2.02 Upon receipt of license application, the Aitkin County Auditor shall forward a copy of the same to the Clerk of the Town Board of the township in which the assembly is scheduled to occur for such Town Board's review.

2.03 Every license application shall be accompanied by a fee pursuant to the following schedule:

100 - 499 persons	\$ 100.00
500 or more persons	\$ 250.00

Every application for such assembly shall be accompanied by a bond, either in cash or underwritten by a surety company licensed to do business in Minnesota, in the following amounts:

100 - 499 persons	\$ 5,000.00
500 or more persons	\$10,000.00

Said bond will be conditioned that there will be no damage to any County highway, street or other public property arising out of or as a result of the licensed assembly and that the licensee will promptly and fully repay or repair any damages so done, and that all provisions of this ordinance and conditions imposed by the County Board in the issuance of such license are fully complied with by the licensee.

2.04 The application shall contain a statement made upon oath or affirmation that the statements contained therein are true and correct to the best knowledge of the applicant and shall be signed by the individual making application and said signature shall be properly certified by a notary public. In the case of a corporation, a partnership, or an unincorporated association, society, or group, the application shall be signed and acknowledged by an authorized officer, partner or member of said corporation, partnership or association, society or group.

2.05 The application shall contain and disclose:

(a) The address and legal description of all property upon which the assembly is to be held, together with the name, residence, and mailing address of the record owners of all such property;

(b) The nature or purpose of the assembly;

(c) The total number of days and/or hours during which the assembly is to last;

(d) The maximum number of tickets to be sold, if any;



(e) A plan for conducting the proposed assembly which shall include, at a minimum, the following elements:

1. The determination by the applicant of the maximum number of people which shall be assembled or admitted to the location.

2. A fence or barrier completely enclosing the proposed location sufficient height and strength to prevent people in excess of the maximum permissible number from gaining access to the assembly grounds, which shall have sufficient entrances and exits to allow easy movement into and out of the assembly grounds. This requirement may be waived if the County Board finds that a fence will not be necessary for crowd control.

3. Portable water, meeting all federal, state and local requirements for sanitary quality, sufficient to provide drinking water for the maximum number of people to be assembled at the rate of at least one gallon per person per day.

4. Separate enclosed toilets for males and females, meeting all state and local specifications, conveniently located throughout the grounds, sufficient to provide facilities for the maximum number of people to be assembled in accordance with the Minnesota State Board of Health Regulations and standards.

5. A sanitary method of disposing of solid waste in compliance with state and local laws and regulations, sufficient to dispose of the solid waste production of the maximum number of people assembled at the rate of at least 2.5 lbs. of solid waste per person per day, together with a plan for collecting and holding all such waste at least once each day of the assembly's continuance, and sufficient trash containers and personnel to perform such tasks.

6. If the assembly is to continue during hours of darkness, illumination sufficient to light the entire area of the assembly, but not to shine unreasonably beyond the boundaries of the enclosed location of the assembly.

7. Security and traffic controls which will meet the requirements of local authorities and the Minnesota Department of Public Safety. Such controls shall include, but not be limited to, regularly employed off-duty Minnesota law enforcement officers, or other security officers whose qualifications are deemed to be sufficient by the County Board, sufficient to provide adequate security for the maximum number of people to be assembled for the purpose of viewing the show or exhibition.

8. Fire protection sufficient to meet all applicable state and local laws and regulations which are in effect, or may be set forth by the County Board in granting a license under this ordinance. Such fire protection shall include, but not be limited to, extinguishing devices, fire lanes and escapes, and sufficient emergency personnel to efficiently operate the required equipment.

9. Telephones connected to outside lines for public use, at the rate of at least one separate line for each 1000 or fraction thereof people to be assembled, and at least one telephone connected to a separate outside line which shall be available for emergency use at all times.

10. Physicians and nurses licensed to practice in Minnesota, according to the following schedule:

100 to 499 persons	1 licensed practical nurse (LPN) and, 1 properly equipped ambulance
500 to 4999 persons	1 registered nurse (RN) and, 1 properly equipped ambulance
*5000 or more persons	1 physician and, 1 registered nurse (RN) and, 1 properly equipped ambulance

together with an enclosed, covered structure where adequate medical treatment may be rendered, containing separately enclosed treatment rooms for each physician.

\*in increments of 5,000 persons or fractions thereof above 5,000 persons requires said personnel for each increment.

11. A parking area inside the assembly ground sufficient to provide parking space from the maximum number of people to be assembled, at the rate of at least one parking space for every four persons.

12. All reasonable necessary precautions to ensure that the sound of the assembly will not carry unreasonably beyond the enclosed boundaries of the location of the assembly.

13. If the assembly is anticipated to continue for four (4) or more hours, facilities or plans for the provision of food to the maximum number of people to be assembled in compliance with all federal, state and local laws, ordinances, and regulations to ensure sanitary quality.

### Section 3. ADDITIONAL LICENSE CONDITIONS

3.01 No License granted pursuant to this ordinance shall become effective until the licensee has submitted to the Aitkin County Auditor certificate of insurance, naming Aitkin County as an additional insured under the policy acquired, indicating that the licensee has obtained comprehensive general liability insurance covering any injury or damage caused by or resulting from the conducting of the assembly licensed under this ordinance, in the minimum amount of Two Hundred Thousand Dollars (\$200,000.00) for injuries to, damages to and/or death of any one person and Six Hundred Thousand Dollars (\$600,000.00) for total injuries and/or damages arising from any one occurrence. The Board has the authority to require higher liability limits.

3.02 As a condition of the granting of a license under this ordinance, the licensee agrees to allow representatives of the Aitkin County Sheriff's Office and /or any other County officials access to the property at which the licensed assembly will occur to determine if the provisions of this ordinance and/or the license conditions are or may be properly complied with. This right of access shall continue for 24 hours following the end of the licensed activity.

3.03 It is understood that the County may impose any additional conditions in the license necessary to protect the health, safety and welfare of those persons who will be in attendance and/or other residents of Aitkin County.

Section 4. REVOCATION

4.01 Any license granted under this ordinance may be revoked by the County Board at any time prior to the assembly for which a license has been granted, if:

- (a) any of the conditions necessary for the issuing of or contained in the license are not complied with; or
- (b) any condition previously met ceases to be complied with; or
- (c) any other provision of this ordinance is violated.

4.02 If during the course of the show or exhibition for which a license has been granted hereunder it appears in the judgment of the Aitkin County Sheriff that there exists an imminent danger of outbreak of, violence, riot or other calamity threatening the physical health or safety of those in attendance at the assembly and/or the residents of the community in which the assembly is held, the Sheriff shall be empowered to take whatever action he deems appropriate to protect said persons, including temporarily suspending the license granted if he deems such action necessary. Any such suspension by the Sheriff shall be effective immediately and a hearing shall be held before the County Board at the earliest opportunity. In the event the County Board deems such suspension improper, the license shall be reinstated or the license application fee refunded, whichever action the licensee requests.

Section 5. OPERATION

5.01 The licensee or his agents shall maintain the assembly premises and facilities in a clean, orderly and sanitary condition at all times.

5.02 No animals or household pets, not normally residing or directly involved in the show or exhibition or the policing thereof, shall be permitted on any of the grounds or facilities, and no animals or pets shall be permitted to run loose.

5.03 No fires of any kind shall be permitted on the premises or facilities except in grills or at locations designated in the plan/license for that purpose.

5.04 No person shall engage in any conduct which violates a federal, state, county, or local law, ordinance, or regulation.

Section 6. EXCEPTIONS

6.01 This ordinance shall not apply to any regularly established, permanent place of worship, stadium, arena, auditorium, resort, conference center, work place, coliseum, or other similar permanently established place of assembly.

6.02 This ordinance shall not apply to any shows or exhibitions held within the incorporated limits of a city.

6.03 The provisions of this ordinance shall not apply to any show or exhibition held in connection with the Aitkin County Fair.

Section 7. ENFORCEMENT

7.01 The provisions of this ordinance may be enforced by injunction in any court of competent jurisdiction.

7.02 The holding of an assembly in violation of any provision or condition contained in this legislation shall be deemed a public nuisance and may be abated as such.

7.03 Any person, corporation, partnership, or unincorporated association, society or group which violates any provision of this ordinance shall be guilty of misdemeanor and shall be punished by a fine not to exceed Seven Hundred Dollars (\$700.00) or by imprisonment for not more than ninety (90) days, or both. Each separate day of violation shall be considered a separate offense. In the event a violation of this ordinance occurs by action of a corporation, a partnership, or an unincorporated association, society or group, the respective officers, partners, or members of said corporation, partnership, association, society or group shall be subject to prosecution under this section in accordance with the provisions of Minn. Stat. Section 609.05.

7.04 Any person who violates any provision of this ordinance or any condition upon which he/she is granted a license shall be personally responsible for damages to public or private property arising out of or in connection with said violation and shall be subject to any civil relief that may be reasonable and proper. In the event a corporation, a partnership, or an unincorporated association, society or group violates any provision of this ordinance or any condition upon which a license is granted, the officers, partners, or members of said corporation, partnership, association, society or group shall be subject to the penalties set forth in this section.

Section 8. VARIANCE & APPEAL

8.01 The County Board may grant a variance from the requirements of this ordinance in any particular case where the applicant can show that strict compliance with this ordinance would cause exceptional and undue hardship by reason of the special nature of the proposed assembly or by reason of the fact that the circumstances make the requirements of this ordinance unnecessary; provided that such variance may be granted without detriment to the public health, safety, or welfare and without impairing the intent and purpose of these regulations. Economic considerations alone shall not constitute a hardship if reasonable alternatives exist under the terms of this ordinance. The County Board may impose conditions in the granting of variances to insure compliance, protect adjacent properties and the public interest.

8.02 Any person, or any department or unit of local government, or of the State of Minnesota may appeal any decision of the County Board, pursuant to this ordinance, to the District Court having jurisdiction by the same persons, departments, boards or commissions or units of government.

Section 9. SEVERABILITY

The provisions of this ordinance shall be severable and should any Court of competent jurisdiction adjudge any provision of this ordinance to be invalid, such judgment shall not affect any other provisions of this ordinance not specifically included in said judgment.

Section 10. APPLICABILITY OF OTHER LAWS, ORDINANCES AND REGULATIONS

10.1 The provisions of this ordinance are cumulative to all other laws, ordinances and regulations heretofore passed or which may be passed hereafter by the State of Minnesota and the County of Aitkin.

10.2 Nothing contained in this ordinance shall be construed to waive or otherwise satisfy the obligations or restrictions imposed by State statute or County ordinance or regulation concerning the sale of nonintoxicating malt liquor or intoxicating liquor.

Section 11. EFFECTIVE DATE

This ordinance shall be in full force and effect from and after its passage and publication according to law.

Date of Publication of Notice  
of Intent to Enact:

\_\_\_\_\_

Date(s) of Public Hearing:

\_\_\_\_\_

Date of Enactment:

\_\_\_\_\_

Date of Publication:

\_\_\_\_\_

AITKIN COUNTY BOARD OF  
COMMISSIONERS

By Merle Peterson  
Merle Peterson, Chairperson

Date of Signature 7/26/94

Attest Alice Dotzler  
Alice Dotzler  
County Auditor

Date of Signature 7/27/94

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5-29-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

AMC 2013 District 1 Spring Meeting

Requested Meeting Date: 6-11-13 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: Association of Minnesota Counties 2013 District 1 Spring Meeting**  
**DATE: May 29, 2013**

Attached is the District 1 draft agenda. The meeting is on Friday June 14 in Carlton MN, from 8:00 to noon.

At the meeting they asked that Aitkin County present a prepared list of items of interest and or concerns. At the Board meeting on June 11<sup>th</sup> the Board could prepare the list of items.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

If you have questions, please contact me.

Association of Minnesota Counties

# DISTRICT 1

*Aitkin Carlton Cook Koochiching Lake Pine St. Louis*



**Friday, June 14, 2013  
8:00 a.m. - 12:00 p.m.**

**Carlton County Transportation Building Conference Room  
1630 County Road 61, Carlton MN**

**Meeting Fee: \$25**

## **Tentative Agenda**

**8:00 A.M. REGISTRATION – Rolls & Beverages Served**

**8:15 A.M. CALL TO ORDER / PLEDGE OF ALLEGIANCE**  
District Director: Kevin Adee, Koochiching County

### **INTRODUCTIONS**

**DISTRICT ELECTIONS** (election rules attached)  
District Director: Kevin Adee, Koochiching County - Term(s): 01/11-06/11 (p); 06/11-06/13  
Alternate Director: Rich Sve, Lake County

**AMC OFFICER CANDIDATE PRESENTATIONS**  
AMC 2nd Vice President: Commissioner Jack Swanson, Roseau County

**COUNTY REPORTS: CONCERNS, PRIORITIES AND ACCOMPLISHMENTS**  
Each county should come prepared to share items of interest and issues of concern.  
(Counties are encouraged to bring a brief written report to help staff prepare meeting notes.)

### **BREAK**

**AMC EXECUTIVE DIRECTOR TRANSITION REPORT**  
AMC President Joe Vene, Beltrami County Commissioner

### **2013 LEGISLATIVE SESSION SUMMARY**

**MCIT UPDATE: NEW & EMERGING CLAIMS AND ISSUES** - Robyn Sykes, MCIT Executive Director

**MEMBER SERVICES REPORT**  
Facilitation services, FUTURES Update, LEAN Training

### **AMC MEETINGS & EVENTS**

- **NACo Annual Conference:** July 19–22, 2013 – Fort Worth TX
- **AMC Policy Committee Meetings:** September 6, 2013 - Arrowwood, Alexandria MN
- **AMC Annual Conference:** December 9–11, 2013 – Hyatt Regency Minneapolis
- 

**HOST COUNTY FOR 2013 DISTRICT 1 FALL MEETING ON OCTOBER 18**

### **OTHER/CONCLUDING REMARKS**

**12:00 P.M. LUNCH/ADJOURN**





# DISTRICT DIRECTOR ELECTIONS

*from the Association of Minnesota Counties' Bylaws*

**SECTION 3. ELECTION AND TERM OF OFFICE OF DISTRICT DIRECTORS.** The election and term of office of District Directors shall be as follows:

Subd. 1. Election. The delegates from the counties of each Association district shall elect one or more delegates to represent the counties of the district on the Board. A quorum shall consist of 50% of a districts' delegation. Directors shall be elected at the first meeting after April 1st of the counties of the district. Each district shall be represented by one director except that any district and all larger districts having a population which is three times as large as the next smaller district shall be entitled to be represented by five directors. Directors elected from odd numbered districts shall be elected during odd numbered years and directors elected from even numbered districts shall be elected during even numbered years provided, however, that any district entitled to be represented by five directors shall provide for staggered terms of three directors elected in even numbered years and two directors elected in odd numbered years.

Subd. 2. Term of Office. The term of office for each District Director shall be for two years and shall begin on the first day following district elections. A District Director may serve three (3) full consecutive terms after which one term must elapse before the individual can serve again as a District Director from that district.

Subd. 3. Alternate Director. Each district shall elect an alternate Director. If the District Director cannot fulfill the role as a representative for the district, due to accident, illness or prolonged absence, the alternate Director shall serve. Such alternate director shall be elected at the same time as the District Director.

**SECTION 4. VACANCIES.** If a vacancy occurs in the office of District Director by reason of death, removal or resignation, the alternate Director shall fill the unexpired term of office.

**SECTION 5. VOTING.** Each director, or alternate as designated in Section 3, subdivision 3, on the Board shall be entitled to one (1) vote. There shall be no proxy voting. All motions shall carry by a simple majority unless otherwise specified in the bylaws.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: June 4, 2013  
Via: Patrick Wussow, County Administrator  
From: Kirk Peysar, County Auditor

Title of Item:  
Lake Minnewawa Lake Improvement District election

Requested Meeting Date: June 11th Estimated Presentation Time: 15mins

Presenter: Kirk Peysar

**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) set special election dates for LMLID

**Fiscal Impact** (check all that apply)

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

**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) draft notice and draft ballot

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

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

June 4, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor

Re: Lake Minnewawa Lake Improvement District election

I have prepared the attached draft election notice and draft ballot for the referendum election for the proposed LMLID pursuant to Minnesota Statute 103B.545 and Minnesota Rule 6115.0970.

The proposed timelines for the election process are:

<b>June 24-25, 2013</b>	Mail notice of election to qualified voters and property owners of record
<b>July 10, 2013</b>	Mail election materials (ballot) to qualified voters and property owners of record
<b>July 31, 2013</b>	Return by date for ballots
<b>August 1, 2013</b>	Tabulation/results/certification

**Notice of Special Election**  
**Proposed Lake Minnewawa Lake Improvement District**  
**Referendum on Establishment**  
**(Day), (Month Date, Year)**

Pursuant to Minnesota Statute 103B.545 and Minnesota Rule 6115.0970, the Aitkin County Board of Commissioners has called a special election for (Day), (Month Date, Year) from (time) am/pm until (time) am/pm at (insert location) for a referendum vote on the establishment of the proposed Lake Minnewawa Lake Improvement District. The question submitted and to be voted upon by the qualified voters and property owners within the proposed lake improvement district is the following:

**“Should a lake improvement district be established to provide *the programs and be financed as outlined in the July 9, 2012 Petition document?*”**

The purpose of the LMLID is to provide a reliable and equitable source of funding to Lake Minnewawa Association (LMA), in order to continue their water quality management and control of excessive weed growth as directed by the DNR Lake Management Plan. The LMLID and a successful LMA will promote public health and welfare through improved water quality. Water quality will be improved for swimming, navigation, boating, fishing and other lake recreation.

LMA was started by a group of concerned citizens in 1961. The founding name was Save Minnewawa Association (SMA). Initially they used pontoons to hand-cut and pull weeds in an effort to save the lake. At that time, most lakeshore owners pulled their docks and boats from the lake in early July due to excessive weed growth. In 1981 a weed harvester was purchased. As time went by, the need for a larger harvester became apparent. The harvester used today is a 1982 model which was purchased in 1994.

The classification of Lake Minnewawa is a low-depth eutrophic lake. As such, the weed problem will never go away. Without the LMA weed harvesting operation and work with the DNR, Lake Minnewawa would become a dried up weed bed. In 1982 the first DNR sponsored Lake Management Plan was prepared. The established relationship between LMA and DNR continues with amendments and updates to the Plan made as needed and required. Volunteer Citizen Water quality monitoring with secchi disk reading has been done since 1979. (in association with the Minnesota PCA)

The LMA has managed to meet the increasing costs of operation (fuel; equip repairs; parts; payroll; insurance; taxes), but the future looks tentative. In researching used harvesters, 2 separate used harvesters have been for sale during the last 2 years at an approximate average cost of \$100,000. The cost of even a used harvester, let alone a new machine is currently out of reach with the yearly budget of the association. As the LMA board looks into the future; with current source of funds unreliable and the need for replacement equipment, it becomes obvious that a consistent, substantial source of funding is required.

A lake improvement district will establish a reliable and equitable source of funds to ensure the continued success of the LMA. The LMLID will expand the current 126 donating property owners to 522. All 522 property owners will benefit from access to a clear and navigable lake, with increased property values.

All lakeshore properties of Lake Minnewawa – Aitkin County Minnesota (01003300) will be included in the LID. The LID will also include those back-lot properties with deeded access to lakeshore property on the lake and those properties abutting state owned lakeshore property. All of these properties have direct access to the lake with the ability to place a personal dock. As such they all benefit from the increased values which the LID will provide. Those properties which are part of a larger development such as Savanna Ridge, will receive the assessment in the year after they are sold from the developer. Details of the full watershed area of Lake Minnewawa is included as part of the DNR Lake Management Plan.

We do not expect than there will be any lands or waters which will be adversely affected by the LID.

The programs to maintain and improve the health of Lake Minnewawa will be financed with an annual special assessment of \$65 per property. This LMLID assessment amount is based on the need to provide 75% of the average current LMA expenses, provide for additional harvesting equipment and a small amount for LID reporting expenses. In order to keep the costs as low as reasonably possible, the LMA Board of Directors is committed to achieving their mission through a mix of this special assessment, with continued volunteer and community donations.

There are 2 public accesses on Lake Minnewawa and a number of sites “dedicated to the public”.

Total valuation of properties included in the MNLID is \$ 102,326,500.

The purpose of Lake Minnewawa Association (LMA) is to promote lake stewardship by providing education and services about controlling pollution, beautification, water safety and clear passage. In general it is dedicated to maintaining and improving the natural resources of Lake Minnewawa by educating, creating, promoting, and implementing methods of improving and preserving the overall condition of the lake. Funding provided through the MNLID will help support continued community benefits. Community service activities include: collection for McGregor area Food Shelf; highway cleanup; Township Spring Clean-up; Kids fishing. Promotion of good lake stewardship and providing of information is done through an annual packet distribution; numerous email mailing and a regularly maintained web page.

For the purpose of this special election -

a qualified voter is a person 18 years of age or older, a United States Citizen and who has maintained their residence within the boundaries of the proposed lake improvement district for at least 20 days immediately preceding the special election.

a property owner is a Minnesota or Non Minnesota resident with legally recorded ownership interest in the real property located within the boundaries of the proposed lake improvement district.

Qualified voters and property owners who will be absent on Election Day can submit an absentee ballot at the Aitkin County Auditor’s office located at 209 Second Street, Aitkin, MN 56431 during normal business hours beginning *(Day)*, *(Month Date, Year)*. The County Auditor’s office can be contacted by calling 218-927-7354 by email at [kpeysar@co.aitkin.mn.us](mailto:kpeysar@co.aitkin.mn.us).

To facilitate the administration of this special election, qualified voters and property owners are encouraged to bring documentation that they either reside in and/or own property within the boundaries of the proposed lake improvement district, for example, a current property tax statement, Minnesota Driver’s License, Minnesota Identification Card etc.

Note – This Notice of Special Election is being mailed to the primary and alternate taxpayers currently identified in the County’s property tax system as owning property within the boundaries of the proposed lake improvement district. It is the responsibility of the primary and alternate taxpayers to notify any other individuals with a legally recorded ownership interest in their property.

Please direct questions to Kirk Peysar, Aitkin County Auditor by phone at 218- 927-7354 or by email at [kpeysar@co.aitkin.mn.us](mailto:kpeysar@co.aitkin.mn.us).


OFFICIAL BALLOT

*(Month Date, Year)*

\_\_\_\_\_ Judge

\_\_\_\_\_ Judge

COUNTY QUESTION BALLOT  
AITKIN COUNTY  
SPECIAL ELECTION  
(Month Date, Year)

	To vote for a question, put an (X) in the square next to the word "YES" on that question. To vote against a question, put an (X) in the square next to the word "NO" on that question.
---	--

County Question

REFERENDUM ON ESTALBISH OF THE LAKE MINNEWAWA IMPROVEMENT DISTRICT

**"Should a lake improvement district be established to provide *the programs and be financed as outlined in the July 9, 2012 Petition document?***

The purpose of the LMLID is to provide a reliable and equitable source of funding to Lake Minnewawa Association (LMA), in order to continue their water quality management and control of excessive weed growth as directed by the DNR Lake Management Plan. The LMLID and a successful LMA will promote public health and welfare through improved water quality. Water quality will be improved for swimming, navigation, boating, fishing and other lake recreation.

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**To vote for the establishment of the proposed lake improvement district, mark an "X" next to the word "YES" on that question. To vote against the establishment of the proposed lake improvement district, mark an "X" next to the word "NO" on that question**

	YES
	NO

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 06/04/13

Via:

From: Undersheriff John Drahota

Title of Item: Dangerous Dog hearing

Requested Meeting Date: 06/11/13 Est. Presentation Time: 11:00

Presenter: Undersheriff John Drahota

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

**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) Police Report, Statement, Misc. forms, photos

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



# 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: Request for Hearing to Remove Dangerous Dog Designation-  
Dog Named Apollo**

**DATE: June 4, 2013**

Attached you will find a request from Casey Zalomsky, 34824 432<sup>nd</sup> Place, Aitkin, MN to contest the designation of Dangerous Dog for his dog named Apollo. Staff will mail the agenda and related packet information to Mr. Zalomsky.

Undersheriff Drahota and members of the Aitkin County Sheriff's Department will be at the hearing to present and answer any questions relating to their information contained as part of this packet.

The County Board will need to determine if the dog named Apollo is dangerous as defined by Mn. Statute.

Please note that the complainant has been notified of the hearing and been invited to speak.

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

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

**TIMELINE OF EVENTS FOR ICR #13-1550**

- On Friday March 28<sup>th</sup>, 2013, Richard Jackman, age 81, reported that his neighbor's dog "Apollo" barks, growls, shows its' teeth, and attempts to get behind him when he walks to his mailbox. He has to use his cane to keep the dog back. Deputy Winter issued a "Potentially Dangerous Dog" notice to the owner, Casey Zalomsky based on the information provided. (case #13-1080)
- On Saturday, May 4<sup>th</sup>, 2013, the same situation occurred except this time Richard had to strike the dog on the nose with his cane to keep the dog away, for fear of being bitten. Sgt. Lenk issued Zalomsky a "Dangerous Dog" notice since this was now the second occurrence.
- On Tuesday May 21<sup>st</sup>, 2013, a search warrant was executed and "Apollo" was seized and placed in a secure pound since the owner, Zalmosky, had taken no steps to comply with the dangerous dog requirements within 14 days, as specified by statute.
- On Thursday May 23<sup>rd</sup>, Zalomsky request a public hearing.

ICR# 13-1580

**AITKIN COUNTY SHERIFF'S OFFICE  
ANIMAL CARE AND CONTROL PROGRAM**

**NOTICE OF DETERMINATION**

**OF**

**DANGEROUS DOG**

TO: Name: Angela Rae Manos (co-owner)

Address: 34824 432nd PL Aitkin MN 56431

Phone #: 763-222-5949

Your dog, a Appollo bull dog mix, has been determined to be  
(description)  
a dangerous dog within the meaning of Minnesota Statutes 347.50 Subd. 2.

A dangerous dog must be registered pursuant to Minnesota Statute 347.51. Failure to register said dog within 14 days of this Notice may result in confiscation pursuant to Minnesota Statute 347.54. Failure to provide the safeguards required by Minnesota Statutes 347.52 is a misdemeanor and may be punished by up to 90 days in jail and/or a fine of \$1000.00.

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification pursuant to Minnesota Statute 347.515. The name of the microchip manufacturer and the identification number of the microchip must be provided to the animal control authority within 30 days of this notice. Failure to comply with the microchip requirement is a misdemeanor and may be punished by up to 90 days in jail and/or a fine of \$1000.00.

5-4-13

Date

Henni Lem

Deputy

I have read and understand the contents of this notice and acknowledge receipt of a copy thereof.

5-4-13

Date

Angela Manos

Owner or Caretaker

[ ] Check if owner refused to sign

White Copy: County Auditor

Yellow Copy: Owner

Pink Copy: Deputy

Aitkin County Sheriff's Office  
Animal Care and Control Program

MAY 23 2013

Date: 5-22-13

ICR # \_\_\_\_\_

**DECLARATION OF OWNERSHIP AND REQUEST FOR HEARING**

I Certify that I am the owner or person claiming an interest in the animal(s) described on the Notice, and

- 1)  I request a hearing to contest the determination of a Dangerous Dog designation.
- 2)  My animal has been impounded and I request a hearing for the determination of whether reasonable grounds for the impoundment exist.
- 3) \_\_\_\_\_ My animal has been impounded and I relinquish ownership of the impounded animal described on the Impoundment Notice to the Aitkin County Sheriff's Office for appropriate disposition by Animal Control. I hereby release the Aitkin County Sheriff's Office, its employees, agents and Animal Control employees and agents from any and all liability arising from the acceptance and disposition of the animal(s).

To the best of my knowledge the animal(s) has \_\_\_\_\_, has not  (check one) bitten any persons or animals in the past fourteen (14) days.

SIGNATURE: Casey Zakomsky Date: 5-22-13

PRINTED NAME: Casey Zakomsky

ADDRESS: 34824 432nd Pl AITKIN MN 56431

PHONE: HOME: 218-821-2502 WORK: \_\_\_\_\_

DRIVER'S LICENSE #: K921135212912

**THIS NOTICE MUST BE RETURNED BY PERSONAL DELIVERY OR MAIL AND RECEIVED BY THE AITKIN COUNTY ADMINISTRATOR'S OFFICE WITHIN FOURTEEN (14) DAYS FROM THE DATE THE DOG NOTICE WAS ISSUED TO RECEIVE A HEARING BEFORE THE ANIMAL CONTROL AUTHORITY.**

Aitkin County Administrator's Office  
217 2<sup>nd</sup> Street NW, RM# 130  
Aitkin, MN 56431  
Phone: 218-927-7276

## AITKIN COUNTY ADMINISTRATION

**Patrick Wussow, County Administrator**

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

May 29, 2013

Casey Zalomsky  
34824 432<sup>nd</sup> Place  
Aitkin, MN 56431

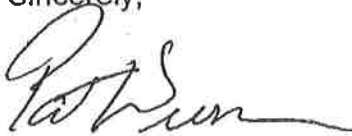
Dear Mr. Zalomsky:

Your request for a hearing to contest the determination dangerous dog has been received.

A hearing will be held on Tuesday, June 11, 2013 at 11:00 a.m. in the Aitkin County Boardroom. At that time the Aitkin County Board, as the Animal Control Authority, will hear your arguments. The complainant will also be invited to attend the hearing.

If you have any questions, please feel free to call me.

Sincerely,



Patrick Wussow  
County Administrator

cc: Sheriff

**SCOTT A. TURNER**  
**SHERIFF OF AITKIN COUNTY**

217 Second Street NW, Room 185  
Aitkin, MN 56431

Telephone: 218-927-2138  
Toll Free: 1-888-900-2138  
Fax: 218-927-7359

June 3, 2013

Richard Jackman  
34804 432 Pl.  
Aitkin MN 56431

RE: Dangerous Dog hearing, ICR 13-1550.

Dear Mr. Jackman,

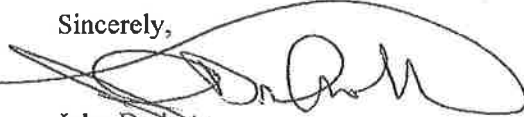
On 5/4/2013, you contacted our office regarding an altercation you had with your neighbor's dog. Based on the information provided to Sgt. Heidi Lenk regarding the incident, the dog's owner, Casey Zalomsky, was issued a Dangerous Dog notice, which determined his dog, "Apollo", to be a dangerous dog.

On 3/29/2013, you had also reported an altercation with this same dog. Based on the information provided to Deputy Travis Winter regarding that incident, the owner had been served with "potentially dangerous" dog notice.

As part of due process, the owner has requested a hearing on this matter to challenge/contest the Dangerous Dog determination. This letter is to inform you that a hearing date and time has been set before the Aitkin County Board, who is the hearing authority. The hearing date is Tuesday, June 11<sup>th</sup>, 2013 at 11:00 a.m. in the Board Room of the Aitkin County Courthouse.

Your presence is not required but I encourage you to attend and provide personal input to the County Board in order to aid them in making their decision on this matter. Without personal input from the victim(s), the Board must rely upon testimony presented by the dog owner and the police report(s) and statement(s). I would ask that you contact me prior to the hearing date to let me know whether you plan on attending. I can also answer any questions you may have. I can be reached direct by calling 218-927-7423.

Sincerely,



John Drahota  
Undersheriff  
ACSO



**Aitkin County Sheriff's Office**  
 217 Second Street NW, Room 185  
 Aitkin, MN 56431  
 (218) 927-7435

**Incident Detail Report**

**Printed On: Mon, Jun 03, 2013**

<b>Case Number:</b> 2013001550	<b>NCIC:</b> MN0010000	<b>Status:</b> CAD Import	<b>Status By:</b>
<b>Juvenile:</b> No	<b>Protected:</b> No	<b>Case Hold:</b> No	<b>Additional Reports:</b> Yes
			<b>Status Date Time:</b> 05/04/2013 13:28

**Call For Service**

**Date Reported:** 5/4/2013 **Saturday** 12:16 **Date Committed Start:** 5/4/2013 12:16 **Date Committed End:**

**Received By:** 340 **How Received:** CAD

**Description:** Animal Complaint **CAD Seq Nbr:** ACSO:2013:1916

**Event Type:** **CAD Agency:** Aitkin County

**Case Status:** **Case Disposition:**

**Scene**

**Location:**

**Business Name:**

**Low House Nbr:** 34804 **High House Nbr:** **Community Code:**

**Street:** 432ND PL

**Unit Nbr/Type:** **Intersection Street:**

**City/State/Zip:** AITKIN, MN 56431 **Address:**

**LGN:** 2933 **GEO Code:** **Weather Conditions:**

**Place Committed:** 34804 432ND PL

**Officer Information**

<u>Officer</u>	<u>Dt/Tm Dispatched</u>	<u>Dt/Tm Assigned</u>	<u>Dt/Tm Arrived</u>	<u>Dt/Tm Cleared</u>	<u>Role</u>
221	5/4/2013 12:26		5/4/2013 12:31	5/4/2013 13:14	Primary

**Offense Detail**

**ISN:** 01 **Offense Code:** 7818 **Literal:** potentially dang dog/dang dog

**Statute:** **Status:** Exceptionally cleared **Status Date:** 05/04/2013 **Criminal Activity:**

**Counts:** **Larceny Type:** **Campus Code:** **Offense Level:**

**CAD Offense Code:** **CAD Literal:** Animal Complaint

**CAD Disposition:** Cleared

**Remark:**

**Disposition:**

Aitkin County Sheriff's Office  
Case Number 2013001550 (MN0010000)

Incident Detail Report

Printed On: Mon, Jun 03, 2013

Associations

**Name:** Jackman, Richard Irwin      *Driver License:* D514073108310  
*Role:* Complainant      *Resident:*  
*Phone:* (218)927-3468      *DOB:* 8/2/1931      *Age (Range):* 81      *Organization Type:*  
*Address:* 34804 432nd pl, aitkin, MN 56431      *LGN:*  
*Sex:* Male      *Race:*      *Disability:*  
*Eye Color:* Blue      *Hair Color:*      *Height:* 5'11"      *Weight:* 200 lbs.

**Name:** Manos, Angela Rea      *Driver License:*  
*Role:* Owner      *Resident:*  
*Phone:* (763)222-5949      *DOB:* 9/27/1984      *Age (Range):* 28      *Organization Type:*  
*Address:* 34824 432nd Pl, Aitkin, MN 56431      *LGN:*  
*Sex:* Female      *Race:*      *Disability:*  
*Eye Color:*      *Hair Color:*      *Height:*      *Weight:*

Media

<u>Date</u>	<u>Identification</u>	<u>Narrative</u>
5/9/2013	13-1550	Notice of Determination of Dangerous Dog
5/9/2013	13-1550	Request for Prosecution - Manos
5/9/2013	13-1550	Request for Prosecution - Zalomsky
6/3/2013	13-1550	Receipt, Inventory & Return Search Warrant
6/3/2013	13-1550	Application for Search Warrant & Supporting Affidavit Dangerous Dog hearing paperwork

Narrative

R: LGN 2933  
R: CI states the neighbors dog came after him again.  
R: Per 221 dog deemed dangerous and papers were served.





# Aitkin County Sheriff's Office

217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001550 002 NTE 221 rpt

## Supplemental Reports

Printed On: Mon, Jun 03, 2013

<i>Description:</i> 221 rpt		<i>Sequence:</i> 002	<i>Report Date:</i> 05/04/2013
<i>Case Number:</i> 2013001550	<i>N C I C:</i> MN0010000	<i>Off Cd:</i> 7818	<i>Report Type:</i> Notes
<i>Officer:</i> 221	<i>Approval Process:</i>	<i>Secured:</i> No	
<i>CSI Status:</i>	<i>Status By:</i>	<i>Status Dt/Tm:</i> 05/04/2013 15:32	

### Notes

#### AITKIN COUNTY SHERIFF'S DEPARTMENT INVESTIGATIVE REPORT

INV. REPORT BY: Sgt. Heidi Lenk #221      CASE: 13-1550

NATURE OF CASE: Dangerous Dog

LOCATION: 432nd Pl, Aitkin

#### SUMMARY

Richard Jackman reported he was endangered by his neighbor's dog again.

#### PERSONS MENTIONED:

REPORTED BY:	Name/DOB:	Richard Irwin Jackman 08-02-31
	Address:	34804 432nd Pl, Aitkin, MN 56431
	Telephone (H/W):	218-927-3468

SUSPECT:	Name/DOB:	Angela Rea Manos 9-27-1984
	Address:	34824 432nd Pl. Aitkin, MN 56431
	Telephone: (H/W):	763-222-5949

NOTIFIED OF VICTIM'S RIGHTS       YES       NO

TYPE OF EVIDENCE AND LOCATION (BIN, LOCKER, and GARAGE):

Statements, Photos, Reports

DATE AND TIME OCCURRED: 05-04-2013

TIME ARRIVED: 1231

TIME CLEARED: 1314

Notes

## DETAIL:

On May 4, 2013 I responded to a dog complaint at the Richard Jackman residence. Mr. Jackman called and said his neighbor's dog came after him again. Dispatcher Mower advised that Deputy Winter had taken a complaint on March 28, 2013 of the similar thing; see ICR # 13-1080. On March 29, 2013, Casey Zalomsky was served Potential Dangerous Dog papers for Apollo.

I met with Mr. Jackman at his residence and he gave me a statement about the incident. He said he walked down to get his mail today at 1145. He was walking on 432nd Place past the neighbor's residence where the dog lives. He said the white dog was inside the house barking at him. When he was on his way back home, he noticed the white dog was outside. He said the white dog came on the road at him. It was aggressively barking at him and he was in fear of being bit.

When the dog got close to him he hit it in the head with his cane. I asked him what the dog did when he hit it. He told me the dog left him alone. Mr. Jackman said the kids were yelling for the dog to come back. A woman then came out of the house and was able to get the dog under control and back into the house. Mr. Jackman said this is the second time the dog has charged him. He described the dog as a large white English Bulldog. See his statement for further details.

I then went to 34804 432nd Pl.; this is the residence where the white dog lives. This house is next to Mr. Jackman's residence and is on the way to the mailbox. I spoke with Angela Manos at the residence. She told me that she is a co-owner of the dog. She lives at this address with her boyfriend, Casey Zalomsky, they own the dog together. Angela gave me a statement about what happened.

Angela said the man and his dog walked by her house today. They were walking on the road. Angela's dogs started barking and Elijah, her child let the dogs out of the house. Angela thinks the dogs were barking at the man's dog. Angela said her dogs wanted to play with the man's dog. When Angela saw this she went out and got the dogs. She said her dogs were not growling or being mean they were just barking. Angela said the two dogs that were outside are Apollo and Harley. I asked the breed and colors of the dogs. She said Apollo is a white Bulldog and Harley is a brown boxer mixed with lab. I asked her which dog she had to grab. She said she did not have to grab any of them. She was able to yell at the dogs and they came back. I asked Angela if the man walks with a cane, she said yes he was. I asked her if she saw the man hit her dog with his cane, she said no. Angela said she yelled to the man that she was sorry the kids let the dog out. The man did not respond to her. See her statement for further details.

I filled out Dangerous Dog papers on Apollo, Angela signed the form and she was given copy. Angela asked how she could contest the designation. I told her there is a process and gave her the Declaration of Ownership and Request for a Hearing form. I filled out the top portion of the form and explained to her that she needed to fill out the rest and turn it into the Aitkin County Administrator's Office. She was also given a packet of information on the Minnesota State Statutes on Regulations of Dangerous Dogs. I went through this packet with her and pointed out all of the things that would need to be done now that Apollo was designated dangerous. She said she would read through it with her boyfriend Casey.

Notes

It should be noted on April 4, 2013 the dog had a microchip implanted.

I took photos of both her dogs.

Sgt. Heidi Lenk #221

ACSO



Aitkin County Sheriff's Office  
 217 Second Street NW, Room 185  
 Aitkin, MN 56431  
 (218) 927-7435

2013001550 005 NTE sup rpt

Supplemental Reports

Printed On: Mon, Jun 03, 2013

<i>Description:</i> sup rpt		<i>Sequence:</i> 005	<i>Report Date:</i> 05/17/2013
<i>Case Number:</i> 2013001550	<i>N C I C:</i> MN0010000	<i>Off Cd:</i> 7818	<i>Report Type:</i> Notes
<i>Officer:</i> 221	<i>Approval Process:</i>	<i>Secured:</i> No	
<i>CSI Status:</i>	<i>Status By:</i>	<i>Status Dt/Tm:</i> 05/17/2013 15:52	

Notes

AITKIN COUNTY SHERIFF'S OFFICE  
 SUPPLEMENTAL REPORT

INV. REPORT BY: Sgt. Heidi Lenk #221      CASE # 13-1550

NATURE OF CASE: Dangerous Dog

LOCATION: 432nd Pl, Aitkin

PERSONS MENTIONED:

Name/DOB: Angela Rea Manos 9-27-1984  
 Address: 34824 432nd Pl. Aitkin, MN 56431  
 Telephone (H/W): 763-222-5949

Name/DOB: Casey Alan Zalomsky 7-12-81  
 Address: Aitkin Mobile Home Park 39625 Deer St, lot #25  
 Telephone (H/W): 218-821-2502

DETAILS:

On May 17, 2013 I followed up with Angela and Casey about Apollo. I went to the residence on 432nd Place to check the dog. I was greeted at the door by a female who told me Angela was gone. I asked the lady if the white dog was at the house and she said no. She told me that Casey had moved out a couple days ago. The lady called Angela and handed me the phone.

I spoke with Angela on the phone and she told me that she and Casey had broken up. She said that now that they are broken up she is no longer the owner of the dog. She told me that Casey is living with his ex-girlfriend at the Aitkin Mobile Home Park lot #25.

I went to the Aitkin Mobile Home Park and found Casey at that lot. Casey told me that he has not had a chance to do any of the follow up with the dog. He said that he and his girlfriend Angela are split up and that he had been dealing with the relationship issues. He said that he is planning to go through the process. I told him that the fourteen days would be up tomorrow. He said that he would go in and start the process. I asked him where the

Notes

dog was at. He pointed to his vehicle and said that he has been keeping it in the vehicle for now. He said when he takes him out the dog is on a leash. I explained that this was not an ideal set up and that he needs to look at something better. Casey's vehicle is a 1993 GMC C15, grey and silver in color. This vehicle is registered to Casey with Minnesota license plate 478DXZ.

I asked Casey if he still had the paper work that I gave to Angela. He told me that he has all the paper work from both cases. I told him to refer to the papers as to what he needs to do. He said again that he would get in and take care of it.

End of report.

Sgt. Heidi Lenk #221



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001550 006 NTE 209 rpt

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

Description: 209 rpt  
Sequence: 006 Report Date: 05/22/2013  
Case Number: 2013001550 N C / C: MN0010000 Off Cd: 7818 Report Type: Notes  
Officer: 209 Approval Process: Secured: No  
CSI Status: Status By: Status Dt/Tm: 05/22/2013 08:02

Notes

AITKIN COUNTY SHERIFF'S OFFICE  
SUPPLEMENTAL REPORT

INV. REPORT BY: Lawrence A. Derksen CASE: 2013001550

NATURE OF CASE: Dangerous dog (Search warrant)

LOCATION: 34824 432nd Pl, Aitkin, MN 56431

PERSONS MENTIONED:

MENTIONED: Name/DOB: Casey Alan Zalomsky 07/12/1981  
Address: 34824 432nd Pl, Aitkin, MN 56431  
Telephone (H/W):

MENTIONED: Name/DOB: Angela Rae Manos 09/27/1984  
Address: 34824 432nd Pl, Aitkin, MN 56431  
Telephone: 763-222-5949

DETAIL:

On May 21, 2013 I was called by Sgt Heidi Lenk in reference to a case that she has been working on involving a dangerous dog. In that conversation, she asked that I check two separate locations for a silver "low-rider" Chevrolet Suburban. One of those locations was the Aitkin Trailer Court on Deer Street and the other was at 34824 432nd Pl, Aitkin, MN 56431. I was able to locate the target vehicle at the address on 432nd Pl and I notified her of this. I was informed that a search warrant was being applied for and she asked that this information be given to the County Attorney's Office so it could be placed on the warrant application. She also asked that I be the affiant for that warrant.

On May 21, 2013 at approximately 1345 hours, the Honorable John Solien signed the search warrant to

Notes

pick up a white American Bulldog named "Apollo" from the address of 34824 432nd Pl, Aitkin, MN 56431. The warrant was for either the residence at that address or a motor vehicle located on that property. That vehicle was described in the warrant as a 1993 Silver GMC C15 vehicle belonging to Casey Alan Zalomsky with a MN license plate number 478DXZ.

When I arrived at the residence located at 34824 432nd Pl, Aitkin, MN 56431 at approximately 2:13 PM, I knocked on the patio door and was met there by Zalomsky. I also noted that vehicle was still in the driveway. After a short conversation with Zalomsky, I presented him with his copy of the search warrant and he went to get the dog, Apollo. Apollo appeared to be somewhat calm, but did growl a bit at me, but also responded to Zalomsky's commands. I filled out and gave Zalomsky his copy of the Receipt, Inventory and Return which indicates a seizure of Apollo at 2:20 PM on May 21, 2013. While doing so, he asked how to get his dog back and I told him that all of that information was on the paperwork that had been given to him. He stated that some paperwork had been given to his girlfriend at the time, but he never saw it. I then gave him a copy of the MN State Statute for Dangerous dogs. I pointed out that we were at the "Confiscation" part of the procedure and pointed this part out to him on the papers I had just given to him. I told him to read and act quickly or Apollo would be put down. I notified him that according to the paperwork I just gave him, he only had 7 days in which to reclaim Apollo and to not dawdle. He acknowledged this and took the paperwork.

The Receipt, Inventory and Return was filed with the Aitkin County Court Administration on May 21, 2013 at approximately 3:05 PM. The seized dog, Apollo, was taken to the City of Aitkin's dog pound where Police Chief Terry Thompson took control of the dog.

This ends my involvement in this case. This case is also cross referenced to ICR 13-1080.

END OF REPORT

STATE OF MINNESOTA, COUNTY OF AITKIN

DISTRICT COURT

STATE OF MINNESOTA     )  
   )ss.  
 COUNTY OF AITKIN         )

**APPLICATION FOR SEARCH  
 WARRANT AND SUPPORTING  
 AFFIDAVIT**

Larry Derksen being first duly sworn upon oath, hereby makes application to this Court for a warrant to search the premises and motor vehicle hereinafter described, for the property and things hereinafter described.

Affiant knows the contents of this application and supporting affidavit, and the statements herein are true of his own knowledge, save as to such as are herein stated on information and belief, and as to those, he believes them to be true.

Affiant has good reason to believe, and does believe, that the following described property and things, to wit:

American Bulldog named "Apollo"

are  
 at the premises described as:

Residence of Angela Rae Manos, d.o.b. 9/27/1984, located at 34824 432<sup>nd</sup> Place, Aitkin, MN 56431.

in the motor vehicle described as:

1993 Silver GMC C15 vehicle, license plate number 478DXZ, registered to Casey Alan Zalomsky, d.o.b. 7/12/1981.

located in the Township of Aitkin, County of Aitkin, and State of Minnesota.

This affiant applies for issuance of a search warrant upon the following grounds: (strike inapplicable paragraph)

1. ~~The property above described was stolen or embezzled.~~
2. ~~The property above described was used as means of committing a crime.~~
3. ~~The possession of the property above described constitutes a crime.~~
4. ~~The property above described is in the possession of a person with intent to use such property as a means of committing a crime.~~
5. The property above-described constitutes evidence which tends to show a crime has been committed, or tends to show that a particular person has committed a crime.



SEARCH WARRANT

*W. J. Miller*  
2-1

STATE OF MINNESOTA, COUNTY OF AITKIN

DISTRICT COURT

TO: LARRY DERKSEN (A) PEACE OFFICER(S) OF THE STATE OF MINNESOTA.

WHEREAS, Larry Derksen has this day on oath, made application to the said Court applying for issuance of a search warrant to search the following described premises and motor vehicle:

Residence of Angela Rae Manos, d.o.b. 9/27/1984, located at 34824 432<sup>nd</sup> Place, Aitkin, MN 56431.

1993 Silver GMC C15 vehicle, license plate number 478DXZ, registered to Casey Alan Zalomsky, d.o.b. 7/12/1981.

located in the Township of Aitkin, county of Aitkin, STATE OF MINNESOTA, for the following described property and things:

American Bulldog named "Apollo"

WHEREAS, the application and supporting affidavit of Larry Derksen was duly presented and read by the Court, and being fully advised in the premises.

NOW, THEREFORE, the Court finds that probable cause exists for the issuance of a search warrant upon the following grounds: (strike inapplicable paragraph)

1. ~~The property above described was stolen or embezzled.~~
2. ~~The property above described was used as means of committing a crime.~~
3. ~~The possession of the property above described constitutes a crime.~~
4. ~~The property above described is in the possession of a person with intent to use such property as a means of committing a crime.~~
5. The property above-described constitutes evidence which tends to show a crime has been committed, or tends to show that a particular person has committed a crime.

The Court further finds that probable cause exists to believe that the above-described property and things are at the above-described premises and in the above-described motor vehicle.

NOW, THEREFORE, YOU LARRY DERKSEN AND SUCH OTHER PERSONNEL ASSIGNED TO ASSIST YOU THE PEACE OFFICER(S) AFORESAID, ARE HEREBY COMMANDED, BETWEEN THE HOURS OF 7 A.M. AND 8 P.M., TO SEARCH THE DESCRIBED PREMISES AND THE DESCRIBED MOTOR VEHICLE FOR THE ABOVE-DESCRIBED PROPERTY AND THINGS, AND TO SEIZE SAID PROPERTY AND THINGS AND TO RETAIN THEM IN CUSTODY SUBJECT TO COURT ORDER AND ACCORDING TO LAW.

Dated: MAY 21, 2013

BY THE COURT:

*John R. Selzer*  
\_\_\_\_\_  
Judge of District Court

The facts tending to establish the foregoing grounds for issuance of a search warrant are as follows:

Affiant is a Deputy with the Aitkin County Sheriff's Office and is a licensed peace officer in and for the State of Minnesota. In that capacity, Affiant has reviewed the investigative materials and report of Aitkin County Sergeant Heidi Lenk, Deputy Travis Winter, and Deputy Jon Cline. On March 28, 2013, Deputy Winter took a taped statement from Richard Jackman regarding a white American Bulldog named "Apollo" that acts aggressive towards him. Mr. Jackman stated when he walks by "Apollo" comes onto the road and growls and barks at him. Mr. Jackman estimated "Apollo" had been acting aggressively for approximately six weeks. Mr. Jackman said Apollo's owners are his neighbors, Casey Alan Zalomsky, d.o.b. 7/12/1981, and Angela Rae Manos, d.o.b. 9/27/1984, who reside at 34824 432<sup>nd</sup> Place, Aitkin, in Aitkin Township, Aitkin County. Mr. Jackman stated when he walks down the middle of the road to retrieve his mail, "Apollo" comes onto the road and tries to get behind him. Mr. Jackman stated he has used his cane to help keep "Apollo" away but has not hit or provoked "Apollo". Mr. Jackman said "Apollo" has also jumped on his dog and has knocked his dog down. Mr. Jackman stated he has spoken with Zalomsky and Manos but they did not do anything with "Apollo".

On March 29, 2013, Deputy Cline served a Notice of Determination of Potentially Dangerous Dog on Zalomsky for "Apollo". Deputy Winter later received confirmation that veterinarian Patti Zebro had microchipped "Apollo" on April 9, 2013.

On May 4, 2013, Sergeant Lenk was dispatched to Mr. Jackman's residence regarding "Apollo" having come after him again. Mr. Jackman stated he had walked down to get his mail at approximately 11:45 a.m. Mr. Jackman said "Apollo" was inside the house barking at him when he first walked by Zalomsky and Manos' residence. On his way home, he observed "Apollo" was outside and came onto the road towards him. Mr. Jackman stated "Apollo" barked aggressively at him and he was scared he was going to be bitten. Mr. Jackman hit "Apollo" on the head when he got close to him, wherein "Apollo" left him alone. Mr. Jackman stated children were yelling for "Apollo" to come back and Manos came out of the house and got "Apollo" back under control and into the house.

Sergeant Lenk proceeded to Zalomsky and Manos' residence and spoke with Manos. Manos stated she lived at the residence with her boyfriend, Zalomsky, and they are co-owners of "Apollo". Manos stated Mr. Jackman and his dog had walked by her house that day and her dogs, "Apollo" and a brown Boxer/Lab mix named "Harley", started barking. Manos said her child let "Apollo" and "Harley" out of the house. Manos believed her dogs were barking at Mr. Jackman's dog and wanted to play with his dog. Manos denied either of her dogs had growled or had been mean and had only barked. Manos denied having to grab either of her dogs and said she was able to yell for both dogs to come back. Manos knew Mr. Jackman walked with a cane but denied seeing Mr. Jackman hit "Apollo" with a cane. Manos said she yelled to Mr. Jackman she was sorry the kids had let the dog out, but Mr. Jackman did not respond. Sergeant Lenk served Manos with a Notice of Determination of Dangerous Dog for "Apollo".

On May 17, 2013, Sergeant Lenk went to Zalomsky and Manos' residence. Sergeant Lenk spoke with a female who stated Zalomsky had moved out a couple days prior and "Apollo" was no longer at the residence. Sergeant Lenk then spoke with Manos over the telephone, who stated she and Zalomsky had broken up and she was no longer an owner of "Apollo". Manos said Zalomsky was living with his ex-girlfriend at the Aitkin Mobile Home Park, 39625 Deer Street, Lot 25, Aitkin, in Spencer Township, Aitkin County.

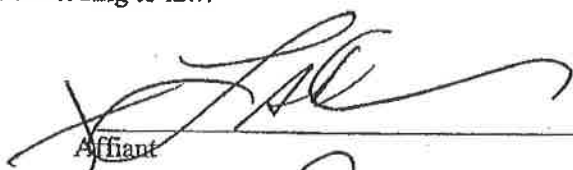
Sergeant Lenk went to the Aitkin Mobile Home Park, Lot 25, and spoke with Zalomsky. Zalomsky said he had not had a chance to do any follow-up with "Apollo" because he and Manos had split up and he has been dealing with relationship issues. Pursuant to the Dangerous Dog Notice, Zalomsky had 14 days from the date of the notice to register "Apollo" or the dog could be confiscated. Sergeant Lenk reminded Zalomsky his 14 days was up the next day. Zalomsky stated he would go in and start the process to register "Apollo". Zalomsky told Sergeant Lenk he was keeping "Apollo" in his vehicle for the time being and "Apollo" was on a leash when taken out. Zalomsky's vehicle is a 1993


Silver GMC C15 low rider vehicle, license plate number 478DXZ. Zalmosky told Sergeant Lenk he still had all of the dangerous dog paperwork of what he needed to do and would get the paperwork taken care of.

As of May 21, 2013, Zalmosky has not started the registration process for "Apollo".

On May 21, 2013, Affiant drove by Manos' residence on 432<sup>nd</sup> Place and observed Zalmosky's low rider vehicle in the driveway.

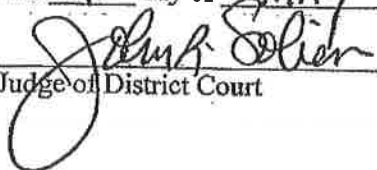
WHEREFORE, Affiant requests a search warrant be issued, commanding **Larry Derksen and such other personnel assigned to assist (a) peace officer(s), of the State of Minnesota, between the hours of 7 a.m. and 8 p.m., to search the hereinbefore described premises and motor vehicle for the described property and things and to seize said property and things and keep said property and things in custody until the same be dealt with according to law.**

  
\_\_\_\_\_  
Affiant

  
\_\_\_\_\_  
Judge of District Court

Subscribed and sworn to before me

this 21<sup>st</sup> day of MAY, 2013.

  
\_\_\_\_\_  
Judge of District Court

STATE OF MINNESOTA, COUNTY OF Aitkin 9th Dist COURT

RECEIPT, INVENTORY AND RETURN

I, Laurance A. Jackson, received the attached search warrant issued by the Honorable John Sobier, on 5/21 2013 (yr) and have executed it as follows:

Pursuant to said warrant, on May 21 2013 (yr) at 14:20 (2:20) o'clock P m., I searched the (premises) (motor vehicle) (person) described in said warrant, and left a true and correct copy of said warrant (with) (in) (at) Cosy Alan Zalomeky

I took into custody the property and things listed below: (attach and identify additional sheet if necessary)

White American Bulldog named "Apollo"

Large empty table area with a vertical line and horizontal lines for listing property.

Strike when appropriate:

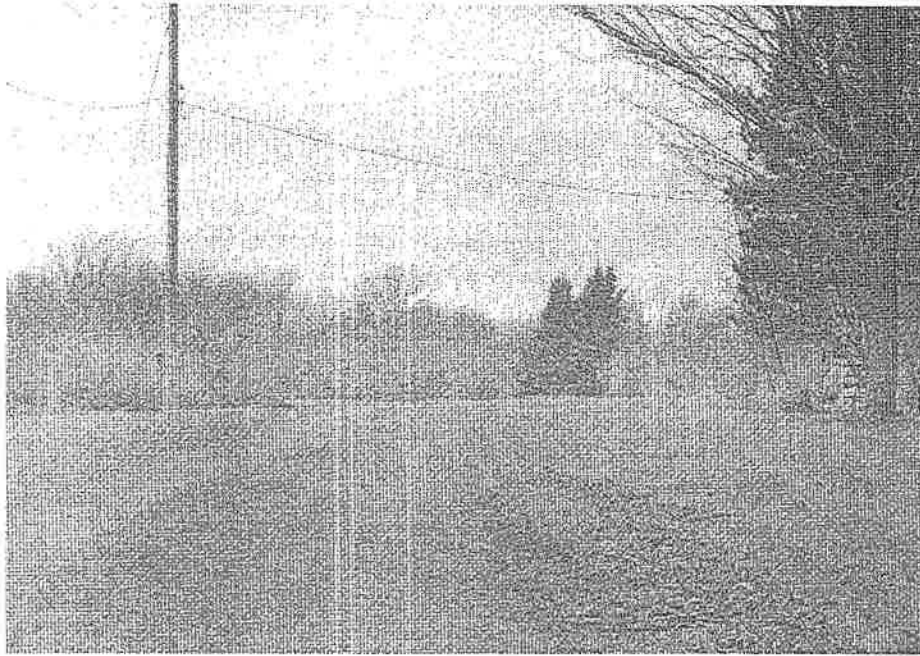
- I left a receipt for the property and things listed above with a copy of the warrant.
- None of the items set forth in the search warrant were found.
- I shall (retain) or (deliver) custody of said property as directed by Court order.

[Signature], being first duly sworn, upon oath, depose and say that I have read the foregoing receipt, inventory and return and the matters stated are true and correct, except as to such matters stated therein on information and belief, and as to those, I believe them to be true.

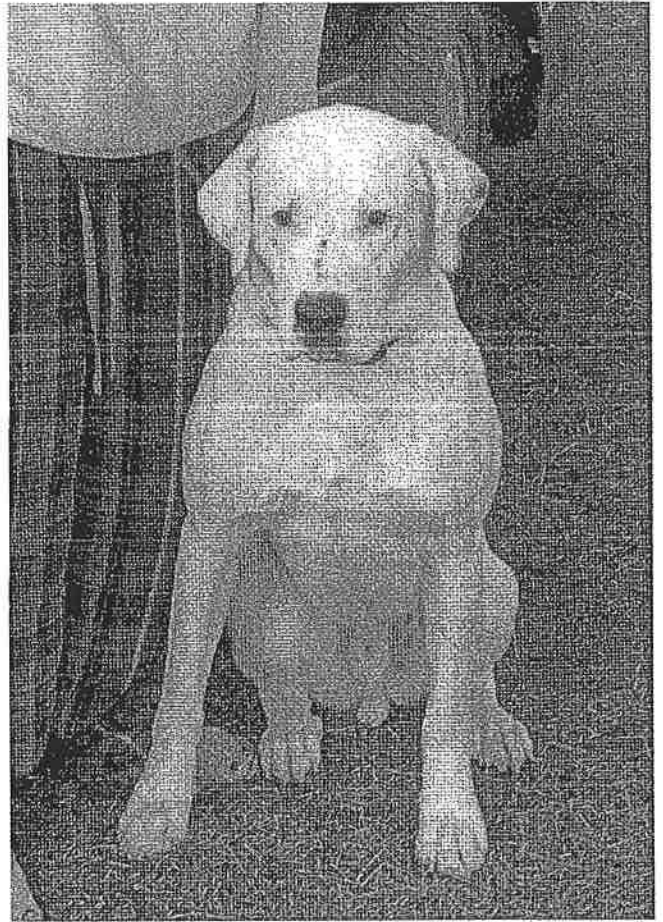
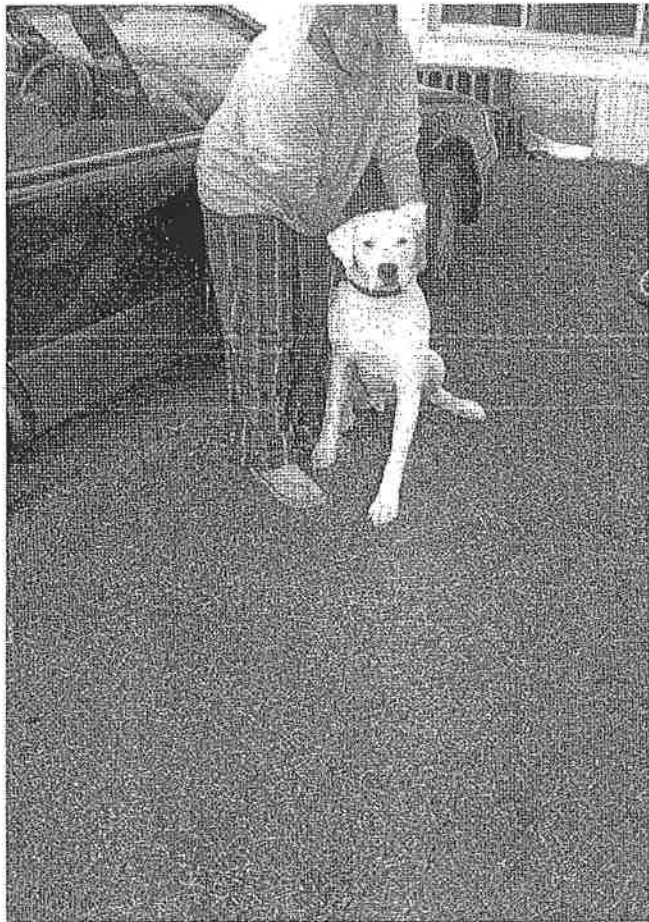
Subscribed and sworn to before me this 21st day of May 2013 (yr)

Notary Public [Signature] County, MN  
My commission expires \_\_\_\_\_

[Signature]  
Signature



13-1550



13-1550



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001550 004 NTE Statement: Jackman, Richard Irwin

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

Description: Statement: Jackman, Richard Irwin      Sequence: 004      Report Date: 05/06/2013  
Case Number: 2013001550      N C I C: MN0010000      Off Cd: 7818      Report Type: Notes  
Officer: 980      Approval Process:      Secured: No  
CSI Status:      Status By:      Status D/Tm: 05/06/2013 11:21

Notes

AITKIN COUNTY SHERIFF'S OFFICE  
VOLUNTARY STATEMENT

THIS STATEMENT IS GIVEN VOLUNTARILY BY:      RICHARD IRWIN JACKMAN  
STATEMENT IS IN REFERENCE TO ICR #:      13-1550  
DEPUTY TAKING STATEMENT:      SERGEANT HEIDI LENK  
DATE OF STATEMENT:      MAY 4, 2013

---

- Q      TODAY IS MAY 4TH OF 2013. THE TIME IS APPROXIMATELY 12:45. PRESENT IS MYSELF, SERGEANT HEIDI LENK SPEAKING WITH RICHARD JACKMAN. RICHARD CAN YOU GIVE ME YOUR MIDDLE NAME?
- A      IRWIN.
- Q      AND SPELL THAT.
- A      I-R-W-I-N.
- Q      SPELL YOUR LAST NAME PLEASE?
- A      J-A-C-K-M-A-N.
- Q      AND WHAT IS YOUR DATE OF BIRTH?
- A      AUGUST 2ND, 1931.
- Q      YOUR MAILING ADDRESS?

Supplemental Reports

Notes

A 34804 432ND PLACE AITKIN.

Q PHONE NUMBER?

A 927-3468.

Q O.K. RICHARD CAN YOU TELL ME WHAT HAPPENED TODAY?

A I WALKED DOWN THE ROAD TO GET OUR MAIL.

Q IS THAT 432ND PLACE?

A YES.

Q O.K. YOU LIVE ON THE DEAD END OF THAT ROAD?

A YES.

Q AND YOUR MAILBOX IS...

A IS...

Q ON THE OTHER SIDE.

A PAST THE OTHER HOUSE.

Q K.

A AND I WALKED DOWN THERE ON THE ROAD AND THE DOG BARKED AT THE WINDOW AT ME WHEN I WENT BY. WHITE DOG. AND WHEN I PICKED UP MY MAIL AND WHEN I WALKED BACK THEY LET THE DOG OUTTA THE HOUSE. THE WHITE DOG. AND IT WENT OVER AND AND TO OUR, TO MY DOG FIRST. AND THEN IT SEEN ME. AND COME AT ME REAL AGGRESSIVELY BARKING. AND IT COME CLOSE ENOUGH I HIT HIM ON THE NOSE WITH MY CANE TO KEEP HIM AWAY.

Q WERE YOU IN FEAR OF ANYTHING?

A YES.

Q WHAT WERE YOU IN FEAR OF?

A BEING BIT.



Notes

Q K.

A IT IS A LARGE DOG.

Q WHAT KIND OF DOG?

A ENGLISH BULLDOG. WHITE ENGLISH BULLDOG.

Q DO YOU HAPPEN TO KNOW THE DOG'S NAME?

A NO.

Q K. DO YOU KNOW THE OWNERS OF THE DOG?

A CLAUDE ZEWALSKY'S.

Q IS THAT A MALE OR A FEMALE?

A THAT IS A MALE.

Q K.

A THE KIDS IN THE HOUSE TRIED TO CALL THE DOG BACK IN AND IT WOULDN'T COME. SO THE WOMAN COME OUT THERE AND SHE GOT IT UNDER CONTROL AND GOT BACK IN THE HOUSE AFTER I'D HIT THE DOG TO GET IT AWAY FROM ME.

Q WHAT HAPPENED WHEN YOU HIT THE DOG IN THE NOSE? WHAT DID THE DOG DO?

A IT MOVED AWAY FROM ME.

Q K. DID IT COME BACK AT YOU THEN?

A NO THE WOMAN GOT CONTROL OF IT AT THAT TIME.

Q O.K. DID SHE SEE YOU HIT THE DOG?

A I DON'T KNOW IF SHE SEEN ME HIT IT OR NOT.

Q O.K. WHAT TIME OF DAY WAS THIS?

A IT WAS AT ABOUT QUARTER TO 12.

Q ABOUT 11:45?

Supplemental Reports

Notes

A YES.

Q K. ANYTHING ELSE YOU CAN THINK OF? HAS THIS HAPPENED BEFORE?

A IT HAPPENED BEFORE THAT'S WHY I FILED A REPORT WITH THE SHERIFF'S DEPARTMENT BEFORE WITH DEPUTY WINTER.

Q DO YOU REMEMBER WHAT DATE THAT WAS?

A NO I DON'T REMEMBER WHAT DAY IT WAS.

Q DO YOU REMEMBER HOW LONG AGO IT WAS?

A IT MUST BE APPROXIMATELY THREE WEEKS TO A MONTH AGO.

Q O.K.

A THE DOG HAS NOT BOTHERED ME DURING THAT TIME ON THE ROAD. BUT IT WAS REALLY MAD TODAY AT ME.

Q K.

? IT BARKS THROUGH THE WINDOW (INAUDIBLE).

A OH YEAH, THEY ALWAYS BARK AT THE WINDOW.

Q K.

A WHEN I GO BY. BUT IT'S USUALLY LOCKED IN THE HOUSE WHEN I GO BY.

Q O.K.

A BUT FOR SOME REASON TODAY THEY LET THAT DOG OUT WHEN I WAS COMIN' BACK.

Q AND YOU DIDN'T SEE WHO LET IT OUT IF IT WAS THE CHILDREN OR?

A I, NO.

Q O.K. AND IS THERE ANYTHING ELSE THAT I DIDN'T ASK YOU THAT YOU THINK IS IMPORTANT I SHOULD KNOW?

A NO THERE ISN'T.

Notes

Q K. WE'LL END THE STATEMENT HERE THEN.

---

WITNESS	PERSON MAKING THIS STATEMENT	DATE
---------	------------------------------	------

---

WITNESS	I HAVE RECEIVED COPY	DATE
---------	----------------------	------

I HEREBY CERTIFY THIS IS AN ACCURATE REPRODUCTION OF ALL QUESTIONS ASKED AND ANSWERED AS BEST I COULD TRANSCRIBE FROM THE TAPED STATEMENT TAKEN ON MAY 4, 2013, BY SERGEANT HEIDI LENK OF RICHARD IRWIN JACKMAN.



Aitkin County Sheriff's Office  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001550 003 NTE Statement: Manos, Angela Rae

Supplemental Reports

Printed On: Mon, Jun 03, 2013

Description: Statement: Manos, Angela Rae      Sequence: 003      Report Date: 05/06/2013  
Case Number: 2013001550      N C I C: MN0010000      Off Cd: 7818      Report Type: Notes  
Officer: 980      Approval Process:      Secured: No  
CSI Status:      Status By:      Status Dt/Tm: 05/06/2013 10:15

Notes

AITKIN COUNTY SHERIFF'S OFFICE  
VOLUNTARY STATEMENT

THIS STATEMENT IS GIVEN VOLUNTARILY BY:      ANGELA RAE MANOS  
STATEMENT IS IN REFERENCE TO ICR #:      13-1550  
DEPUTY TAKING STATEMENT:      SERGEANT HEIDI LENK  
DATE OF STATEMENT:      MAY 4, 2013

--

- Q    TODAY IS MAY 4TH OF 2013. THE TIME IS APPROXIMATELY 1 O'CLOCK. PRESENT IS MYSELF, SERGEANT HEIDI LENK SPEAKING WITH ANGELA. ANGELA CAN YOU GIVE ME YOUR FULL NAME AND DATE OF BIRTH?
- A    ANGELA RAE MANOS. 9-27-1984.
- Q    AND IS RAE R-A-E?
- A    YEAP.
- Q    AND YOUR LAST NAME?
- A    M-A-N-O-S.
- Q    O.K. AND WHAT IS YOUR DATE OF BIRTH?
- A    9-27-84.
- Q    84? AND YOUR MAILING ADDRESS?

Notes

A 34824 432ND PLACE, AITKIN MINNESOTA. 56431.

Q YOUR BIRTHDA, OR I'M SORRY. YOUR PHONE NUMBER?

A UH, 763-222-5949.

Q O.K. THERE WAS AN INCIDENT THAT HAPPENED EARLIER AROUND LUNCH TIME TODAY UM, WITH YOUR NEIGHBOR WHO LIVES ON THE DEAD END. DO YOU KNOW WHAT I'M TALKING ABOUT?

A YEAH.

Q CAN YOU TELL ME ABOUT THAT INCIDENT?

A UM, THERE WASN'T REALLY MUCH OF AN INCIDENT. MY, HE CAME WALKIN' BY WITH HIS DOG. AND THEY WERE RIGHT HERE.

Q ON THE ROAD? IN YOUR YARD?

A UH RIGHT ON THE ROAD. AND THEN MY DOGS WERE BARKING SO ELIJAH OPENED THE SCREEN DOOR AND MY DOGS GOT OUT AND THEY JUST BARKED A LITTLE. AND THAT'S IT. I WENT OUT THERE AND GOT 'EM.

Q O.K.

A THEY WEREN'T GROWLING, THEY WEREN'T BEING MEAN. BUT THEY'RE GONNA BARK IF ANOTHER DOG'S WALKIN' BY. YOU KNOW.

Q O.K. UM, IS, TELL ME ABOUT THE DOGS THAT YOU HAVE THAT RAN OUT.

A WHAT ABOUT 'EM?

Q WHAT WHAT KIND ARE THEY? WHAT ARE THEIR NAMES?

A UM, HARLEY IS A BOXER MIXED WITH LAB.

Q WHAT COLOR?

A BROWN.

Q AND IS THERE ANOTHER ONE?

A APOLLO IS A I THINK HE'S A BULL DOG I'M NOT SURE.

Notes

Q O.K. ARE THESE YOUR DOGS?

A WELL THE WHITE ONE IS MY BOYFRIEND'S.

Q O.K. AND WHO'S THAT?

A CASEY. ZALOMSKY.

Q SPELL THE LAST NAME?

A Z-A-L-O-M-S-K-Y.

Q O.K. AND SO WHICH DOG DID YOU HAVE TO GRAB?

A UM, WELL I DIDN'T HAVE TO GRAB ANY OF 'EM. I JUST CALLED THEM IN.

Q K., SO YOU DIDN'T ACTUALLY LIKE COME OUT INTO THE YARD AND GO AFTER THE DOG?

A NO I JUST CALLED 'EM. THEY WERE BARKING, THEY WERE, THEY WANTED TO PLAY WITH HIS DOG. THEY WERE EXCITED. THEY WERE, BUT THEY'RE DOGS, THEY'RE GONNA BARK IF ANOTHER DOG IS RIGHT IN FRONT OF THEIR YARD.

Q K.

A YOU KNOW. I DIDN'T...

Q DID YOU SEE THE ELDER GENTLEME GENTLEMAN? DID HE SAY ANYTHING TO YOU?

A UM, I SAID OH I'M SORRY. UH, THE KIDS LET THE DOG OUT ON ACCIDENT AND HE DIDN'T SAY A WORD.

Q K. DOES HE WALK WITH A CANE?

A YES.

Q DID YOU SEE HIM HIT ONE OF YOUR DOGS WITH A CANE?

A UM, I DID NOT.

Q O.K. HE'S AFRAID OF THE WHITE DOG.

A O.K.

Notes

Q HE SAID THE WHITE DOG CAME AT HIM IN AN AGGRESSIVE MANNER. UM, CAME UP CLOSE ENOUGH TO HIM WHERE HE FELT HE WAS GONNA GET BIT THAT HE NEEDED TO USE HIS CANE TO WHACK THE DOG OFF TA BASICALLY SO IT WOULDN'T COME AFTER HIM.

A I UH, THERE WAS NO AGGRESSION WHEN I WALKED OUT HERE. IT WAS JUST MY DOGS BEING CURIOUS. THEY WERE MORE EXCITED THAN ANYTHING.

Q K.

A KINDA LIKE I WANNA LOVE YOU.

Q MMM HMM. HAS YOUR DOG BEEN DEEMED POTENTIALLY DANGEROUS?

A UM, WE HAD TO GET HIM CHIPPED SO I DON'T KNOW IF THAT MEANS YES OR NO.

Q O.K. DID YOU SEE ANY PAPERWORK SAYING THAT HE'S A POTENTIALLY DANGEROUS DOG?

A NO.

Q O.K.

A BUT I DIDN'T READ FULL THROUGH THE PAPERWORK 'CAUSE HE HAD COMPLAINED BEFORE.

Q MMM HMM.

A AND WE HAD TO TAKE HIM IN AND GET HIM CHIPPED. AND SO WE DID. AND I DIDN'T READ THROUGH THE PAPERWORK. CASEY DID ALL THAT STUFF.

Q O.K.

A UM.

Q IS THE DOG HERE NOW?

A YES.

Q O.K.

A WOULD YOU LIKE TO MEET HIM?

Notes

Q YEAP. I'LL HAVE TO DO THAT IN JUST A SECOND HERE.

A O.K.

Q IS THERE ANYTHING ELSE THAT YOU WANT TO ADD IN THE STATEMENT TODAY?

A UM, I THINK THAT HE'S BEING MISUNDERSTOOD. UM, I HAVE SIX KIDS. I WOULDN'T HAVE AN AGGRESSIVE DOG. I'VE HAD COMPANY COME IN AND OUT OF MY HOUSE. HE'S NEVER BIT. HE'S NEVER GROWLED. HE'S A LARGE DOG. AND I THINK THE LOOKS INTIMIDATE THE OLD MAN. UM, I DON'T KNOW THE NAME. AND I THINK THAT IT'S JUST A MISUNDERSTANDING IS WHAT'S GOING ON.

Q O.K.

A UM, AND I THINK THAT IT WOULD BE ONLY FAIR FOR HIM TO WORK WITH ME WORKING WITH HIM BECAUSE SINCE THE LAST COMPLAINT I'VE TRIED TO, I'M OUTSIDE WITH THEM WHEN THEY'RE OUTSIDE. GRANTED TODAY THEY LET THEM OUT. BUT I'VE MADE THE RULE WITH THE KIDS. NO DOGS OUTSIDE UNLESS I'M OUT THERE. UM, BUT WHEN HE BRINGS HIS DOG IN THIS WAY, THEN MY DOGS ARE GONNA BARK. THEY ARE GONNA REACT. A DOG SEES ANOTHER DOG NEAR THEIR YARD, IT'S JUST THEIR NATURE. SO I DON'T KNOW, I JUST THINK THAT HE'S MISUNDERSTOOD. I REALLY DO. THAT'S MY OPINION.

Q THAT THE DOG IS MISUNDERSTOOD OR THE MAN?

A NO THE MAN. THE MAN IS MISUNDERSTOOD ABOUT MY DOGS. BECAUSE I WOULDN'T, I WOULDN'T PUT UP WITH IT. I WOULD A BULLET IN HIS HEAD BEFORE I LET IT BE AGGRESSIVE. YOU KNOW.

Q O.K. UM, WAS THIS A VOLUNTARY STATEMENT?

A YEAH.

Q K. WE'LL END THE STATEMENT HERE.



Notes

WITNESS

PERSON MAKING THIS STATEMENT

DATE

WITNESS

I HAVE RECEIVED COPY

DATE

I HEREBY CERTIFY THIS IS AN ACCURATE REPRODUCTION OF ALL QUESTIONS ASKED AND ANSWERED AS BEST I COULD TRANSCRIBE FROM THE TAPED STATEMENT TAKEN ON MAY 4, 2013, BY SERGEANT HEIDI LENK OF ANGELA RAE MANOS.

**AITKIN COUNTY SHERIFF'S OFFICE  
ANIMAL CARE AND CONTROL PROGRAM**

**NOTICE OF DETERMINATION**

**OF**

**POTENTIALLY DANGEROUS DOG**

TO: Name: CASEY ALAN ZALOMSKY 7/12/81

Address: 34804 432<sup>ND</sup> PL, AITKIN, MN. 56431

Phone#: 218-821-2502

Your dog, a "APOLLO" (AMERICAN BULL DOG), has been determined to be  
(description)  
a potentially dangerous dog within the meaning of Minnesota Statutes 347.50 Subd 3.

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification pursuant to Minnesota Statute 347.515. The name of the microchip manufacturer and the identification number of the microchip must be provided to the animal control authority within 30 days of this notice.

Failure to comply with the microchip requirement is a misdemeanor and may be punished by up to 90 days in jail and/or a fine of \$1000.00.

3/29/2013  
Date

[Signature] #304  
Deputy  
JONATHAN CLINE

I have read and understand the contents of this notice and acknowledge receipt of a copy thereof.

3/29/2013  
Date

[Signature]  
Owner or Caretaker

Check if owner refused to sign

White Copy: Deputy

Yellow Copy: Owner



**Aitkin County Sheriff's Office**  
 217 Second Street NW, Room 185  
 Aitkin, MN 56431  
 (218) 927-7435

**Incident Detail Report**

**Printed On: Mon, Jun 03, 2013**

<b>Case Number:</b> 2013001080	<b>NCIC:</b> MN0010000	<b>Status:</b> CAD Import	<b>Status By:</b>
Juvenile: No	Protected: No	Case Hold: No	Additional Reports: No
			<b>Status Date Time:</b> 03/28/2013 10:57

**Call For Service**

Date Reported: 3/28/2013 Thursday 10:18      Date Committed Start: 3/28/2013 10:18      Date Committed End:

Received By: 338      How Received: CAD

Description: Animal Complaint      CAD Seq Nbr: ACSO:2013:1343

Event Type:      CAD Agency: Aitkin County

Case Status:      Case Disposition:

**Scene**

Location:

Business Name:

Low House Nbr: 34804      High House Nbr:      Community Code:

Street: 432ND PL

Unit Nbr/Type:      Intersection Street:

City/State/Zip: AITKIN, MN 56431      Address:

LGN: 2933      GEO Code:      Weather Conditions:

Place Committed: 34804 432ND PL

**Officer Information**

Officer	Dt/Tm Dispatched	Dt/Tm Assigned	Dt/Tm Arrived	Dt/Tm Cleared	Role
212	3/28/2013 10:25			3/28/2013 10:43	Primary
204		3/28/2013 10:18	3/28/2013	3/28/2013	

**Offense Detail**

ISN: 01      Offense Code: 7818      Literal: potentially dang dog/dang dog

Statute:      Status: Exceptionally cleared      Status Date: 03/28/2013      Criminal Activity:

Counts:      Larceny Type:      Campus Code:      Offense Level:

CAD Offense Code:      CAD Literal: Animal Complaint

   CAD Disposition: Transported

Remark:

Disposition:

Aitkin County Sheriff's Office  
Case Number 2013001080 (MN0010000)

Incident Detail Report

Printed On: Mon, Jun 03, 2013

Associations

<b>Name:</b> Jackman, Richard Irwin	<b>Driver License:</b> D514073108310	<b>Resident:</b>	
<b>Role:</b> Mentioned In Report			
<b>Phone:</b> (218)927-3468	<b>DOB:</b> 8/2/1931	<b>Age (Range):</b> 81	<b>Organization Type:</b>
<b>Address:</b> 34804 432nd pl, aitkin, MN 56431			<b>LGN:</b>
<b>Sex:</b> Male	<b>Race:</b>		<b>Disability:</b>
<b>Eye Color:</b> Blue	<b>Hair Color:</b>	<b>Height:</b> 5'11"	<b>Weight:</b> 200 lbs.
<b>Name:</b> Zalomsky, Casey Alan	<b>Driver License:</b> K921135212912	<b>Resident:</b>	
<b>Role:</b> Owner			
<b>Phone:</b> (218)821-2502	<b>DOB:</b> 7/12/1981	<b>Age (Range):</b> 31	<b>Organization Type:</b>
<b>Address:</b> 34824 432nd Pl, Aitkin, MN 56431			<b>LGN:</b>
<b>Sex:</b> Male	<b>Race:</b> White		<b>Disability:</b>
<b>Eye Color:</b> Brown	<b>Hair Color:</b> Brown	<b>Height:</b> 5'10"	<b>Weight:</b> 225 lbs.

Media

<u>Date</u>	<u>Identification</u>	<u>Narrative</u>
4/4/2013	13-1080	Notice Of Determination of Potentially Dangerous Dog
4/10/2013	13-1080	McGregor Veterinary Clinic

Narrative

R: LGN 2933 Dog complaint  
R: Richard states neighbor dogs are growling at him when he walks out to get mail



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001080 002 NTE 212 Note

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

<i>Description:</i> 212 Note		<i>Sequence:</i> 002	<i>Report Date:</i> 04/19/2013
<i>Case Number:</i> 2013001080	<i>N C I C:</i> MN0010000	<i>Off Cd:</i> 7818	<i>Report Type:</i> Notes
<i>Officer:</i> 212	<i>Approval Process:</i>	<i>Secured:</i> No	
<i>CSI Status:</i>	<i>Status By:</i>	<i>Status Dt/Tm:</i> 04/19/2013 18:17	

**Notes**

I spoke with Richard about the dogs growling at him. He said that the white dog at the residence that he walks by acts very aggressive to him. He said that he attempted to speak with the owners about the dog but they did not do anything with the dog. I took a taped statement from Richard about the dog.

Deputy Jon Cline served the owners of the dog potentially dangerous dog papers and explained the process to them. I did receive a letter from the vet. verifying that the dog was chipped. The letter was placed in the case file.

Deputy Travis Winter #212  
04/19/2013



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001080 004 NTE 212 sup

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

Description: 212 sup

Sequence: 004

Report Date: 05/08/2013

Case Number: 2013001080

N C I C: MN0010000

Off Cd: 7818

Report Type: Notes

Officer: 212

Approval Process:

Secured: No

CSI Status:

Status By:

Status Dt/Tm: 05/08/2013 23:43

**Notes**

Jackman informed me that the dog would act aggressively towards him by growling and barking at him. He said that the dog would also show its teeth in an aggressive manner. He says that he was walking in the middle of the road that leads to his residence and he believes it to be a public road. Jackman says that he walks down the middle of the road to retrieve his mail. Jackman also said that the dog will come onto the road and try to get behind him. Jackman says that he has used his cane to help keep the dog away but he has not hit or provoked the dog. He also said that the white dog has jumped on his dog and knocked it down. (see statement)

Deputy Travis Winter #212  
05/08/2013



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001080 003 NTE 204 Note

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

<i>Description:</i> 204 Note		<i>Sequence:</i> 003	<i>Report Date:</i> 05/08/2013
<i>Case Number:</i> 2013001080	<i>N C I C:</i> MN0010000	<i>Off Cd:</i> 7818	<i>Report Type:</i> Notes
<i>Officer:</i> 204	<i>Approval Process:</i>	<i>Secured:</i> No	
<i>CSI Status:</i>	<i>Status By:</i>	<i>Status Dt/Tm:</i> 05/08/2013 07:22	

**Notes**

On 3-29-13 I assisted Deputy Travis Winter by serving the owner of a potentially dangerous dog the applicable papers. Casey Zalomsky was served potentially dangerous dog papers for a white english bull dog named Apollo. I also took a pictures of the dog.

Deputy Jon Cline #204



**Aitkin County Sheriff's Office**  
217 Second Street NW, Room 185  
Aitkin, MN 56431  
(218) 927-7435

2013001080 005 NTE Statement: Jackman, Richard Irwin

**Supplemental Reports**

**Printed On: Mon, Jun 03, 2013**

Description: Statement: Jackman, Richard Irwin      Sequence: 005      Report Date: 05/09/2013  
Case Number: 2013001080      N/C/C: MN0010000      Off Cd: 7818      Report Type: Notes  
Officer: 980      Approval Process:      Secured: No  
CSI Status:      Status By:      Status D/Tm: 05/09/2013 09:27

Notes

- Q DEPUTY TRAVIS WINTER WITH AITKIN COUNTY SHERIFF'S OFFICE. TIME IS 1157 HOURS. IT'S MARCH 28TH, 2013. ICR NUMBER'S 13-001080. I'M HERE WITH RICHARD. RICHARD CAN YOU SAY YOUR FULL NAME DATE OF BIRTH?
- A RICHARD I. JACKMAN. AUGUST 2ND, 1931.
- Q K. AND HOW DO YOU SPELL YOUR LAST NAME?
- A J-A-C-K-M-A-N.
- Q K. AND WHAT'S YOUR MIDDLE NAME?
- A IRWIN.
- Q IRWIN?
- A YES.
- Q O.K. ALL RIGHT. HOW 'BOUT A ADDRESS FOR YOU?
- A 34804 432ND PLACE. AITKIN MINNESOTA.
- Q O.K. AND A PHONE NUMBER?
- A 927-3468.
- Q O.K. UM, YOU LIVE AT THE END OF A DEAD END ROAD, CORRECT?
- A YES.
- Q O.K. UM, AND HAVE YOU HAD CONTACT WITH ANY DOGS IN THE AREA?



Notes

A WE HAVE CONTACT WITH THE NEIGHBOR'S DOGS. APPROXIMATELY 150 YARDS FROM US.

Q TO THE WEST?

A WEST.

Q O.K. CAN YOU DESCRIBE THE DOG?

A ONE IS A LARGE WHITE ENGLISH BULLDOG AND THE OTHER ONE IS A BOXER. LARGE BOXER.

Q O.K. AND WHICH ONE ARE YOU HAVING ISSUE WITH?

A THE WHITE BULLDOG.

Q O.K. AND THE (INAUDIBLE) IS THE BOXER?

A PARDON?

Q WHAT COLOR IS THE BOXER?

A IT'S BROWN.

Q BROWN. O.K. SO IT'S JUST THE WHITE DOG THAT'S GIVIN' YA PROBLEMS?

A THE WHITE DOG IS THE PROBLEM AGGRESSIVE DOG.

Q O.K.

A THE BROWN DOG IS THE NUISANCE DOG CHASING OUR CATS AND AGGRESSIVE TO OUR DOG.

Q O.K. WHAT, WHEN YOU SAY AGGRESSIVE, WHAT ARE YOU, WHAT ARE THEY DOIN' THAT'S AGGRESSIVE?

A TO ME THEY ARE HINDERING MY MOVEMENT BY GROWLING AND BARKING AT ME.

Q O.K. UM, ARE YOU WALKING, THIS IS A PUBLIC ROAD CORRECT?

A YES.

Q THAT YOU LIVE AT THE END OF?

Notes

- A I LIVE AT THE END OF A PUBLIC ROAD.
- Q PUBLIC ROAD? O.K. AND IN BETWEEN WHERE YOUR HOUSE IS AND YOUR MAILBOX, IS THAT WHERE YOU'RE YOU'RE WALKING THE ROAD TO GET TO YOUR MAILBOX?
- A YES.
- Q O.K. AND YOU'RE STAYING ON THE ROAD?
- A YES.
- Q O.K. UM, AND THE WHITE DOG, IS IT STAYING ON ITS PROPERTY AND BARKING AND BEING LOUD? IS IT COMING OUT TO THE ROAD?
- A IT'LL COME ONTO THE ROAD AND MEET ME AND FOLLOWING ME.
- Q O.K. IS THE DOG TIED UP EVER?
- A NO.
- Q O.K. SO WHEN YOU'RE WALKING AND YOU SAY IT FOLLOWS YOU IS IT UM, PANTING? IS IT GROWLING? BARKING?
- A IT'S BARKING AND GROWLING AND ACTING AGGRESSIVELY AT ME.
- Q O.K. IS IT SHOWING ITS TEETH AT ALL?
- A YES.
- Q O.K. UM, 'BOUT HOW FAR AWAY FROM YOU IS IT WHEN IT'S DOING THIS?
- A APPROXIMATELY ABOUT 8 FEET.
- Q O.K. AND HOW LONG HAS THIS BEEN GOING ON?
- A FOR I'D SAY A MONTH AND A HALF, 6 WEEKS.
- Q O.K. UM, AND DID YOU TALK TO THE OWNER AT ALL ABOUT THE DOG?
- A YES I HAVE TALKED TO THE THE WOMAN IN THE HOUSE AND I'VE TALKED TO THE MAN.
- Q O.K. AND WHAT DO THEY SAY?

Notes

- A THE WOMAN APOLOGIZED AND THE SECOND TIME I TALKED TO HER SHE SAID SHE WOULD TIE IT UP. AND THE MAN TOLD ME THE DOGS ARE JUST BEING PROTECTIVE.
- Q O.K. AND DID YOU TRY TO DEFEND YOURSELF AT ALL WHEN YOU'RE WALKING ALONG THE ROAD?
- A I WALK WITH A CANE AND I USE MY CANE TO WAVE AT 'EM TO KEEP 'EM AWAY.
- Q O.K. UM, DOES THE DOG APPROACH YOU FIRST BEFORE YA USE YOUR CANE? OR...
- A YES.
- Q O.K. ALL RIGHT. UM, AND I GUESS YOUR ROAD I GUESS WE'LL CALL IT RUNS WEST AND EAST HERE KINDA ON THIS PORTION. ARE YOU WALKIN' ON THE SOUTH SIDE OR ON THE NORTH SIDE OF THE ROAD?
- A I USUALLY WALK DOWN THE MIDDLE OF THE ROAD. IT'S A LITTLE DRYER THERE NOW.
- Q O.K. ALL RIGHT. UM, HAVE YOU HIT THE DOGS AT ALL?
- A NO. IT HASN'T GOT CLOSE ENOUGH. I'D LIKE TO DO IT THOUGH.
- Q O.K. ALL RIGHT. YOU HAVEN'T PROVOKED ANY KIND OF ATTACK...
- A NO.
- Q OR ANYTHING?
- A 'CAUSE I DO NOT STEP OFF THE ROAD.
- Q O.K. AND DO YOU HAVE ANY ANIMALS OF YOUR OWN?
- A I HAVE A DOG OF MY OWN.
- Q O.K.
- A AND OLDER DOG ABOUT 12 OR 13 YEARS OLD.
- Q O.K.
- ? HE'S KINDA SCARED OF 'EM.

Notes

- Q O.K. IS THERE ANY KINDA CONTACT BETWEEN YOUR DOG AND THE NEIGHBOR'S DOG?
- A THE, WHEN THEY FIRST HAD CONTACT WITH OUR DOG THE BROWN DOG JUMPED ON, POUNCED ON OUR DOG AND KNOCKED IT DOWN BUT THEY HAVEN'T BEEN TOO AGGRESSIVE TO IT SINCE. BUT OUR DOG AVOIDS 'EM 'CAUSE HE DOESN'T LIKE 'EM.
- Q O.K.
- A HE'S AFRAID OF 'EM.
- Q ALL RIGHT. UH, RICHARD IS THERE ANYTHING ELSE YOU WANT TO ADD?
- A I HATE TO GET IN TROUBLE WITH THE NEIGHBORS BUT I DON'T WANT THE DOG BUSINESS HERE.
- Q O.K. YOU DON'T FEEL SAFE WALKING DOWN THE ROAD?
- A NO.
- Q O.K.
- ? I WON'T EVEN GO. I TAKE THE BASEBALL BAT WITH ME.
- Q O.K. ALL RIGHT. UM, ANYTHING ELSE YOU WANNA ADD RICHARD?
- A NO.
- Q O.K. THIS IS A FREE AND VOLUNTARY STATEMENT?
- A YES.
- Q I'VE NOT MADE YOU ANY THREATS OR PROMISES?
- A NO.
- Q ALL RIGHT. ENDING TIME IS GOING TO BE 12:02.

WITNESS

PERSON MAKING THIS STATEMENT

DATE

Notes

WITNESS

I HAVE RECEIVED COPY

DATE

I HEREBY CERTIFY THIS IS AN ACCURATE REPRODUCTION OF ALL QUESTIONS ASKED AND ANSWERED AS BEST I COULD TRANSCRIBE FROM THE TAPED STATEMENT TAKEN ON MARCH 28, 2013, BY DEPUTY TRAVIS WINTER OF RICHARD IRWIN JACKMAN.

(212)  
**INVOICE**

**McGregor Veterinary Clinic**

243 W. Highway 210  
McGregor, MN 55760  
(218) 768-7601

**FOR:** Casey Zalomsky  
34824 432nd Place  
Aitkin, MN 56431

**Printed:** 04-09-13 at 3:15p  
**Date:** 04-09-13  
**Account:** 4255  
**Invoice:** 42523

Date	For	Qty	Description	Price	Discount	Net Price
Services by Patti Zebro, DVM						
04-09-13	Apollo	1	Chrome ID Tag*			11.00
04-09-13		1	Resque Microchip			55.00
04-09-13		1	Clip Nails			15.00
Services by						
04-09-13			Visa payment			-81.76
<hr/>						
<b>Old balance</b>	<b>Charges</b>	<b>Tax</b>	<b>Payments</b>	<b>New balance</b>		
0.00	81.00	*0.76	81.76	0.00		

Thank you for visiting us! Have a nice day!



13-1080

# 2011 Minnesota Statutes

## Regulation of Dangerous Dogs

### **347.50 DEFINITIONS.**

#### **Subdivision 1. Terms.**

For the purpose of sections 347.50 to 347.56, the terms defined in this section have the meanings given them.

#### **Subd. 2. Dangerous dog.**

"Dangerous dog" means any dog that has:

- (1) without provocation, inflicted substantial bodily harm on a human being on public or private property;
- (2) killed a domestic animal without provocation while off the owner's property; or
- (3) been found to be potentially dangerous, and after the owner has notice that the dog is potentially dangerous, the dog aggressively bites, attacks, or endangers the safety of humans or domestic animals.

#### **Subd. 3. Potentially dangerous dog.**

"Potentially dangerous dog" means any dog that:

- (1) when unprovoked, inflicts bites on a human or domestic animal on public or private property;
- (2) when unprovoked, chases or approaches a person, including a person on a bicycle, upon the streets, sidewalks, or any public or private property, other than the dog owner's property, in an apparent attitude of attack; or
- (3) has a known propensity, tendency, or disposition to attack unprovoked, causing injury or otherwise threatening the safety of humans or domestic animals.

#### **Subd. 4. Proper enclosure.**

"Proper enclosure" means securely confined indoors or in a securely enclosed and locked pen or structure suitable to prevent the animal from escaping and providing protection from the elements for the dog. A proper enclosure does not include a porch, patio, or any part of a house, garage, or other structure that would allow the dog to exit of its own volition, or any house or structure in which windows are open or in which door or window screens are the only obstacles that prevent the dog from exiting.



### **Subd. 5.Owner.**

"Owner" means any person, firm, corporation, organization, or department possessing, harboring, keeping, having an interest in, or having care, custody, or control of a dog.

### **Subd. 6.Substantial bodily harm.**

"Substantial bodily harm" has the meaning given it under section 609.02, subdivision 7a.

### **Subd. 6a.Great bodily harm.**

"Great bodily harm" has the meaning given it under section 609.02, subdivision 8.

### **Subd. 7.Animal control authority.**

"Animal control authority" means an agency of the state, county, municipality, or other governmental subdivision of the state which is responsible for animal control operations in its jurisdiction.

### **Subd. 8. Provocation.**

"Provocation" means an act that an adult could reasonably expect may cause a dog to attack or bite.

### **History:**

1988 c 711 s 1; 1989 c 37 s 3-5; 1994 c 550 s 1; 1Sp2001 c 8 art 8 s 14,15; 2008 c 325 s 2

## **347.51 DANGEROUS DOGS; REGISTRATION.**

### **Subdivision 1.Requirement.**

No person may own a dangerous dog in this state unless the dog is registered as provided in this section.

### **Subd. 2. Registration.**

An animal control authority shall issue a certificate of registration to the owner of a dangerous dog if the owner presents sufficient evidence that:

- (1) a proper enclosure exists for the dangerous dog and a posting on the premises with a clearly visible warning sign that there is a dangerous dog on the property, including a warning symbol to inform children;
- (2) a surety bond issued by a surety company authorized to conduct business in this state in a form acceptable to the animal control authority in the sum of at least \$300,000, payable to any person injured by the dangerous dog, or a policy of liability insurance

issued by an insurance company authorized to conduct business in this state in the amount of at least \$300,000, insuring the owner for any personal injuries inflicted by the dangerous dog;

(3) the owner has paid an annual fee of not more than \$500, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section; and

(4) the owner has had microchip identification implanted in the dangerous dog as required under section 347.515.

### **Subd. 2a. Warning symbol.**

If an animal control authority issues a certificate of registration to the owner of a dangerous dog pursuant to subdivision 2, the animal control authority must provide, for posting on the owner's property, a copy of a warning symbol to inform children that there is a dangerous dog on the property. The warning symbol must be the uniform symbol provided by the commissioner of public safety. The commissioner shall provide the number of copies of the warning symbol requested by the animal control authority and shall charge the animal control authority the actual cost of the warning symbols received. The animal control authority may charge the registrant a reasonable fee to cover its administrative costs and the cost of the warning symbol.

### **Subd. 3. Fee.**

The animal control authority may charge the owner an annual fee, in addition to any regular dog licensing fees, to obtain a certificate of registration for a dangerous dog under this section.

### **Subd. 3a. Dangerous dog designation review.**

Beginning six months after a dog is declared a dangerous dog, an owner may request annually that the animal control authority review the designation. The owner must provide evidence that the dog's behavior has changed due to the dog's age, neutering, environment, completion of obedience training that includes modification of aggressive behavior, or other factors. If the animal control authority finds sufficient evidence that the dog's behavior has changed, the authority may rescind the dangerous dog designation.

### **Subd. 4. Law enforcement; exemption.**

The provisions of this section do not apply to dangerous dogs used by law enforcement officials for police work.

### **Subd. 5. Exemption.**

Dogs may not be declared dangerous if the threat, injury, or damage was sustained by a person:

- (1) who was committing, at the time, a willful trespass or other tort upon the premises occupied by the owner of the dog;
- (2) who was provoking, tormenting, abusing, or assaulting the dog or who can be shown to have repeatedly, in the past, provoked, tormented, abused, or assaulted the dog; or
- (3) who was committing or attempting to commit a crime.

### **Subd. 6.**

[Repealed, 1Sp2001 c 8 art 8 s 30]

### **Subd. 7. Tag.**

A dangerous dog registered under this section must have a standardized, easily identifiable tag identifying the dog as dangerous and containing the uniform dangerous dog symbol, affixed to the dog's collar at all times.

### **Subd. 8. Local ordinances.**

A statutory or home rule charter city, or a county, may not adopt an ordinance regulating dangerous or potentially dangerous dogs based solely on the specific breed of the dog. Ordinances inconsistent with this subdivision are void.

### **Subd. 9. Contracted services.**

An animal control authority may contract with another political subdivision or other person to provide the services required under sections 347.50 to 347.565. Notwithstanding any contract entered into under this subdivision, all fees collected under sections 347.50 to 347.54 shall be paid to the animal control authority and all certificates of registration must be issued in the name of the animal control authority.

### **History:**

1988 c 711 s 2; 1989 c 37 s 6-10; 1991 c 195 s 1; 1994 c 550 s 2; 1997 c 187 art 3 s 32; 1Sp2001 c 8 art 8 s 16-18; 2008 c 325 s 3-7

## **347.515 MICROCHIP IDENTIFICATION.**

The owner of a dangerous or potentially dangerous dog must have a microchip implanted in the dog for identification, and the name of the microchip manufacturer and identification number of the microchip must be provided to the animal control authority. If the microchip is not implanted by the owner, it may be implanted by the animal control authority. In either case, all costs related to purchase and implantation of the microchip must be borne by the dog's owner.

## **347.52 DANGEROUS DOGS; REQUIREMENTS.**

(a) An owner of a dangerous dog shall keep the dog, while on the owner's property, in a proper enclosure. If the dog is outside the proper enclosure, the dog must be muzzled and restrained by a substantial chain or leash and under the physical restraint of a responsible person. The muzzle must be made in a manner that will prevent the dog from biting any person or animal but that will not cause injury to the dog or interfere with its vision or respiration.

(b) An owner of a dangerous dog must renew the registration of the dog annually until the dog is deceased. If the dog is removed from the jurisdiction, it must be registered as a dangerous dog in its new jurisdiction.

(c) An owner of a dangerous dog must notify the animal control authority in writing of the death of the dog or its transfer to a new location where the dog will reside within 30 days of the death or transfer, and must, if requested by the animal control authority, execute an affidavit under oath setting forth either the circumstances of the dog's death and disposition or the complete name, address, and telephone number of the person to whom the dog has been transferred or the address where the dog has been relocated.

(d) An animal control authority shall require a dangerous dog to be sterilized at the owner's expense. If the owner does not have the animal sterilized within 30 days, the animal control authority shall seize the dog and have it sterilized at the owner's expense.

(e) A person who owns a dangerous dog and who rents property from another where the dog will reside must disclose to the property owner prior to entering the lease agreement and at the time of any lease renewal that the person owns a dangerous dog that will reside at the property.

(f) A person who transfers ownership of a dangerous dog must notify the new owner that the animal control authority has identified the dog as dangerous. The current owner must also notify the animal control authority in writing of the transfer of ownership and provide the animal control authority with the new owner's name, address, and telephone number.

### **History:**

1988 c 711 s 3; 1Sp2001 c 8 art 8 s 20; 2008 c 325 s 8

## **347.53 POTENTIALLY DANGEROUS AND DANGEROUS DOGS.**

Any statutory or home rule charter city, or any county, may regulate potentially dangerous and dangerous dogs. Except as provided in section 347.51, subdivision 8, nothing in sections 347.50 to 347.565 limits any restrictions that the local jurisdictions may place on owners of potentially dangerous or dangerous dogs.

### **History:**

1988 c 711 s 4; 1989 c 37 s 11; 2008 c 325 s 9

## **347.54 CONFISCATION.**

### **Subdivision 1. Seizure.**

(a) The animal control authority having jurisdiction shall immediately seize any dangerous dog if:

- (1) after 14 days after the owner has notice that the dog is dangerous, the dog is not validly registered under section 347.51;
- (2) after 14 days after the owner has notice that the dog is dangerous, the owner does not secure the proper liability insurance or surety coverage as required under section 347.51, subdivision 2;
- (3) the dog is not maintained in the proper enclosure;
- (4) the dog is outside the proper enclosure and not under physical restraint of a responsible person as required under section 347.52; or
- (5) the dog is not sterilized within 30 days, pursuant to section 347.52, paragraph (d).

(b) If an owner of a dog is convicted of a crime for which the dog was originally seized, the court may order that the dog be confiscated and destroyed in a proper and humane manner, and that the owner pay the costs incurred in confiscating, confining, and destroying the dog.

### **Subd. 2. Reclaimed.**

A dangerous dog seized under subdivision 1 may be reclaimed by the owner of the dog upon payment of impounding and boarding fees, and presenting proof to the appropriate animal control authority that the requirements of sections 347.51 and 347.52 will be met. A dog not reclaimed under this subdivision within seven days may be disposed of as provided under section 35.71, subdivision 3, and the owner is liable to the animal control authority for costs incurred in confining and disposing of the dog.

### **Subd. 3. Subsequent offenses; seizure.**

If a person has been convicted of a misdemeanor for violating a provision of section 347.51, 347.515, or 347.52, and the person is charged with a subsequent violation relating to the same dog, the dog must be seized by the animal control authority having jurisdiction. If the owner is convicted of the crime for which the dog was seized, the court shall order that the dog be destroyed in a proper and humane manner and the owner pay the cost of confining and destroying the animal. If the owner is not convicted and the dog is not reclaimed by the owner within seven days after the owner has been notified that the dog may be reclaimed, the dog may be disposed of as provided under section 35.71, subdivision 3.

### **History:**

1988 c 711 s 5; 1989 c 37 s 12; 2008 c 325 s 10,11

## **347.541 DISPOSITION OF SEIZED ANIMALS.**

### **Subdivision 1. Hearing.**

The owner of any dog declared dangerous has the right to a hearing by an impartial hearing officer.

### **Subd. 2. Security.**

A person claiming an interest in a seized dog may prevent disposition of the dog by posting security in an amount sufficient to provide for the dog's actual cost of care and keeping. The security must be posted within seven days of the seizure inclusive of the date of the seizure.

### **Subd. 3. Notice.**

The authority declaring the dog dangerous shall give notice of this section by delivering or mailing it to the owner of the dog, or by posting a copy of it at the place where the dog is kept, or by delivering it to a person residing on the property, and telephoning, if possible. The notice must include:

- (1) a description of the seized dog; the authority for and purpose of the dangerous dog declaration and seizure; the time, place, and circumstances under which the dog was declared dangerous; and the telephone number and contact person where the dog is kept;
- (2) a statement that the owner of the dog may request a hearing concerning the dangerous dog declaration and, if applicable, prior potentially dangerous dog declarations for the dog, and that failure to do so within 14 days of the date of the notice will terminate the owner's right to a hearing under this section;
- (3) a statement that if an appeal request is made within 14 days of the notice, the owner must immediately comply with the requirements of section 347.52, paragraphs (a) and (c), and until such time as the hearing officer issues an opinion;
- (4) a statement that if the hearing officer affirms the dangerous dog declaration, the owner will have 14 days from receipt of that decision to comply with all other requirements of sections 347.51, 347.515, and 347.52;
- (5) a form to request a hearing under this subdivision; and
- (6) a statement that all actual costs of the care, keeping, and disposition of the dog are the responsibility of the person claiming an interest in the dog, except to the extent that a court or hearing officer finds that the seizure or impoundment was not substantially justified by law.

### **Subd. 4. Right to hearing.**

Any hearing must be held within 14 days of the request to determine the validity of the dangerous dog declaration. The hearing officer must be an impartial employee of the local government or an impartial person retained by the local government to conduct the

hearing. In the event that the dangerous dog declaration is upheld by the hearing officer, actual expenses of the hearing up to a maximum of \$1,000 will be the responsibility of the dog's owner. The hearing officer shall issue a decision on the matter within ten days after the hearing. The decision must be delivered to the dog's owner by hand delivery or registered mail as soon as practical and a copy must be provided to the animal control authority.

## **History:**

2008 c 325 s 12

## **347.542 RESTRICTIONS.**

### **Subdivision 1. Dog ownership prohibited.**

Except as provided in subdivision 3, no person may own a dog if the person has:

- (1) been convicted of a third or subsequent violation of section 347.51, 347.515, or 347.52;
- (2) been convicted of a violation under section 609.205, clause (4);
- (3) been convicted of a gross misdemeanor under section 609.226, subdivision 1;
- (4) been convicted of a violation under section 609.226, subdivision 2; or
- (5) had a dog ordered destroyed under section 347.56 and been convicted of one or more violations of section 347.51, 346.515, 347.52, or 609.226, subdivision 2.

### **Subd. 2. Household members.**

If any member of a household is prohibited from owning a dog in subdivision 1, unless specifically approved with or without restrictions by an animal control authority, no person in the household is permitted to own a dog.

### **Subd. 3. Dog ownership prohibition review.**

Beginning three years after a conviction under subdivision 1 that prohibits a person from owning a dog, and annually thereafter, the person may request that the animal control authority review the prohibition. The animal control authority may consider such facts as the seriousness of the violation or violations that led to the prohibition, any criminal convictions, or other facts that the animal control authority deems appropriate. The animal control authority may rescind the prohibition entirely or rescind it with limitations. The animal control authority also may establish conditions a person must meet before the prohibition is rescinded, including, but not limited to, successfully completing dog training or dog handling courses. If the animal control authority rescinds a person's prohibition and the person subsequently fails to comply with any limitations imposed by the animal control authority or the person is convicted of any animal violation involving unprovoked bites or dog attacks, the animal control authority may permanently prohibit the person from owning a dog in this state.

## **History:**

2008 c 325 s 13

## **347.55 PENALTY.**

(a) A person who violates a provision of section 347.51, 347.515, or 347.52 is guilty of a misdemeanor.

(b) It is a misdemeanor to remove a microchip from a dangerous or potentially dangerous dog, to fail to renew the registration of a dangerous dog, to fail to account for a dangerous dog's death or change of location where the dog will reside, to sign a false affidavit with respect to a dangerous dog's death or change of location where the dog will reside, or to fail to disclose ownership of a dangerous dog to a property owner from whom the person rents property.

(c) A person who is convicted of a second or subsequent violation of paragraph (a) or (b) is guilty of a gross misdemeanor.

(d) An owner who violates section 347.542, subdivision 1, is guilty of a gross misdemeanor.

(e) Any household member who knowingly violates section 347.542, subdivision 2, is guilty of a gross misdemeanor.

## **History:**

1988 c 711 s 7; 1Sp2001 c 8 art 8 s 21; 2008 c 325 s 14

## **347.56 DESTRUCTION OF DOG IN CERTAIN CIRCUMSTANCES.**

### **Subdivision 1. Circumstances.**

Notwithstanding sections 347.51 to 347.55, a dog may be destroyed in a proper and humane manner by the animal control authority if the dog:

- (1) inflicted substantial or great bodily harm on a human on public or private property without provocation;
- (2) inflicted multiple bites on a human on public or private property without provocation;
- (3) bit multiple human victims on public or private property in the same attack without provocation; or
- (4) bit a human on public or private property without provocation in an attack where more than one dog participated in the attack.



## **Subd. 2. Hearing.**

The animal control authority may not destroy the dog until the dog owner has had the opportunity for a hearing before an impartial decision maker. The definitions in section 347.50 and the exemptions under section 347.51, subdivision 5, apply to this section.

### **History:**

1Sp2001 c 8 art 8 s 22; 2008 c 325 s 15

## **347.565 APPLICABILITY.**

Sections 347.50 to 347.56 must be enforced by animal control authorities or law enforcement agencies, whether or not these sections have been adopted into local ordinance.

### **History:**

2008 c 325 s 16

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 06/05/13

Via:

From: Sheriff Scott Turner

Title of Item: Aitkin County Multi-Hazard Mitigation Plan

Requested Meeting Date: 06/11/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes     No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: 280-5840 (grant funds)
- 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) ARDC Proposal for Update of Aitkin County Multi-Hazard Mitigation Plan

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

# SCOTT A. TURNER

## SHERIFF OF AITKIN COUNTY

217 Second Street NW  
Aitkin, MN 56431

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

### MEMO

To: Aitkin County Board of Commissioners

Date: June 5, 2013

From: Sheriff Scott Turner

Re: Hazard Mitigation Planning Grant

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Attached is a copy of a proposal from Arrowhead Regional Development Commission (ARDC) for the updating of Aitkin County's Multi-Hazard Mitigation Plan. If you recall, in October of 2012, the Aitkin County Board of Commissioners passed a resolution to enter into a sub-grant agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for grant funding to help pay for this service. That grant will be used to pay for this plan update, along with some "in-kind" contribution from the participating cities and Aitkin County.

This update will make all of the municipalities (Aitkin, Hill City, McGrath, McGregor, Palisade and Tamarack), townships and the County of Aitkin eligible for hazard mitigation funding opportunities as they become available. Through this planning process we will work to identify potential hazards that exist (both natural and man-caused) for all of Aitkin County and identify mitigation strategies for those hazards.

The project budget from ARDC is \$25,500. That amount is covered by the grant. There is a local match of \$8,500. The local match will be met by an "in-kind" contribution of time from Aitkin County and the participating municipalities..

I am requesting authorization for the Aitkin County Board Chair and I to enter into this agreement with ARDC for providing this service.

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



# **AITKIN COUNTY**

## **MULTI-HAZARD MITIGATION PLAN**

### **UPDATE**

Arrowhead Regional Development Commission

221 West First Street

Duluth, MN 55812

[www.arrowheadplanning.org](http://www.arrowheadplanning.org)

The Multi-Hazard Mitigation Plan (MHMP) is a requirement of the Federal Disaster Mitigation Act of 2000.

The Aitkin MHMP will represent the efforts of local cities and agencies in Aitkin County in fulfilling the responsibility for mitigation planning.

The intent of the plan is to reduce the actual threat of specific hazards by limiting the impact of damages and losses.

#### **ARDC PROJECT CONTACT:**

Bonnie Hundrieser

218.529.7529

[bhundrieser@ardc.org](mailto:bhundrieser@ardc.org)

Proposal  
Submitted:  
May 29, 2013



# **AITKIN COUNTY**

## **MULTI-HAZARD MITIGATION PLAN UPDATE**

### **SUMMARY**

The Arrowhead Regional Development Commission (ARDC) proposes to provide professional services to Aitkin County to update the Aitkin County Multi-Hazard Mitigation Plan for FEMA approval. The County is required by the State of Minnesota Division of Homeland Security and Emergency Management (HSEM) to update its plan every five years. In the spring of 2013 Aitkin County was awarded a planning grant from HSEM / FEMA to proceed with hiring a contractor for the update of the plan.

The following proposal outlines how ARDC will work in cooperation with the University of Minnesota – Geographic Information Sciences Laboratory (UMD-GISL) to update the multi- hazard mitigation plan.

### **ARDC**

The Arrowhead Regional Development Commission (ARDC) is a multi-disciplined planning and development organization whose jurisdiction encompasses the Northeast Minnesota counties of Aitkin, Carlton, Cook, Itasca, Koochiching, Lake, and St. Louis.

The mission of ARDC is to serve the people of the Arrowhead Region by providing local units of government and citizens groups a means to work cooperatively in identifying needs, solving problems and fostering local leadership.

This project is proposed by ARDC's Regional Planning Division. The professional planning staff for this project will be led by Senior Planner Bonnie Hundrieser.

### **BACKGROUND**

ARDC has a successful record of providing professional planning services in the areas of emergency management and hazard mitigation to communities in northeast Minnesota, including development of Hazard Mitigation Plans for each of the seven counties in the ARDC service area (2004-2008), update of the Lake County Community Wildfire Protection Plan (2011), and administration of two FEMA Pre-Disaster Mitigation grant programs for installation of external wildfire sprinkler systems in high-risk wildfire areas of St. Louis and Lake Counties (2009-2011). ARDC wrote the 2005 hazard mitigation plan for Aitkin County and is prepared to do the five year update using current resources required by FEMA and HSEM.

### **PROJECT TEAM**

**ARDC's Regional Planning Division:** This work will be led by Bonnie Hundrieser, ARDC Senior Planner. Hundrieser will be responsible for project coordination, plan research, writing, meeting organization, facilitation, and documentation. Hundrieser has worked on the implementation of two

FEMA pre-disaster mitigation projects for the installation of external wildfire sprinkler systems in high-risk wildfire areas of St. Louis and Lake County. She has also taken several FEMA / HSEM trainings and courses for hazard mitigation planning and development of Hazard Mitigation Grant Program applications.

Andy Hubley, Regional Planning Division Director will provide project oversight and guidance. Hubley has nearly 16 years of planning and planning project management experience. Hubley is certified by the American Institute of Certified Planners.

Liz Sarabia, Regional Planning Division Secretary will provide project support (final document layout, design & printing and CD creation).

**University of Minnesota – Geographic Information Sciences Laboratory (UMD-GISL):** UMD GISL will work under subcontract to ARDC to develop the GIS-related requirements of the plan (HAZUS-MH and geospatial mapping will be used to develop the County Profile and Risk Assessment data). This work will be led by Stacey Stark, GISL Director, who will coordinate tasks with other GISL staff and students.

**Aitkin County:** Throughout the project process, ARDC and UMD-GISL will work closely with the Aitkin County Emergency Manager Sheriff Scott Turner, who will lead the mitigation plan update process for Aitkin County and oversee work done by ARDC. Turner will form a Mitigation Plan Update Committee that represents county departments and participating cities. ARDC will work with the Emergency Manager and the Mitigation Plan Update Committee through each phase of the plan update to ensure support of the planning process. ARDC will provide regular correspondence to keep the committee abreast of the status of the Aitkin County hazard mitigation planning process. This will be accomplished by initiating telephone calls, e-mails, interviews, and a limited number of additional meetings, as necessary.

## **PROJECT APPROACH / SCOPE OF WORK**

**This will be a multi-jurisdictional plan that includes the following cities:** Aitkin, Hill City, McGregor, McGrath, Palisade and Tamarack.

**The hazards that will be addressed in the plan update include:** Winter Storms, Ice Storms, Thunderstorms, Hailstorms, Lightning, Tornadoes, Windstorms, Extreme Temperatures, Flooding, Drought, Wildfire, Infectious Diseases, Earthquake, Solar Storm, Structural Fires, Hazardous Materials, Water Supply Contamination, Wastewater System Failure, Dam Failure, and Radiological Terrorism.

As per FEMA requirements, the plan will include the following components:

- 1) **Planning Process:** This section of the plan will document the planning process used to develop the plan, including how it was prepared, who was involved in the process, and how the public was involved.
- 2) **Risk Assessment:** This section of the plan provides the factual basis for activities proposed in the strategy to reduce losses from identified losses. The plan will include a description of the type, location, and extent of all natural hazards that can affect the communities participating in the plan process.

- 3) **Mitigation Strategy:** This section provides the community’s blueprint for reducing the potential losses identified in the risk assessment. This section of the plan will include a description of mitigation goals to reduce or avoid long-term vulnerabilities to the identified hazards.
- 4) **Plan Maintenance Procedure:** This section of the plan will describe the plan maintenance process including the method and schedule of monitoring, evaluating, and updating the mitigation plan within a five-year cycle.
- 5) **Plan Adoption:** This section of the plan will include documentation that the governing body of the community requesting the approval of the plan has formally adopted the plan.

To work effectively with the Aitkin County Multi-Hazard Mitigation Plan Update Committee to complete identified plan requirements, ARDC will follow the Scope of Work as per Aitkin County’s Hazard Mitigation Assistance Planning Grant Application to HSEM. (See Attachment A, Section C “Scope of Work” pages A-5 to A-11).

ARDC will be involved with Tasks 1-5 as detailed by the above-noted Scope of Work. Below is a summary chart of these tasks and associated time anticipated for each:

**Consultant Tasks and Estimated Project Hours as per Attachment A, Section C**

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

**ARDC and UMD-GISL Collaboration**

To complete the Aitkin County Multi-Hazard Mitigation Plan (MHMP), ARDC proposes to work in collaboration with the University of Minnesota – Geographic Information Sciences Laboratory (UMD-GISL) to update the MHMP as per requirements by FEMA. Following is an overview of proposed shared responsibilities and tasks to complete the plan.

**1. Overview of Responsibilities**

Based on the recently completed Lake County Multi-Hazard Mitigation Plan (2012), the following plan content areas would be developed either by primarily the GISL or ARDC as lead:

- Section 1 - Introduction (ARDC)
- Section 2 - Public Planning Process (ARDC)
- Section 3 - County Profile [text, table, maps] (UMD)

- Section 4 - Risk Assessment [text, table, maps] (UMD)
- Section 5 - Mitigation Strategy [community capability assessment, Goals & Objectives review and revisions, Mitigation Actions & Projects using STAPLE+E prioritization to plug into mitigation actions chart] (ARDC)
- Section 6 - Plan Maintenance (ARDC)

In general, UMD would provide most of the content for sections 3 and 4 and rough formatting, but all the final formatting and editing would be done by ARDC to pull the whole document together.

## 2. Overview of ARDC / GISL Hazard Mitigation Tasks and Effort

Task	Approx Hours
<b>Analysis</b>	
<b>Level 2 flood HAZUS analysis</b>	
GISL, GIS student	15
GISL, Stacey Stark, Project Manager	5
GISL, Steve Graham, Research Analyst	22
<b>Update maps in county profile, analysis and risk assessment</b>	
GISL, GIS student	70
GISL, Stacey Stark, Project Manager	10
GISL, Steve Graham, Research Analyst	10
<b>Update text and tables in county profile, analysis and risk assessment</b>	
ARDC, UMD Intern	60
<b>Mitigation Actions Survey design and implementation</b>	
ARDC, Planner	45
<b>County Meetings/Correspondence</b>	
<b>Design and implement strategies from input for dept and partners</b>	
ARDC, Planner	45
<b>Development, Facilitation, and Documentation of 4 Meetings (1 Kick off Steering Committee Meeting and 3 Additional Public Comment Meetings (travel time included)</b>	
ARDC, Planner	125
ARDC, UMD Intern	25
<b>Misc Correspondence Between UMD, ARDC, and Steering Committee</b>	
ARDC, Planner	
GISL, Stacey Stark, Project Manager	10
<b>Report preparation</b>	
<b>Analyze public commentary and summarize survey</b>	
ARDC, Planner	40
<b>Draft report prep for public meeting</b>	
ARDC, Planner	40
ARDC, UMD Intern	20
<b>Report final and review</b>	
ARDC, Planner	40
ARDC, UMD Intern	20



**Public Involvement:**

ARDC will ensure that outreach to and engagement of the public will be done throughout the plan update process to inform the public, answer questions, and capture their comments and concerns. As per the Attached Scope of Work (page A-5), ARDC will conduct a minimum of 5 meetings on the hazard mitigation planning process. These briefings will occur throughout the duration of the project at key points of the plan update.

**Project Duration:**

**As per the Attached Scope of Work (page A-11), total project duration is expected to be 18 months.** State funding to Aitkin County for this project expires February 15, 2016. Any additional time that may be required by ARDC or UMD-GISL for project completion beyond 18 months will be approved with written agreement by Aitkin County Sheriff Scott Turner.

**BUDGET**

As consultant to Aitkin County, ARDC will gather data for the plan, facilitate meetings, work with UMD-GISL to develop HAZUS-MH and GIS based loss estimates and revise the plan. ARDC will be involved with Tasks 1-5 as detailed in Attachment A, Section C "Scope of Work". **ARDC consultant fees are estimated to a maximum of \$25,500.00 for contractual planning services.** Aitkin County has \$25,500 for these services included in their approved grant contract with the State of Minnesota (see Attachment A, page A-12).

On the following page is a breakdown of anticipated budget costs.

**ARDC - Aitkin County Multi-Hazard Mitigation Plan Update  
PROJECT BUDGET**

Activity	Hours	Cost
<b>Division Director</b>		
Project Supervision / Document Review	20	\$1,800.00
	<b>20</b>	<b>\$1,800.00</b>
<b>ARDC Planner</b>		
Meeting Preparation, Facilitation, and Documentation; Research and Plan Development, Public Outreach; Project Website Creation and Maintenance; Shared Intern Supervision	267	\$15,486.00
	<b>267</b>	<b>\$15,486.00</b>
<b>Division Secretary</b>		
Project Support (Final Document Layout Design & Printing + CD creation)	8	\$336.00
	<b>8</b>	<b>\$336.00</b>
<b>Direct Costs</b>		
UMD - GISL (Sub-Contractor to ARDC)		\$7,255.00
Meeting supplies (i.e., project binders, flip chart paper)		\$150.00
Travel (0.565/mile)		\$250.00
Printing / Document Production		\$223.00
		<b>\$7,878.00</b>
<b>Total</b>		<b>\$25,500.00</b>

On the following page is a budget breakdown of the UMD-GISL amount under "Direct Costs" listed above.

**UMD – GISL: Budget Breakdown:**

The cost of the University of Minnesota – Geographic Information Sciences Laboratory to sub-contract to ARDC for this project includes the following breakdown for all HAZUS analysis and development of all related tables and maps.

<b>Task</b>	<b>Cost</b>	<b>Hours</b>
Misc correspondence		
Stacey Stark, Project Manager	\$900	10
Update maps in county profile, analysis and risk assessment		
GIS student	\$1,750	70
Stacey Stark, Project Manager	\$900	10
Steve Graham, Research Analyst	\$900	10
Level 2 flood HAZUS analysis		
GIS student	\$375	15
Stacey Stark, Project Manager	\$450	5
Steve Graham, Research Analyst	\$1,980	22
<b>Grand Total</b>	<b>\$7,255</b>	<b>142</b>

**PROPOSAL CONTACT:**

For questions or clarifications on this proposal please contact:

**Bonnie Hundrieser, Senior Planner**

**Phone: 218.529.7527**

**Email: [bhundrieser@ardc.org](mailto:bhundrieser@ardc.org)**



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

ATTACHMENT A

**HAZARD MITIGATION ASSISTANCE  
 PLANNING GRANT APPLICATION**

**Directions:**

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

**A. PLAN INFORMATION**

Name of Organization/Agency: Aitkin County

Type of Plan (check one):

- Multi-Jurisdiction Plan       Single Jurisdiction Plan       Tribal Community Plan

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

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

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

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

Eligible Planning Activity (check one):

- New Plan Development       Five Year Plan Review

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

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

This document is  attached  pending  other (explain)

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

December 2011

**Planning Approach**

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

**B. CONTACT INFORMATION**

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

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

**Task 1: Organize Resources**

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

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

**Subtask 1.2: Update Process and Identify Hazards**

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

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

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

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

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

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

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

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

**Subtask 1.3: Public Involvement**

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

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

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

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

**Projected Completion: 9 Months**

## **Task 2: Assess Risks/GIS Analysis**

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

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

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

### **Subtask 2.1: Update & Identify Hazards**

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

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

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

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

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

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

Coordination efforts will be accomplished using the following methods:

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

### **Subtask 2.2: Profile Hazard Events**

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

#### **2.2.1 Obtain and create a base map**

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

#### **2.2.2 Obtain hazard event profile information**

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

#### **2.2.3 Record hazard event profile information**

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

### **Subtask 2.3: Inventory Assets**

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

- Essential Facilities
- Transportation Systems
- Lifeline Utility Systems



- High Potential Loss Facilities (financial institutions, government buildings, etc.)
- Hazardous Waste/Materials Facilities

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

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

**Subtask 2.4: Estimate Losses**

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

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

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

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

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

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

**2.4.1 Integrate with Significant Future Development Trends and Considerations**

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

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

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

**Projected Completion: 6 Months**

**Task 3: Prioritize Mitigation Actions**

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

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

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

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

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

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

**3.1.1 Review the finding of the county's risk assessment**

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

**3.1.2 Develop a list of problem statements based on these findings**

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

**Subtask 3.2: Review the Mitigation Plan and Objectives**

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

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

***Subtask 3.3: Identification and Reprioritization of Mitigation Actions***

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

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

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

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

***Subtask 3.4: Review the Implementation Strategy***

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

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

**Projected Completion: 2 Months**

**Task 4: Complete Multi-Hazard Mitigation Plan Update**

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

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

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

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

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

ATTACHMENT A

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

***Subtask 4.2: Review the Documented Planning Process***

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

**Projected Completion: 2 Months**

**Task 5: FEMA/State Review**

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

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

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

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

**Projected Completion: 4 Months**

**Total Project Duration : 18 Months**

**D. BUDGET DETAIL**

CHMENT A

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

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

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

**D. BUDGET NARRATIVE**

**I. Contractual Planning Services:**

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

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

## 2. County and City Staff Contribution

ATTACHMENT A

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

### Committee Meetings:

Mitigation Plan Update Committee	$\$30.00 \times 3 \text{ hours} \times 4 \text{ members} \times 5 \text{ meetings} =$	$\$1800.00$
City Staff	$\$25.00 \times 4 \text{ hours} \times 5 \text{ meetings} \times 6 \text{ cities} =$	$\underline{\$3000.00}$
	Total	$= \$4800.00$

### Agency Coordination:

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

EMA	$\$30.00 \times 35 \text{ hours} =$	$\$1050.00$
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### Risk Assessment:

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

Mitigation Plan Update Committee	$\$30.00 \times 3 \text{ hours} \times 4 \text{ members} =$	$\$360.00$
City Staff	$\$25.00 \times 5 \text{ hours} \times 6 \text{ cities} =$	$\underline{\$750.00}$
	Total	$\$1110.00$

### Mitigation Projects / Prioritization:

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

EMA	$\$30.00 \times 2 \text{ staff} \times 20 \text{ hours} =$	$\$1200.00$
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Total County and City Staff Contribution:  $\$8160.00$

## 3. Supplies

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

Binders	$25 @ \$7.00/\text{unit} =$	$\$175.00$
Pads	$25 @ \$1.50/\text{unit} =$	$\$ 37.50$
Pens	$25 @ \$0.50/\text{unit} =$	$\$ 12.50$
Markers	$25 @ \$1.00/\text{unit} =$	$\$ 25.00$
Photocopies	$600 @ \$0.15/\text{unit} =$	$\underline{\$ 90.00}$
Total		$\$340.00$

**CERTIFICATION**

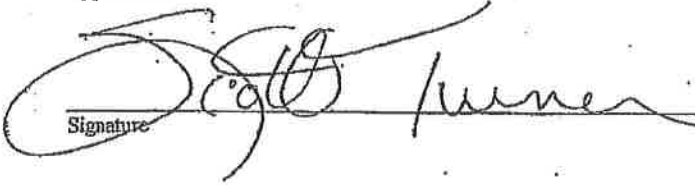
ATTACHMENT A

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

Signed for the applicant:

Scott Turner, Aitkin County Sheriff

Typed name



Signature

11/7/12  
Date

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-5-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: C.S.A.P. 001-612-014 Contract Award and Public Meeting Date

Requested Meeting Date: 6-11-13      Estimated Presentation Time: 15 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: 5850
- Expenditure line account # for this item is: 6262

**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:** June 4, 2013

**Regular Agenda Items:**

C.S.A.P. 001-612-014

- a. Contract Award
- b. Set Public Information Meeting Date

**Summary:**

Sealed bids will be opened for this project on Monday June 10, 2013. An abstract of received bids will be prepared and reviewed at the Board meeting, with a recommendation on contract award by the enclosed resolution.

A public information meeting is requested for this project. The purpose of the meeting is to inform residents of the upcoming construction schedule, to provide information on the three short-term planned detours that will be needed to accommodate construction, to alert residents of the temporary closure of 344<sup>th</sup> Street during construction to avoid safety concerns raised by high volumes of traffic using this road as an alternate route during construction and to answer questions that residents may have relating to this project. The time and place for this public meeting will be proposed at the Board meeting.

**Draft Resolution:**

WHEREAS, C.S.A.P. 001-612-014, is a project for shoulder widening, intersection improvements, and bituminous pavement on CSAH 12, and

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, June 10, 2013 with a total of \_\_\_\_\_ bids received, and

WHEREAS, \_\_\_\_\_ was the lowest responsible bidder in the amount of \_\_\_\_\_.

NOW THEREFORE, BE IT RESOLVED, That \_\_\_\_\_ be awarded the contract for construction of C.S.A.P. 001-612-014.

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.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-5-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment

Requested Meeting Date: 6-11-13      Estimated Presentation Time: 10 minutes

Presenter: John Welle

**Type of Action Requested** (check all that apply)

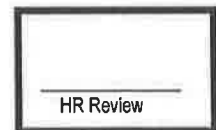
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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, 5841, 5850
- Expenditure line account # for this item is: 6262

**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:** June 4, 2013

### **Regular Agenda Items:**

Final Contract Payment – Contract No. 20062

### **Summary:**

Authorization by the enclosed resolution is requested to make final payment to Central Specialties, Inc. in the amount of \$300,000 for construction of various projects under contract No. 20062 in 2006. These projects included bituminous pavement work on CSAH 3, CSAH 7, Hill City Trail, Crow Wing CSAH 1, at the Palisade and McGregor Maintenance Facilities, and bituminous patches on various roads. The final contract amount of \$2,970,193.22 is approximately 8% above the bid amount of \$2,743,579.05. The increased cost was due to increased quantities of material used on various projects, a number of required change orders on the projects, and finally, a mediated settlement agreement that had gained previous County Board approval.

### **Draft Resolution:**

**WHEREAS**, Contract No. 20062-- Project Nos. SAP 01-603-10, SP 01-607-03, SP 01-090-01, CP 01-90-08, CP 9005, CP 9105, CP 18-001-10 – Hill City Intermodal Trails has in all been completed, and the County Board being fully advised in the premises,

**NOW THEN BE IT RESOLVED**, That we do hereby accept said completed projects for and in behalf of the County of Aitkin and authorize final payment to Central Specialties in the amount of \$300,000.00 as specified herein.

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

**9A**  
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 6/4/13

Via: Patrick Wussow, County Administrator

From: LAND DEPARTMENT

Title of Item: GEOCKCHE CHALLENGE UPDATE

Requested Meeting Date: 6/11 Estimated Presentation Time: 20 minutes

Presenter: RICH COURTENANCHE

**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

\_\_\_\_\_  
HR Review

**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.**

## MEMO - Aitkin County Land Department

To: Aitkin County Board of Commissioners  
From: Rich Courtemanche  
CC: County Administrator  
County Land Commissioner  
Date: 6/4/2013  
Re: Geocaching Challenge Update



As you are aware, Geocaching is an outdoor oriented game, similar to a treasure hunt. Participants use a GPS to find hidden caches of trinkets. In 2012, Aitkin County Land Department unveiled a countywide geocaching challenge, timed with the grand opening of the Northwoods ATV trail. Twenty caches (20) were placed in trail towns and county recreational facilities. The participation in 2013 was higher than expected with over 440 individual caches/treasure boxes found; 13 individuals even completed the challenge. The overall response was very positive prompting ACLD to consider a second challenge.

The Aitkin County Board, Economic Development, and Aitkin County Trail Towns were supportive of this effort. In order to expand this challenge in 2013, ACLD has enlisted additional groups to participate. These groups include Aitkin County 4H clubs, Girl Scout Troop 52, and Sentence to Serve. Four new caches will be placed this year along with re-hiding the existing previous twenty for a total of twenty four (24) caches. Materials are being recycled and remaining monies from 2012 are being used to fund the majority of the project. An additional \$200 infusion has been obtained from the tourism fund.

Last year's caches featured playing cards with historical photos as provided by the Aitkin County Historical Society. This year's challenge will feature wooden nickels each with a different tree stamp on the back (see image examples below). Participants in the challenge will collect wooden nickels from each cache. The geocaching team will be awarded a wooden frame to display the entire collection.

Additional ideas that are in the planning stage include using the wooden nickels as an incentive to visit area towns; possibly entitling the bearer to additional rewards. Aitkin County Trail towns are considering their options at this time.

The 2013 Geocaching Challenge is planned to go live on the first day of summer, which is June 21, 2013.



Image: Examples of coins and stamped images used in the 2013 geocaching challenge.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6/5/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Billboard Valuation

Requested Meeting Date: 6/11/13 Estimated Presentation Time: 15 minutes

Presenter: Mike Dangers

**Type of Action Requested** (check all that apply)

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

**Fiscal Impact** (check all that apply)

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

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

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



**Supporting Attachment(s)**

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

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



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

## MEMO

June 5, 2013

To: County Board of Commissioners  
County Administrator

A handwritten signature in blue ink, appearing to be "JM", is written over the recipient information.

From: Mike Dangers, County Assessor

Re: Billboard Valuation

Aitkin County has many billboards along our major highways. Billboards are large roadside signs that advertise some product or service. They are often large, steel-frame structures that are built by professional outdoor advertising companies. The property owner typically receives regular income from the company in exchange for the use of the land.

Currently, billboards are not being valued, classified, or taxed in many Minnesota counties. The Minnesota Department of Revenue is currently working on a bulletin that will advise assessors on how to value and classify billboards. They wish to develop statewide consistency.

We are planning to locate the major billboards in the County this summer. Then, we will proceed to contact the owners and ask for details of their lease agreements. Lease details, including income information, is protected private data and will only be used to develop market rates for an income approach to value. Owners may refuse to provide this data but without their help, the development of reasonable estimated values will be difficult.

The Uniform Standards of Professional Appraisal Practice (USPAP) published by The Appraisal Foundation requires that mass appraisers (aka assessors) must "collect, verify, and analyze such data as are necessary and appropriate to develop" items such as "value by capitalization of income or potential earnings-i.e., rentals, expenses, interest rates, capitalization rates, and vacancy data". While we need to respect the privacy of individuals, we are also required to adhere to the USPAP.

We plan to allow plenty of time for owners to voice their questions and concerns to us prior to the finalization of values in March 2014. Please contact me with any questions.