

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 25, 2013 – BOARD AGENDA**

- 9:00 1) J. Mark Wedel, County Board Chairperson  
A) Call to Order  
B) Pledge of Allegiance  
C) Board of Commissioners Meeting Procedure  
D) Approval of Agenda
- 9:05 E) Health & Human Services (see separate HHS agenda)
- 9:35 Break
- 9:45 F) Citizens' Public Comment
- 2) Consent Agenda  
A) Correspondence File June 11, 2013 – June 24, 2013  
B) Approve 6/11/13 County Board Minutes  
C) Approve 6/18/13 County Board Minutes  
D) Approve 6/18/13 County Board of Appeal & Equalization Minutes  
E) Approve August 20, 2013 Board Meeting Date for Budget Presentations  
F) Approve Resolution – Form LG220 Jacobson Landing Recreation Area  
G) Authorize Payment to Minnesota Department of Labor & Industry  
H) Approve Sale of Confiscated Firearms  
I) Approve STS Contract with MN Dept of Corrections  
J) Approve Leave of Absence Extension – Jerry DeWitt, Road & Bridge Dept.  
K) Approve Auditor Warrants – May Sales and Use Tax  
L) Acknowledge CVSO Grant Funding  
M) Update on June 19<sup>th</sup> Veterans Transit Meeting
- 9:50 3) Kirk Peysar, Auditor  
A) 2013 Aitkin County Fair Update, July 10<sup>th</sup> – 13<sup>th</sup>
- 10:10 4) John Welle, County Engineer  
A) Approve Resolution - C.S.A.P. 001-612-014  
B) Approve Right of Way Plat No. 18
- 10:35 5) Ross Wagner, Economic Development & Forest Industry Coordinator  
A) Broadband Presentation from ECBI
- 11:00 6) Mark Jacobs, Land Commissioner  
A) FSC Recertification Report - Smartwood Presentation

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

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

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 25, 2013 – BOARD AGENDA

12:00 Lunch

- 1:00 7) Bobbie Danielson, Human Resources Manager  
A) Approve Personnel Recommendations
1. Deputy Recorder – Recorder's Office
  2. Assistant County Attorney – Attorney's Office
  3. Office Support Specialist - HHS

- 1:15 8) Board Discussion  
Mark Wedel – CMCC  
Laurie Westerlund – CHS, HRA, Bridge Out of Poverty, AMC, CMCC, Mille Lacs Watershed  
Don Niemi – ARDC, Lakes & Pines  
Brian Napstad – Water Planning, NCLUCB, AMC District 1, MHB, Joint Powers Natural Resources  
Anne Marcotte – AMC, Quadna Event, NCLUCB, LLCC

- 9) Committee Updates  
Upcoming Meetings:  
Lakes & Pines – July 15 at 10:00 a.m., Full Board  
Kinship of Aitkin County – July 16 at Noon  
ARDC – July 18, Board meeting  
Snake River Watershed – July 22  
Committee Minutes:  
CMCC Executive Committee – May 15, 2013  
Aitkin-Itasca-Koochiching Community Health Board – March 14, 2013  
Mille Lacs Lake Watershed Management Group – May 20, 2013  
Aitkin Airport Commission – June 6, 2013  
Snake River Watershed Management Board – April 22, 2013

2:00 Adjourn

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

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

# AITKIN COUNTY BOARD

June 11, 2013

The Aitkin County Board of Commissioners met this 11<sup>th</sup> day of June, 2013 at 9:00 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the June 11, 2013 agenda.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: May 28, 2013 – June 10, 2013; B) Approve County Board Minutes: May 28, 2013; C) Approve Auditor Warrants – School Advance: Agency \$1,596,199.03; D) Approve May Manual Warrants: General Fund \$26,273.94, Road & Bridge \$267,526.43, Health & Human Services \$5,339.52, State \$1,516,712.32, Trust \$80.39, Taxes & Penalties \$364.00, Long Lake Conservation Center \$2,861.42 for a total of \$1,819,158.02; E) Approve Public Auction of Vehicles – Sheriff’s Dept.; F) Approve Public Sale of Miscellaneous County Property – Road & Bridge; a) Approve Commissioner Warrants: General Fund \$62,793.44, Road & Bridge \$17,039.58, Health & Human Services \$105.60, Debt Service \$17,875.00, Trust \$20,849.67, Forest Development \$36,395.64, Taxes & Penalties \$151,212.58, Long Lake Conservation Center \$5,005.76, Parks \$978.84 for a total of \$312,256.11

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve public auction of the following vehicles, seized under DWI forfeiture: 2005 Chevrolet Silverado truck, and 2000 GMC Sierra truck.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve public sale of miscellaneous County property: (3) Olympyk 951 chainsaws, (2) Stihl 029 chainsaws, (3) Oil storage containers with pump, (1) Raygo Rebel Roller with a 16 hp Kohler engine, and various sizes and lengths of used corrugated metal pipe.

Gordon Prickett, President of Aitkin County Rivers and Lakes Association (ACLARA), along with several other members of ACLARA, discussed last year’s flooding and no wake restrictions, and presented the association’s findings and survey results to the Board.

Senator Carrie Ruud and Representative Joe Radinovich provided a verbal wrap-up of this year’s legislative session to the Board.

A Public Hearing was held to hear the request for Large Assembly, High Lifter Quadna Mud Nationals. Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – 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:

**CALL TO ORDER**

**APPROVED AGENDA**

**CONSENT AGENDA**

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

**PUBLIC SALE OF COUNTY PROPERTY – ROAD & BRIDGE**

**ACLARA FINDINGS**

**LEGISLATIVE WRAP-UP**

**PUBLIC HEARING – LARGE ASSEMBLY**

**RESOLUTION 061113-053 LARGE**

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.

**ASSEMBLY –  
HIGH LIFTER  
QUADNA MUD  
NATIONALS**

Patrick Wussow, County Administrator asked the Board to identify the areas of concern they would like to discuss at the June 14<sup>th</sup> Association of Minnesota Counties District 1 Spring Meeting.

**AMC DISTRICT 1  
SPRING MEETING**

Break: 10:20 a.m. to 10:29 a.m.

**BREAK**

Kirk Peysar, County Auditor reviewed proposed dates and timelines for the Lake Minnewawa Lake Improvement District election with the Board. Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to review additional information at a special meeting to be held on June 18, 2013 at 3:45 p.m. in the County Boardroom of the Courthouse, and to set the election dates and timelines at that time.

**LAKE  
MINNEWAWA LID  
ELECTION**

A public hearing was held to contest the dangerous dog designation for the dog named "Apollo." Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried (4-1 Wedel), that the Aitkin County Board as the Animal Control Authority finds the evidence presented against the dog named "Apollo" is insufficient. The Animal Control Authority therefore rescinds the dangerous dog designation. The designation is reduced to potentially dangerous dog.

**DANGEROUS  
DOG PUBLIC  
HEARING -  
APOLLO**

Sheriff Scott Turner reviewed the proposal from Arrowhead Regional Development Commission (ARDC) for updating Aitkin County's Multi-Hazard Mitigation Plan. The project budget from ARDC is \$25,500.00. The local match requirement of \$8,500.00 will be met by an "in-kind" contribution of time from Aitkin County and participating municipalities. Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve entering into this agreement.

**MULTI-HAZARD  
MITIGATION PLAN**

John Welle, County Engineer's request to award bid for C.S.A.P. 001-612-014 was tabled due to a lack of bids, and the corresponding request for a public information meeting date was also tabled.

**C.S.A.P.  
001-612-014**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution: Final Payment – Contract No. 20062

**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,

**RESOLUTION  
061113-054  
FINAL PAYMENT  
CONTRACT  
NO. 20062**

**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.

Break: 11:57 a.m. to 1:05 p.m.

**BREAK**

Rich Courtemanche, Assistant Land Commissioner updated the Board on the Geocaching Challenge.

**GEOCACHING CHALLENGE**

Patrick Wussow, County Administrator and Terry Neff, Environmental Services Director discussed billboard valuation with the Board.

**BILLBOARD VALUATION**

The Board reported on the following:

**BOARD DISCUSSION**

Commissioner Brian Napstad

- **MAC** – Met last week. Talked about zoning. Looking at securing funding for runway.
- **Round Lake Meeting** – John Welle gave a presentation on the water control structure. Approximately 60 to 70 people attended.
- **NEMOJET** – Discussed layoffs, budget reduction.
- **Big Sandy Lake Association Mtg** – Attended last Saturday. People want want protection from invasive species.

Commissioner Don Niemi

- **MRCC** – Some of the topics discussed were Legacy funding, PILT, shoreline rules, and wheelage tax.
- **East Central Regional Library** – Attended June 10<sup>th</sup>. Will be starting budget process.

Commissioner Anne Marcotte

- **Round Lake Meeting** – Reported with Commissioner Napstad.
- **MRCC** – Reported with Commissioner Niemi.
- **ATV** – Was discussed earlier in the meeting, under Quadna Mud Nationals.

Laurie Westerlund

- **Park Board** – Attended June 10<sup>th</sup>.

J. Mark Wedel

- **Aitkin Airport** – Met June 6<sup>th</sup>. Next year's budget looks on target.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 2:15 p.m. until Tuesday, June 18, 2013 at 3:45 p.m. The Board of Appeal and Equalization will follow at 4:00 p.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator

# AITKIN COUNTY BOARD      Special Meeting      June 18, 2013

<p>The Aitkin County Board of Commissioners met this 18<sup>th</sup> day of June, 2013 at 3:46 p.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.</p>	<p><b>CALL TO ORDER</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the June 18, 2013 agenda.</p>	<p><b>APPROVED AGENDA</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Approve Commissioner Warrants: General Fund \$313,246.57, Road &amp; Bridge \$66,857.20, Health &amp; Human Services \$1,023.56, State \$570.00, Trust \$24,537.00, Forest Development \$2,705.10, Long Lake Conservation Center \$7,105.47, Parks \$6,130.26 for a total of \$422,175.16; B) Approve Tobacco License – DAM of Aitkin Lakes, Inc., d/b/a Farm Island Store – Farm Island Township; C) Approve Resolution – Liquor License Farm Island Store; D) Approve Resolution – Liquor License Hillcrest Resort; E) Approve Resolution – Form LG230 Aitkin Fire Relief Association</p>	<p><b>CONSENT AGENDA</b></p>
<p>Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Liquor License Farm Island Store:</p>	
<p><b>BE IT RESOLVED</b>, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2013:</p>	<p><b>RESOLUTION 061813-055 LIQUOR LICENSE FARM ISLAND STORE</b></p>
<p><u>“OFF” Sale:</u></p>	
<p>DAM of Aitkin Lakes, Inc., d/b/a <b>Farm Island Store</b> – Farm Island Township This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431</p>	
<p>Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Liquor License Hillcrest Resort:</p>	
<p><b>BE IT RESOLVED</b>, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2013:</p>	<p><b>RESOLUTION 061813-056 LIQUOR LICENSE HILLCREST RESORT</b></p>
<p><u>“ON”, “OFF” and “SUNDAY” Sale:</u></p>	
<p>Joel S. Carr – Jeanne M. Carr d/b/a <b>Hillcrest Resort McGregor, LLC</b> – Shamrock Township This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760</p>	
<p>Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Form LG230 Aitkin Fire Relief Association:</p>	
<p><b>BE IT RESOLVED</b>, the Aitkin County Board of Commissioners agrees to approve the Application to Conduct Off-Site Gambling - Form LG230 - of the Aitkin Fire Relief</p>	<p><b>RESOLUTION 061813-057 FORM LG230</b></p>

# AITKIN COUNTY BOARD Special Meeting June 18, 2013

Association, at the following location – 3 blocks north of 210-169 intersection in Aitkin on Minnesota Ave. N., (632 Minnesota Ave N), Aitkin, MN 56431 - Aitkin Township. (Note: Dates of activity for Pulltabs and Tipboards /July 10<sup>th</sup> – 13<sup>th</sup>, 2013)

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to approve the timeline and modified ballot language for the Lake Minnewawa Lake Improvement District (LID) election as proposed by Kirk Peysar, County Auditor.

There were no reports given for C.S.A.P. 001-612-014

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adjourn the meeting at 4:08 p.m. until Tuesday, June 25, 2013 at 9:00 a.m.

**AITKIN FIRE  
RELIEF  
ASSOCIATION**

**LAKE  
MINNEWAWA LID  
ELECTION**

**C.S.A.P.  
001-612-014**

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator



**BOARD OF APPEAL AND EQUALIZATION**  
**JUNE 18, 2013**  
**OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 18<sup>th</sup> day of June, 2013 at 4:09 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow and Administrative Assistant Sue Bingham.

Staff present – Karen Ladd, Tom Burman, Jim Hicks, Lori Tibbetts, and Stacy Westerlund

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all voting yes to approve the BAE agenda.

**Introduction and General Review of 2013 Assessment**

The following persons appeared, wrote letters, or telephoned regarding appeal and equalization of property:

**James and Mary Myers**

08-0-022400

Information presented: Valuation of parcel is too low.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried. All voted to raise frontage to 365', increasing the land value to \$227,100. Building value remains the same at \$87,500, bringing total estimated market value to \$314,600 as recommended by the County Assessor.

**Michael Herbst**

10-0-031900

Information presented: Questions value.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried. All voted no change, as recommended by the County Assessor.

**Thomas O'Meara**

16-0-011300

Information presented: Trying to sell his property for \$284,000; value too high.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried. All voted no change, as recommended by the County Assessor.

**William Haroldson**

07-0-015806

07-0-015807

Information presented: Valuation of parcels is still too high. Questions the ability to build on the parcels.

Action: Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried. All voted no change, as recommended by the County Assessor.

**Keith Nentl**

56-1-012600

Information presented: Valuation of parcel is too high. Property currently listed with a real estate agent for less than the EMV.

Action: Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried. All members voted to reduce the value by \$3,900.

**Thomas and Karen Duffy**

34-0-044000

Information presented: Valuation too high.

Action: Motion by Commissioner Napstad, seconded by Auditor Peysar and carried. All voted no change, as recommended by the County Assessor.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 5:38 p.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

ATTEST:

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Kirk Peysar  
Aitkin County Auditor

SEAL

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



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

Via: Patrick Wussow, County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Schedule August 20, 2013 Board Meeting for Budget Presentations

Requested Meeting Date: 6-25-13 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# 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  
Aitkin County Administrator**

**FROM: Sue Bingham, Administrative Assistant**

**RE: Schedule August 20, 2013 Board Meeting for Budget Presentations**

**DATE: June 13, 2013**

Staff requests Board approval to schedule a special Board meeting on August 20, 2013 at 9:00 a.m. in the County Boardroom. The entire meeting will be dedicated to budget presentations.

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



To: Chairperson, Aitkin County Board of Commissioners Date: June 13, 2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:

LG 220 Gambling – Jacobson Landing Recreation Area

Requested Meeting Date: June 25, 2013 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

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

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

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

Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation)

What type of expenditure is this?  Operating  Capital  Other (attach explanation)

Revenue line account # that funds this item is: \_\_\_\_\_

Expenditure line account # for this item is: \_\_\_\_\_

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

Duties of a department employee(s) may be materially affected.  Yes  No

Applicable job description(s) may require revision.  Yes  No

Item may impact a bargaining unit agreement or county work policy.  Yes  No

Item may change the department's authorized staffing level.  Yes  No

\_\_\_\_\_  
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) Proposed Resolution

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

ADOPTED June 25, 2013

By Commissioner: xx

**062513-0xx**

**Form LG220 Jacobson Landing Recreation Area**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Jacobson Landing Recreation Area, at the following location – Jacobson Landing Recreation Area, which has an address of Highway 65 & 198<sup>th</sup> Ave., Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Bingo – August 24th, 2013)

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 25<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 25<sup>th</sup> day of June A.D., 2013**

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-19-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Authorize Payment to Minnesota Department of Labor and Industry

Requested Meeting Date: 6-25-13 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

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

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

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

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

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, County Administrator**

**RE: Authorize Payment to Minnesota Department of Labor and Industry**

**DATE: May 8, 2013**

On April 25, 2013 OSHA conducted a random inspection of the Courthouse, Jail, HHS, Land Department, and the Road and Bridge buildings. Overall, the inspector found Aitkin County buildings to meet OSHA's criteria, however the County was cited for handful of safety violations relating to exposed fans and belts, lack of safety springs on a guard for a radial arm saw, a lack of a hand rail on one set of steps, uneven risers on those steps, and lack of a guard for a grinder.

All alleged violations have been resolved/fixed.

The fines for the violations totaled \$12,900.00, which was a reduced amount because of the County's good safety record. A meeting was held with OSHA staff to discuss the violations and clarify locations and details. At that time staff was able to come to agreement with OSHA staff to a reduced fine in the amount of \$7,500.00.

At this time staff is requesting Board authorization to pay the OSHA fines in the amount of \$7,500.00, which will be billed to the appropriate departments.



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 06/19/13

Via:

From: Sheriff Scott Turner

Title of Item: Sale of Property

Requested Meeting Date: 03/26/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

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

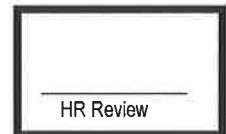
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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)      **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?  Yes     No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

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

**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  
TOLL FREE 1-888-900-2138

MEMO

To: Aitkin County Board of Commissioners      Date: June 19, 2013

From: Sheriff Scott Turner      Re: Sale of Property

---

Attached is a list of confiscated/forfeited firearms that I am looking for authorization to sell through a Federal Firearms Licensed dealer.

If you have any questions about this contract prior to the June 25, 2013 meeting, please do not hesitate to call.

Thanks.

# JANZEN AUCTION GUNS 2013

	ICR	Gun/Make	Model	Serial Number	Cal
Auction	07-4836	Daisy Powerline	880		BB Gun
Auction	none	Western Field	EMN175	L16197	12 Ga
Auction	11-1940	Daisy Powerline	856	430-WC	BB Gun
Auction	09-4732	New England	SB1	NM248295	20 Ga
Auction	97-2359	Unknown Jap.	none	4195	1.1 ml
Auction	04-0463	Remington Magnum	710	71009767	30-06
Auction	11-4289	Westernfield	160-B	481097	20 Ga
Auction	10-1525	Savage Cub .22		211238	0.22
Auction	11-3680	US Rock Island	1903	356849	30-06?
Auction	04-4093	Maverick	88	MV27416F	12 Ga
Auction	11-1531	Remington	710	71183765	0.27
Auction	05-0042	Remington	572	1873031	0.22
Auction	06-0305	Crossman 66 Powermaster	664GTW	N05217126	BB Gun
Auction	05-3632	Ruger semi-auto	22-oct	251-78520	.22 cal
Auction	99-2473	Remington Viper	522	3109304	.22 cal
Auction	99-2473	Connecticut Arm Inc.	Bobcat	61-13-058009-95	50 Cal

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 06/19/13

Via:

From: Sheriff Scott Turner

Title of Item: Sentence to Serve Contract

Requested Meeting Date: 06/25/13 Est. Presentation Time: \_\_\_\_\_

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)      **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?  Yes       No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) STS 2013 Contract

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

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

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

MEMO

To: Aitkin County Board of Commissioners

Date: June 19, 2013

From: Sheriff Scott Turner

Re: Sentence to Serve Contract

---

Attached is a copy of the contract offered by Minnesota Department of Corrections for fiscal years 2014 and 2015. It is an increase of about \$166 per year from the amount that they have provided most recently and is used to help fund the Aitkin County STS program.

If you have any questions about this contract prior to the June 25, 2013 meeting, please do not hesitate to call.

Thanks.



*Field Services*

**CENTRAL OFFICE**

*Contributing to a Safer Minnesota*

06-17-13A09:38 RCVD

Thursday, June 13, 2013

RE: Sentencing to Service contract.

Please schedule the review of this contract by your county board or other entity. If there are questions please let me know or contact the district supervisor listed in the contract.

Return signed contract to:

Dan Traun  
Minnesota Department of Corrections  
1450 Energy Park Drive, Suite 200  
St. Paul, MN 55108

Thank you,

651-361-7120  
dan.traun@state.mn.us



[www.doc.state.mn.us](http://www.doc.state.mn.us)

1450 Energy Park Drive, SUITE 200 \* St. Paul, Minnesota 55108 \* PH 651.642.0200 \* TTY 651.643.3589

EQUAL OPPORTUNITY EMPLOYER

## STATE OF MINNESOTA JOINT POWERS AGREEMENT

This agreement is between the State of Minnesota, acting through its commissioner of corrections, Sentencing to Service Program, 1450 Energy Park Drive, Suite 200, St. Paul, MN 55108 ("State") and Aitkin County, 217 2nd Street, Aitkin, MN, 56431 ("Governmental Unit").

### Recitals

Under Minn. Stat. § 471.59, subd. 10, the State is empowered to engage such assistance as deemed necessary. The State is in need of operating a community work service program called "Sentencing to Service" (STS) and provides support and training for counties who wish to operate similar programs.

### Agreement

#### 1 Term of Agreement

- 1.1 **Effective date:** July 1, 2013, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 **Expiration date:** June 30, 2015, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

#### 2 Agreement between the Parties

- 2.1. GOVERNMENTAL UNIT DUTIES: Governmental Unit shall:
  - a) Identify non-dangerous offenders who are sentenced or authorized by the court to do community work service in lieu of a jail sentence, a fine or as a sole sanction or eligible pursuant to other provisions in state law.
  - b) Employ two (2) crew leaders who will supervise up to ten (10) offenders each approximately forty (40) hours per week, including the hour's crew leaders spend for daily preparation and communication.
  - c) Supervise crew leader(s) who shall be responsible for coordination of crew activities and supervision of offenders.
  - d) Ensure that crew leader(s) have current certification in multi-media first aid and Cardio Pulmonary Resuscitation (CPR).
  - e) Require crew leader(s) to attend a minimum of forty (40) hours of job-related training annually – twenty-four (24) hours of mandatory "Advanced Crew Leader Training" annually, consisting of eight (8) hours of chain saw training, plus sixteen (16) hours of program related topics provided by the State. Reimburse the State for training fees for other training provided by the State and ensure that crew leaders will not use power equipment until certified by the State.
  - f) Require new crew leader(s) to attend any skill building training program provided by the State.
  - g) Ensure that the crew leader provides safety training for each crewmember relevant to the work performed in the STS program. Report all accidents or incidents involving crew leaders and offenders during crew work time to the State STS Supervisor.
  - h) Immediately report to the State's Authorized Representative all allegations of misconduct and disciplinary actions regarding crew leaders. Allow the State's Authorized Representative access to all STS crew leader employment and disciplinary records upon request.
  - i) Conduct activities to make the public aware of the program and the benefits to the citizens of the state.
  - j) Notify state agencies that STS services are available to them and ensure that projects performed under this agreement are divided proportionate to funding participation between the "State" and "Governmental Unit."
  - k) Obtain any necessary permits, licenses or easements before beginning work on any project.
  - l) Certify in writing to the appropriate bargaining agent, that the work performed by offenders will not result in the displacement of currently employed workers or workers on seasonal layoff or layoff from

substantially equivalent position including displacement such as reduction in hours of non-overtime work, wages or other employment benefits.

- m) Submit program activity reports to the States Authorized representative within five (5) working days after the end of each quarter on forms provided by the State.
- n) Assume responsibility for proper disposal of any hazardous materials used in or on any project

### 3 Payment

- 3.1 **CONSIDERATION:** Consideration for all services performed by Governmental Unit pursuant to this agreement shall be paid by the STATE as follows:

Compensation for up to 25% of the total cost for operating the program based on the budget, which is attached as Exhibit 1, and incorporated into this agreement.

Compensation: Compensation in an amount not to exceed \$30,609.93 for FY14 and an amount not to exceed \$30,609.93 for FY15 based on the following method of payment: Payments shall be made by the State promptly after Governmental Unit's presentation of *quarterly* invoices for services performed and acceptance of such services by the STATE'S authorized representative or designee. With the final invoice due no later than 30 days following the expiration of the date of the agreement.

- 3.2 **CONDITIONS OF PAYMENT:** All services provided by Governmental Unit pursuant to this Agreement shall be performed to the satisfaction of the State, as determined at the sole discretion of its Authorized Representative or designee, and in accord with all applicable federal, state, and local laws, ordinances, rules and regulations. Governmental Unit shall not receive payment for work found by the State to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule or regulation.

3.2.1 Funds available under this agreement are for payment of salary (wages and the Governmental Unit's share of FICA, PERA, and Worker's Compensation costs), fringe benefits, (insurance, vacation, sick leave, training), transportation and small tools for the crew leader and offenders as specifically identified in the Program Budget attached as Exhibit 1.

3.2.2 Governmental Unit must certify that tools and equipment acquired with agreement funds are required because no other equipment owned by the Governmental Unit is available or suitable for the effort, that equipment purchased and used commonly for two or more programs will be appropriately prorated to each activity, and that equipment purchased with agreement funds will be used during and after the agreement period for criminal justice purposes.

- 3.3 **TIMELINESS:** The Governmental Unit shall comply with all of the time requirements described in this Agreement.

- 3.4 The total obligation of the State under this agreement will not exceed \$61,219.86

### 4 Authorized Representatives

The State's Authorized Representative is: (or his/her successor)

Victor A. Moen, Supervisor  
Grand Rapids District  
104 NE 3rd Street, Suite 250  
Grand Rapids, MN 55744  
218-322-2933  
Victor.A.Moen@state.mn.us

The Governmental Unit's Authorized Representative: (or his/her successor)

Scott Turner  
Aitkin County  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431  
218-927-7435  
scott.turner@co.aitkin.mn.us



## 5 Assignment, Amendments, Waiver, and Agreement Complete

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

## 6 Indemnification

In the performance of this contract by Contractor, or Contractor's agents or employees, the contractor must indemnify, save, and hold harmless the State, its agents, and employees, from any claims or causes of action, including attorney's fees incurred by the state, to the extent caused by Contractor's:

- 1) Intentional, willful, or negligent acts or omissions; or
- 2) Actions that give rise to strict liability; or
- 3) Breach of contract or warranty.

The indemnification obligations of this section do not apply in the event the claim or cause of action is the result of the State's sole negligence. This clause will not be construed to bar any legal remedies the Contractor may have for the State's failure to fulfill its obligation under this contract.

## 7 State Audits

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

## 8 Government Data Practices

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

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

## 9 Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

**10 Termination**

- 10.1 **Termination.** The State or the Governmental Unit may terminate this agreement at any time, with or without cause, upon 30 days' written notice to the other party.
- 10.2 **Termination for Insufficient Funding.** The State may immediately terminate this agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to the Governmental Unit. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Governmental Unit will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Governmental Unit notice of the lack of funding within a reasonable time of the State's receiving that notice.

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

For services valued in excess of \$50,000, Contractor certifies that as of the date of services performed on behalf of the State, Contractor and all its subcontractors will have implemented or be in the process of implementing the federal E-Verify program for all newly hired employees in the United States who will perform work on behalf of the State. Contractor is responsible for collecting all subcontractor certifications and may do so utilizing the E-Verify Subcontractor Certification Form available at <http://www.mmd.admin.state.mn.us/doc/EverifySubCertForm.doc>.

All subcontractor certifications must be kept on file with Contractor and made available to the State upon request.

**12 Other Provisions**

- 11.1 Any employees of the Governmental Unit are required to attend an orientation session prior to any direct contact with offenders.
- 11.2 Governmental Unit employees are required to be familiar and comply with all State policies.
- 11.3 **Publicity.** Any publicity given to the program, publications, or services provided resulting from this Agreement, including, but not limited to, notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Governmental Unit or its employees individually or jointly with others, or any subcontractors shall identify the State as the sponsoring agency and shall not be released, unless such release is a specific part of an approved work plan included in this Agreement, prior to its approval by the State's Authorized Representative.

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed	<i>Erica Thomas</i>
Date	06/07/2013
CFMS Contract No.:	103358

**2. GOVERNMENTAL UNIT**

By
Signature
Scott Turner
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:

By
Signature
Print Name
Title:
Date:

**3. STATE AGENCY**

With delegated authority

Signed
Title
Date

**4. Commissioner of Administration**

As delegated to Materials Management Division

By
Date

Distribution  
 DOC Financial Services Unit – Original (fully executed) Agreement, Governmental Unit, State's Authorized Representative, Budget Officer of Authorized Representative  
 Department of Administration – Materials Management Division

Exhibit 1

## Sentencing to Services Program Budget

Aitkin County

Contract Period: July 1, 2013- June 30, 2015

### CREW LEADERS BUDGET

EXPENDITURE	FY14	FY15	TOT
CREW LEADERS S & F	129,285.00	134,456.00	263,741.00
REPAIR SERVICES	1,750.00	1,750.00	3,500.00
P & T SERV(TRAINING)	1,100.00	1,100.00	2,200.00
COMMUNICATIONS	250.00	250.00	500.00
TRAVEL/VEHICLE	12,375.00	12,870.00	25,245.00
SUPPLIES & EQUIPMENT	7,000.00	7,000.00	14,000.00
FY TOTAL PER CREW LEADER			
Totals	151,760.00	157,426.00	309,186.00
	121,770.00	123,109.47	244,879.47
		61,219.86	30,609.93

## PROFESSIONAL/TECHNICAL CONTRACT CERTIFICATION FORM

**Submit to:** Department of Administration, Materials Management Division, Professional and Technical Service Contracts, 112 Administration Building, 50 Sherburne Avenue, St. Paul, MN 55155.

**Certification Requirements:** Required for all Professional/Technical Service Contracts, and Joint Powers Agreements in excess of \$5,000 (Minn. Stat. 16C.08). Agencies should submit TWO copies of this Contract Certification Form. When the Professional/Technical Service Contracts are estimated to be over \$50,000, submit two copies of this form with a copy of the *State Register* ad and a copy of your complete RFP.

<b>Department Corrections</b>		<b>Division Field Services / Sentencing to Service</b>
<b>Estimated Contract Value (original contract period):</b>	<b>Estimated Contract Value (including extension options):</b>	<b>Source of Funds</b>
<b>\$1,198,567.59</b>	<b>\$1,198,567.59</b>	<b>Variable</b>

**\*Original Contract Period: From: July 1, 2013 To: June 30, 2015 With option to extend 0 add'l 0 yr. periods**

\*Note: According to Minn. Stat. 16C.08 Subd. 3(5), the combined contract and amendment cannot exceed five years, unless otherwise provided for by law. The term of the original contract must not exceed two years unless the commissioner determines that a longer duration is in the best interest of the state. If you are requesting that the original contract length be longer than two years, please write a justification below:

**Agency certifies that Minn. Stat. §15. allows agency to enter into this professional/technical service contract.**

**Nature of Contract:** The Department of Corrections pays the counties listed below to operate local Sentencing to Service (STS) programs that serve as a sentencing alternative to the courts. Offenders are permitted to work off fines, pay restitution, work days off a sentence or as a condition of probation in lieu of a jail sentence.

**Product or Result:** (Give details.) Provides a sentencing alternative to the courts, reduces jail crowding, and provides for the completion of community improvement projects that would not be completed without the assistance of STS.

Contractor	FY14-15 Cost @ 25%	# of Crews	Cont #
Aitkin County	\$ 61,219.87	2	
Becker County (J)	\$ 38,770.50	1	
Blue Earth County Probation Department	\$ 38,770.50	1	
Cass County	\$ 29,256.73	1	
Clearwater County	\$ 24,232.16	1	
Dakota County	\$ 146,489.75	4	
Douglas County	\$ 50,896.50	2	
Hennepin County	\$ 115,189.58	3	
Hubbard County	\$ 24,685.65	1	
Kandiyohi County	\$ 36,457.50	1	
Lake of the Woods County	\$ 4,388.10	1	
Morrison County	\$ 35,372.00	1	
Otter Tail County	\$ 58,039.80	2	
Pennington County (J)	\$ 55,963.53	2	
Pope County	\$ 31,124.75	1	
Ramsey County	\$ 112,536.94	3	
Redwood County	\$ 22,453.82	1	
Stearns County	\$ 38,068.73	1	
Todd & Wadena Counties	\$ 75,562.00	2	
Traverse County	\$ 3,500.00	1	
Tri-County Community Corrections	\$ 46,780.18	1	
Washington County	\$ 148,809.00	4	
<b>Total</b>	<b>\$ 1,198,567.59</b>	<b>37</b>	

In accordance with Minn. Stat. §16C.08, subdivisions 2 and 3, provide the following: (attach additional pages if necessary)

1) Describe how the proposed contract is necessary and reasonable to advance the statutory mission of your agency; These joint powers agreements provide STS programming in these areas of the State. STS promotes public safety by holding offenders accountable for their actions.

2) Describe your plan to notify firms or individuals who may be available to perform the services called for in the solicitation other than advertising in the *State Register* or on the MMD website; and These are Joint Powers Agreements between the State and county corrections agencies and county sheriff's departments. Multiple single source agreements are needed.

3) Describe the performance measures or other tools, including accessibility measures if applicable, that will be used to monitor and evaluate contract performance and how the results of the work will be used. Hours worked by offender crews, fines and restitution paid, jail days saved are reported and compiled in a database from which quarterly reports are drawn.

**Is this contract being pursued unilaterally by the Agency as opposed to an enterprise procurement?**

("Enterprise procurement" means the process undertaken by the commissioner to leverage economies of scale of multiple end users to achieve cost savings and other favorable terms in contracts for goods and services.)

Unilaterally, because:

This service is unique to this Agency

It is not known if other agencies are engaged in similar contracts

Other: \_\_\_\_\_

Potential Enterprise Opportunity -- Please call me at \_\_\_\_\_ to discuss this potential opportunity to develop a multi-agency enterprise procurement contract.

**Contract Valued Over \$50,000 (formal solicitations)**

Attach both: \_\_\_ Copy of the complete Request for Proposals & \_\_\_ Proposed *State Register* Notice

**Contract Valued \$5,000 to \$50,000 (informal solicitations)**

1) Attach: \_\_\_ Informal Solicitation OR \_\_\_ Formal RFP (*Check which option will apply*)

2) Public Notice will be given by: (*check all that apply*)

\_\_\_ Posting on the MMD Web page (Agency will post the notice). Complete the following:

Total posting time \_\_\_\_\_

Geographical location of the work \_\_\_\_\_

Agency contact person (*who vendors will contact for a copy of the informal solicitation*)

Name \_\_\_\_\_

Fax \_\_\_\_\_

E-Mail \_\_\_\_\_

\_\_\_ *State Register*

Other as described above

**Evaluation of Cost**

Executive Order 05-07 requires that "all vendor selection evaluations conducted under Minnesota's "best value" statutes must consider price to be of significant importance..." Price information must be electronically reported. The reporting page and instructions are found at <http://www.mmd.admin.state.mn.us/PriceData/PriceDataSheet.aspx>.

Indicate weight of price \_\_\_%

\_\_\_ I am requesting an exception to the State's guideline. A memo justifying the request is attached.

**Single Source Request**

Identity of Contractor \_\_\_\_\_

Attach a justification form.

A sample can be found at: <http://www.mmd.admin.state.mn.us/doc/singlesourcequestform.doc>.

If the contract is for IT-related services (or incidental goods) in excess of \$25,000, select an option below:

- Services and products will meet the Minnesota IT Accessibility Standards
- Services/products provided by the contractor will NOT meet the Minnesota IT Accessibility Standards. (If so, you must complete "STEP TWO" below.)

**Accessibility** (Complete for all solicitations involving IT services (and incidental goods) in excess of \$25,000)  
Information on the Minnesota IT Accessibility Standards can be found at:  
[http://www.mmd.admin.state.mn.us/pdf/accessibility\\_standard.pdf](http://www.mmd.admin.state.mn.us/pdf/accessibility_standard.pdf).

**STEP ONE: Accessibility Standards Verification:**

Check one or both. If not applicable, proceed to Step Two.

- Applicable WCAG 2.0 Level AA requirements (<http://www.w3.org/TR/WCAG20>) are included in the solicitation document and will be evaluated utilizing the procurement process checked below in Step Three.
- Applicable 508 (B) Technical Standards, (C) Functional Performance Criteria, and (D) Information, Documentation, and Support Requirements (<http://mmd.admin.state.mn.us/accessibility>) are included in the solicitation document and will be evaluated utilizing the procurement process checked below in Step Three.

**STEP TWO: Accessibility Exception Request:**

If Step One is not applicable, check one or both below and indicate the appropriate exception category. Attach a memo detailing the rationale supporting the exception request. (A full description of all exceptions can be found at <http://www.mmd.admin.state.mn.us/pdf/AccExceptions.pdf>)

- Applicable WCAG 2.0 Level AA requirements are NOT included; and/or
- Applicable 508 (B) Technical Standards, (C) Functional Performance Criteria, and (D) Information, Documentation, and Support Requirements (<http://mmd.admin.state.mn.us/accessibility>) are NOT included because:

**Exception category:**

Check all that apply:

- National/State Security
- Service Personnel Space
- Infrastructure Hardware
- Fundamental Alteration
- Undue Burden (must be accompanied by the form at: <http://www.mmd.admin.state.mn.us/doc/AccDetermination.doc>)

**STEP THREE: Process for Evaluating Accessibility**

Indicate how your RFP will be structured and which process you will use to evaluate accessibility.

(For more information, including the Accessibility Matrix, go to <http://www.mmd.admin.state.mn.us/pdf/AccMatrix.pdf> and <http://www.mmd.admin.state.mn.us/pdf/AccSupplement.pdf>.)

- Full Accessibility is a pass/fail requirement
- Partial Accessibility is a pass/fail requirement
- Full or Partial Accessibility is a pass/fail requirement, but Dual Responses are considered
- Full or Partial Accessibility is a pass/fail requirement and is further scored as a % of points
- Accessibility is scored as a % of points
- Proposals are short-listed prior to scoring accessibility as a % of points
- Accessibility is not considered due to an exception indicated above

**Joint Powers Agreement (Minn. Stat. §471.59, subd. 1 for Professional/Technical Services)**

- 1) Explain how/why this governmental unit was selected. These counties elected to participate in STS at the onset of the program and continue to do so. No additional state funds have been made available to expand the program.
- 2) Can this work be performed by any other governmental unit? Participants in the STS program are under the supervision of correctional agencies/departments as ordered by the courts. No other governmental unit has the authority to provide this service in these areas.

**Agency Certifications.** Pursuant to Minn. Stat. 16C.08, I certify:

1. *No state employee is (a) able and (b) available to perform the services called for by the contract*
  - A. **How did you reach this conclusion:**  
 Counties operate STS programming at these locations with county employees. No state employees provide these services at these locations
  - B. **List other methods considered for accomplishing the work. [Example: In-house; other divisions or offices, other state agencies.]**  
 STS is operated in a partnership between State and County corrections agencies dealing with corrections clients. These are the only agencies have statutory authority to supervise offenders in completing STS programming.
2. *The normal competitive bidding mechanisms (low bid) will not provide for adequate performance of the service.*
3. *Reasonable efforts will be made to publicize the availability of the contract to the public.*
4. *The agency will develop and implement a written plan providing for the assignment of specific agency personnel to manage the contract, including a monitoring and liaison function, the periodic review of interim reports or other indications of past performance, and the ultimate utilization of the final product of the services. The following person(s) has/have been assigned to manage the contract as well as monitor and act as liaison for the contract Dan Traun at 651-361-7120.*
5. *No one in or on behalf of the agency will authorize the contractor to begin work before the contract is fully executed unless an exception has been granted by the Commissioner of Administration under Minn. Stat. §16C.05, subd. 2a and funds are fully encumbered.*
6. *The contract will not establish an employer-employee relationship between the state or the agency and any person performing under the contract.*
7. *In the event the results of the contract work will be carried out or continued by state employees upon completion of the contract, the agency will require the contractor to include state employees in development and training, to the extent necessary to ensure that after completion of the contract, state employees can perform any ongoing work related to the same function.*
8. *No current state employee will engage in the performance of the contract.*
9. *Reasonable efforts will be made to avoid conflicts of interest throughout the selection and performance of this contract. All potential or actual conflicts of interest will be reported to MMD.*
10. *The agency will not contract out its previously eliminated jobs for four years without first considering the same former employees who are on the seniority unit layoff list who meet the minimum qualifications determined by the agency. The seniority unit layoff list was reviewed on April 30, 2013.*

The following three Internal Approval signatures are for agency use; they are not required by MMD.

<b>Activity Manager:</b>	<b>Date:</b>
<b>Division Director:</b>	<b>Date:</b>
<b>Assistant Commissioner (program):</b>	<b>Date:</b>

Agency signature (required):

<b>Authorized Certification Officer authorized to sign contracts:</b>	<b>Date:</b> 5/1/13
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Minnesota Office of Enterprise Technology review signature is required for contracts over \$25,000 involving information and communications technology.

<b>Minnesota Office of Technology Reviewed (when applicable)</b>	<b>Date:</b>
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Department of Administration signature (required)

<b>Materials Management Division/Professional Technical Approval:</b>	<b>Date:</b> 05/07/2013
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Aitkin County Board of Commissioners  
Request for County Board Action/Agenda Item Cover Sheet



To: Chairperson, Aitkin County Board of Commissioners Date: 6/19/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Leave of Absence Extension, Dewitt

Requested Meeting Date: 6/25/2013 Estimated Presentation Time: Consent Agenda

Presenter: Bobbie Danielson

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

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

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

- Is this item in the current approved budget? Yes \_\_\_\_\_ No \_\_\_\_\_ (attach explanation) n/a
- What type of expenditure is this?  Operating  Capital  Other (attach explanation) n/a
- 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 (workload)
- Applicable job description(s) may require revision.  Yes  No
- Item may impact a bargaining unit agreement or county work policy.  Yes  No
- Item may change the department's authorized staffing level.  Yes  No (loa)



**Supporting Attachment(s)**

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

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


# AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator, Patrick Wussow

From: Bobbie Danielson, HR Manager 

Date: June 19, 2013

Subject: Request for Unpaid Leave of Absence - Extension

Jerry DeWitt is a Heavy Equipment Operator in the Road and Bridge Department. Staff is requesting to extend his unpaid leave of absence from June 30, 2013 to July 31, 2013, under the terms of the Aitkin County Personnel Policies and Procedures Manual (Article 5, Subject 5.6). The County Engineer supports this request.

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

2K



DKB1  
6/11/13 1:05PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

*May Sales & Use Tax*

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

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6/11/13 1:05PM  
1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
40	DEPT			Auditor		
89991	Bremer Bank					
	01-040-000-0000-5517		0.19	Receipt Nbr 1000 05/02/2013		Fees For Services
	01-040-000-0000-5517		0.19	Receipt Nbr 1001 05/02/2013		Fees For Services
	01-040-000-0000-5517		0.13	Receipt Nbr 1005 05/13/2013		Fees For Services
	01-040-000-0000-5517		0.32	Receipt Nbr 1006 05/13/2013		Fees For Services
	01-040-000-0000-5840		0.05	Receipt Nbr 1002 05/02/2013		Misc Receipts
	01-040-021-0000-5840		6.37	Receipt Nbr 837 05/20/2013		Misc Receipts
	01-040-000-0000-6405		1.00	May sales tax adjustment		Office & Computer Supplies
89991	Bremer Bank		8.25		7 Transactions	
40	DEPT Total:		8.25	Auditor	1 Vendors	7 Transactions
42	DEPT			Treasurer		
89991	Bremer Bank					
	01-042-000-0000-5840		0.13	Receipt Nbr 3018 05/01/2013		Misc Receipts
	01-042-000-0000-5840		0.06	Receipt Nbr 3018 05/01/2013		Misc Receipts
	01-042-000-0000-5840		0.96	Receipt Nbr 3019 05/02/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3022 05/03/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3026 05/07/2013		Misc Receipts
	01-042-000-0000-5840		0.06	Receipt Nbr 3026 05/07/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3026 05/07/2013		Misc Receipts
	01-042-000-0000-5840		0.45	Receipt Nbr 3029 05/09/2013		Misc Receipts
	01-042-000-0000-5840		0.26	Receipt Nbr 3030 05/10/2013		Misc Receipts
	01-042-000-0000-5840		0.26	Receipt Nbr 3031 05/13/2013		Misc Receipts
	01-042-000-0000-5840		0.77	Receipt Nbr 3033 05/13/2013		Misc Receipts
	01-042-000-0000-5840		0.77	Receipt Nbr 3033 05/13/2013		Misc Receipts
	01-042-000-0000-5840		0.19	Receipt Nbr 3035 05/14/2013		Misc Receipts
	01-042-000-0000-5840		0.32	Receipt Nbr 3036 05/14/2013		Misc Receipts
	01-042-000-0000-5840		0.26	Receipt Nbr 3037 05/14/2013		Misc Receipts
	01-042-000-0000-5840		0.06	Receipt Nbr 3039 05/15/2013		Misc Receipts
	01-042-000-0000-5840		0.26	Receipt Nbr 3040 05/15/2013		Misc Receipts
	01-042-000-0000-5840		0.19	Receipt Nbr 3042 05/16/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3042 05/16/2013		Misc Receipts
	01-042-000-0000-5840		0.90	Receipt Nbr 3043 05/17/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3046 05/20/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3048 05/20/2013		Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3050 05/21/2013		Misc Receipts
	01-042-000-0000-5840		0.06	Receipt Nbr 3053 05/22/2013		Misc Receipts

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1 General Fund

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
	01-042-000-0000-5840		0.06	Receipt Nbr 3054 05/22/2013	Misc Receipts
	01-042-000-0000-5840		0.32	Receipt Nbr 3055 05/23/2013	Misc Receipts
	01-042-000-0000-5840		0.06	Receipt Nbr 3060 05/24/2013	Misc Receipts
	01-042-000-0000-5840		0.13	Receipt Nbr 3061 05/28/2013	Misc Receipts
	01-042-000-0000-5840		0.32	Receipt Nbr 3063 05/29/2013	Misc Receipts
89991	Bremer Bank		7.76	29 Transactions	
42	DEPT Total:		7.76	Treasurer	1 Vendors 29 Transactions
43	DEPT			Assessor	
89991	Bremer Bank				
	01-043-000-0000-6405		2.43	Warr Nbr 875 05/09/2013	Office, Film & Computer Supplies
89991	Bremer Bank		2.43	1 Transactions	
43	DEPT Total:		2.43	Assessor	1 Vendors 1 Transactions
45	DEPT			Motor Pool	
89991	Bremer Bank				
	01-045-000-0000-6405		34.17	Warr Nbr 875 05/09/2013	Office & Computer Supplies
89991	Bremer Bank		34.17	1 Transactions	
45	DEPT Total:		34.17	Motor Pool	1 Vendors 1 Transactions
49	DEPT			Information Technologies	
89991	Bremer Bank				
	01-049-000-0000-5525		1.61	Receipt Nbr 545 05/23/2013	Label & Listing Sales
	01-049-000-0000-5525		8.25	Receipt Nbr 546 05/29/2013	Label & Listing Sales
	01-049-000-0000-6402		13.61	Warr Nbr 875 05/09/2013	Computer Supplies & Software
89991	Bremer Bank		23.47	3 Transactions	
49	DEPT Total:		23.47	Information Technologies	1 Vendors 3 Transactions
90	DEPT			Attorney	
89991	Bremer Bank				
	01-090-000-0000-5840		1.29	Receipt Nbr 1245 05/10/2013	Misc Receipts
	01-090-000-0000-5840		0.64	Receipt Nbr 1246 05/17/2013	Misc Receipts
	01-090-000-0000-5840		0.64	Receipt Nbr 1247 05/17/2013	Misc Receipts
	01-090-000-0000-5840		0.64	Receipt Nbr 1250 05/23/2013	Misc Receipts

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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1 General Fund

Vendor No.	Name <u>Account/Formula</u>	<u>Rpt</u> <u>Accr</u>	<u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
	01-090-000-0000-5840		0.64	Receipt Nbr 1251 05/23/2013		Misc Receipts
	01-090-000-0000-5840		0.64	Receipt Nbr 1252 05/24/2013		Misc Receipts
	01-090-000-0000-6625		7.15	Warr Nbr 882 05/23/2013		Office Equipment
	01-090-000-0000-6625		5.77	Warr Nbr 882 05/23/2013		Office Equipment
89991	Bremer Bank		17.41	8 Transactions		
90	DEPT Total:		17.41	Attorney	1 Vendors	8 Transactions
100	DEPT			Recorder		
89991	Bremer Bank					
	01-100-000-0000-6311		93.79	May copies sales tax		Sales Tax
	01-100-000-0000-6312		0.21	May adjustment		Sales Tax Adjustment
89991	Bremer Bank		94.00	2 Transactions		
100	DEPT Total:		94.00	Recorder	1 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
89991	Bremer Bank					
	01-110-000-0000-6422		12.42	Warr Nbr 44540 05/24/2013		Janitorial Supplies
89991	Bremer Bank		12.42	1 Transactions		
110	DEPT Total:		12.42	Courthouse Maintenance	1 Vendors	1 Transactions
200	DEPT			Enforcement		
89991	Bremer Bank					
	01-200-000-0000-6405		1.16	Warr Nbr 44499 05/10/2013		Office Supplies
	01-200-000-0000-6409		10.77	Warr Nbr 44499 05/10/2013		Deputy Supplies
89991	Bremer Bank		11.93	2 Transactions		
200	DEPT Total:		11.93	Enforcement	1 Vendors	2 Transactions
252	DEPT			Corrections		
89991	Bremer Bank					
	01-252-000-0000-5840		0.13	Receipt Nbr 2199 05/24/2013		Misc Receipts
	01-252-000-0000-6405		3.99	Warr Nbr 875 05/09/2013		Office & Computer Supplies
	01-252-252-0000-5872		59.18	Receipt Nbr 2196 05/16/2013		Phone Card Prisoner Welfare(Taxable)
	01-252-252-0000-5872		111.02	Receipt Nbr 2199 05/24/2013		Phone Card Prisoner Welfare(Taxable)
	01-252-252-0000-5872		48.25	Receipt Nbr 2203 05/31/2013		Phone Card Prisoner Welfare(Taxable)

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
01- 252- 252- 0000- 5885		12.22	Receipt Nbr 2189 05/02/2013	Commissary Sales Taxable
01- 252- 252- 0000- 5885		7.94	Receipt Nbr 2199 05/24/2013	Commissary Sales Taxable
01- 252- 252- 0000- 5885		7.25	Receipt Nbr 2203 05/31/2013	Commissary Sales Taxable
89991 Bremer Bank		249.98	8 Transactions	
252 DEPT Total:		249.98	Corrections	1 Vendors 8 Transactions
254 DEPT			Enhanced 911 System	
89991 Bremer Bank				
01- 254- 000- 0000- 6231		6.88	Warr Nbr 44562 05/24/2013	Services, Labor, Contracts
89991 Bremer Bank		6.88	1 Transactions	
254 DEPT Total:		6.88	Enhanced 911 System	1 Vendors 1 Transactions
391 DEPT			Solid Waste	
89991 Bremer Bank				
01- 391- 000- 0000- 6405		24.27	Warr Nbr 882 05/23/2013	Office & Film Supplies
89991 Bremer Bank		24.27	1 Transactions	
391 DEPT Total:		24.27	Solid Waste	1 Vendors 1 Transactions
1 Fund Total:		492.97	General Fund	64 Transactions

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 3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0 DEPT		Undesignated		
89991 Bremer Bank				
03-000-000-0000-5855		Receipt Nbr 1542 05/06/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1543 05/06/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1544 05/06/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 696 05/07/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 696 05/07/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 696 05/07/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 697 05/07/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1546 05/07/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 698 05/10/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 698 05/10/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 698 05/10/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 698 05/10/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 700 05/15/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 700 05/15/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1556 05/15/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1559 05/17/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1560 05/17/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1176 05/24/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 702 05/24/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 702 05/24/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 702 05/24/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 703 05/24/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1570 05/29/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 704 05/30/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 704 05/30/2013		Charges- Individuals
03-000-000-0000-5855		Receipt Nbr 1573 05/31/2013		Charges- Individuals
89991 Bremer Bank		78.99	26 Transactions	
0 DEPT Total:		78.99	Undesignated	1 Vendors 26 Transactions
302 DEPT			R&B Engineering/Construction	
89991 Bremer Bank				
03-302-000-0000-6449		29.63	Warr Nbr 44424 05/10/2013	Rd/Br Engr. Supplies
89991 Bremer Bank		29.63	1 Transactions	



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 3 Road & Bridge

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
302	DEPT Total:		R&B Engineering/Construction	1 Vendors	1 Transactions
		29.63			
303	DEPT		R&B Highway Maintenance		
	8410 Bremer Bank				
	03- 303- 000- 0000- 6513	365.66	May Diesel Tax		Motor Fuel & Lubricants
	8410 Bremer Bank	365.66		1 Transactions	
	89991 Bremer Bank				
	03- 303- 000- 0000- 6513	598.00	May Sales Tax		Motor Fuel & Lubricants
	89991 Bremer Bank	598.00		1 Transactions	
303	DEPT Total:		R&B Highway Maintenance	2 Vendors	2 Transactions
		963.66			
3	Fund Total:		Road & Bridge		29 Transactions
		1,072.28			

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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5 Health & Human Services

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
430	DEPT		Social Services		
	89991 Bremer Bank				
	05- 430- 700- 4800- 6405		Warr Nbr 882 05/23/2013		Supplies- Computer/Office/Meeting
	05- 430- 700- 4800- 6405		Warr Nbr 882 05/23/2013		Supplies- Computer/Office/Meeting
	89991 Bremer Bank		2 Transactions		
430	DEPT Total:		Social Services	1 Vendors	2 Transactions
5	Fund Total:		Health & Human Services		2 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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6/11/13 1:05PM  
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
	09-000-000-0000-2022		92.00 May Birth		Birth/Death Surcharges
	09-000-000-0000-2022		328.00 May Death		Birth/Death Surcharges
	09-000-000-0000-2024		69.00 May Childrens		St Share Of Birth Cert.- Children
	09-000-000-0000-2031		6.00 May Torrens		Real Estate Assurance (Was 5874 And 627
	09-000-000-0000-2036		6,048.00 May State General Fund		Recording Surcharges (Was 5871 & 6281)
	09-000-000-0000-2036		230.00 May State General Fund		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		6,773.00	6 Transactions	
	3375 Mn Dept Of Health				
	09-000-000-0000-2027		1,147.50 May State Well		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,147.50	1 Transactions	
0	DEPT Total:		7,920.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		7,920.50	State	7 Transactions

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1  
6/11/13 1:05PM  
10 Trust

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
923	DEPT				
	89991 Bremer Bank				
	10- 923- 000- 0000- 6208		2.54	Warr Nbr 882 05/23/2013	Training/Education
	10- 923- 000- 0000- 6311		333.41	May Sales Tax	Sales Tax
	89991 Bremer Bank		335.95	2 Transactions	
923	DEPT Total:		335.95	Forfeited Tax Sales	1 Vendors 2 Transactions
10	Fund Total:		335.95	Trust	2 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/11/13 1:05PM  
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
925	DEPT				
	89991 Bremer Bank				
	11- 925- 000- 0000- 6231		280.93	Warr Nbr 44422 05/10/2013	Services, Labor, Contracts
	11- 925- 000- 0000- 6312		0.41-	May adjustment	Sales Tax Adjustment
	89991 Bremer Bank		280.52	2 Transactions	
925	DEPT Total:		280.52	Reforestation	1 Vendors 2 Transactions
11	Fund Total:		280.52	Forest Development	2 Transactions

DKB1  
 6/11/13 1:05PM  
 19 Long Lake Conservation C

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf # On Behalf of Name</u>
521	DEPT				
	89991 Bremer Bank				
	19- 521- 000- 0000- 5885		23.71	Receipt Nbr 859 05/01/2013	Commissary Sales Taxable
	19- 521- 000- 0000- 5885		75.59	Receipt Nbr 861 05/07/2013	Commissary Sales Taxable
	19- 521- 000- 0000- 5885		40.88	Receipt Nbr 864 05/21/2013	Commissary Sales Taxable
	19- 521- 000- 0000- 5885		86.44	Receipt Nbr 867 05/28/2013	Commissary Sales Taxable
	89991 Bremer Bank		226.62	4 Transactions	
521	DEPT Total:		226.62	LLCC Administration	1 Vendors 4 Transactions
19	Fund Total:		226.62	Long Lake Conservation Center	4 Transactions

DKB1  
6/11/13  
21 Parks

1:05PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
89991	Bremer Bank				
	21- 520- 000- 0000- 5510		Receipt Nbr 1539 05/03/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	3.47	Receipt Nbr 1548 05/07/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	5.79	Receipt Nbr 1549 05/07/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	12.54	Receipt Nbr 1550 05/09/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	13.51	Receipt Nbr 1554 05/14/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.32	Receipt Nbr 1555 05/14/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	10.04	Receipt Nbr 1558 05/17/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.32	Receipt Nbr 1561 05/20/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	1.54	Receipt Nbr 1564 05/23/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.89	Receipt Nbr 1565 05/24/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	0.32	Receipt Nbr 1565 05/24/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	1.93	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	3.47	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.32	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.32	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	5.34	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	7.14	Receipt Nbr 1566 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	81.05	Receipt Nbr 1567 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	1.54	Receipt Nbr 1567 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	3.09	Receipt Nbr 1568 05/28/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	3.47	Receipt Nbr 1571 05/29/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	5.34	Receipt Nbr 1572 05/30/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	2.64	Receipt Nbr 1572 05/30/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	12.09	Receipt Nbr 1572 05/30/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	9.01	Receipt Nbr 1572 05/30/2013		Co. Parks Campground Fees
	21- 520- 000- 0000- 5510	3.09	Receipt Nbr 1572 05/30/2013		Co. Parks Campground Fees
89991	Bremer Bank	198.58		25 Transactions	
520	DEPT Total:	198.58	Parks	1 Vendors	25 Transactions
21	Fund Total:	198.58	Parks		25 Transactions
	Final Total:	10,552.16	23 Vendors	135 Transactions	

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	492.97	General Fund
3	1,072.28	Road & Bridge
5	24.74	Health & Human Services
9	7,920.50	State
10	335.95	Trust
11	280.52	Forest Development
19	226.62	Long Lake Conservation Center
21	198.58	Parks
<b>All Funds</b>	<b>10,552.16</b>	<b>Total</b>

Approved by, .....

.....

.....



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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-19-13

Via: Patrick Wussow, County Administrator

From: Penny Harms, Veterans Service Officer

Title of Item:

CVSO Grant Program

Requested Meeting Date: 6-25-13 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

## Sue Bingham

---

**From:** Penny Harms [penny.harms@co.aitkin.mn.us]  
**Sent:** Thursday, May 23, 2013 1:53 PM  
**To:** 'Patrick Wussow'; 'Sue Bingham'  
**Subject:** CVSO Grant funding approved

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

This just in:

"The CVSO Grant Program legislation passed both houses with a base of \$ 7,500 for each county and bonuses from \$ 2,500 to 20,000 based on veterans population. This is base line funding for state fiscal years 2014 and 2015 and going forward."

Sec. 4. Minnesota Statutes 2012, section 197.608, subdivision 6, is amended to read:

2.14 Subd. 6. Grant amount. (a) Each county is eligible to receive an annual grant of

2.15\$7,500 for the following purposes:

2.16(1) to provide outreach to the county's veterans;

2.17(2) to assist in the reintegration of combat veterans into society;

2.18(3) to collaborate with other social service agencies, educational institutions, and

2.19other community organizations for the purposes of enhancing services offered to veterans;

2.20(4) to reduce homelessness among veterans; and

2.21(5) to enhance the operations of the county veterans service office.

Aitkin County would receive a \$2500 bonus for the number of veterans we have so \$10,000 per year beginning in 2014.

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

\*\*\*\*\*  
\*\*\*\*\*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-20-13

Via: Patrick Wussow, County Administrator

From: Penny Harms, Veterans Service Officer

Title of Item:

Veterans Transit Informational Meeting

Requested Meeting Date: 6-25-13 Estimated Presentation Time: n/a

Presenter: \_\_\_\_\_

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

## AITKIN COUNTY VETERAN SERVICES

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

**To: Aitkin County Board of Commissioners and County Administrator**

**From: Penny Harms, VSO**

**RE: Consent Agenda – ARDC Veterans Transit Informational Meeting**

**Date: June 20, 2013**

I attended the Veterans Transit Information Meeting on June 19<sup>th</sup> in Carlton. The purpose of this meeting was to discuss with CVSO's and other VA personnel, possible solutions to rural veterans' issues in obtaining transportation to VA medical facilities.

Much of the discussion was regarding the lack of nearby care for veterans, which requires them to travel great distances for their care, and the possibilities for outreach locations for those cares.

AEOA will work on making their transit system more veteran friendly however, that discussion was mainly centered on northeastern Minnesota and transporting veterans to the Twin Ports VA Clinic in Superior and would have little, if any, impact on veterans in Aitkin County.

I am at a meeting right now on a related topic so I am unable to attend today's board meeting. I will give a full presentation at a future time.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-19-13

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

2013 Aitkin County Fair

Requested Meeting Date: 6-25-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Kirk Peysar, County Auditor

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-18-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: C.S.A.P. 001-612-014

Requested Meeting Date: 6-25-13      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, 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

### Summary:

As discussed at the June 11, 2013 meeting, a single bid from Tri City Paving of Little Falls, Mn was received for this project, with the bid amount of \$3,330,682.48 being 18.5% over the estimated project cost of \$2,809,699.68.

A recommendation whether to award this project will be brought to the meeting on June 25, 2013 for Board action.

### 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: 6-18-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Right of Way Plat No. 18 – S.P. 001-610-022

Requested Meeting Date: 6-25-13      Estimated Presentation Time: 10 minutes

Presenter: John Welle

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

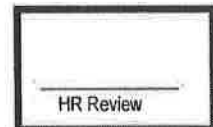
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt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

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

- Is this item in the current approved budget?  Yes     No (attach explanation)
- What type of expenditure is this?     Operating     Capital     Other (attach explanation)
- Revenue line account # that funds this item is: 5001
- Expenditure line account # for this item is: 6362

**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:**

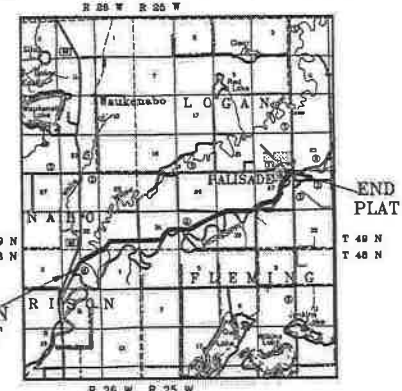
Right of Way Plat No. 18 -- S.P. 001-610-022

**Summary:**

Approval of Right of Way Plat No. 18 is requested to initiate the right of way acquisition activities on this Great River Road project on CSAH 10 from US Hwy 169 to CSAH 3 in the City of Palisade.

# AITKIN COUNTY HIGHWAY RIGHT OF WAY PLAT NO. 18

S.P. 001-610-022 C.S.A.H. NO. 10



PARCEL	OWNER	PROPERTY DESCRIPTION	DEED RECORD BOOK/PAGE OR DOC. #	ENTIRE TRACT ACRES (GIS)	EXISTING R/W ACRES	NEW R/W R/W (FEET) ACRES	TEMPORARY EASEMENT ACRES	TEMPORARY EASEMENT DATE	BALANCE OF TRACT ACRES	PARCEL	OWNER	PROPERTY DESCRIPTION	DEED RECORD BOOK/PAGE OR DOC. #	ENTIRE TRACT ACRES (GIS)	EXISTING R/W ACRES	NEW R/W R/W (FEET) ACRES	TEMPORARY EASEMENT ACRES	TEMPORARY EASEMENT DATE	BALANCE OF TRACT ACRES
1	George Stephens, Jr. (Trust)	PART OF GOVT LOT 3 SEC 2 T49N R25W	269747	21.6	0.61	1.45	0.00		19.5	20	Charles A. & Pamela J. Engels	SE 1/4 NW 1/4 SEC 32 T49N R25W	189955	39.2	2.24	1.15	0.03		35.8
1A	George Stephens, Jr. (Trust)	SE 1/4 NW 1/4 SEC 2 T48N R25W	269747	40.7	2.06	1.05	0.00		37.6	21	Richard D. & Mary E. Carlson	GOVT LOT 2 SE 1/4 NW 1/4 SEC 32 T48N R25W	199902	35.1	1.73	0.91	0.03		32.5
2	State of Minnesota	PART OF SW 1/4 NE 1/4 SEC 2 T48N R25W	297720	16.2	0.26	0.26	0.00		15.7	22	Richard D. & Mary E. Carlson	NW 1/4 NE 1/4 SEC 32 T48N R25W	177762	39.0	0.49	0.23	0.10		38.3
3	State of Minnesota	PART OF NW 1/4 NE 1/4 SEC 2 T48N R25W	297720	6.0	0.93	0.60	0.07		6.5	23	Richard D. & Mary E. Carlson	PART OF NE 1/4 NE 1/4 SEC 32 T48N R25W	177962	34.8	2.20	0.88	0.09		33.7
4	State of Minnesota	PART OF NE 1/4 NE 1/4 SEC 2 T48N R25W	297720	30.5	1.07	0.31	0.00		29.1	24	Pine Grove Cemetery Association	PART OF NE 1/4 NE 1/4 SEC 32 T48N R25W	177962 124095 300292	0.9	0.00	0.03	0.00		0.9
5	Melanie V. Rader	PART OF SW 1/4 NE 1/4 SEC 2 T48N R25W	369133	0.6	0.20	0.03	0.00		0.4	25	Gary W. & Dorene L. TeGanvoort	PART OF GOVT LOT 3 PART OF NW 1/4 SEC 32 T48N R25W	242101	4.7	0.57	0.26	0.00		3.9
5A	Melanie V. Rader	PART OF NW 1/4 NE 1/4 SEC 2 T48N R25W	369133	33.8	0.96	0.27	0.00		32.6	26	Dawn D. Watson, Et Al (nee) John & Audrey A. Engels (E.E.)	PART OF GOVT LOT 3 SEC 33 T49N R25W	355048	22.9	1.23	0.87	0.00		20.8
5B	Melanie V. Rader	PART OF NE 1/4 NE 1/4 SEC 2 T48N R25W	569139	11.2	1.15	0.93	0.00		9.1	27	Dawn D. Watson, Et Al (nee) John & Audrey A. Engels (E.E.)	PART OF SW 1/4 SW 1/4 SEC 28 T48N R25W	353888	23.8	0.40	0.33	0.00		23.1
6	Aitkin County	PART OF NW 1/4 NW 1/4 SEC 2 T48N R25W, PART OF SW 1/4 SW 1/4 SEC 2 T48N R25W	271362	4.21	NO LAND ACQUISITION REQUIRED				4.2	28	Jam R. & Cynthia J. Frederick	SE 1/4 SW 1/4 SEC 28 T49N R25W	337748	42.6	2.00	1.00	0.12		37.6
7	Stephen & Dawn Collins	PART OF NW 1/4 NW 1/4 SEC 1 T48N R25W	393889	30.6	0.00	0.04	0.00		30.6	29	Kevin C. & Jeffrey D. Hendricks aka David C. & Sharon L. Hendricks	PART OF GOVT LOT 3 SEC 33 T48N R25W	406119 406120	2.0	0.00	0.03	0.06		2.0
8	Donald J. & Debra A. Kestel	PART OF SW 1/4 SW 1/4 SEC 35 T48N R25W	377229	2.1	0.00	0.00	0.00		2.1	29A	Kevin C. & Jeffrey D. Hendricks aka David C. & Sharon L. Hendricks	PART OF SW 1/4 SW 1/4 SEC 28 T48N R25W	406877	40.9	0.20	0.64	0.11		40.1
9	Jeffrey S. & Shanna L. Prohaska and Troy L. Kristin L. Deining	PART OF SW 1/4 SW 1/4 SEC 36 T49N R25W	385850	24.1	0.38	0.12	0.00		23.6	29B	Kevin C. & Jeffrey D. Hendricks aka David C. & Sharon L. Hendricks	PART OF GOVT LOT 2 SEC 33 T49N R25W	403177	36.6	1.97	0.62	0.00		34.0
10	Del & Nancy O'Neill	PART OF SW 1/4 SW 1/4 SEC 36 T49N R25W	229168 223740	17.3	0.44	0.46	0.00		11.4	30	Kevin C. & Jeffrey D. Hendricks aka David C. & Sharon L. Hendricks	PART OF GOVT LOT 2 SEC 28 T49N R25W	408877	37.5	1.99	0.90	0.20		34.7
11	Del & Nancy O'Neill	SE 1/4 SW 1/4 SEC 36 T49N R25W	229168 223740	39.9	1.92	1.13	0.00		36.9	31	Jerome W. & Elizabeth A. Ryan	PART OF GOVT LOT 8 SEC 27 T49N R25W	402521	16.0	1.10	0.75	0.20		14.2
12	Burt R. & Karen F. Watson and Kile & Frances Watson	GOVT LOT 2 SEC 36 T49N R25W	251038	25.0	1.93	0.50	0.00		23.6	31A	Jerome W. & Elizabeth A. Ryan	PART OF GOVT LOT 7 SEC 27 T49N R25W	402524	5.2	1.03	0.58	0.02		3.6
13	Burt R. & Karen F. Watson and Kile & Frances Watson	GOVT LOT 3 SEC 36 T49N R25W	251038	28.5	1.33	0.49	0.00		26.7	31B	Jerome W. & Elizabeth A. Ryan	NW 1/4 SW 1/4 SEC 27 T49N R25W	402521	40.1	0.00	0.01	0.02		40.1
14	Donald K. & Lois J. Watson	NW 1/4 SE 1/4 SEC 25 T49N R25W	347151	39.9	0.06	0.52	0.00		39.3	32	Herbert F. & Judith C. Parko	PART OF GOVT LOT 6 SEC 27 T49N R25W	354634	4.7	0.89	0.38	0.10		3.4
15	Donald K. & Lois J. Watson	NE 1/4 SE 1/4 SEC 36 T49N R25W	347191	39.9	0.66	0.54	0.00		38.7	33	Lanny N. & Marlys G. Olson	PART OF GOVT LOT 8 SEC 27 T49N R25W	409548	11.25	0.22	0.11	0.00		10.9
16	Mark A. & Vivian L. Fowlds	PART OF NW 1/4 SW 1/4 SEC 31 T49N R25W	283212	43.7	0.83	0.50	0.00		41.4	34	Lanny N. & Marlys G. Olson	PART OF GOVT LOT 7 SEC 27 T49N R25W	408480	13.25	1.03	0.48	0.03		11.7
16A	Mark A. & Vivian L. Fowlds	PART NE 1/4 SW 1/4 SEC 31 T49N R25W	283212	40.8	2.01	0.73	0.00		38.2	35	Richard A. & Christa Sincer	PART OF GOVT LOT 4 SEC 27 T49N R25W	347932	5.6	0.72	0.41	0.17		4.5
16B	Mark A. & Vivian L. Fowlds	GOVT LOT 4 SEC 31 T49N R25W	283212	38.5	0.39	0.64	0.00		38.5	36	James M. & Kathleen R. Hillen	PART OF GOVT LOT 4 SEC 27 T49N R25W	352307	0.8	0.10	0.01	0.04		0.7
16C	Mark A. & Vivian L. Fowlds	GOVT LOT 5 SEC 31 T49N R25W	283212	41.1	0.00	0.30	0.00		40.6	37	Patrick R. & Kevin J. Cavn	PART OF GOVT LOT 4 SEC 27 T49N R25W	475499	6.1	1.15	0.52	0.03		4.4
16D	Mark A. & Vivian L. Fowlds	GOVT LOT 6 SEC 31 T49N R25W	283212	23.1	2.61	1.24	0.00		19.2	38	Darold D. & Carol M. Sliner	PART OF GOVT LOT 4 SEC 27 T49N R25W	246813	9.8	0.48	0.26	0.06		8.9
16E	Mark A. & Vivian L. Fowlds	SW 1/4 NE 1/4 SEC 31 T49N R25W	283212	41.2	0.18	0.06	0.00		41.0	39	Donald D. & Carol M. Sliner	PART OF GOVT LOT 3 SEC 27 T49N R25W	246411	12.0	1.16	0.18	0.00		10.7
17	Gary W. & Dorene L. TeGanvoort	SE 1/4 NE 1/4 SEC 32 T49N R25W	351225	41.0	2.03	1.09	0.00		37.9	40	Bonnie L. Dargis & Wallace L. Giffels	PART OF GOVT LOT 3 SEC 27 T49N R25W	228459	6.2	1.14	0.27	0.00		4.8
18	Vernon W. Terry	PART OF SW 1/4 NW 1/4 SEC 32 T49N R25W	279053	36.9	1.85	0.91	0.00		34.1	41	Jeffery A. & Nancy L. Taylor	PART OF GOVT LOT 3 SEC 27 T49N R25W	283971 361598	15.7	0.00	0.15	0.00		15.6
19	William L. Ulrich	PART OF SW 1/4 NW 1/4 SEC 32 T49N R25W	254227	1.0	0.16	0.09	0.03		0.8	41A	Aitkin County (Existing ROW)	PART OF GOVT LOT 3 SEC 27 T49N R25W	281639	5.2	NO LAND ACQUISITION REQUIRED			5.2	

EXPIRES 1 YEAR AFTER CONSTRUCTION

EXPIRES 1 YEAR AFTER CONSTRUCTION

- BEARING DATUM BASED ON AITKIN COUNTY COORDINATE SYSTEM
- o DENOTES R/W MONUMENTATION TO BE ESTABLISHED
  - DENOTES FOUND MONUMENTATION
  - DENOTES EXISTING CENTERLINE
  - DENOTES EXISTING RIGHT OF WAY
  - DENOTES NEW RIGHT OF WAY
  - DENOTES NEW CONSTRUCTION
  - DENOTES SECTION OR QUARTER LINE
  - DENOTES TEMPORARY EASEMENT
  - DENOTES PROPERTY LINE
  - 19 DENOTES PARCEL IDENTIFICATION

CERTIFIED BY: JOHN T. WELLE REGISTRATION NO. 24340  
JOHN T. WELLE  
 COUNTY HIGHWAY ENGINEER

DATE: \_\_\_\_\_, 20\_\_\_\_

FOR THE DETAILS OF THE CONTROL SURVEY AND LAND SURVEY, CONTACT THE COUNTY ENGINEER'S OFFICE FOR SURVEY OF R/W PLAT NO. 18 STATE PROJECT NO. 001-610-022.

I HEREBY CERTIFY THAT THIS IS A TRUE AND CORRECT REPRESENTATION OF A SURVEY OF THE BOUNDARIES AS SHOWN, AND THAT SAID SURVEY WAS MADE UNDER MY DIRECT SUPERVISION, THAT ALL DISTANCES ARE CORRECTLY SHOWN IN FEET AND HUNDREDTHS OF A FOOT, THAT THE MONUMENTS FOR THE GUIDANCE OF FUTURE SURVEYS WILL BE CORRECTLY PLACED IN THE GROUND AS SHOWN AFTER THE COMPLETION OF CONSTRUCTION.

\_\_\_\_\_, LICENSE NO. 12254  
 THOMAS H. VEENKER LICENSED LAND SURVEYOR, STATE OF MINNESOTA

DATE \_\_\_\_\_, 20\_\_\_\_

THIS PLAT WAS APPROVED AND ACCEPTED BY THE AITKIN COUNTY BOARD OF COMMISSIONERS THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

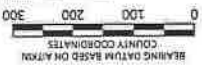
J. MARK WEDEL, CHAIRPERSON OF THE BOARD

I HEREBY CERTIFY THAT THE WITHIN INSTRUMENT WAS FILED IN MY OFFICE ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_ AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ AM AS DOCUMENT NO. \_\_\_\_\_

DIANE M. LAFFERTY, COUNTY RECORDER  
 AITKIN COUNTY, MINNESOTA



SHEET 3 OF 9 SHEETS



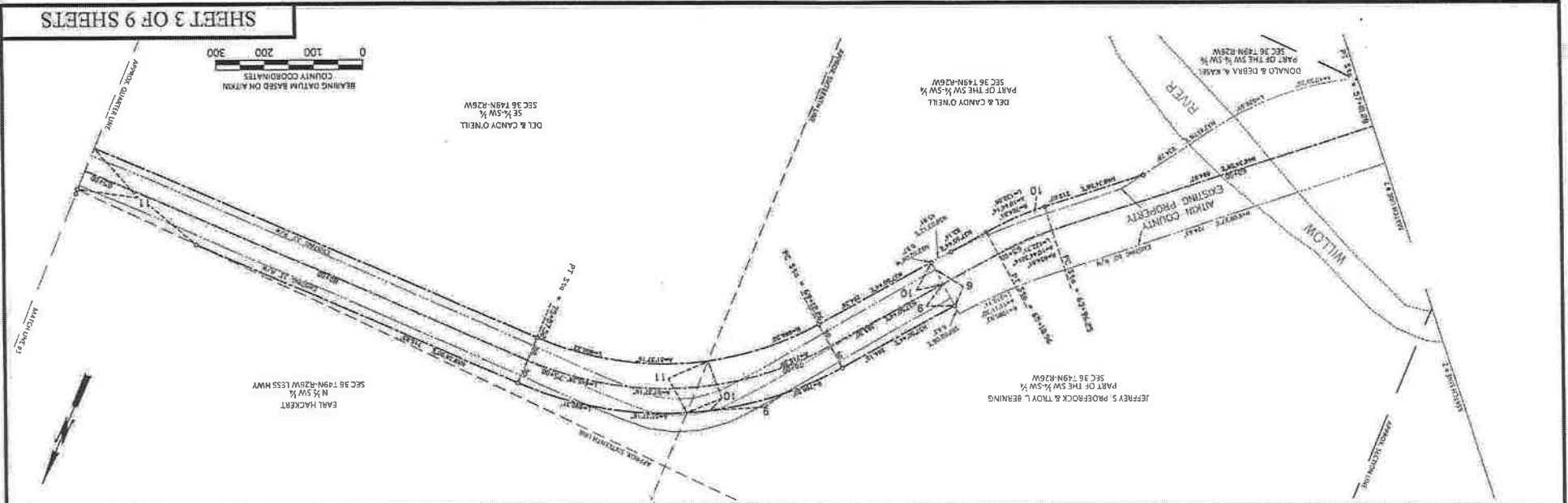
D.L. & CANDY O'NEIL  
SEC 36 T49N-R26W  
5E 1/4 SW 1/4

D.L. & CANDY O'NEIL  
PART OF THE SW 1/4 SW 1/4  
SEC 36 T49N-R26W

JEFFREY S. PROEBCK & TROY L. BERNING  
PART OF THE SW 1/4 SW 1/4  
SEC 35 T49N-R26W

EARL HACKERT  
N 1/2 SW 1/4  
SEC 35 T49N-R26W LESS HWY

DONALD & DEBRA A. KAHN  
PART OF THE SW 1/4 SW 1/4  
SEC 36 T49N-R26W



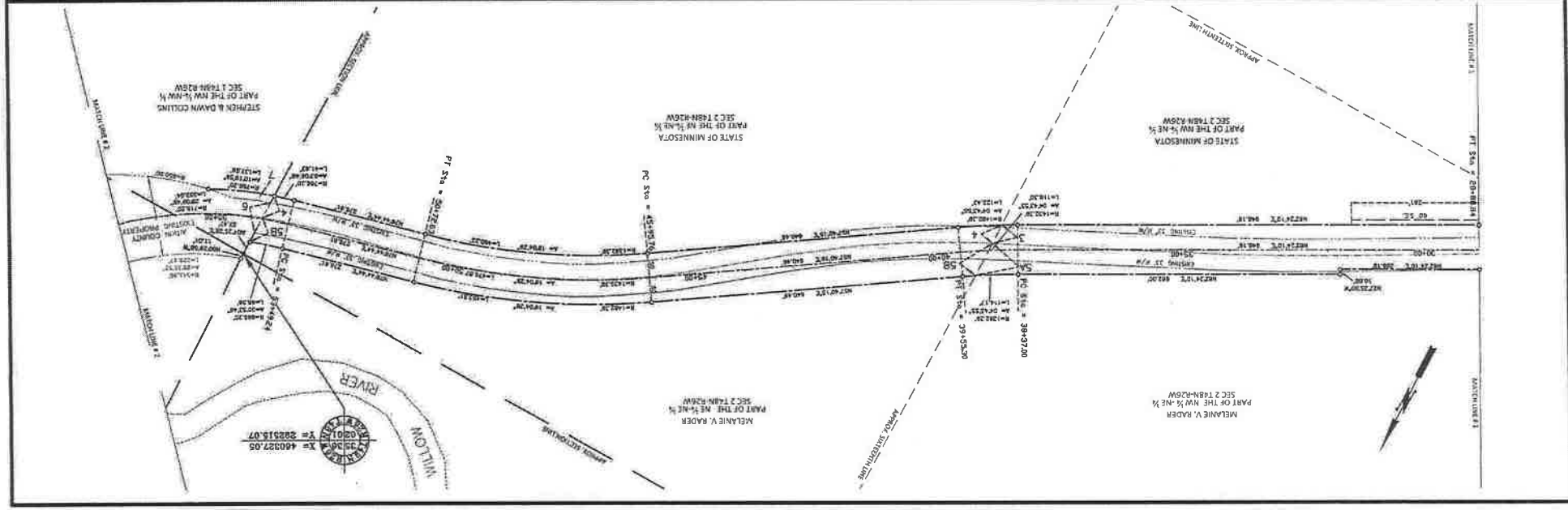
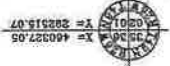
STEPHEN & DAWN COLLINS  
PART OF THE NW 1/4 NW 1/4  
SEC 1 T48N-R26W

STATE OF MINNESOTA  
PART OF THE NE 1/4 NE 1/4  
SEC 3 T48N-R26W

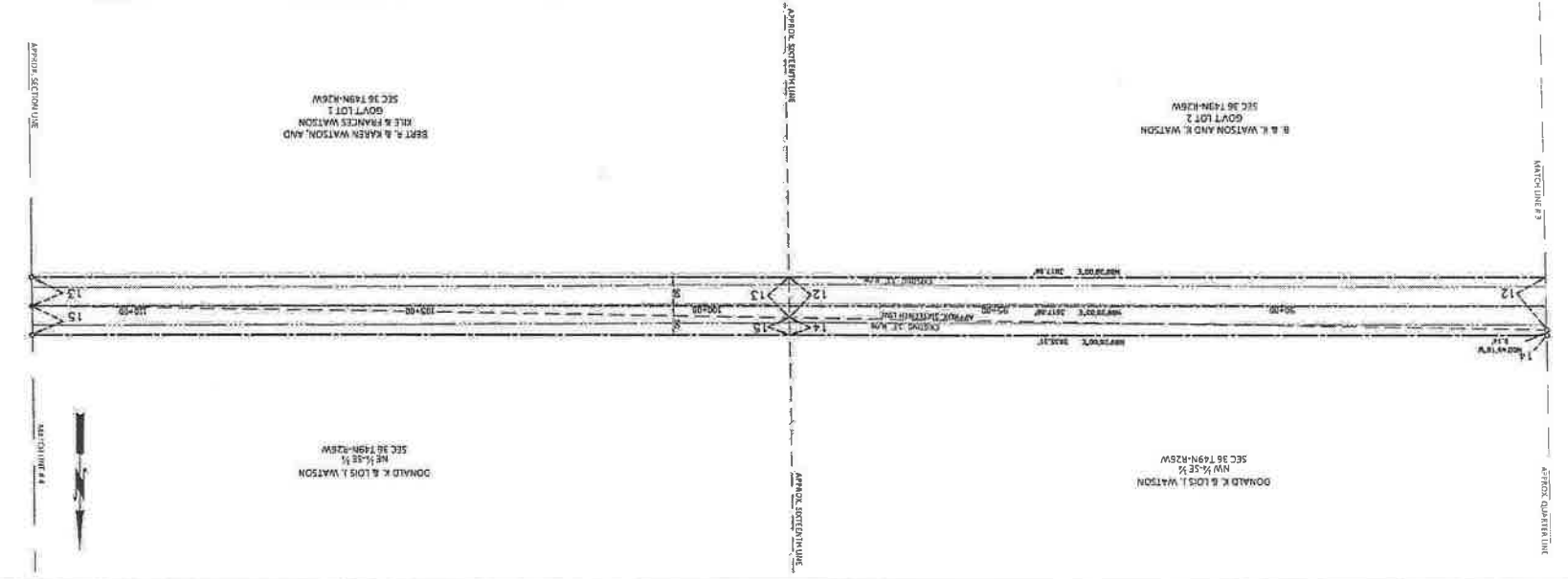
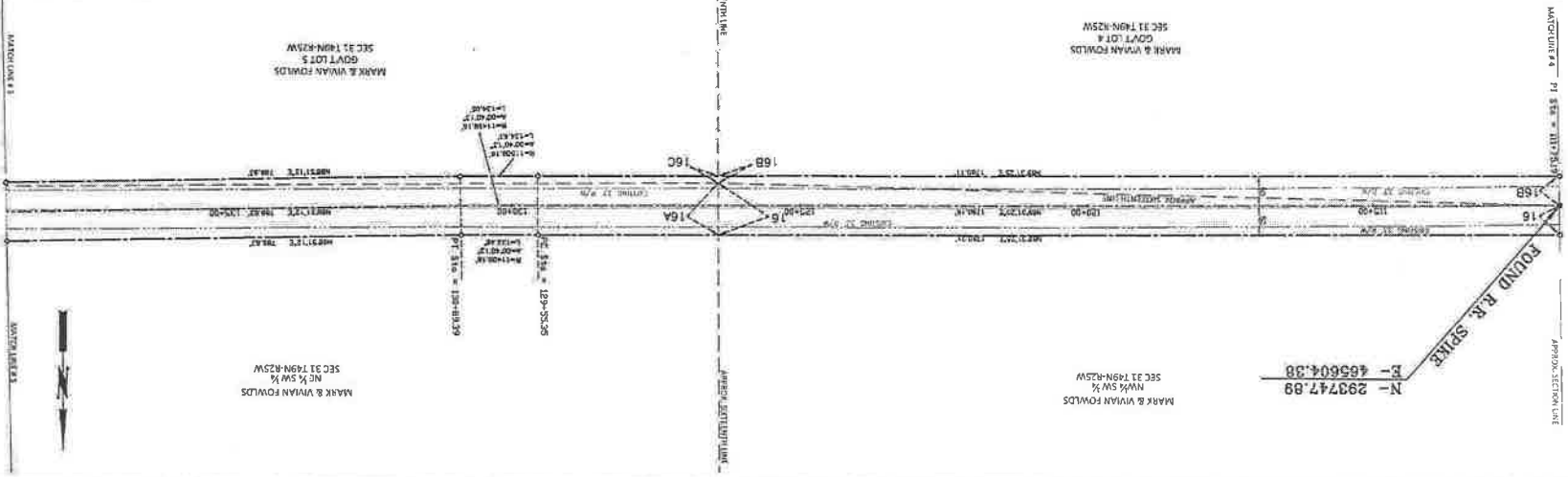
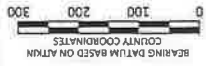
STATE OF MINNESOTA  
PART OF THE NW 1/4 NW 1/4  
SEC 3 T48N-R26W

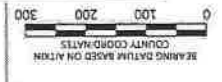
MELANIE V. RADER  
PART OF THE NE 1/4 NE 1/4  
SEC 2 T48N-R26W

MELANIE V. RADER  
PART OF THE NW 1/4 NW 1/4  
SEC 2 T48N-R26W



SHEET 4 OF 9 SHEETS





WILLIAM L. WILCH  
 SEC 31 T89N-R25W  
 PART OF SW 1/4 NW 1/4

VERNON W. TERRY  
 SEC 31 T89N-R25W  
 PART OF SW 1/4 NW 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

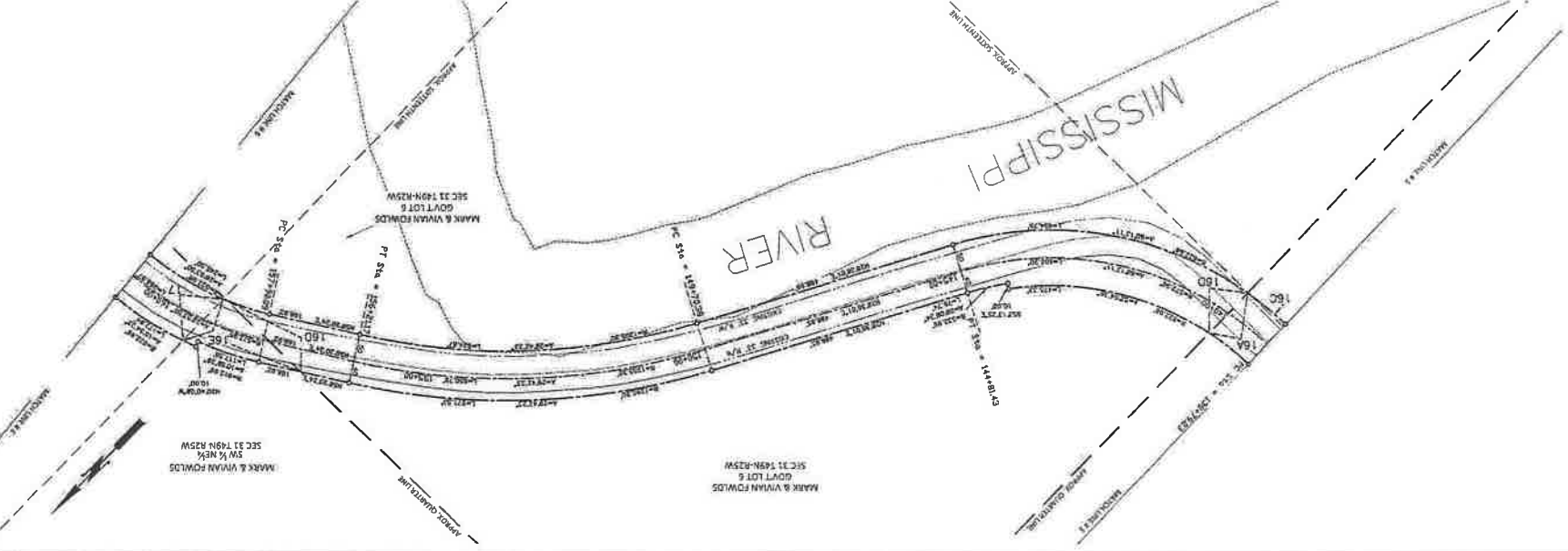
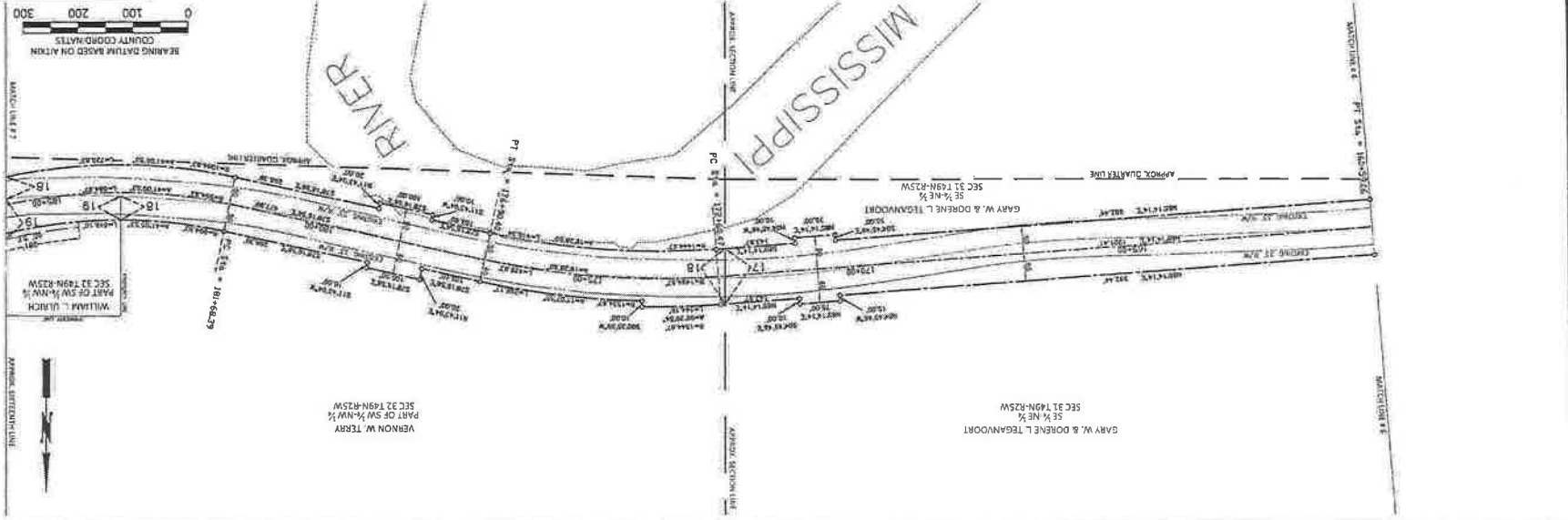
GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

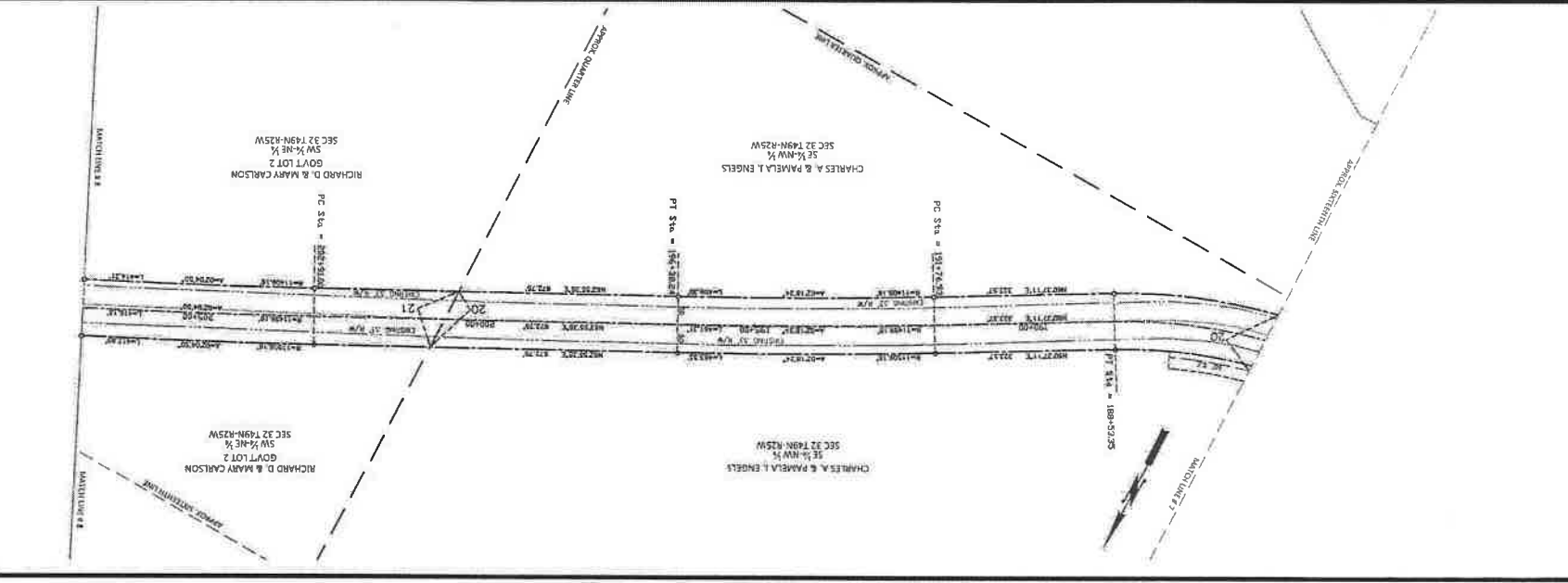
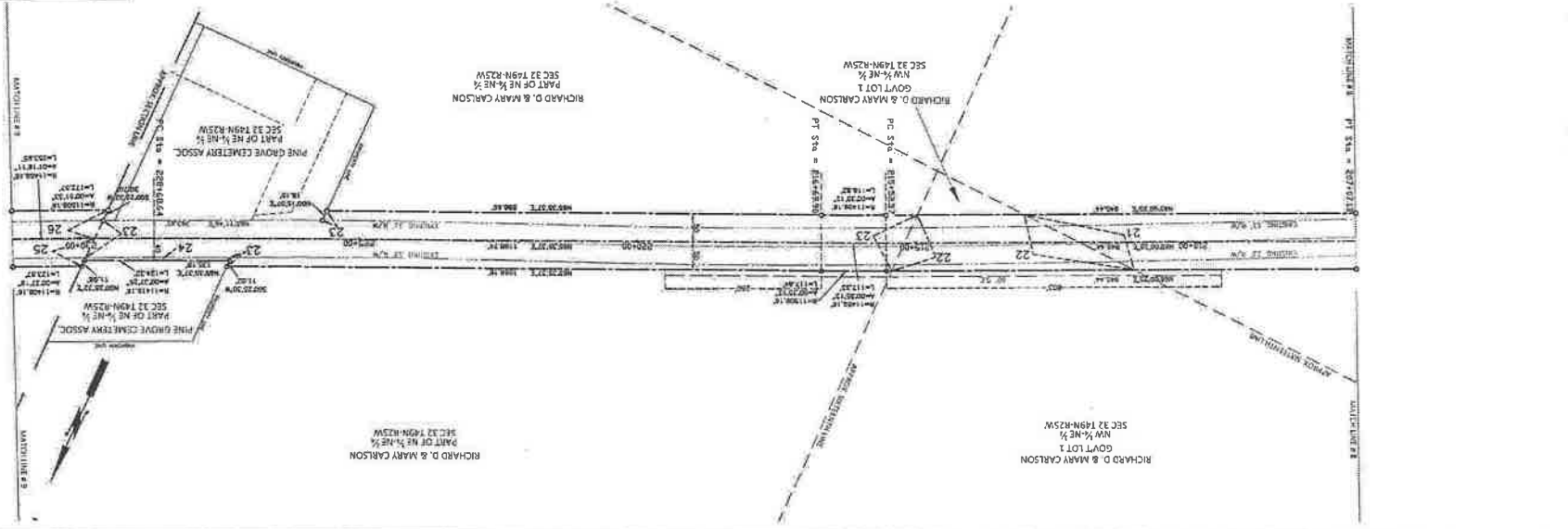
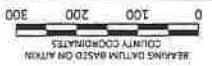
GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

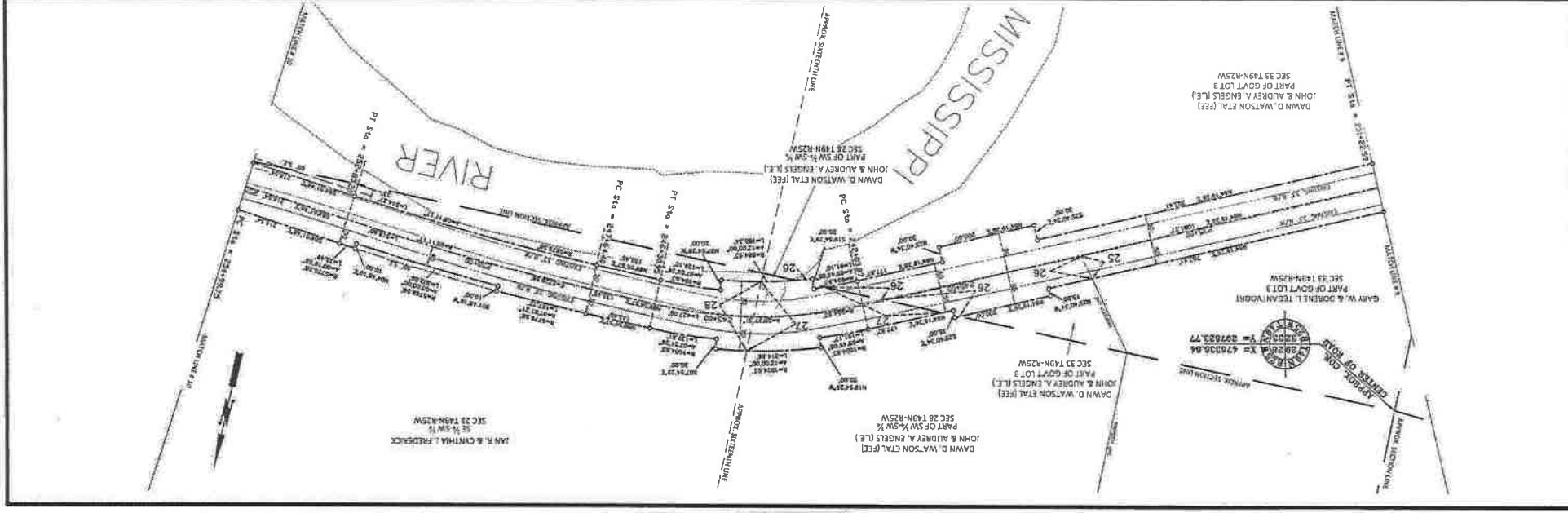
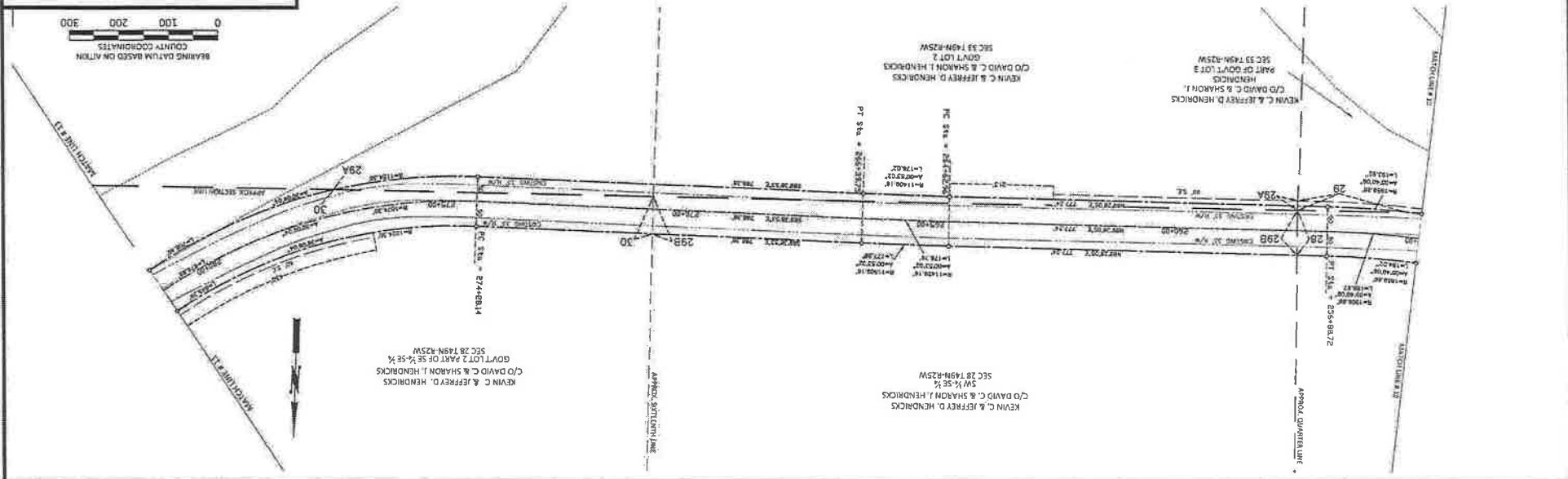
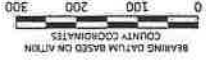
GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

GARY W. & DORENE L. TEGANVOORT  
 SEC 31 T89N-R25W  
 SW 1/4 NE 1/4

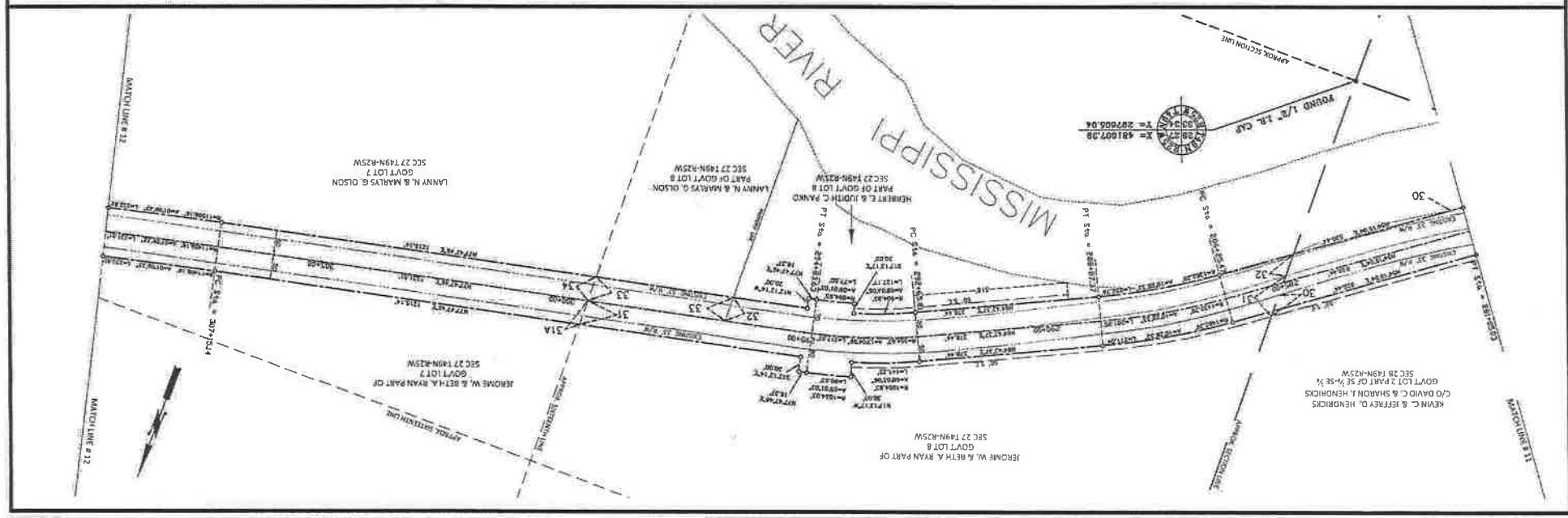
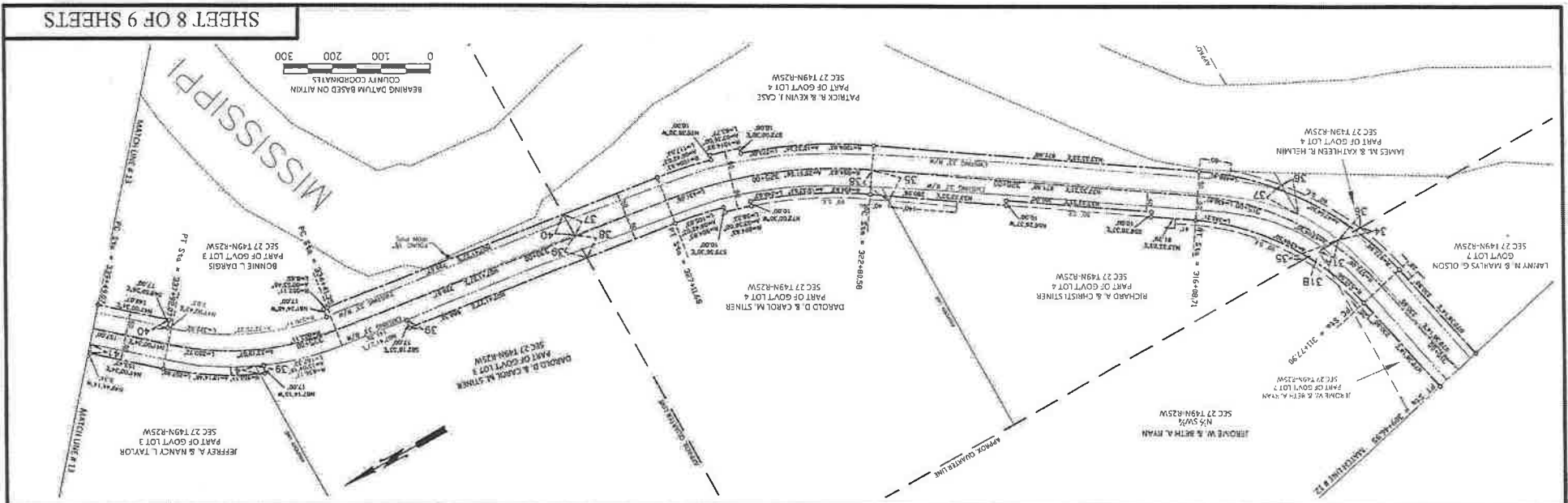


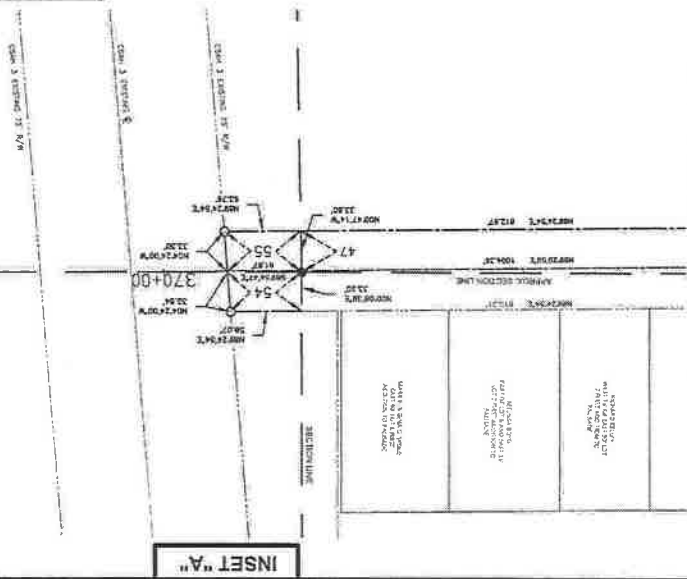
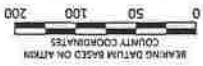
SHEET 6 OF 9 SHEETS



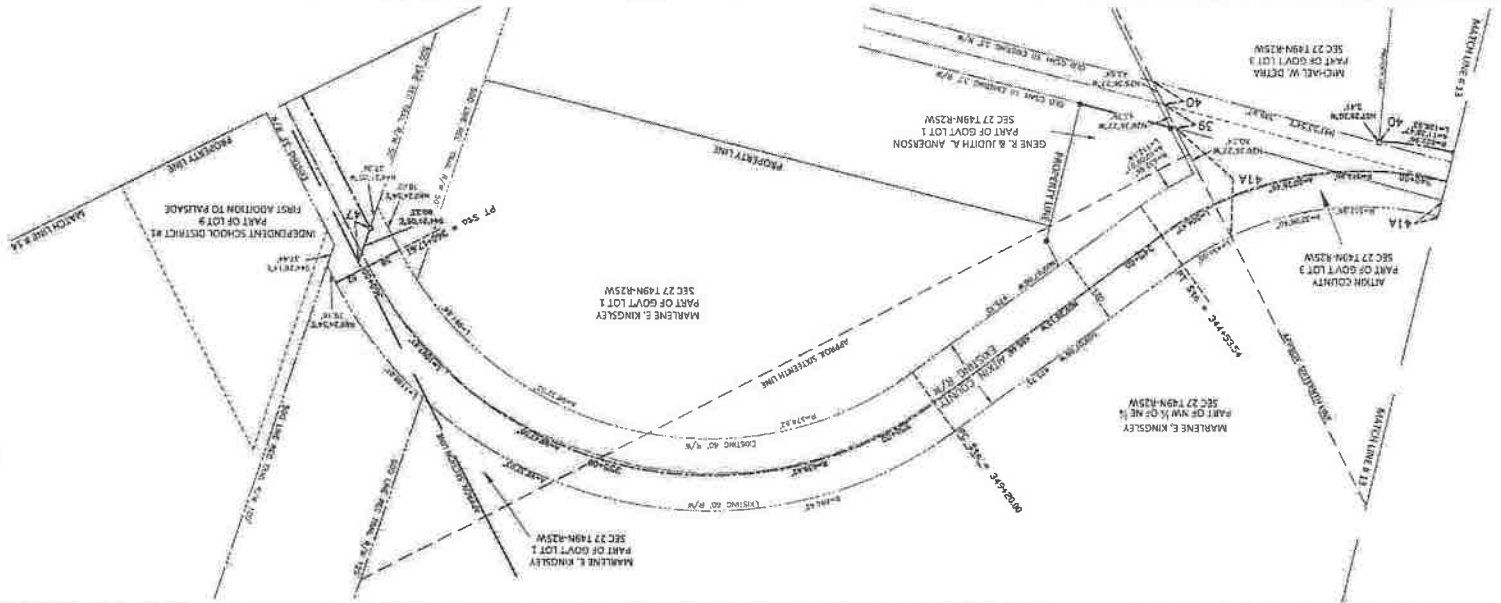
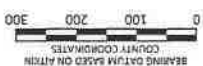
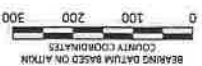








INSET "A"



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6/13/13  
Via: Patrick Wussow, County Administrator  
From: Ross Wagner, Economic Development & Forest Industry Coordinator  
Title of Item: East Central Broadband Initiative Presentation  
Requested Meeting Date: 6/25/13    Estimated Presentation Time: 25 Minutes  
Presenter: Ross Wagner & Committee Members

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

Aitkin County Economic Development & Forest Industry Coordinator  
**Aitkin County Courthouse**  
**Ross Wagner**  
217 Second Street N.W.  
Aitkin, MN 56431  
Phone: 218/927-7305  
Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator

**DATE:** June 13, 2013

**SUBJECT: East Central Broadband Initiative**

At the June 25<sup>th</sup> Board meeting members of the East Central Broadband Initiative will be giving a presentation. The Initiative is an ad-hoc committee with myself representing Aitkin County and folks from Kanabec, Pine, Carlton and Mille Lacs Counties. The presentation will update the board on the committee and present findings from the February summit held in Hinckley.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-19-13

Via: Patrick Wussow, County Administrator

From: Rich Courtemanche, Assistant Land Commissioner

Title of Item:

FSC Recertification Audit Report

Requested Meeting Date: 6-25-13 Estimated Presentation Time: 1 hour

Presenter: Representatives of Rainforest Alliance

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

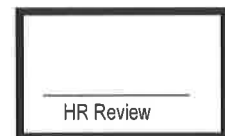
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request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

## **MEMO - Aitkin County Land Department**

To: Aitkin County Board of Commissioners  
Patrick Wussow, County Administrator

From: Rich Courtemanche, Assistant Land Commissioner

CC: Mark Jacobs, Land Commissioner

Date: 6/19/2013

Re: FSC Recertification Audit Report



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Aitkin County Lands have been certified to the Forest Stewardship Council (FSC®) standard since October 30, 1997. Every five years, the certificate holder must undergo a complete review of its management to the FSC® standard. Recently, the Rainforest Alliance completed the third recertification audit of the Aitkin County Lands.

At the June 25, 2013 County Board meeting, representatives of the Rainforest Alliance will present the results of that audit to the County Board, ACLD Staff, and to the public.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6/12/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:  
Personnel Committee Recommendations *Bobbie Danielson*

Requested Meeting Date: 6/25/2013 Estimated Presentation Time: 10-15

Presenter: Patrick Wussow or Bobbie Danielson

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

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

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

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

**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.**

# AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners  
From: Bobbie Danielson, HR Manager  
Date: June 18, 2013  
Subject: Personnel Committee Recommendations



## Background

The Personnel Committee met on **June 11, 2013 and June 18, 2013**, and unanimously recommends the following:

1. Recorder's Office, Deputy Recorder. Authorize filling one full-time Deputy Recorder position. Position will be vacant on June 28, 2013, due to the voluntary resignation of Terry Otto. Grade Q, wage range \$12.51 to \$22.59 per hour. The estimated starting wage is \$15.02 per hour. (Incumbent is at \$15.72 per hour.) This is a budgeted position. See memo and job description attached.
2. Attorney's Office, Assistant County Attorney. Authorize filling one full-time Assistant County Attorney position. Position is vacant due to the voluntary resignation of Rebecca Trapp. Grade J, salary range \$49,253 - \$88,778 per year. Starting salary DOQ. (Former incumbent was at \$70,239.) This is a budgeted position. See memo and job description attached.
3. HHS Department, Office Support Specialist. Authorize filling one full-time Office Support Specialist position. Position will be vacant due to the voluntary resignation of Sue Hruza. Grade R, wage range \$11.97 to \$21.56 per hour. The estimated starting wage is \$13.10 to \$14.31 per hour, DOQ. (Incumbent is at \$15.71 per hour.) This is a budgeted position. See job description attached.

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

## Action Requested

Motion to authorize filling one full-time Deputy Recorder position, one full-time Assistant County Attorney position, and one full-time Office Support Specialist position.



**DIANE M. LAFFERTY**  
**AITKIN COUNTY RECORDER**

Room 205 • 209-2nd St. N.W  
AITKIN, MINNESOTA 56431  
218 / 927-7336

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To: Personnel Committee  
From: Diane Lafferty  
Date: June 10, 2013  
Subject: Deputy Recorder Recruitment

The Recorder's Office currently has the following full-time positions:

- 1 County Recorder
- 1 Chief Deputy Recorder
- 2 Deputy Recorders

One of the Deputy Recorder positions will be vacant soon due to a resignation, a home sale and out of state relocation is pending. I am requesting authorization to begin the recruitment process so that we are ready to make an offer of employment as soon as the resignation is received. Workload demands continue to be high and this position is needed to meet service demands, while attempting to avoid overtime costs and staff burnout. A copy of the job description is attached. This is a Grade Q position, currently budgeted at \$15.72 per hour, step 5. The wage range for the position is \$12.51 to \$22.59 per hour. The position is covered under the AFSCME courthouse collective bargaining agreement.

I will be present at the personnel committee meeting to provide more information and to answer any questions you may have.

Action requested: Begin the recruitment process now and authorize filling the full-time Deputy Recorder position as soon as the formal resignation is received.



## *Position Description*

### **DEPUTY RECORDER**

**Department** Recorder's Office  
**DBM/Grade** To be determined  
**Reports to** County Recorder  
**FLSA Status** To Be Determined by Fox Lawson  
**Union Status** AFSCME Courthouse Unit

#### **Final Appointing Authority**

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

#### **Job Summary**

To perform a variety of detail-orientated tasks related to real estate property, U.S. Armed Forces discharges, personal property, vital statistics and land survey records, light bookkeeping and document preservation in accordance with Minnesota Statutes. Provides courteous, respectful and proficient customer service to private citizens, professional businesses and governmental agencies.

#### **Supervision Received**

Works under general supervision of the County Recorder. Also receives work direction from the Chief Deputy Recorder.

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

#### **Supervision Exercised**

No formal supervisory authority.

#### **Essential Functions**

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

1. Responds to inquiries and assists and advises the general public, attorneys, Realtors, bankers, and other county departments by phone and in person. Works with real estate (both abstract and Torrens) documents and birth and death records, answers questions and resolves problems using knowledge of laws and office procedures.
2. Accepts and records all documents accurately and completely. This may include photocopying, data entry, inserting records into official record books, labeling documents in numerical order, filing, mailing, maintaining indexes, and other related duties, all performed with the highest degree of accuracy. Prepares daily, monthly, annual, and other reports using accounting principles and office procedures.



## *Position Description*

3. Certifies copies and supervises the issuing of certified and uncertified copies of all documents filed in the office. Scans documents. Operates office equipment needed to complete these tasks.
4. Opens, sorts, distributes, and sends out mail. Composes correspondence and contacts individuals on rejected documents due to error in completeness.
5. Answers inquiries regarding real estate Torrens title documents and procedures. Approves and records Torrens title documents, files tracts, issues new certificates of title, residue certificates by using knowledge of Torrens and office system procedures.
6. Trains other office personnel by using knowledge of laws, office procedures and system, and assumes responsibilities in the absence of the County Recorder and Chief Deputy. Assists in the training of new office support staff as directed.
7. Exercises independent judgment in daily work activities.
8. Follows oral and written instructions.
9. Resolves minor computer issues.
10. Attends training and meetings as needed.
11. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

One year certificate from college or technical school, plus experience in the abstract document recording process. Experience in the areas of general clerical, real estate, or property descriptions preferred.

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

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County policies, procedures, and practices.
2. Federal and State laws and Local ordinances as they relate to recording of various legal documents and functions of the Recorder's Office.
3. A working knowledge of rectangle land survey and associated tools, instruments, and techniques.
4. Techniques, methods, and equipment required to accomplish department workload and objectives in an efficient and safe manner.
5. Departmental policies and written and oral communication skills sufficient to interpret and explain policy, regulations and operating procedures to employees, the public, and representatives of various businesses and governmental agencies.

Skill in:

1. Reading, writing, and speaking English proficiently.
2. Effective organization, time management, and workload prioritizing skills as it relates to office procedures.

Ability to:

1. Understand Real Estate descriptions and the various types of documents and the effects of those documents transferring interest in Real Estate.



## *Position Description*

2. Work independently and exercise good judgment.
3. Develop and maintain effective working relationships with supervisors, county staff, and the public.
4. Understand and carry out oral and written instructions.

### **Language Skills**

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

### **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software/E-time, geographic information system (WebFusion), Microsoft Word, Excel, Outlook, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required for trainings and meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually quiet to moderate.



## **Position Description**

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, scanner, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

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

While performing the duties of this job, the incumbent performs light to medium work, exerting up to 50 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/2013

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

# Memo

To: Aitkin County Personnel Committee  
From: James P. Ratz, Aitkin County Attorney  
Date: 6/11/2013  
Re: Felony Prosecutor Position

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As you are aware, our felony prosecutor, Rebecca Trapp, tendered her resignation on May 20, 2013, with an effective date of June 7, 2013. Ms. Trapp has been with our office since September 2009 and had a starting salary of \$64,000.00. She is currently making \$70,239.59. The felony prosecutor position is an exempt position with a hay grade of J. The salary range for a hay grade J employee is \$49,253.14 - \$88,778.39 with a mid-point salary of \$69,015.76. The felony prosecutor is responsible for prosecuting the following offenses including, but not limited to, murder, felony criminal sexual conduct, illegal drug possession and sale, felony assault, terroristic threats, possession of child pornography, and arson.

We request Ms. Trapp's position be re-filled based on the following reasons:

1. Case Load

Ms. Trapp is currently assigned 134 cases. The magnitude of these files is not simply in the numbers. It is in the time it takes to prepare the files, such as determining appropriate charges, determining and making an appropriate offer, negotiating any possible settlement with defense counsel, keeping the victim apprised throughout the steps of the file, preparing and arguing motions, researching and writing briefs, determining suitable witnesses to prove the case, meeting with the witnesses prior to trial, and finally trying the case. These cases are time intensive. The span for all of the above is time-sensitive and requires diligence to manage the files successfully.

2. Speedy Trial Demands

The Public Defender's Office has been making speedy trial demands at unprecedented rates. There are currently 4 felony cases with pending speedy trial demands. A speedy trial demand is a demand made in writing or orally on the record by the defendant. If the defendant is in custody, the trial is then required to be commenced within 60 days from the date of the demand unless good cause is shown. If trial is not commenced within 120 days after such demand is made, the defendant, except in exigent circumstances, is required to be released subject to nonmonetary release conditions as required by the court. Due to the requirements surrounding a speedy trial demand, the court must find time for jury trials to be heard within the required time period causing an additional strain most specifically to the felony prosecutor. The court will at times add another jury trial date to accommodate the speedy trial demand timeline further adding to the stringent deadlines of the caseload. Our office currently has jury

trials scheduled three out of the four weeks in June due to speedy trial demands and the previously scheduled jury trial calendars.

### 3. Working with Victims

A victim is a natural person who incurs loss or harm as a result of a crime. Prior to the entry of the factual basis for a plea pursuant to a plea agreement recommendation, the prosecuting attorney must make a reasonable and good faith effort to inform the victim of the contents of the plea agreement recommendation and their right to be present at the sentencing hearing and at the hearing during which the plea is presented to the court and to express any objection of the victim to the agreement or to the proposed disposition. Almost all felony cases are victim crimes. Working with the victims is an important yet time consuming process. While the prosecutor does not have to proceed pursuant to the victim's wishes, their thoughts and feelings are heavily considered in resolution of all files. In serious felony matters, the prosecutor will meet or speak with the victim several times prior to resolution of the file or the commencement of trial.

### 4. Trial Preparation

Jury trials are time consuming and very draining. During the jury trial and usually a week to several weeks before, the prosecutor(s) and office staff start to focus primarily on the jury trial. Daily office work often needs to be re-assigned or set aside until the jury is complete to allow the time to focus on the pending or upcoming jury trial.

### 5. Attempting to Keep Pace with the State Public Defender's Office Resources

The State Public Defender's Office now employs teams of trial specialists that travel to smaller out-state counties to bolster the local public defender's office resources. The trial specialists are experienced trial attorneys. These hired guns have no regular caseload duties and have the luxury of focusing on just a few select cases. On cases which the defendant is looking at a commit to prison, the State Public Defender's Office has at least two or more attorneys plus additional staff. For example on the matter of State v. Ronald Wise, the State Public Defender's Office has three (3) public defenders assigned. With the greatly increased trial resources of the State Public Defender's Office, the growing complexities of trial litigation, and the logistical demands, it has become necessary to assign a second prosecutor to second chair jury trials on serious felonies. This necessitates the temporary reallocation of caseload assignments. With fewer attorneys, an already chaotic jury trial situation becomes an impossible situation.

### 6. CSI Effect

There are higher expectations from the trier of fact regarding law enforcement and their role regarding forensic evidence. For the County Attorney's Office, this translates into much greater demands on our efforts to secure forensic evidence. Further, the CSI effect has made litigation increasingly complex. The analysis and incorporation of forensic evidence into trial has added exponential growth to the time committed to trial preparation.

## 7. Fewer State Attorney General's Office Resources

The State Attorney General's Office continues to have fewer and fewer resources allocated to handling appeals and assisting county attorney's offices. Over a period of about 15 years, the State Attorney General's Office has gone from handling all criminal appeals to handling a select few felony appeals. The State has shifted much of the time and expense of appeals to the County. For example with respect to the most recent ten (10) appeals, the Attorney General's Office has declined our requests for assistance, citing a lack of resources. Appellate work is very time consuming, deadline specific, and usually requires the prosecutor to travel to St. Paul for oral arguments. Appellate work is now a very real and significant drain on my office's resources. The local prosecutor's role does not end with the jury trial but continues through months, if not years, of appeals and post-conviction petitions.

## 8. Missouri v. McNeely, 133 S. Ct. 1552 (U.S. 2013)

The Supreme Court recently decided *Missouri v. McNeely*, 133 S. Ct. 1552 (U.S. 2013), which held the rapid dissipation of alcohol by itself is not sufficient to allow for a nonconsensual blood test in a DWI case. This decision abrogated past Minnesota law allowing nonconsensual blood draws in criminal vehicular operation cases. A search warrant may now be needed in a short time frame to obtain a blood draw from a suspect in such cases. Our office has received many motions resulting in additional hearing on files that were already pending prior to the Court's decision arguing their blood was illegally drawn. We have also received a new appeal and had a defendant try to withdraw their guilty plea due to the decision. We anticipate the increased motions, hearings, and appeals will continue, resulting in increased time to manage caseloads, until additional ruling(s) are made by the Supreme Court.

## Conclusion and Request

My office and I are acutely aware of the current economic situation and the need to be fiscally sensitive in all decisions having an impact on financial resources. We are, however, also extremely aware and sensitive to the impact crime has on the specific victims and on our constituents. The felonies handled by the felony prosecutor are cases of the highest importance in that virtually all involve victims of physically-violent crimes. Without the felony prosecutor, the assigned caseload will be distributed among the remaining prosecutors with the property-related crimes (e.g. burglary, embezzlement, theft, and forgeries) taking a backseat to the non-property related crimes.

I sincerely believe that public safety will be placed at increased risk, and justice will be delayed for victims (especially for victims of property-related crimes), if the felony prosecutor position is not re-filled. I respectfully request that this committee recommend filling the felony prosecutor position. Thank you for your consideration of this important matter.





## *Position Description*

# **ASSISTANT COUNTY ATTORNEY**

**Department** Attorney's Office  
**DBM/Grade** To be determined  
**Reports to** County Attorney and Senior Assistant County Attorney  
**FLSA Status** Exempt  
**Union Status** Non-union

### **Final Appointing Authority**

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

### **Job Summary**

To assist the County Attorney in the evaluation, preparation and presentation of cases brought before the District Court for civil or criminal prosecution, and to provide legal advice and assistance to various County officials and agencies.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Evaluates and exercises discretion in criminal investigations, child protection matters, civil commitment screenings, forfeitures, child support, and other matters, identifies appropriate charging or other decisions, recommends appropriate disposition of those matters in accordance with established policies and standards; refers investigations to appropriate agencies as may be required; refers, notifies, consults, advocates, and informs crime victims in accordance with the Victim's Rights Act.
2. Prepares cases for judicial and administrative proceedings or appeals by, including but not limited to, reviewing evidence presented by county agencies, investigating facts, researching law, drafting and editing correspondence, pleadings and other documents, analyzing the opposing position(s), document and record case proceedings for future reference, and writing legal memoranda and briefs



## *Position Description*

3. Represents the County in assigned criminal or civil cases in court or at other hearings by presenting facts, analyzing and introducing evidence, interpreting information and law as it is conveyed during the proceedings, and revising and adapt the County's legal arguments as necessary. Recommends the disposition of cases to judges, referees, arbitrators and administrative law judges.
4. Confers with other staff attorneys and plans trial strategy, analyzes and presents evidence, engages in negotiation of case settlements or other matters of law, and monitors, modifies, and verifies the work of clerical staff in the preparation of legal documents. Supervises the issuance of subpoenas for trial preparation, manages and coordinates the trial process, maintains communication with trial witnesses and victims through pretrial witness interviews, correspondence, and phone calls to convey case status updates and schedule court appearances.
5. Coordinates the flow of information between defense attorneys, law enforcement, social services, and other agencies.
6. Analyzes legislation, case law, legal publications and other relevant literature in order to maintain accurate, current information on legal developments in all areas of law.
7. Counsels, represents and advises law enforcement officers; county officials, departments or agencies; attorneys; corrections workers; and other relevant parties in areas of investigation, trial techniques, criminal and civil law, strategy, and legal issues pertinent to the area of assignment; includes on-call availability after hours or on weekends as assigned to authorize continued detention of suspects, creation of search warrants, and other legal matters as presented.
8. Trains law enforcement officers, other agencies, and public organizations regarding legal issues.
9. Researches and identifies appellate issues on assigned cases by analyzing the facts and proceedings, reviewing court transcripts, and performing legal research, and drafting legal briefs and presenting oral arguments to the appellate court.
10. Composes correspondence and distributes relevant information to law enforcement, defense attorneys, the Court, guardian ad litem, county agencies, victims and other individuals and organizations relating to the status of the case.
11. Attend conferences and continuing education courses as needed.
12. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

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

All attorneys in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.



## *Position Description*

### **Knowledge, Skills, and Abilities Required**

#### Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. Criminal and civil law, rules of procedure, rules of evidence, and their application.
3. Principle methods, materials and practices of legal research, investigation, and writing.
4. Appraisal, interpretation, and application of legal principles and precedents to difficult legal problems.
5. Preparation and presentation necessary to try complex civil or criminal cases and solve complex legal issues.
6. County and departmental policies, procedures, and practices.

#### Skill in:

1. Effective communication, which will allow for presentation of statements of fact, law and argument clearly, logically, and forcefully, both in written and oral form.
2. Effective legal research, analysis, and application of the law.
3. Communicating with and relating calmly, logically and sensitively to crime victims, law enforcement, other attorneys, court personnel, and county departments.
4. Typing skill sufficient to complete 30 net words per minute without errors.
5. Reading, writing, and speaking English proficiently.

#### Ability to:

1. Work both independently and cooperatively.
2. Communicate effectively, both orally and in writing, in a variety of forums.
3. Analyze, appraise and organize facts, evidence, case law, statutes and rules and to effectively present legal opinions to other county officials, attorneys, judges and juries.
4. Present and argue cases in court, including the ability to deal with unanticipated situations when they arise.
5. Negotiate with adverse parties to settle cases in a manner which promotes the interests of justice.
6. Work effectively with others and manage time and workload effectively.
7. Travel and work in excess of standard hours when necessary.
6. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
7. Maintain confidentiality.

### **Language Skills**

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



## *Position Description*

### **Mathematical Skills**

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

### **Reasoning Skills**

Very High Skills - Ability to define problems, collect data, establish facts, and draw valid conclusions. Ability to interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

### **Computer Skills**

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

County Payroll Software/E-time, Microsoft Word, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

### **Ability to Travel**

Periodic travel required for court hearings, trainings, and meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate. Employees working in this position are exposed to evidence of trauma, violence, and disturbing crimes.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

### **Physical Activities/Requirements**

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



## ***Position Description***

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

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/2013

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# Aitkin County

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

County Board adopted 4/9/2013



## **OFFICE SUPPORT SPECIALIST**

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

### **Final Appointing Authority**

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

### **Job Summary**

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

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

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



## ***Position Description***

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

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

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

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

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

### **Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Business English, spelling, grammar and punctuation.
4. Basic math.
5. Agency programs, procedures and policies.
6. General office practices and equipment.
7. Special computer software.





## ***Position Description***

8. Record keeping systems in order to maintain administrative and fiscal data and to prepare reports.
9. Other community resources sufficient to be able to refer clients when needed.
10. County customer service objectives and strategies.
11. Proper telephone technique, office and online etiquette.
12. Current technology and trends in the clerical field.

### **Skill in:**

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing correspondence, preparing a quality product in a timely fashion and in a wide variety of typing layouts and formats.
3. Accessing and utilizing data from a computerized record keeping system.
4. Communicating effectively with a wide variety of individuals representing diverse cultures and backgrounds and to function calmly in challenging situations that require a high degree of sensitivity, tact and diplomacy.
5. Typing skill sufficient to complete 35 net words per minute without errors.

### **Ability to:**

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

### **Language Skills**

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



## ***Position Description***

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

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

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

### **Ability to Travel**

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

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

### **Competencies**

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

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

### **Work Environment**

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



## **Position Description**

### **Equipment and Tools**

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

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

### **Physical Activities/Requirements**

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

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

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### **Reasonable Accommodation Notice**

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05/2013

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

**CENTRAL MINNESOTA COMMUNITY CORRECTIONS  
EXECUTIVE COMMITTEE MEETING MINUTES  
May 15, 2013**

The Central Minnesota Community Corrections Executive Committee meeting was called to order at 9:00 a.m. on Wednesday, May 15, 2013, at the CMCC Administration Office, 322 Laurel Street, Suite 32, Brainerd, Minnesota, by Rachel Reabe-Nystrom, Vice-Chair.

**ROLL CALL** - Present: Paul Thiede, Laurie Westerlund, Mark Wedel, Rachel Reabe-Nystrom, and Don Meyer. Also present: Tom Rosenthal, Elizabeth DeRuyck, Nicole Kern and Vic Moen.

**AGENDA** – MOTION by Mark Wedel, seconded by Don Meyer, approving the agenda with no additions or deletions. Motion carried.

**MINUTES** - MOTION by Paul Thiede, seconded by Laurie Westerlund, approving the minutes of the April 17, 2013 Executive Committee meeting. Motion carried.

**MONTHLY FINANCES** –

- Routine Approval of the Bills for Payment - Motion by Paul Thiede, seconded by Don Meyer, approving the monthly bills in the amount of \$9,614.77. Motion carried.
- Monthly Financial Report – The Monthly Financial Report was distributed and reviewed by the Executive Committee.

**MANAGEMENT TEAM REPORT** –

- Crow Wing County Agent Hire: The Management Team informed the Executive Committee that Dan Jones has been hired to fill the vacancy in the Crow Wing office.
- Juvenile Procedural Policies: The Management Team presented the Juvenile Field Policies & Procedures Manual and requested to recommend adoption of the policies subject to review of the Joint Powers Board.

MOTION by Laurie Westerlund and seconded by Don Meyer to recommend adoption and implementation of the Juvenile Policies & Procedures subject to the review of the Joint Powers Board. Motion carried.

**OTHER DISCUSSION-**

- Associate Director DeRuyck updated the Executive Committee that the Conference Committee on the Omnibus Public Safety and Judiciary Budget bill completed their work. Included in the final agreement was an increase in pass through funds for CCA counties of roughly 2%. She explained that this does not mean that CMCC will necessarily see a 2% increase due to it being a recalculation year for the subsidy appropriation.

**NEXT MEETING** – The next Executive Committee meeting is set for **Wednesday, June 19, 2013 at 9:00 a.m.**, at the CMCC Administration Office in the Land Services Building, 322 Laurel St., Suite 32, in Brainerd, MN.

**ADJOURN** – MOTION by Mark Wedel, seconded by Don Meyer, to adjourn the Executive Committee meeting. Motion carried.

Central Minnesota Community Corrections Executive Committee meeting was adjourned by the Chair at 9:31 a.m.

Rachel Reabe-Nystrom  
Vice-Chair

Nicole Kern  
Associate Director

AITKIN-ITASCA-KOOCHICHING  
COMMUNITY HEALTH BOARD

MEETING MINUTES  
March 14, 2013

GRAND RAPIDS, MINNESOTA  
ITASCA RESOURCE CENTER

MEMBERS PRESENT

Phyllis Karsnia  
Brian McBride  
Shara Pehl  
Heather Schjenken  
Leo Trunt  
Laurie Westerlund  
Ihleen Williams

OTHERS PRESENT

Tom Burke  
Susan Congrave  
Sue Erzar  
Lester Kachinske

STAFF PRESENT

Cynthia Bennett  
Karen Benson

CALL TO ORDER

The meeting was called to order at 10:05 a.m. by CHS Board Chair Brian McBride.

REVIEW AND APPROVAL OF THE AGENDA

L. Westerlund made a motion to approve the agenda; I. Williams seconded the motion; motion carried.

MINUTES OF THE DECEMBER, 2012 MEETING

L. Trunt made a motion to approve the minutes as mailed; P. Karsnia seconded the motion; motion carried.

ELECTION OF OFFICERS

Since this is the first meeting of 2013, the Community Health Board Bylaws call for the election of officers to serve in the positions of Chair, Vice-Chair and Secretary. The Board also needs to appoint a SCHSAC Representative and a SCHSAC Alternate.

L. Trunt nominated B. McBride for the position of Chairperson, P. Karsnia seconded the nomination; Further nominations were called for, with none forthcoming; L. Trunt moved that nominations cease and a white ballot be cast in favor of B. McBride as 2013 Chairperson of the CHS Board; I. Williams seconded the motion; motion carried.

## ELECTION OF OFFICERS (CONTINUED)

Nominations were next solicited for Vice-Chair of the Community Health Board. L. Westerlund nominated L. Trunt for the position of Vice-Chair of the CHS Board, P. Karsnia seconded the nomination. Further nominations were called for three times; with none forthcoming, L. Westerlund moved that nominations cease and a white ballot be cast in favor of Leo Trunt for 2013 Vice-Chairperson of the CHS Board; P. Karsnia seconded the motion; motion carried.

Next, nominations for Secretary were sought. I. Williams nominated P. Karsnia for the position of 2013 Secretary of the Board, L. Westerlund seconded the nomination; Further nominations were called for three times; with none forthcoming, I. Williams moved that nominations cease and a white ballot be cast in favor of Phyllis Karsnia for 2013 Secretary of the CHS Board; P. Karsnia seconded the motion; motion carried.

Nominations were requested for the State CHS Advisory Committee Representative. I. Williams made a motion that Cynthia Bennett be appointed as our 2013 Representative to the State CHS Advisory Committee; L. Westerlund seconded the motion; I. Williams moved that nominations cease and a white ballot be cast in favor of Cynthia Bennett for 2013 State CHS Advisory Committee Representative ; L. Westerlund seconded the motion; motion carried.

Finally, nominations were requested for the State CHS Advisory Committee Alternate. L. Westerlund made a motion that L. Trunt be appointed as our 2013 Alternate to the State CHS Advisory Committee; P. Karsnia seconded the motion; I. Williams moved that nominations cease and a white ballot be cast in favor of L. Trunt for 2013 State CHS Advisory Committee Alternate; P. Karsnia seconded the motion; motion carried.

## BYLAWS/ JOINT POWERS AGREEMENT

The Bylaws were reviewed by the Board and approved upon a motion by Laurie Westerlund, seconded by Leo Trunt.

The Joint Powers Agreement is under review by each of the County Attorneys. We expect the review to be completed by the April meeting.

## FINANCIAL REPORTS

K. Benson presented the Financial Report which included:

CHS Administration Year End, 2012 – Expenditures in December, 2012 amounted to \$25,099.39, bringing year-to-date expenditures to 131,663.37 or 95.2% of the annual budget. With 100% of the year completed, we have a carryover of \$6,678.63, and as noted on the next page our 2011 carryover remains at \$8,342.78. This yields a combined carryover of \$15,021.41.

CHS Administration January, 2013 – Expenditures in January, 2013 amounted to \$7,577.46, bringing year-to-date expenditures to \$7,577.46 or 5.5% of the annual budget, with 8% of the year completed.

## FINANCIAL REPORTS (CONTINUED)

Women, Infant, Children (WIC) Peer Breastfeeding Support Project Expenditure Report, 1st Quarter, October 1 – Dec. 31, 2012 – Presented By County: Aitkin - \$1,108, bringing year-to-date expenditures to \$1,108 or 19.3% of the budget; Itasca - \$1,400 bringing year-to-date expenditures to \$1,400 or 24.3% of the budget; Koochiching - \$1,400 bringing year-to-date expenditures to \$1,400 or 24.3% of the budget. This is what we expect to see with ¼ of the budget year completed.

Women, Infant, Children (WIC) Program Monthly Report, February, 2013 - expenses for the month of February amounted to \$25,308 bringing year-to-date expenditures to \$121,822 or 44.9% of the \$271,026 planning level for the period Oct. 2012 - Sept. 2013.

TANF Home Visiting Fourth Quarter, 2012 - expenditures in the fourth quarter of 2011 amounted to \$37,873.07 bringing year-to-date expenditures to \$121,926.00, or 100% of the 2012 budget.

Preparedness October – December, 2012 – expenditures for the period October –December, 2012 amounted to \$16,931.60 of the combined base amount and special project amount, or 27.1% of the combined budget amount.

Statewide Health Improvement Grant (SHIP), February, 2013 - expenses for the month of February amounted to \$8,002.85 bringing year-to-date expenditures to \$119,702.95 or 70% of the \$171,000 allocated to our three counties through the CHB. This is an 18 month grant and with 75.0% of the grant cycle completed, this grant is slightly underexpended.

Following the report, I. Williams asked if we have a record of expenditures under the WIC program for groceries in stores in our counties? S. Erzar said we have reported on these funds in the past and could certainly add that to a future agenda, it is a substantial amount in each county. L. Kachinske said we might want to look back at the past 3 years to see if there is a trend.

I. Williams made a motion to approve the Financial Report; H. Schjenken seconded the motion; motion carried.

K. Benson next presented information about a change in the Federal Mileage Reimbursement rate. The 2013 federal rate for reimbursement for auto mileage has been revised to .565. The Board approved this rate change retroactive to January 1, 2013 upon a motion by Leo Trunt, seconded by Phyllis Karsnia.

## ADMINISTRATION UPDATE

Cynthia Bennett noted this was her first meeting as CHS Administrator. The Administrator position is rotated between the Public Health Directors/Supervisors of our three counties every three years. She presented the Administration Update, which included information about:

**Triad Update** - PH supervisors /directors, CHS Grants Manager and the MDH Public Health Nurse Consultant make up the Triad Group. The group has been meeting at least monthly and sometimes more frequently either by telephone conference or face-face. Areas the Triad has been working on include:

**2013-14 PPMRS** - The group has been busy with our year end reporting which combines and reports statistical and fiscal data for 2013 in all public health program areas. This is submitted as a combined 3 county report to MDH, and is due March 31.

**Electronic Medical Records (EMR)/ CHAMPS** – All 3 counties are required to have EMR capabilities by 2015. We are currently implementing the CHAMPS system in all 3 counties. Staff in each county are training on the new system every other Monday. We have standardized codes across all 3 counties. S. Erzar said that this has been a good process. Staff will do their nurses notes on the computer which is a standardization of nursing practice. C. Bennett noted that the three counties are trying to have the same definitions across counties since all of our MDH reports will go into the system as one CHS.

**Assessment Planning** – All counties have been actively involved in the community assessment of health needs. Data Indicators were developed by the Triad, and we now have a report of these indicators which will be reviewed by Public Health Staff in each county and then input will be gathered from the community. S. Congrave noted that Koochiching has been working closely with their hospital as they complete their assessment and it has been a good process. C. Bennett said all three counties have worked with the hospitals on the hospital assessment, but that process is on a quicker timeline for the hospitals due date, than the Public Health Assessment due date. Hospitals and Public Health Departments are sharing data developed in the separate assessments. S. Erzar said that is the case in Itasca County as well and Public Health is participating in the hospital assessment and Grand Itasca Hospital has used some of the public health data collected regionally by the Community Health Boards. L. Kachinske said this is a nice linkage between Public Health and hospitals. H. Schjenken commented that she has seen area hospitals collaborating on grant development with the school district to look at assessments.

**Assurances and Agreements** – Tom Burke, Health and Human Services Director for Aitkin County had asked that the Board review the Assurances and Agreements Document signed annually by the Community Health Board. Concerns had been raised that there is language in the agreement which would create restrictions for county boards who choose to reorganize their structure. The Board discussed this issue and reviewed the language. C. Bennett asked if L. Kachinske could speak to this issue since he was on the Blueprint Committee which addressed the Assurances language. L. Kachinske said that he feels this language addresses the issue of governance structure not the administration of programs within counties. He said it relates to governance of the CHB should one county withdraw from the CHB structure. T. Burke asked if our CHB could put in a recommendation that MDH insert a “governance qualifier” to clarify the wording of what a major change entails.



## ADMINISTRATION UPDATE (CONTINUED)

**Assurances and Agreements (continued)** - Upon a motion from Phyllis Karsnia, seconded by Ihleen Williams, the Board will send a letter to the State CHS Advisory Committee requesting further definition of the language in this document. Tom Burke and Cynthia Bennett will work on a draft of this letter. S. Congrave noted that she sees in this assurances document that MDH is reminding CHB's that they are there as a resource.

**2013 Budget** – Approval was deferred until the April meeting to allow review and revision of carryover allocation and line item needs.

**Personnel** - Sue Erzar as past CHS Administrator and Cynthia Bennett as incoming CHS Administrator met with Grants Manager, Karen Benson to conduct her 2012 performance evaluation. Goals and objectives were reviewed, and a positive assessment was given. Following the evaluation, upon a motion by Laurie Westerlund, seconded by Heather Schjenken the Board approved a 2.25% increase for the Grants Manager for the 2013 year, retroactive to January 1, 2013, with a continued contribution to deferred compensation, motion carried.

## LOCAL PUBLIC HEALTH ASSOCIATION (LPHA) REPORT

Sue Erzar presented the LPHA report with information including:

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

B. McBride asked if we had received any information regarding federal sequestration and its impact on counties and public health? T. Burke said there could be some possible impact on health programs and there could be cuts to prevention programs. L. Kachinske said he was not aware of any specifics related to sequestration impacts at this time. C. Bennett noted that at the SCHSAC meeting it was noted that 50% of MDH funds have a federal funding component.

## SCHSAC REPORT

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

- **Commissioner of Health** – Ed Ehlinger, has been acting Commissioner of Health for the past 2 years and was recently confirmed by the Legislature.

## **State CHS Advisory Committee (SCHSAC) Report (continued):**

- **Newborn Screenings** – have gone to an opt in policy regarding parents choosing to participate in screenings.
- **Silica Sand Mining** - health impact of Silica Sand Mining was discussed
- **Reports and 2013 SCHSAC Workplan**– Cynthia Bennett will provide copies of various reports provided at the meeting.
- **Health Insurance Exchange** – Creation of the Exchange is currently before the Legislature. The exchange will require a board. SCHSAC is looking at the appointment process for the Board. T. Burke asked how this group will relate to the group formed by DHS? C. Bennett said, as she understands it, they are part of the same group.
- **EPA Presentation** – the EPA presented information regarding no burn resolutions in counties.

(L. Kachinske left the meeting at this time.)

L. Westerlund made a motion to approve the SCHSAC Report; H. Schjenken seconded the motion; motion carried.

### PUBLIC HEALTH REPORTS

#### **Koochiching County**

Susan Congrave presented the report for Koochiching County with information including:

PPMRS – Koochiching County staff have been busy completing the PPMRS reporting to MDH.

Staff – A Health Educator has been hired by Koochiching County Health Department.

(H. Schjenken left the meeting at this time. )

Home Care – At the end of this month, Koochiching County Health Department will no longer staff Home Care. 6 current clients are being discharged to private providers.

#### **Itasca County**

Sue Erzar presented the report for Itasca County which included information about:

Staff – Itasca County is down one person since October and a new staff nurse will begin this month. It is expected that there will be two openings in the next few months.

MN Choice – Discussions have begun regarding the beginning of this program.

CHAMPS/ PPMRS - Much public health staff time has been devoted to training for CHAMPS and

completing the PPMRS report to MDH.  
PUBLIC HEALTH REPORTS (CONTINUED)

**Itasca County (Continued)**

Child Care Consultant Grant – Itasca County Public Health has applied for a Child Care Consultant Grant which would provide \$20,000 per year for three years.

**Aitkin County**

C. Bennett provided the report for Aitkin County which included information about:

CHAMPS/ PPMRS - She said Aitkin County has also devoted much public health staff time to training for CHAMPS and completing the PPMRS report to MDH.

Staffing – Aitkin County is anticipating some retirements and staff shifts in Public Health.

**NEXT MEETING**

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

**OTHER**

There was no other business to come before the Board.

**ADJOURNMENT**

L. Westerlund made a motion to adjourn the meeting at 11:40 a.m.; I. Williams seconded the motion; motion carried.

Respectfully Submitted,

Karen Benson  
Staff Secretary

Phyllis Karsnia  
CHS Board Secretary

Mille Lacs Lake Watershed Management Group  
Meeting Minutes – May 20, 2013  
Mille Lacs Trails Snowmobile Clubhouse

Attendance: Barbara Macioch, Mille Lacs Lake; Perry Bunting, MLBODNRE; Lori Erjavec; Lynn Gallice, Mille Lacs SWCD; Bob Janzen, Aitkin Co. SWCD; Marlene Knight, Mille Lacs Lake; Mike Macioch, Mille Lacs Lake; Don Ryan, Round Lake; Janet Smude, Aitkin Co. SWCD; Walt Weisser, ACLARA; Laurie Westerlund, Aitkin County; Bob Williams, Round Lake.

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

2. Administrative Details: An attendance sheet was circulated. Introductions were made. The agenda was approved with the addition of an update on the Timber Bay Project and a Hazelton Township Shoreline Stabilization Project Proposal. There was no pertinent correspondence.

3. Special Presentation: Walt Weisser, ACLARA & Volunteer Aquatic Invasive Species Watercraft Inspector Efforts: The Aitkin County Lakes and Rivers Association is a coalition of 22 lake associations. Meetings run from April – October on the second Saturday of the month at the Library in Aitkin. Their mission is to communicate among each other to improve their associations and provide assistance to new associations. Community involvement and projects are encouraged. It is a very beneficial way to share ideas and information.

ACLARA recently hosted a volunteer boat inspector training. Volunteers are trained and certified. Several lakes in Aitkin County staff their accesses with volunteer inspectors. The DNR has 45 interns working at accesses this year. Many are stationed around Mille Lacs Lake. Changes to the program are needed to make it more “volunteer friendly”. This is something Walt is working on. Changes will be made through the state legislature – not the DNR.

4. Minutes from the April meeting of the Group were reviewed and approved as presented. M/S/C Marlene Knight / Bob Janzen.

5. Financial Report: A report for the month of April 2013 was shared. Expenses totaled \$ 13,035.74, and were all from the Clean Water Partnership Grant. The report was approved as presented. M/S/C Laurie Westerlund / Bob Janzen.

The Group discussed the payment of invoices, and which would need approval before payment. The majority of the work done by the Group is funded by grants which have specific workplans and approved budgets. Marlene Knight made a motion that financial reports be presented and that invoices for projects that were not specifically identified in a grant workplan will be reviewed by the Group before payment. S/C Bob Williams.

6. Old Business:

6.1. Spring Conference / Bus Tour Summary: The event was held on May 4<sup>th</sup>. The majority of the snow was gone, however the weather was still cold. 22 people attended the conference and 20 the bus tour.

Many favorable comments were received. Extra copies of the handout folders were available. Marlene Knight has e-mailed the larger handouts to those who requested them. A follow up article ran in the Aitkin Independent Age and the Mille Lacs Messenger. Permission to allow reprinting has been received. There are opportunities to work with some participants on projects, and potentially expand membership in the Group.

6.2. Clean Water Partnership Grant: Janet Smude reminded the Group that this grant will end on June 30, 2013. Items to complete before then were noted. Purchasing letterhead, or additional postage was discussed. The parcel inventory work was discussed. Volunteers offered to assist, if a date that worked for everyone was found.

6.3. Area 3 Envirothon Summary: This environmental education competition for high school students was held on Monday May 6<sup>th</sup>. 38 teams from northeastern Minnesota competed. One of the teams from the Isle School placed third and will advance to the State Envirothon. Another team received the Team Spirit Award. The Group was thanked for their sponsorship of this event. Lynn Gallice will be submitting an article to the newspapers.

## 7. New Business:

7.1. Education Activities / Meetings: Janet Smude has scheduled speakers for the next two watershed meetings. Barb Eller will speak on the Sustainable Farming Association of Central Minnesota at the June meeting. Ken Zeik will update us on the DNR Division of Waters in July. Other meeting speakers have not been scheduled.

On June 19<sup>th</sup> at 7:00 pm, we will host a presentation of Woodland Wildflowers. This will be held at the Hazelton Town Hall, and be led by Aitkin County Master Gardener Jim Ravis. We may also be cooperating with the Natural Resources Conservation Service on a "meet and greet" type gathering.

7.2. Watershed Group Delegation of Responsibilities, Potential Subcommittees: The Group discussed designating responsibilities to members. Bob Williams has already been heading up the 5 year Planning Committee. Marlene Knight offered to lead the media contact committee. She has already made contacts with staff of the area newspapers. Grant writing / researching is another potential subcommittee. Marlene Knight offered to look into Kickstarter – a fundraising website. She will also look into expanding the mailing list. A membership committee that could make face to face contacts with lakeshore owners (Mille Lacs and other lakes) was also discussed.

## 8. Watershed Priorities / Potential Funding Sources:

8.1. 5 Year Plan Committee Report: The five year management plan committee met recently. Six focus areas were set for the Plan. These include: Determine overlap between projects; Determine Agency overlapping efforts; Find, monitor, and reduce sources of phosphorus. Verify targeted reduction goals; Review ordinances and assure compliance; Host speakers / experts; Market conservation practices. The next meeting will further refine these ideas. Bob Williams will be scheduling another meeting.

9. Agenda Additions: Timber Bay Project: Lynn Gallice shared that this project has been installed. Pictures were shared. A motion approving reimbursement not to exceed \$ 5,573.25, pending technical approval by Lynn Gallice was made M/S/C Marlene Knight / Bob Janzen. Hazelton Township: Janet Smude presented a project proposal for Hazelton Township. The project will stabilize 75 feet of eroding shoreline on Round Lake with rock rip rap. A small amount of shrubs will be planted into the rock in an effort to naturalize it. This shoreline is within the road right of way, and erosion has the potential to adversely affect the township road. A motion approving \$ 3,500 in cost share funding, not to exceed 50% of the total eligible project costs was made. M/S/C Bob Janzen / Marlene Knight. This will come from the Clean Water Fund Grant. Clean Up Event: The Clean Up Event organized by the Mille lacs Band of Ojibwe was noted as a good thing. The event was publicized well, and some waste was seen at the collection points. Auction Notice: Bob Janzen shared that there will be an auction of plant materials and greenhouse equipment from Great Rivers Gardens (both the farm and the retail site) on Friday June 7<sup>th</sup>. It will begin at 9:00 am.

10. Next Meeting: The next meeting was scheduled for Monday, June 17th at 10:00 am. It will be held in the Onamia area. The meeting was adjourned at 12:35 pm. M/S Barb Eller / Bob Janzen.

AITKIN AIRPORT COMMISSION  
AITKIN CITY HALL

June 6, 2013

5:30 p.m.

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

MEMBERS ABSENT: Commission Member John Welle

ALSO PRESENT: Kathy Brophy, Ron Seiling, Peter Dunn

1. Call to Order. The meeting was called to order by Commission Member Wedel at 5:30 p.m. Chairman Tibbitts arrived a few minutes later.
2. Approval of Agenda. July Meeting Date was given as an addition to the Agenda. A motion was made by Larson, seconded by Peterson, to approve the Agenda with the addition. All aye.
3. Approval of Minutes. A motion to approve the minutes of the May Airport Commission Meeting was made by Larson, seconded by Peterson. All aye.
4. Maintenance / FBO Report. Seiling reported that new blades were put on the mower. He also got 14 bolts from the County, so a bill will be forthcoming. All equipment has been power-washed and is looking good. Three mechanics are on hand now. Seiling reported that the old fuel tanks have been moved into another containment unit. The FBO is pursuing using these tanks for jet-A fuel. Picnic tables are being added to the area as well. FAA approval is still the hold up for the FBO building addition project.

Seiling reported that the stand pipe on the new fuel facility was too high. The tank was showing empty; however, there were 750 gallons left. A representative from Zahl came out and made an adjustment. Fuel sales are going well. Brophy noted that the Airport Commission hasn't received a payment on the fuel tank and FBO lease since February. Seiling will mention this to Forsberg.

Brophy noted concern for the increased expense of diesel fuel. So far this year, \$3,844.33 has been spent. The total spent in 2012 was \$2,473.38. 2011 was \$2,551.00. This fuel is used for the front end loader and the mower. A lot of snow was moved this winter and the FBO worked hard to keep ice off the runway. The budget for fuel is \$2,000.00.

Seiling stated that the County came out and sealed the cracks on the apron and taxiway going to runway 16/34. Commission Members expressed their appreciation for this assistance from the County. Brophy reported that representatives from Applied Research Associates, Inc.

were out on Sunday, June 2<sup>nd</sup>, to perform pavement inspections and update the State's airport pavement management system. Their report will be provided once it becomes available.

Mower with Brush Attachment. The Commission received notification from MN DOT / Aeronautics that the Mower with Brush Attachment purchase has been prioritized to potentially receive a SFY 2014 grant for the eligible portions of the project. This item was identified on the Capital Improvement Plan for 2014. The estimated cost is \$25,000. 67% would come from the State and 33% would be the Airport's responsibility. After discussion, it was decided to move this project out to 2016 and decline the potential grant for 2014.

5. Engineer's Report. Brophy reported on the following projects:

Obstruction Removal. The airspace certification has been completed and sent to MN DOT / Aeronautics and to the FAA. Runway 26 and 34 approaches have been certified to be clear of FAR Part 77 20:1 approach surface obstructions.

Land Acquisition. Parcel packages have been completed and forwarded to MN DOT and the FAA for review.

Fuel Facility. The engineers do not recommend accepting the turf establishment around the fuel facility. Seiling also provided pictures of ruts filled with water that need to be addressed. The engineers will address these concerns with the contractor.

Airport Layout Plan. Title sheets were presented for Commission Member Tibbitts to sign on behalf of the City of Aitkin and for Commission Member Wedel to sign on behalf of Aitkin County. They will then be sent to Bolton & Menk and submitted to MN DOT / Aeronautics and the FAA for review and approval.

6. DRAFT 2014 Airport Fund Budget. The Commission reviewed a draft of the 2014 Airport Fund Budget as prepared by Airport Manager Brophy. Aitkin County is asking for budget information by July 8<sup>th</sup>. Brophy provided an update on the Airport Fund balance, as follows:

Fund Balance at 12/31/2012	(170,000)
Grant Payment received 2/2013	<u>124,877</u>
Adjusted Fund Balance	( 45,523)
Balance of Grant Funds expected	166,396
Grant expenses to date for 2013	<u>( 65,325)</u>
Updated Fund Balance (regarding grants)	55,548
County Pledge towards project	15,000
City Pledge towards project	<u>5,000</u>
Sub-Balance	75,548



Obstruction Removal Force Account Work	(55,769)
<b>Balance after all grant processes</b>	<b>19,779</b>

After discussion, a motion was made by Wedel, seconded by Larson, to approve the proposed draft 2014 budget as presented. All aye.

7. July Meeting Date. A motion was made by Larson, seconded by Peterson, to change the July Airport Commission Meeting date to July 11<sup>th</sup> at 5:30 due to the 4<sup>th</sup> of July holiday. All aye.
8. Old Business. It was reported that the LED Windsock kit has still not arrived.

The Flyers Club and Car Club have been working on the upcoming Fly-In/Drive-In, which will take place on June 30<sup>th</sup>. Plans are going well.

Brophy reported that a meeting will take place tomorrow at City Hall with Andy Peek of the FAA regarding the Everstar wetland project. Commission Members Larson and Peterson will attend.

9. Comments from Visitors. Chairman Tibbitts asked for any comments from visitors. No comments were received.
10. Approval of Bills. A motion was made by Peterson, seconded by Wedel, to approve payment of the bills as presented. All aye.
11. Adjourn. A motion to adjourn was made by Wedel, seconded by Larson. All aye. Time 6:10 p.m.

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Chairman

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Manager



# SNAKE RIVER WATERSHED MANAGEMENT BOARD

903 Forest Ave E • Mora, MN • 55051 • (320) 679-6456 • Fax: (320) 679-6433

*"Working to enhance and protect the water resources of the Snake River Watershed"*

## **Minutes of the Snake River Watershed Management Board and Citizen Advisory Committee- April 22, 2013**

Board Members Present: Kim Smith, Roger Tellinghuisen, Mitch Pangerl, Don Niemi

Citizens Advisory Committee (CAC) Members Present: Tom Swaim, Jim Swaningson, Roberta Elvecrog, Paul Hoppe, Dean Yorston, Steve Harr, Robert Roseberg, Ray Schultz

Technical Advisors Present: Sam Martin-Pine SWCD, Kelly Osterdyk-Kanabec SWCD, Steve Hughes- Aitkin SWCD, Shannon Rasinski-Kanabec NRCS, Donna Walters-Nelson- Kanabec NRCS, Julie Salmon-Pine County NRCS, Craig Wills-DNR Cambridge

Recording Secretary: Teresa Wickeham, SRW Coordinator

Public Attending: Dave Thingelstad-Knife Lake

### **I. Call to Order/ Additions to Agenda**

The joint April 22, 2013 meeting of the Snake River Watershed Management Board and CAC was called to order at 9:05 by Board Chairman Roger Tellinghuisen.

The SRWMB Chairman called for additions to the agenda

Additions to agenda: none

**CAC:** A motion was made by Roberta Elvecrog, seconded by Ray Schultz to recommend approval of the agenda as presented.

All in favor, motion carried.

**Board:** A motion was made by Kim Smith, seconded by Mitch Pangerl to approve the agenda as presented.

All in favor, motion carried.

### **II. Approval of Minutes**

#### **Minutes from February 25, 2013**

**CAC:** A motion was made by Dean Yorston, seconded by Ray Schultz to recommend approval of the minutes of February 25, 2013 with corrects.

All in favor motion carried.

**Board:** A motion was made by Mitch Pangerl, seconded by Don Niemi to approve the February 25, 2013 minutes with corrects.

All in favor, motion carried.

### **III. New Business**

The Board and CAC reviewed invoices presented.

#### **Invoices/Claims:**

Pine County SWCD- Envirothon match for Aitkin and Pine County SWCD-\$200.00

(\$100.00 ea)

**CAC:** A motion was made by Roberta Elvecrog, seconded by Dean Yorston to recommend approval of the invoices as presented.

All in favor, motion carried.

**Board:** A motion was made by Kim Smith seconded by Don Niemi, to approve payment of invoices as presented.

All in favor, motion carried.

**Projects/Proposals:** None

**CAC:**

**Board:**

#### **IV. Old Business**

Salt and Sand Storage and usage from County Engineers- more information requested

#### **V. Updates**

Kanabec SWCD- Kelly Osterdyk- Kelly Osterdyk and Teresa Wickeham to present at St Croix Basin- Implementation meeting on 4-23-13 in Grantsburg WI. Snake River TMDL 1<sup>st</sup> draft is complete with modeling being done to address the Snake River and Cross Lake areas. There are 2 feedlot projects with grant funding of 75% and the Ford Township bridge project to reduce sediment runoff.

Ann Lake- Steve Harr- nothing at this time

Mille Lacs SWCD-Ray Schultz- the Rum River Assessment project is beginning. They are starting interviews for the summer Corp help.

Pine County SWCD-Sam Martin-Pine County sponsored a woodlot management class with 130 participants. There is an upcoming PICKM meeting with guest speaker Chip Wells from MN DNR to talk about aquatic species management,

Aitkin SWCD-Steve Hughes- Aitkin SWCD is updating their fifth generation Water Plan. Aitkin has 6 sub-watersheds that are addressed within the Water Plan.

Kanabec NRCS-Shannon Rasinski-21 contracts within the county consisting of feedlots, pit closures, grazing rotations and tree plantings. This is through EQUIP funds.

Pine County NRCS- Julie Salmon- Pine County is working on the same types of projects as Kanabec NRCS

Cross Lake Association-Dean Yorston-the association is dealing with field run off with sampling and waiting on results.

Knife Lake- Dave Thingelstad-lake core samples done, Knife River mouth/Knife Lake sedimentation issues.

Pokegama Lake- no news at this time

Paul Hoppe- Kanabec CAC-Snake River healthy Waters- There is a report being done on the Snake River Watershed, accomplishments and projects done within it. This is

being done through EPA grant funding given to Minnesota.  
Paul also attended a buffer strip presentation and felt that this should be utilized more.

Pine County Commissioner- Mitch Pangerl- the new Cross Lake Dam project is complete. The project was done to establish connectivity through that area for fisheries. The project looks very good.

MN DNR- Cambridge Hydrologist- Craig Wills- The DNR is in the process of a culvert inventory to address fish passage. They will be assessing under and oversized culverts to be replaced. This is being done in parts of Kanabec, Mille Lacs and Chisago Counties.

Paul Hoppe had asked if the dams will be assessed for connectivity also. The Kathio Dam on the Rum River was discussed.

## **VI. Public Comment/Discussion**

The Board and CAC were reminded that there would not be a meeting in may due to the Memorial Day holiday.

## **VII. Adjourn:**

Having no other business:

**CAC:** A motion was made by Roberta Elvecrog, seconded by Jim Swaningson to adjourn the CAC meeting.

All in favor, motion carried.

**Board:** A motion was made by Kim Smith, seconded by Mitch Pangerl to adjourn the SRW Board meeting.

All in favor, motion carried.

Meeting adjourned at 10:30am

Respectfully submitted,  
Teresa Wickeham  
Coordinator/Recording Secretary SRWMB