

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-2-13
Via: Patrick Wussow, County Administrator
From: Patrick Wussow, County Administrator

Title of Item:

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

Requested Meeting Date: 7-9-13 Estimated Presentation Time: 1 hour

Presenter: Patrick Wussow, County Administrator

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) _____

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS July 9, 2013 – BOARD AGENDA

- 9:00 1) Patrick Wussow, County Administrator
A) Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- 10:00 Break
- 10:10 2) J. Mark Wedel, County Board Chairperson
A) Call to Order
B) Pledge of Allegiance
C) Board of Commissioners Meeting Procedure
D) Approval of Agenda
E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (3) minutes per person. The County Board generally will not engage in a discussion or debate in those three 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.
- 3) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) Correspondence File June 25, 2013 – July 8, 2013 (informational only)
B) Approve 6/25/13 County Board Minutes
C) Approve Auditor Warrants – Real Estate Tax Settlement
D) Approve Auditor Warrants – Real Estate Tax Overpays
E) Approve June Manual Warrants
F) Approve Reappointment of Larry Turner to Housing & Redevelopment Authority (HRA)
G) Approve Resolution – Form LG214 McGregor Fire Department Relief Association
H) Approve Personnel Committee Recommendations
1. Approve Leave of Absence Extension – Jerry DeWitt, Road & Bridge Dept.
2. Approve Creating and Filling FT Heavy Equipment Operator Position – Road & Bridge Dept.
- 10:15 4) Elizabeth DeRuyck, CMCC Associate Director
A) Sobriety Court Update

Note: 2 Page Agenda

**ADJOURNED MEETING OF THE
COUNTY BOARD OF COMMISSIONERS
July 9, 2013 – BOARD AGENDA**

- 10:35 5) John Welle, County Engineer
A) Transportation & Infrastructural Funding Alternatives
- 11:00 6) Bobbie Danielson, Human Resources Manager
A) Approve 2011-2012 and 2013-2014 AFSCME Courthouse Collective
Bargaining Agreements
- 11:15 Break
- 11:30 7) Penny Harms, Veterans Service Officer
A) Meeting Updates - Veterans Transit & Rural Veterans Health Care
Improvement Act
- 11:40 8) Board Discussion
Mark Wedel – Historical Society, Airport
Laurie Westerlund – Extension, Park Board, Bridge out of Poverty
Don Niemi –
Brian Napstad –
Anne Marcotte – 4th of July
- 9) Committee Updates
Upcoming Meetings:
Lakes & Pines – July 15, 2013 Full Board
Kinship of Aitkin County – July 16, 2013
ARDC – July 18, 2013, Commission meeting
Snake River Watershed – July 22, 2013
- 12:30 Adjourn

The Aitkin County Board of Commissioners met this 25th day of June, 2013 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the June 25, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
June 25, 2013**

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of June, 2013, at 9:01 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: County Administrator Patrick Wussow; H&HS Director Tom Burke; Staff Members Sue Tange, Social Services Supervisor; Eileen Foss, Income Maintenance Supervisor; Cynthia Bennett, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog, DAC & HHS Advisory; Jim Carlson & Michele Plagman, HHS Advisory Member; Nanci Sauerbrei, Aitkin Independent Age; Kate LaClair, Fair Board, Guest.

II. Approval of Health & Human Services Board Agenda

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried; the vote was to approve the revised Agenda with the addition of V. – E.

III. Review May 28, 2013 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the May 28, 2013, Health & Human Services Board Minutes.

IV. Review Bills

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

V. General/Miscellaneous Information

A. MN Choices – Tom Burke – Noted that this is a change in the way we do our assessments. We have gone through the first training for staff and there will be additional training for assessors. We will probably go up in early 2014. If there is a request for additional staff, it will be presented during the budget process.

B. E-Docs Update – Eileen Foss, Income Maintenance Supervisor – Noted we began the scanning process the beginning of June. Between County forms and DHS there are 480 forms, so it is not a simple scan in the document process as there are a number of additional steps involved for each form. We are getting current case files scanned which means the information for the past year. There are document groups for each file which requires learning a new format. All files must be scanned by the end of July and August 5th there will be additional training for On-Base which will be the document management system (meaning no papers or file cabinets).

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH &
HUMAN
SERVICES
BOARD
HHS BOARD
ADJOURNED**

C. Methadone Transportation in Aitkin County – Tom Burke - Noted that Aitkin County is not providing transportation although the Health Plans are participating and providing the transportation needed to the methadone clinics. Commissioner Napstad noted there is a lot of frustration with the HIPAA laws not allowing methadone treatment recipients to ride in the same taxi to and from the clinics.

D. Security State Bank Resolution – Tom Burke –

Resolution # 062513-058
Security State Bank

BE IT HEREBY RESOLVED, the Aitkin County Health and Human Service Director shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

BE IT FURTHER RESOLVED, that the Aitkin County Health and Human Services Fiscal Supervisor shall also be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6002170 – Foster Care Revolving Fund and #6802004 – General Assistance Emergency Revolving Fund.

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

Five Members Present - All Members Voting Yes

E. 2014 Request for Proposals to Provide Health Care Services – Tom Burke

Resolution # 062513-059
2014 Request for Proposals to Provide Health Care Services

WHEREAS, the Minnesota Department of Human Services has published a Request for Proposals to provide health care services to recipients of Medical Assistance and MinnesotaCare in the twenty-seven Minnesota counties including Aitkin County; and

WHEREAS, the Minnesota Department of Human Services has requested County evaluations and recommendations regarding the managed care organization proposals from each respective county; and

WHEREAS, Blue Plus, Medica and U-Care submitted proposals to provide managed health care services in Aitkin County; and

WHEREAS, representatives of Aitkin County Health & Human Services have reviewed and evaluated the proposals; and

WHEREAS, Medica and U-Care have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED that the Aitkin County Board of Commissioners supports the recommendation of Aitkin County Health & Human Services approving Medica and U-Care as managed care organizations providing managed health care

services in Aitkin County.

Commissioner Niemi moved the adoption of the resolution, seconded by Commissioner Westerlund, and it was declared adopted upon the following vote:
Five Members Present - All Members Voting Yes

VI. FYI

A. MACSSA 2013 Legislative Session: Summary of Laws – Tom Burke reviewed the summary of the 2013 Legislative Session and asked that if anyone has questions, to please feel free to contact him.

VII. Contracts/Service Agreements

A. Administration Agreement for Purchase of Supplies and Equipment between Aitkin County Health & Human Services and Brainerd Eyecare Center for the period March 28, 2013 through June 30, 2014. Motion by Commissioner Niemi, seconded by Commissioner Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Administration Agreement for Purchase of Supplies and Equipment between Aitkin County Health & Human Services and Brainerd Eyecare Center for the period March 28, 2013 through June 30, 2014.

VIII. Administrative Reports:

A. Financial & Transportation Reports – Tom Burke – Noted we are on target with no significant issues at this time.

IX. Committee Reports from Commissioners

A. H&HS Advisory Committee – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jim Carlson & Michele Plagman Draft minutes of the June 5, 2013 meeting. Jim Carlson noted that the main discussion was with respect to the establishment of the task forces and the budget committee. Commissioner Marcotte noted that the committee discussed the telephone Lifeline that is an affordable telephone service for income-eligible consumers.

B. AEOA / NEMOJT Committee Updates – Commissioner Napstad – Noted that NEMOJT met in the past month where he learned that Boise Cascade in Koochiching County is laying off a significant number of employees therefore many people will be seeking re-training. NEMOJT has a rapid response team that comes in after the lay-offs are announced. DEED (Department of Employment and Economic Development) has unemployment dollars in a pool of money that will go to NEMOJT to assist in the re-training for more skilled and higher paid positions.

C. CJI (Children's Justice Initiative) – Commissioner Westerlund was unable to attend. Sue Tange noted that one area of discussion surrounded Northstar Care for Children which just passed. It is an attempt to equalize reimbursement to relative foster parents and adoptive parents.

Discussion relative to Civil Commitments and Guardianship Representation.

Commissioner Marcotte asked for a response from Director Tom Burke with respect to the reason a contract was granted to Chappy's now when it has been denied in the past couple years. Mr. Burke responded that the State wanted a contract in place and HHS made sure that happened.

Next Meeting – July 23, 2013

Break: 10:02 a.m. to 10:17 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: June 11, 2013 – June 24, 2013; B) Approve County Board Minutes: June 11, 2013; C) Approve County Board Minutes: June 18, 2013 Special Meeting; D) Approve County Board of Appeal & Equalization Minutes: June 18, 2013; E) Approve August 20, 2013 Special 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 & Use Tax: General Fund \$492.97, Road & Bridge \$1,072.28, Health & Human Services \$24.74, State \$7,920.50, Trust \$335.95, Forest Development \$280.52, Long Lake Conservation Center \$226.62, Parks \$198.58 for a total of \$10,552.16; L) Acknowledge CVS0 Grant Program; M) Acknowledge Penny Harms, VSO Memo – ARDC Veterans Transit Informational Meeting

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve resolution – 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 & 198th Ave., Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Bingo – August 24th, 2013)

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to authorize payment of \$7,500.00 to Minnesota Department of Labor and Industry for OSHA fines.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the sale of confiscated/forfeited firearms through a Federal Firearms Licensed dealer - Sheriff's Department: Daisy Powerline Model 880 BB gun, Western Field Model EMN175 12 Ga., Daisy Powerline Model 856 BB gun, New England Model SB1 20 Ga., Unknown Jap 1.1 ml, Remington Magnum Model 710 30-06, Westernfield Model 160-B 20 Ga., Savage Cub .22, US Rock Island Model 1903, Maverick Model 88 12 Ga., Remington Model 710 0.27, Remington Model 572 0.22, Crossman 66 Powermaster Model 664GTA BB gun, Ruger semi-auto Model 22-oct .22 cal, Remington Viper Model 522 .22 cal, Connecticut Arm Inc. Model Bobcat 50 cal

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting to approve Sentence to Serve contract for fiscal years 2014 and 2015. The total obligation of the State under this agreement will not exceed \$30,609.93 for FY14, and will not exceed \$30,609.93 for FY15.

BREAK

REGULAR BOARD RECONVENED

CONSENT AGENDA

RESOLUTION 062513-060 FORM LG220 JACOBSON LANDING RECREATION AREA

MN DEPT OF LABOR & INDUSTRY

CONFISCATED FIREARMS

SENTENCE TO SERVE CONTRACT

Kirk Peysar, Kate LaClair, and Mick Moriarty of the Aitkin County Fair Board gave an update on the 2013 Aitkin County Fair, scheduled July 10th through July 13th.

2013 AITKIN COUNTY FAIR

Commissioner Brian Napstad provided a brief update on a meeting he had with Kathleen Metzker, Department of Natural Resources on the Lake Minnewawa Lake Improvement District.

LAKE MINNEWAWA LID UPDATE

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Award Contract C.S.A.P. 001-612-014:

WHEREAS, C.S.A.P. 001-612-014, is a project for shoulder widening, intersection improvements, and bituminous pavement on CSAH 12, and

RESOLUTION 062513-061 AWARD CONTRACT C.S.A.P. 001-612-014

WHEREAS, sealed bids were opened for this project at 2:00 pm on Monday, June 10, 2013 with a total of one bid received, and

WHEREAS, Tri City Paving of Little Falls, MN was the lowest responsible bidder in the amount of \$3,228,811.48.

THEREFORE, BE IT RESOLVED, that Tri City Paving 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.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve Right of Way Plat No. 18 to initiate right of way acquisition on Great River Road project on CSAH 10 from US Hwy 169 to CSAH 3 in the City of Palisade.

RIGHT OF WAY PLAT NO. 18

Ross Wagner, Economic Development & Forest Industry Coordinator introduced Royce Renteria, Paula Soderberg, and Genny Reynolds, members of the East Central Broadband Initiative, who presented findings from the February Regional Broadband Summit held in Hinckley, MN.

BROADBAND PRESENTATION

Mark Jacobs, Land Commissioner introduced Dave Bubser, Rainforest Alliance representative who presented results of Aitkin County Land Department's audit for recertification to the Forest Stewardship Council.

FSC AUDIT REPORT

Break: 12:04 p.m. to 1:01 p.m.

BREAK

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for July 10 through July 13, 2013 (July 10, 11, 12, and 13, 2013) – **ON Sale:** Aitkin Fire

3.2 MALT LIQUOR LICENSE – AITKIN FIRE DEPT

AITKIN COUNTY BOARD

June 25, 2013

<p>Department, d/b/a Aitkin Fire Department Relief Association – Aitkin Township</p> <p>Bobbie Danielson, Human Resources Manager presented Personnel Committee Recommendations to the Board.</p> <p>Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve filling full-time Deputy Recorder position, Recorder’s Office. This is a budgeted position which is open due to a resignation.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve filling full-time Assistant County Attorney position, Attorney’s Office. This is a budgeted position which is vacant due to a resignation.</p> <p>Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve filling full-time Office Support Specialist, Health & Human Services. This is a budgeted position which is open due to a resignation.</p> <p>The Board reported on the following:</p> <p>Commissioner Brian Napstad</p> <ul style="list-style-type: none">• Water Planning – Met at Crow Wing County. State wants one watershed, one plan.• NCLUCB – Met in Grand Rapids. Discussed PILT, and Shoreland Ordinances.• AMC District 1 Spring Mtg – Attended meeting in Carlton.• MHB – Met last week in Walker.• Facilities – Met June 18th. Talked about space needs in Planning & Zoning, and in Health & Human Services.• Forest Advisory – Met at LLCC June 18th after BAE. <p>Commissioner Don Niemi</p> <ul style="list-style-type: none">• ARDC – FEMA documented 497 homes affected by last year’s flood in Minnesota.• Snake River Watershed – Discussed roadside spraying and mowing, along with a two hour presentation. <p>Commissioner Anne Marcotte</p> <ul style="list-style-type: none">• AMC District 1 Spring Mtg – Attended June 14th in Carlton.• Quadna Event – Visited on Friday, June 21st. Had hoped there would have been more attendees. They do have plans for next year.• NCLUCB – Attended with Commissioner Napstad.• LLCC – Did not attend.• Articles – Discussed articles relating to expungement, and marijuana.	<p>RELIEF ASSOC.</p> <p>PERSONNEL COMMITTEE</p> <p>DEPUTY RECORDER POSITION</p> <p>ASSISTANT COUNTY ATTORNEY POSITION</p> <p>OFFICE SUPPORT SPECIALIST POSITION</p> <p>BOARD DISCUSSION</p>
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Commissioner Laurie Westerlund

- **CHS** – Provided Commissioners a handout on County Rankings.
- **HRA** – Met June 24th
- **AMC District 1 Spring Mtg** – Attended June 14th in Carlton.

Commissioner J. Mark Wedel

- **CMCC** – Discussed Sobriety Court funding, salaries for interpreters.
- **Kinship** – Special meeting planned, with discussion on proposed budget.
- **Sobriety Court** – Clients have increased to 20; discussed Sobriety Court funding.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 2:51 p.m. until Tuesday, July 9, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
6/24/13 10:47AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

Explode Dist. Formulas 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

Real Estate Tax Settlement

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/24/13 10:47AM
12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
931	DEPT			Towns		
1010	City Of Aitkin 12- 931- 156- 0000- 2045		489,242.88	May/June Settlement		Payable To Village Of Aitkin
1010	City Of Aitkin		489,242.88		1 Transactions	
173	City Of Hill City 12- 931- 157- 0000- 2045		116,502.26	May/June Settlement		Payable To Village Of Hill City
	12- 931- 157- 0000- 2045		304.16	FTS		Payable To Village Of Hill City
173	City Of Hill City		116,806.42		2 Transactions	
1025	City Of McGrath- Treasurer 12- 931- 158- 0000- 2045		6,306.01	May/June Settlement		Payable To Village Of Mcgrath
1025	City Of McGrath- Treasurer		6,306.01		1 Transactions	
175	City Of Mcgregor 12- 931- 159- 0000- 2045		139,101.70	May/June Settlement		Payable To Village Of Mcgregor
175	City Of Mcgregor		139,101.70		1 Transactions	
176	City Of Palisade 12- 931- 160- 0000- 2045		33,158.95	May/June Settlement		Payable To Village Of Palisade
176	City Of Palisade		33,158.95		1 Transactions	
178	City Of Tamarack 12- 931- 161- 0000- 2045		15,774.91	May/June Settlement		Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045		5.16	FTS		Payable To Village Of Tamarack
178	City Of Tamarack		15,780.07		2 Transactions	
7000	Town Of Aitkin Treasurer 12- 931- 101- 0000- 2045		91,041.54	May/June Settlement		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045		16.06	FTS		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer		91,057.60		2 Transactions	
7001	Town Of Ball Bluff Treasurer 12- 931- 102- 0000- 2045		56,739.46	May/June Settlement		Payable To Ball Bluff Twp
	12- 931- 102- 0000- 2045		1,466.29	FTS		Payable To Ball Bluff Twp
7001	Town Of Ball Bluff Treasurer		58,205.75		2 Transactions	
7002	Town Of Balsam Treasurer 12- 931- 103- 0000- 2045		4,113.52	2013 May/June Settlement		Payable To Balsam Twp

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/24/13 10:47AM
12 Agency

<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>				
7002 Town Of Balsam Treasurer		4,113.52	1 Transactions	
7003 Town Of Beaver Treasurer		24,968.60	May/June Settlement	Payable To Beaver Twp
12-931-104-0000-2045		1,306.52	FTS	Payable To Beaver Twp
12-931-104-0000-2045				
7003 Town Of Beaver Treasurer		26,275.12	2 Transactions	
7004 Town Of Clark Treasurer		22,319.25	May/June Settlement	Payable To Clark Twp
12-931-105-0000-2045				
7004 Town Of Clark Treasurer		22,319.25	1 Transactions	
7005 Town Of Cornish Treasurer		22,410.56	May/June Settlement	Payable To Cornish Twp
12-931-106-0000-2045		1,379.52	FTS	Payable To Cornish Twp
12-931-106-0000-2045				
7005 Town Of Cornish Treasurer		23,790.08	2 Transactions	
7006 Town Of Farm Island Treasurer		171,254.29	May/June Settlement	Payable To Farm Island Twp
12-931-107-0000-2045		10.34	FTS	Payable To Farm Island Twp
12-931-107-0000-2045				
7006 Town Of Farm Island Treasurer		171,264.63	2 Transactions	
7007 Town Of Fleming Treasurer		74,348.00	May/June Settlement	Payable To Fleming Twp
12-931-108-0000-2045		166.60	FTS	Payable To Fleming Twp
12-931-108-0000-2045				
7007 Town Of Fleming Treasurer		74,514.60	2 Transactions	
7008 Town Of Glen Treasurer		850.56	FTS	Payable To Glen Twp
12-931-109-0000-2045		68,772.36	May/June Settlement	Payable To Glen Twp
12-931-109-0000-2045				
7008 Town Of Glen Treasurer		69,622.92	2 Transactions	
7009 Town Of Haugen Treasurer		29,458.65	May/June Settlement	Payable To Haugen Twp
12-931-110-0000-2045		2,781.75	FTS	Payable To Haugen Twp
12-931-110-0000-2045				
7009 Town Of Haugen Treasurer		32,240.40	2 Transactions	
7010 Town Of Hazelton Treasurer		38.45	FTS	Payable To Hazelton Twp
12-931-111-0000-2045		111,882.12	May/June Settlement	Payable To Hazelton Twp
12-931-111-0000-2045				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/24/13 10:47AM
12 Agency

<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>				
7010 Town Of Hazelton Treasurer		111,920.57	2 Transactions	
4879 Town Of Hill Lake Clerk-Treas				
12-931-112-0000-2045		48,160.03	May/June Settlement	Payable To Hill Lake Twp
12-931-112-0000-2045		225.25	FTS	Payable To Hill Lake Twp
4879 Town Of Hill Lake Clerk-Treas		48,385.28	2 Transactions	
7011 Town Of Idun Treasurer				
12-931-113-0000-2045		2,258.30	FTS	Payable To Idun Twp
12-931-113-0000-2045		32,638.49	May/June Settlement	Payable To Idun Twp
7011 Town Of Idun Treasurer		34,896.79	2 Transactions	
7012 Town Of Jevne Treasurer				
12-931-114-0000-2045		58,611.32	May/June Settlement	Payable To Jevne Twp
12-931-114-0000-2045		104.31	FTS	Payable To Jevne Twp
7012 Town Of Jevne Treasurer		58,715.63	2 Transactions	
7013 Town Of Kimberly Treasurer				
12-931-115-0000-2045		885.44	FTS	Payable To Kimberly Twp
12-931-115-0000-2045		52,883.51	May/June Settlement	Payable To Kimberly Twp
7013 Town Of Kimberly Treasurer		53,768.95	2 Transactions	
7014 Town Of Lakeside Treasurer				
12-931-116-0000-2045		161,592.14	May/June Settlement	Payable To Lakeside Twp
12-931-116-0000-2045		1,015.75	FTS	Payable To Lakeside Twp
7014 Town Of Lakeside Treasurer		162,607.89	2 Transactions	
7015 Town Of Lee Treasurer				
12-931-117-0000-2045		1,449.58	FTS	Payable To Lee Twp
12-931-117-0000-2045		5,612.08	May/June Settlement	Payable To Lee Twp
7015 Town Of Lee Treasurer		7,061.66	2 Transactions	
7016 Town Of Libby Treasurer				
12-931-118-0000-2045		14,756.84	May/June Settlement	Payable To Libby Twp
12-931-118-0000-2045		52.69	FTS	Payable To Libby Twp
7016 Town Of Libby Treasurer		14,809.53	2 Transactions	
7017 Town Of Logan Treasurer				
12-931-119-0000-2045		425.34	FTS	Payable To Logan Twp

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
7017 Town Of Logan Treasurer		31,400.26 31,825.60	May/June Settlement 2 Transactions	Payable To Logan Twp
7018 Town Of Macville Treasurer		20,433.11 3,686.74	May/June Settlement FTS	Payable To Macville Twp Payable To Macville Twp
7018 Town Of Macville Treasurer		24,119.85	2 Transactions	
7019 Town Of Malmo Treasurer		623.85 46,540.01	FTS May/June Settlement	Payable To Malmo Twp Payable To Malmo Twp
7019 Town Of Malmo Treasurer		47,163.86	2 Transactions	
7020 Town Of Mcgregor - Treasurer		6,957.55 5.16	May/June Settlement FTS	Payable To Mcgregor Twp Payable To Mcgregor Twp
7020 Town Of Mcgregor - Treasurer		6,962.71	2 Transactions	
7021 Town Of Millward Treasurer		2,189.11 9,302.65	FTS May/June Settlement	Payable To Millward Twp Payable To Millward Twp
7021 Town Of Millward Treasurer		11,491.76	2 Transactions	
7022 Town Of Morrison Treasurer		22,008.37	May/June Settlement	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		22,008.37	1 Transactions	
7023 Town Of Nordland Treasurer		127,670.30	May/June Settlement	Payable To Nordland Twp
7023 Town Of Nordland Treasurer		127,670.30	1 Transactions	
7024 Town Of Pliny Treasurer		9,347.82 170.27	May/June Settlement FTS	Payable To Pliny Twp Payable To Pliny Twp
7024 Town Of Pliny Treasurer		9,518.09	2 Transactions	
7025 Town Of Rice River Treasurer		236.03 40,663.24	FTS May/June Settlement	Payable To Rice River Twp Payable To Rice River Twp

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7025	Town Of Rice River	Treasurer	40,899.27		2 Transactions	
7026	Town Of Salo	Treasurer				
	12- 931- 127- 0000- 2045		11,180.77	May/June Settlement		Payable To Salo Twp
	12- 931- 127- 0000- 2045		2,669.76	FTS		Payable To Salo Twp
7026	Town Of Salo	Treasurer	13,850.53		2 Transactions	
7027	Town Of Seavey	Treasurer				
	12- 931- 128- 0000- 2045		3,138.29	FTS		Payable To Seavey Twp
	12- 931- 128- 0000- 2045		10,354.43	May/June Settlement		Payable To Seavey Twp
7027	Town Of Seavey	Treasurer	13,492.72		2 Transactions	
7028	Town Of Shamrock	Treasurer				
	12- 931- 129- 0000- 2045		365,985.37	May/June Settlement		Payable To Shamrock Twp
	12- 931- 129- 0000- 2045		2,196.86	FTS		Payable To Shamrock Twp
7028	Town Of Shamrock	Treasurer	368,182.23		2 Transactions	
7029	Town Of Spalding	Treasurer				
	12- 931- 130- 0000- 2045		3,088.59	FTS		Payable To Spalding Twp
	12- 931- 130- 0000- 2045		25,505.10	May/June Settlement		Payable To Spalding Twp
7029	Town Of Spalding	Treasurer	28,593.69		2 Transactions	
7030	Town Of Spencer	Treasurer				
	12- 931- 131- 0000- 2045		46,012.91	May/June Settlement		Payable To Spencer Twp
	12- 931- 131- 0000- 2045		3.09	FTS		Payable To Spencer Twp
7030	Town Of Spencer	Treasurer	46,016.00		2 Transactions	
7031	Town Of Turner	Treasurer				
	12- 931- 132- 0000- 2045		39,646.78	May/June Settlement		Payable To Turner Twp
7031	Town Of Turner	Treasurer	39,646.78		1 Transactions	
7032	Town Of Verdon	Treasurer				
	12- 931- 133- 0000- 2045		11,918.43	May/June Settlement		Payable To Verdon Twp
	12- 931- 133- 0000- 2045		488.01	FTS		Payable To Verdon Twp
7032	Town Of Verdon	Treasurer	12,406.44		2 Transactions	
7033	Town Of Wagner	Treasurer				
	12- 931- 134- 0000- 2045		1,032.42	FTS		Payable To Wagner Twp
	12- 931- 134- 0000- 2045		42,801.18	May/June Settlement		Payable To Wagner Twp

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7033 Town Of Wagner Treasurer		43,833.60		2 Transactions	
7034 Town Of Waukenabo Treasurer		47,205.47	May/June Settlement		Payable To Waukenabo Twp
12- 931- 135- 0000- 2045		694.74	FTS		Payable To Waukenabo Twp
12- 931- 135- 0000- 2045					
7034 Town Of Waukenabo Treasurer		47,900.21		2 Transactions	
7035 Town Of Wealthwood Treasurer		26,827.29	May/June Settlement		Payable To Wealthwood Twp
12- 931- 136- 0000- 2045					
7035 Town Of Wealthwood Treasurer		26,827.29		1 Transactions	
7036 Town Of White Pine Treasurer		2,065.41	May/June Settlement		Payable To White Pine Twp
12- 931- 137- 0000- 2045					
7036 Town Of White Pine Treasurer		2,065.41		1 Transactions	
7037 Town Of Williams Treasurer		4,205.32	FTS		Payable To Williams Twp
12- 931- 138- 0000- 2045		19,155.92	May/June Settlement		Payable To Williams Twp
12- 931- 138- 0000- 2045					
7037 Town Of Williams Treasurer		23,361.24		2 Transactions	
7038 Town Of Workman Treasurer		44,507.93	May/June Settlement		Payable To Workman Twp
12- 931- 139- 0000- 2045		973.61	FTS		Payable To Workman Twp
12- 931- 139- 0000- 2045					
7038 Town Of Workman Treasurer		45,481.54		2 Transactions	
931 DEPT Total:		2,899,283.69	Towns	46 Vendors	81 Transactions
932 DEPT			Schools		
393 Isd 1 Aitkin- Treasurer		21,328.09	FTS		Appropriations
12- 932- 000- 0000- 6801		33,725.43	May/June Settlement		Appropriations
12- 932- 000- 0000- 6801					
393 Isd 1 Aitkin- Treasurer		55,053.52		2 Transactions	
1985 Isd 182 Crosby- Treasurer		190.87	May/June Settlement		Appropriations
12- 932- 000- 0000- 6801					
1985 Isd 182 Crosby- Treasurer		190.87		1 Transactions	
392 Isd 2 Hill City- Treasurer		17,402.79	FTS		Appropriations
12- 932- 000- 0000- 6801					

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	12- 932- 000- 0000- 6801		25,901.64	May/June Settlement	Appropriations
392	Isd 2 Hill City- Treasurer		43,304.43	2 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer				
	12- 932- 000- 0000- 6801		581.56	FTS	Appropriations
	12- 932- 000- 0000- 6801		4,038.47	May/June Settlement	Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		4,620.03	2 Transactions	
1979	Isd 2580 East Central- Treasurer				
	12- 932- 000- 0000- 6801		1,382.71	May/June Settlement	Appropriations
1979	Isd 2580 East Central- Treasurer		1,382.71	1 Transactions	
395	ISD 4 McGregor- Treasurer				
	12- 932- 000- 0000- 6801		52,854.18	May/June Settlement	Appropriations
	12- 932- 000- 0000- 6801		57,718.69	FTS	Appropriations
395	ISD 4 McGregor- Treasurer		110,572.87	2 Transactions	
1982	Isd 473 Isle- Treasurer				
	12- 932- 000- 0000- 6801		10,996.25	May/June Settlement	Appropriations
	12- 932- 000- 0000- 6801		5,629.67	FTS	Appropriations
1982	Isd 473 Isle- Treasurer		16,625.92	2 Transactions	
1981	Isd 577 Willow River- Treasurer				
	12- 932- 000- 0000- 6801		4,378.47	FTS	Appropriations
	12- 932- 000- 0000- 6801		796.43	May/June Settlement	Appropriations
1981	Isd 577 Willow River- Treasurer		5,174.90	2 Transactions	
394	Isd 698 Floodwood- Treasurer				
	12- 932- 000- 0000- 6801		372.85	May/June Settlement	Appropriations
394	Isd 698 Floodwood- Treasurer		372.85	1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer				
	12- 932- 000- 0000- 6801		131.96	May/June Settlement	Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer		131.96	1 Transactions	
932	DEPT Total:		237,430.06	Schools	10 Vendors 16 Transactions
12	Fund Total:		3,136,713.75	Agency	97 Transactions

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
Final Total:		3,136,713.75	56 Vendors	97 Transactions

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<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	12	3,136,713.75	Agency
All Funds		3,136,713.75	Total

Approved by,

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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
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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

Real Estate Tax Overpays

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
943 DEPT				Taxes And Penalties
12601 Allen/Jeffrey or Lori 13- 943- 000- 0000- 2001		5.18	29- 1- 221400 overpay per 1 1 Transactions	Allen Cur - Property Taxes
12601 Allen/Jeffrey or Lori		5.18		
12602 Anderson/Barry 13- 943- 000- 0000- 2001		196.00	24- 0- 004600overpay per 1 1 Transactions	Anderson Cur - Property Taxes
12602 Anderson/Barry		196.00		
11452 BAC Tax Service Corporation 13- 943- 000- 0000- 2001		22.00	11- 1- 083300 overpay per 1 1 Transactions	Wilson Cur - Property Taxes
11452 BAC Tax Service Corporation		22.00		
12603 Beaufeaux/Glen 13- 943- 000- 0000- 2001		547.00	31- 0- 057004 overpay per 1 1 Transactions	Beaufeaux Cur - Property Taxes
12603 Beaufeaux/Glen		547.00		
11865 Bremer Bank 13- 943- 000- 0000- 2001		96.00	07- 0- 043300 overpay per 1 1 Transactions	Klingelhoets Cur - Property Taxes
11865 Bremer Bank		96.00		
12666 Brett Roy or Wendy Vorbeck 13- 943- 000- 0000- 2001		769.88	29- 0- 034700 Overpay per 1 1 Transactions	Roy Cur - Property Taxes
12666 Brett Roy or Wendy Vorbeck		769.88		
12605 Burlingame/Lori or Michael 13- 943- 000- 0000- 2001		6.32	29- 1- 133302 overpay per 1 1 Transactions	Burlingame Cur - Property Taxes
12605 Burlingame/Lori or Michael		6.32		
12606 Carey/Todd or Jacquelynn 13- 943- 000- 0000- 2001		4.16	52- 0- 020500 overpay per 1 1 Transactions	Carey Cur - Property Taxes
12606 Carey/Todd or Jacquelynn		4.16		
12607 Carlson/Clifford 13- 943- 000- 0000- 2001		3.02	16- 1- 077600 overpay per 1 1 Transactions	Carlson Cur - Property Taxes
12607 Carlson/Clifford		3.02		
12644 Christian/Shannon 13- 943- 000- 0000- 2001		178.00	39- 0- 021900 Overpay per 1	Christian Cur - Property Taxes

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
12644 Christian/Shannon		178.00	1 Transactions	
12608 Collins/Ronald or Nina				
13- 943- 000- 0000- 2001		25.80	12- 0- 019401 overpay per 1	Collins
12608 Collins/Ronald or Nina		25.80	1 Transactions	Cur - Property Taxes
11472 Corelogic Real Estate Tax Service				
13- 943- 000- 0000- 2001		338.00	29- 0- 057901 Overpay per 1	Farah
13- 943- 000- 0000- 2001		16.00	29- 1- 300200 Overpay per 1	Johnson
13- 943- 000- 0000- 2001		16.00	29- 1- 300300 Overpay per 1	Johnson
13- 943- 000- 0000- 2001		219.00	11- 1- 118200 Overpay per 1	Kosky
13- 943- 000- 0000- 2001		88.00	07- 1- 088201 overpay per 1	Manning
13- 943- 000- 0000- 2001		159.00	11- 1- 168600 Overpay per 1	Nawrocki
13- 943- 000- 0000- 2001		24.00	01- 0- 038000 overpay per 1	Pierce
13- 943- 000- 0000- 2001		34.00	01- 0- 038300 overpay per 1	Pierce
13- 943- 000- 0000- 2001		381.00	07- 1- 121400 Overpay per 1	Slinger
13- 943- 000- 0000- 2001		92.00	29- 1- 337600 Overpay per 1	Voss
13- 943- 000- 0000- 2001		48.00	29- 1- 475502 Overpay per 1	Westrom
11472 Corelogic Real Estate Tax Service		1,415.00	11 Transactions	Cur - Property Taxes
5484 Darlow Excavating				
13- 943- 000- 0000- 2001		59.00	32- 0- 055205 Overpay per 1	Darlow
5484 Darlow Excavating		59.00	1 Transactions	Cur - Property Taxes
12604 David Brekke Construction				
13- 943- 000- 0000- 2001		9.60	05- 0- 003801 overpay per 1	Brekke
12604 David Brekke Construction		9.60	1 Transactions	Cur - Property Taxes
12646 Doree/Brian				
13- 943- 000- 0000- 2001		118.00	20- 1- 061000 Overpay per 1	Doree
12646 Doree/Brian		118.00	1 Transactions	Cur - Property Taxes
12645 Dorn/John				
13- 943- 000- 0000- 2001		5.38	19- 0- 032300 Overpay per 1	Dorn
12645 Dorn/John		5.38	1 Transactions	Cur - Property Taxes
12628 Dropps/Rosemary				
13- 943- 000- 0000- 2001		24.00	57- 1- 066900 overpay per 1	Dropps
				Cur - Property Taxes

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<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
12628 Dropps/Rosemary		24.00	1 Transactions	
12629 First National Bank of Moose Lake				
13- 943- 000- 0000- 2001		333.00	29- 1- 484300 overpay per 1	Charboneau Cur - Property Taxes
13- 943- 000- 0000- 2001		64.00	29- 0- 049912 overpay per 1	Charboneau Cur - Property Taxes
13- 943- 000- 0000- 2001		70.00	29- 0- 049909 overpay per 1	Charboneau Cur - Property Taxes
12629 First National Bank of Moose Lake		467.00	3 Transactions	
12630 Grow/Daniel				
13- 943- 000- 0000- 2001		164.00	11- 1- 245100 overpay per 1	Grow Cur - Property Taxes
12630 Grow/Daniel		164.00	1 Transactions	
12648 Hartzberg/Michael				
13- 943- 000- 0000- 2001		20.00	10- 0- 012000 Overpay per 1	Hartzberg Cur - Property Taxes
12648 Hartzberg/Michael		20.00	1 Transactions	
12647 Hayden/Jessie				
13- 943- 000- 0000- 2001		3.52	08- 0- 041202 Overpay per 1	Hayden Cur - Property Taxes
12647 Hayden/Jessie		3.52	1 Transactions	
12649 Hillmyer Radiator Repair				
13- 943- 000- 0000- 2001		19.73	48- 0- 047200 Overpay per 1	Hillmyer Cur - Property Taxes
12649 Hillmyer Radiator Repair		19.73	1 Transactions	
12651 Johannsen/Steve				
13- 943- 000- 0000- 2001		20.00	31- 0- 008400 Overpay per 1	Johannsen Cur - Property Taxes
12651 Johannsen/Steve		20.00	1 Transactions	
12650 Johnson/Deborah				
13- 943- 000- 0000- 2001		51.00	04- 0- 041900 Overpay per 1	Johnson Cur - Property Taxes
12650 Johnson/Deborah		51.00	1 Transactions	
12610 Johnson/Duane				
13- 943- 000- 0000- 2001		10.00	08- 0- 042000 overpay per 1	Johnson Cur - Property Taxes
12610 Johnson/Duane		10.00	1 Transactions	
12652 Juntti/Joann				
13- 943- 000- 0000- 2001		17.14	29- 1- 476800 Overpay per 1	Juntti Cur - Property Taxes

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<u>Vendor No.</u>	<u>Name</u> <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>
12652	Juntti/Joann		17.14		1 Transactions	
12653	Kiffmeyer/Janet 13- 943- 000- 0000- 2001		10.00	11- 1- 100700 Overpay per 1	Kiffmeyer	Cur - Property Taxes
12653	Kiffmeyer/Janet		10.00		1 Transactions	
12654	Knott/Betty 13- 943- 000- 0000- 2001		4.00	38- 1- 060200 Overpay per 1	Knott	Cur - Property Taxes
12654	Knott/Betty		4.00		1 Transactions	
12655	Koenig/Mark 13- 943- 000- 0000- 2001		7.86	35- 1- 063300 Overpay per 1	Koenig	Cur - Property Taxes
12655	Koenig/Mark		7.86		1 Transactions	
12078	Koland Trucking/Greg A 13- 943- 000- 0000- 2001		354.00	34- 0- 040700 overpay per 1	Koland	Cur - Property Taxes
12078	Koland Trucking/Greg A		354.00		1 Transactions	
12611	Kurtz/Duane 13- 943- 000- 0000- 2001		3.88	18- 0- 022904 overpay per 1	Kurtz	Cur - Property Taxes
12611	Kurtz/Duane		3.88		1 Transactions	
12656	Laemmie/William 13- 943- 000- 0000- 2001		13.70	29- 1- 211500 Overpay per 1	Laemmie	Cur - Property Taxes
12656	Laemmie/William		13.70		1 Transactions	
12631	Lakes State Bank 13- 943- 000- 0000- 2001		609.00	09- 1- 076600 overpay per 1	Leary	Cur - Property Taxes
12631	Lakes State Bank		609.00		1 Transactions	
12612	Lane/Oscar 13- 943- 000- 0000- 2001		10.00	35- 0- 058900 overpay per 1	Lane	Cur - Property Taxes
12612	Lane/Oscar		10.00		1 Transactions	
12657	Ledgeview Excavating LLC 13- 943- 000- 0000- 2001		14.46	32- 1- 078404 Overpay per 1	Ledgeview	Cur - Property Taxes
12657	Ledgeview Excavating LLC		14.46		1 Transactions	
12658	Lilja/Donald					

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<u>Vendor No.</u>	<u>Name Account/Formula</u>	<u>Rpt Accr</u>	<u>Amount</u>	<u>Warrant Description Service Dates</u>	<u>Invoice # Paid On Bhf #</u>	<u>Account/Formula Description On Behalf of Name</u>
12658	Lilja/Donald 13- 943- 000- 0000- 2001		4.58	29- 1- 511300 Overpay per 1 1 Transactions	Lilja	Cur - Property Taxes
12659	Mahrer/Kent 13- 943- 000- 0000- 2001		20.00	29- 0- 031407 Overpay per 1 1 Transactions	Mahrer	Cur - Property Taxes
12613	McCarty/Michael 13- 943- 000- 0000- 2001		3.90	03- 0- 045900 overpay per 1 1 Transactions	McCarty	Cur - Property Taxes
12660	Meger/Donald 13- 943- 000- 0000- 2001		6.34	16- 1- 106600 Overpay per 1 1 Transactions	Meger	Cur - Property Taxes
12661	Merchants Bank 13- 943- 000- 0000- 2001		372.00	36- 1- 075800 Overpay per 1 1 Transactions	Erickson	Cur - Property Taxes
12632	Meyer/Michael 13- 943- 000- 0000- 2001		30.00	01- 1- 135000 overpay per 1 1 Transactions	Meyer	Cur - Property Taxes
10700	Mystic Meadow Homes Inc. 13- 943- 000- 0000- 2001		3,994.00	56- 1- 171100 Overpay per 1 1 Transactions	Litke	Cur - Property Taxes
12614	Nagel/Sarah 13- 943- 000- 0000- 2001		499.00	39- 0- 044407 overpay per 1 1 Transactions	Nagel	Cur - Property Taxes
12662	Nelson/Larry 13- 943- 000- 0000- 2001		57.00	01- 1- 146500 Overpay per 1 1 Transactions	Nelson	Cur - Property Taxes
12609	Neumann/Sandra 13- 943- 000- 0000- 2001		4.12	29- 1- 418903 overpay per 1 1 Transactions	Jackman	Cur - Property Taxes

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 6/27/13 9:13AM
 13 Taxes & Penalties

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
12663 Onstad/James					
13- 943- 000- 0000- 2001		20.00	10- 0- 051003 Overpay per 1	Onstad	Cur - Property Taxes
12663 Onstad/James		20.00	1 Transactions		
12664 Padal/Joan					
13- 943- 000- 0000- 2001		20.22	35- 0- 009700 Overpay per 1	Padal	Cur - Property Taxes
12664 Padal/Joan		20.22	1 Transactions		
12615 Peet/Donald					
13- 943- 000- 0000- 2001		3.56	29- 0- 023703 overpay per 1	Peet	Cur - Property Taxes
12615 Peet/Donald		3.56	1 Transactions		
10859 Peka/Donald					
13- 943- 000- 0000- 2001		6.36	41- 0- 002400 Overpay per 1	Petka	Cur - Property Taxes
10859 Peka/Donald		6.36	1 Transactions		
12616 Pemberton/Brian or Cindy					
13- 943- 000- 0000- 2001		3.36	29- 1- 483200 overpay per 1	Pemberton	Cur - Property Taxes
12616 Pemberton/Brian or Cindy		3.36	1 Transactions		
12665 Peterson/Kimberly or Ryan					
13- 943- 000- 0000- 2001		6.00	32- 1- 081400 Overpay per 1	Peterson, Wm	Cur - Property Taxes
12665 Peterson/Kimberly or Ryan		6.00	1 Transactions		
12617 Potlatch					
13- 943- 000- 0000- 2001		215.00	29- 0- 029000 overpay per 1	Potlatch	Cur - Property Taxes
13- 943- 000- 0000- 2001		214.00	29- 0- 029400 overpay per 1	Potlatch	Cur - Property Taxes
13- 943- 000- 0000- 2001		217.00	29- 0- 029500 overpay per 1	Potlatch	Cur - Property Taxes
12617 Potlatch		646.00	3 Transactions		
12633 Ruprecht/Mary					
13- 943- 000- 0000- 2001		4.00	35- 0- 024403 overpay per 1	Ruprecht	Cur - Property Taxes
12633 Ruprecht/Mary		4.00	1 Transactions		
12618 Schwantz/Gary					
13- 943- 000- 0000- 2001		5.23	38- 0- 027404 overpay per 1	Schwantz	Cur - Property Taxes
12618 Schwantz/Gary		5.23	1 Transactions		
90033 Serfling/Ruby					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
90033 Serfling/Ruby		6.04	22-1-054200 overpay per 1 1 Transactions	Serfling	Cur - Property Taxes
12634 Sherwood Forest Owners Assn.					
13-943-000-0000-2001		38.00	11-1-215400 overpay per 1 1 Transactions	Ash	Cur - Property Taxes
12634 Sherwood Forest Owners Assn.		38.00			
12619 Slyter/Melissa or Matt					
13-943-000-0000-2001		5.48	07-0-068004 overpay per 1 1 Transactions	Slyter	Cur - Property Taxes
12619 Slyter/Melissa or Matt		5.48			
12620 South Metro Federal Credit Union					
13-943-000-0000-2001		98.00	20-0-031700 overpay per 1 1 Transactions	Enyart	Cur - Property Taxes
12620 South Metro Federal Credit Union		98.00			
12639 Steckler/Joseph					
13-943-000-0000-2001		4.00	11-1-159400 overpay per 1 1 Transactions	Steckler	Cur - Property Taxes
12639 Steckler/Joseph		4.00			
12621 Vesecky/John					
13-943-000-0000-2001		3.50	29-1-482300 overpay per 1 1 Transactions	Vesnecky	Cur - Property Taxes
12621 Vesecky/John		3.50			
12640 Walsh/Gregory					
13-943-000-0000-2001		10.14	11-1-077100 overpay per 1 1 Transactions	Walsh	Cur - Property Taxes
12640 Walsh/Gregory		10.14			
12643 Wells Fargo Bank					
13-943-000-0000-2001		1,269.00	29-1-507200 overpay per 1	Hendricks	Cur - Property Taxes
13-943-000-0000-2001		95.00	01-1-61400 overpay per 1	Hinkemeyer	Cur - Property Taxes
13-943-000-0000-2001		82.00	08-0-023607 overpay per 1	Johnson	Cur - Property Taxes
13-943-000-0000-2001		46.00	57-1-010900 overpay per 1	Konerza	Cur - Property Taxes
13-943-000-0000-2001		24.00	57-1-010700 overpay per 1	Konerza	Cur - Property Taxes
13-943-000-0000-2001		24.00	57-1-010500 overpay per 1	Konerza	Cur - Property Taxes
13-943-000-0000-2001		24.00	57-1-010400 overpay per 1	Konerza	Cur - Property Taxes
13-943-000-0000-2001		24.00	57-1-010300 overpay per 1	Konerza	Cur - Property Taxes
13-943-000-0000-2001		117.00	29-0-013747 overpay per 1	Kruchowski	Cur - Property Taxes
13-943-000-0000-2001		20.00	01-0-167500 overpay per 1	Rhodes	Cur - Property Taxes
13-943-000-0000-2001		48.00	11-0-022305 overpay per 1	Schimke	Cur - Property Taxes

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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6/27/13 9:13AM
13 Taxes & Penalties

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12643	Wells Fargo Bank			11 Transactions	
5703	Wells Federal Bank				
	13- 943- 000- 0000- 2001	218.00	51- 0- 016901 overpay per 1	Hermann	Cur - Property Taxes
5703	Wells Federal Bank			1 Transactions	
12641	Whitcomb/Daryl				
	13- 943- 000- 0000- 2001	6.66	11- 1- 226900 overpay per 1	Whitcomb	Cur - Property Taxes
12641	Whitcomb/Daryl			1 Transactions	
12642	Wuorenma/Randy				
	13- 943- 000- 0000- 2001	7.00	30- 0- 056200 overpay per 1	Wuorenma	Cur - Property Taxes
12642	Wuorenma/Randy			1 Transactions	
943	DEPT Total:	13,159.12	Taxes And Penalties	65 Vendors	89 Transactions
13	Fund Total:	13,159.12	Taxes & Penalties		89 Transactions
	Final Total:	13,159.12	65 Vendors	89 Transactions	

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6/27/13

9:13AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	13,159.12	Taxes & Penalties
All Funds		13,159.12	Total

Approved by,

.....

.....

Aitkin County

WARRANT REGISTER



Manual Warrants

June

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
885	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			60.00	31- 0- 070200 NSF Per 2	13- 943- 000- 0000- 2001	Collins	
			84.00	31- 0- 070300 NSF Per 2	13- 943- 000- 0000- 2001	Collins	
			52.00	31- 0- 070400 NSF Per 2	13- 943- 000- 0000- 2001	Collins	
			96.00	31- 0- 070500 NSF Per 2	13- 943- 000- 0000- 2001	Collins	
			390.00	18- 1- 063100 NSF Per 2	13- 943- 000- 0000- 2001	Graff	
			737.00	18- 1- 063101 NSF Per 2	13- 943- 000- 0000- 2001	Graff	
			181.00	56- 1- 093300 NSF Per 2	13- 943- 000- 0000- 2001	Johnson	
		Warrant # 885 Total	1,600.00	Date 6/1/13			
886	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			979.36	CLAIMS	01- 044- 904- 0000- 6360		
		Warrant # 886 Total	979.36	Date 6/5/13		5/28/13	5/31/13
887	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			36.00	Parking/transp.M.Collins	01- 252- 000- 0000- 6330		
						5/15/13	5/16/13
			13.20	Postage	19- 521- 000- 0000- 6205		
			31.12	Meals/transp.M.Collins	01- 252- 000- 0000- 6330	5/16/13	
			52.50	#41 gas- Broadband mtg- Mora	01- 711- 000- 0000- 6511	5/20/13	
			25.63	6 journals	19- 521- 000- 0000- 6400	Advent.publica	
			599.00	Leica Disto e7500i Laser	01- 043- 000- 0000- 6405	Amazon	
			62.96	book- forensics for handhelds	01- 049- 000- 0000- 6208	Amazon	
			34.99	rain/snow guage	19- 524- 000- 0000- 6422	Amazon	
			100.00	room deposit/MPELRA- Bobbie	01- 052- 000- 0000- 6332	Arrowwood reso	
						8/14/13	8/16/13
			30.00	critter food	19- 522- 000- 0000- 6416	BugCompany	
			107.94	MSA conf. fee- Turner	01- 200- 003- 0000- 6332	Craguns	
						6/4/13	6/5/13
			62.10	gas/ARDC mtg- Niemi	01- 001- 000- 0000- 6511	Duluth	
						5/16/13	5/16/13
			129.26	Hotel/transp.M.Collins	01- 252- 000- 0000- 6330	Hampton	
						5/15/13	5/16/13

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	890	Total	4,089.07	Date 6/12/13			
891	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
		Total	26,611.78	May Deed Tax	09-000-000-0000-2025		
			36,255.64	May Mortgage Reg tax	09-000-000-0000-2026		
	891	Total	62,867.42	Date 6/17/13			
892	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Total	185.00	29-0-033600 NSF Per 2	13-943-000-0000-2001	Boyce	
			619.00	29-0-039100 NSF Per 2	13-943-000-0000-2001	Boyce	
	892	Total	804.00	Date 6/17/13			
893	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Total	35.72	NSF- Jennifer Dye	19-521-000-0000-5884		
	893	Total	35.72	Date 6/17/13			
894	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		Total	1,393.07	CLAIMS	01-044-904-0000-6360		
	894	Total	1,393.07	Date 6/19/13		6/10/13	6/14/13
895	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431					
			154.64	2 Samsung Toners	01-040-021-0000-6405		
			239.98	2 Samsung wireless printers	01-040-021-0000-6625		
			25.00	monthly ipad data plan	01-049-000-0000-6231		
			227.06	MCCC conf.package- Motherway	01-090-000-0000-6208		
			227.06	MCCC conf.package- Lisa Stay	01-090-000-0000-6208		
			35.27	WIC- BF Action Kit	05-400-410-0413-6405		
			3.49	personal products- NF	05-430-710-3810-6057		
			50.00	Food Svc Cert.- Essen	19-523-000-0000-6208		
			69.78	hotel balance/MSA conf.	01-200-003-0000-6332	#220	
						6/3/13	6/4/13

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			2,612.01	CLAIMS	01-044-904-0000-6360		
		Warrant # 897 Total	2,612.01	Date 6/26/13		6/17/13	6/21/13
898	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			27,823.22	June Accel pymt	09-000-000-0000-2025		
			23,942.47	June Accel pymt	09-000-000-0000-2026		
		Warrant # 898 Total	51,765.69	Date 6/27/13			
44426	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164-0193					
			250.00	Q2 VEBA- P.Soderquist	05-430-700-4820-6149		
		Warrant # 44426 Total	250.00	Date 6/5/13			
44427	12667	Bosch Tool Corporation/Robert Dock #2/Rose Hwy 67 North 173 Lawrence 428 Walnut Ridge, AR 72476					
			54.75	Repair Deposit	03-302-000-0000-6449	1001123911	
		Warrant # 44427 Total	54.75	Date 6/5/13			
44428	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164-0193					
			300.12	June Participant Fees	01-044-904-0000-6231	934833	
		Warrant # 44428 Total	300.12	Date 6/12/13			
44429	12675	Country Inn of Two Harbors 1204 7th Ave Two Harbors, MN 55616					
			321.04	emerg.victim housing	01-255-031-0000-5840	5/28/13	
		Warrant # 44429 Total	321.04	Date 6/12/13			
44430	8352	Central Specialties, Inc. 6325 CO. RD. 87 SW ALEXANDRIA, MN 56308					
			300,000.00	Final Payment	03-307-000-0000-6262	20062	
		Warrant # 44430 Total	300,000.00	Date 6/12/13			

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
			<u>OBO#</u>	<u>On- Behalf- of- Name</u>		<u>From Date</u>	<u>To Date</u>
44431	8499	R.C. Habeck Excavating, LLC 3714 HWY 27 Wahkon, MN 56386					
		Warrant # 44431	46,765.71	Partial Payment	03- 307- 000- 0000- 6262	001- 632- 004	
		Total	46,765.71	Date 6/12/13			
44432	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735					
		Warrant # 44432	51,917.41	Partial Payment	03- 307- 000- 0000- 6262	001- 604- 010	
		Total	51,917.41	Date 6/21/13			
44433	6160	MII - Veba ATTN: VEBA ADMINISTRATION PO BOX 64193 ST. PAUL, MN 55164- 0193					
		Warrant # 44433	250.00	2013 Q2 Michael Powers	11- 924- 000- 0000- 6149		
		Total	250.00	Date 6/26/13			
44434	10618	Erik's Lawn Service 41544 270TH PLACE AITKIN, MN 56431					
		Warrant # 44434	384.00	mow jacobson campground	21- 520- 000- 0000- 6231	3@128- May	
			519.00	mow SR campground	21- 520- 000- 0000- 6231	3@173- May	
			114.00	mow RL swim beach	10- 921- 000- 0000- 6231	3@38- May	
			297.00	mow Berglund Park	21- 520- 000- 0000- 6231	3@99- May	
		Total	1,314.00	Date 6/27/13			
44435	12282	Dechantal Excavating, LLC 12209 State Highway 18 Brainerd, MN 56401					
		Warrant # 44435	15,037.31	Partial Payment	03- 307- 000- 0000- 6262	20129	
		Total	15,037.31	Date 6/28/13			

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Aitkin County

WARRANT REGISTER



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Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	548,239.83	88	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	13,687.99	General Fund
3	413,775.18	Road & Bridge
5	1,080.61	Health & Human Services
9	114,633.11	State
10	114.00	Trust
11	270.00	Forest Development
13	2,404.00	Taxes & Penalties
19	562.82	Long Lake Conservation Center
21	1,712.12	Parks
	548,239.83	TOTAL

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-27-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointment - HRA

Requested Meeting Date: 7-9-13 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

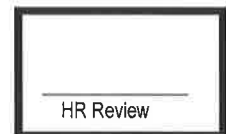
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Committee Appointment - HRA

DATE: June 27, 2013

There is one opening on the Housing & Redevelopment Authority (HRA) Committee:

It is staff's recommendation that the County Board reappoint Larry Turner. This appointment will expire November, 2018.

Please contact me with any questions.

JUN 24 2013

MINNESOTA OPEN APPOINTMENT ACT
APPLICATION FOR SERVICE ON COUNTY/STATE AGENCY

NAME OF AGENCY: Housing & Redevelopment Authority
(enter on this line the name of the agency for which applicant seeks appointment: (complete a separate application for each agency)

NAME OF APPLICANT: Larry E. Turner

ADDRESS OF APPLICANT: Street Address _____
(City) _____ (State) _____ (Zip) _____

PHONE: Home _____ Work _____
County Aitkin District 4

Minnesota Statutes 15.0597, state that the application shall include a "statement that the nominee satisfies any legally prescribed qualifications and any other information the nominating person feels be helpful to the appointing authority."
(May include employment, community service, education)

- National Guard
- Lifetime Resident
- 27 1/2 yrs. Maintenance Supervisor - McGregor Public School
- 32 yrs McGregor City Council - 4 yrs Mayor
- Previous manager of McGregor Community Center
- Member of Methodist Church
- McGregor Lions - Past President
- American Legion Post #23, McGregor Member
- Married for 51 years
- Three children - all in MN.
- Aitkin County HRA
- Enjoy civic participation in my community

I, the undersigned, hereby state that I satisfy, to the best of my knowledge, all legally prescribed qualifications for the position sought.

Larry E. Turner 6-24-13.
Signature of applicant Date

If applicant is being nominated by another person or group, the above signature indicates consent to nomination.

Is this application submitted by appointing authority? Yes _____ No _____

Is this application submitted at the suggestion of appointing authority? Yes No _____

Please Return Application to the Personnel Department, 217 2nd St., NW, Aitkin, MN 56431

FOR PERSONNEL USE

Date Appointed: _____ Term Expiration: _____ Date Reappointed: _____
Term Expirations: _____

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



To: Chairperson, Aitkin County Board of Commissioners Date: July 2, 2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:

LG 214 Gambling – McGregor Fire Department Relief Assoc

Requested Meeting Date: July 9, 2013 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) Proposed Resolution

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

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

ADOPTED July 9, 2013

By Commissioner: xx

070913-0xx

Form LG214 McGregor Fire Department Relief Association

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the McGregor Fire Department Relief Association, at Hillcrest Resort – Shamrock Township. This establishment has an address of 20612 498th Lane, McGregor, MN 55760

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 9th day of July A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 9th day of July 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: 7/01/2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator / Bobbie Danielson, HR Manager

Title of Item: Personnel Committee Recommendations
Bobbie Danielson

Requested Meeting Date: 7/9/2013 Est. Time: Consent

Presenter: Patrick Wussow or 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) *See attached memo.
- 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 *Potential
- 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 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: July 1, 2013
Subject: Personnel Committee Recommendations

Background

The Personnel Committee met on **June 25, 2013**, and unanimously recommends the following:

1. Extend Jerry Dewitt's unpaid leave of absence to October 1, 2013, and authorize the County Administrator to approve or deny any future LOA requests concerning Jerry Dewitt on behalf of the Board.
2. Create and fill a new full-time Heavy Equipment Operator position. County Engineer Welle can fit this expense in his 2013 budget. Please note, the potential exists that this may be an added position/expense to the 2014 Highway Department budget. With the above LOA, we currently have 14 operators and 14 plow routes. The mechanic who normally serves as a back-up driver is currently assigned to perform other additional duties. \$13.34 to \$17.48/hour starting, DOQ. Grade P. Cost estimates, a job description, and wage scale are attached.

Action Requested

1. Motion to extend Jerry Dewitt's unpaid leave of absence to October 1, 2013, and to authorize the County Administrator to approve or deny any future LOA requests concerning Jerry Dewitt on behalf of the Board.
2. Motion to create a new full-time Heavy Equipment Operator position and authorize staff to fill the position.

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

Estimated Cost 2013-2014	Current rate	Grade	Wages	PERA 7.25%	FICA 6.2%	Medicare 1.45%	Health Ins \$855/mo 2013, \$900/mo 2014	Total
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2013 Remainder (est 4 months, Sept - Dec 2013, 760 hours, no OT).

New Position (2013)	\$ 17.48	P	\$ 13,284.80	\$ 963.15	\$ 823.66	\$ 192.63	\$ 3,420.00	\$ 18,684.24
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2014 Estimate (12 months, 2080 hours, no OT).

New Position (2014, no step)	\$ 17.48	P	\$ 36,358.40	\$ 2,635.98	\$ 2,254.22	\$ 527.20	\$ 10,800.00	\$ 52,575.80
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\$ 71,260.04

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



HEAVY EQUIPMENT OPERATOR

Incumbent may be assigned to work in the Aitkin, McGrath, McGregor, Palisade, Swatara, or Jacobson shop, based on employer needs.

Department Highway Department
DBM/Grade To be determined
Reports to Highway Maintenance Foreman and Assistant Maintenance Foreman
FLSA Status Non-Exempt
Union Status Local 49 Road and Bridge 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 safely operate trucks, motor graders, heavy equipment, tractors and other specialized equipment to maintain highways and roads in County and to accomplish departmental objectives and tasks; performs related work as required.

Supervision Received

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

Supervision Exercised

No formal supervisory authority.

Essential Functions

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

1. Performs maintenance and repair duties during all seasons of the year in such a manner that roads are safe for travel. Such tasks include but are not limited to: repairing and replacing culverts, assisting on construction projects, patching and filling potholes in pavement, excavating and backfilling frost boils, graveling roads, repairing guard rails, installing and replacing traffic and work zone signs, clearing brush, trees, and mowing right-of-way, picking up and removing rocks, debris, and dead animals from roadways, assisting in emergencies and natural disasters, operates chain saws and other power tools, steams culverts and frees culverts from ice, snow, and debris.
2. Operates heavy/light equipment, such as, motor graders, front-end loaders, excavators, tractors, dozers, tandem and single axel dump trucks, belly dump trucks, performing tasks such as, plowing,



Position Description

loading and hauling snow, spreading sand, salt, and road chemicals, and scraping ice from road/streets and parking lots. Smoothing road surfaces, spreading gravel, and cutting and shaping road shoulders. Hauling gravel, fill, waste, and other road materials and supplies. Re-grading and reshaping roads, constructing roads, ditches, leveling earth, stripping sod, and gravel deposits. Mixes salt sand and road chemicals. Loads and stockpiles culverts and other materials. Mowing, clearing brush, trees, rock and debris from rights-of-way. Towing semi and tag trailers, hauling gravel and equipment. Cleaning beaver dams from culverts and ditches.

3. Performs daily safety checks on trucks and equipment and record results.
 4. Services trucks, tractors, motor graders, other road maintenance equipment, pickups and autos. Changing oil, filters, greasing, washing and rotating tires. Performs repairs on trucks and equipment including changing cutting edges, welding, repairing hydraulic lines, replacing hydraulic pumps, hoses, motors, mounting and dismounting seasonal equipment.
 5. Operates autos, pickups, and all classes of trucks, picking up and delivering supplies and tools to job site, checking roads, and picking up trash, rocks, and debris from roads and ditches.
 6. Performs flag person duties, when required.
 7. May perform signage duties including but not limited to determining signing requirements, installing temporary signage for construction projects and permanent road signs in accordance with local signing policies, maintaining an accurate computerized inventory of signs in use and in inventory, inspecting roads for missing or damaged signs and keeping areas around signs and in sight lines clear of brush. This is a special assignment within the Equipment Operator job classification.
 8. Assists with equipment and building repairs as assigned, including but not limited to performing mechanical repairs and routine maintenance on light and heavy equipment such as pickup trucks, dump trucks, motor graders, front-end loaders, backhoes, dozers, tractors, and mowers, performing building maintenance on the office and shops, and delivering parts to various locations.
 9. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

High school diploma or general education degree (GED) required, plus four* (4) years experience operating heavy equipment/trucks. Preference will be given to candidates who have experience operating motor graders, backhoes, bulldozers, excavators, bobcats, and front-end loaders. Class A CDL required at time of hire.

*A certificate of training in heavy equipment from a technical school may be substituted for two (2) years of experience required.

Employees are not required to be a resident of Aitkin County as a condition of employment. However, within 6 months of the date of hire, the incumbent must meet the following reasonable response time residency requirement: Must be able to report to the assigned shop location within 60 minutes of call-out. This is a job-related necessity for public transportation/safety purposes.

A Class A commercial driver's license is required to perform the essential functions of this position.



Position Description

Employment reference checks, a criminal background check, pre-employment physical and drug test will be performed as part of the pre-employment process.

This position is subject to drug and alcohol testing pursuant to the federal Omnibus Transportation Employee Testing Act which requires that all employees whose job duties include operating a commercial motor vehicle (CMV) and who are required to hold a commercial driver's license (CDL) shall be subject to testing.

Must be willing to work flexible hours, weekends, and holidays as needed for snowplowing and emergency road maintenance or repairs.

U.S. Citizenship required.

Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices to safely and effectively accomplish the needs of the department.
2. Maintenance of gravel and all-weather roads.
3. Repairing pot holes and frost boils
4. Dangerous road conditions.
5. The capabilities and limitations of heavy equipment trucks and tools.
6. The mixing and application of road chemicals.
7. Materials safety data (MSDS) information and the necessary precautions of materials handled.
8. Safety procedures and rules.
9. Signage and road marking laws and requirements as assigned.
10. The repair of heavy equipment and trucks.
11. Materials, methods, and techniques commonly used in the maintenance and repair of road signs and road markings.
12. Practices, methods, tools, and materials used in the maintenance and repair of automotive and heavy equipment.
13. The operating principles of gasoline and diesel engines and of mechanical components of automotive and heavy equipment.

Skill in:

1. Teamwork, communication, and interpersonal skills as applied to interaction with co-workers and the general public sufficient to exchange or convey information and to receive work direction.
2. Verbal and written communication.
3. The operation of a variety of different pieces of heavy equipment.
4. The maintenance of heavy equipment.
5. The maintenance of all classes of trucks and automobiles.
6. The use of hand and power tools.
7. Repairing, installing, and maintaining road signs as assigned.



Position Description

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Follow oral and written directions.
3. Exercise judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities, policies and safety requirements.
4. Establish and maintain effective and supportive public relations to inquiring individuals and organizations.
5. Maintain a high degree of self-motivation and the ability to work independently.
6. Operate computers and maintain accurate sign and culvert inventories as assigned.

Language Skills

Intermediate Skills - Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.

Mathematical Skills

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

Reasoning Skills

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

Computer Skills

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

County Payroll Software, E-time, Microsoft Outlook, and Internet.

Ability to Travel

Daily travel to various jobsites required.

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, 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, initiative, and innovation.



Position Description

Work Environment

The noise level in the work environment is usually moderate to loud. Required to work irregular hours during inclement weather conditions, including cold, hot, and wet weather. Subject to dust, fuel vapors, asphalt vapors, solvent vapors, and lubricating oil and grease. Must perform road maintenance duties on wet and slippery roads that are hazardous to drive on. Must perform equipment maintenance duties in dirty, greasy, and hazardous conditions. Work will be dirty and hazardous at times. Subjected to chemicals, highway traffic, construction equipment operations, excessive noise, overhead and underground utility services, cuts, shock hazard, burns, and possible injury from power tools and vibrations from machinery.

Equipment and Tools

Computer, copier, fax, telephone, printer, calculator, power tools, hand tools, measuring and metering devices, road signage and supplies, welders, backhoes, bulldozers, excavators, motor graders, bobcats, front-end loaders, dump trucks, and county-owned vehicles.

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, use of fingers, grasping, feeling, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 70 pounds.

While performing the duties of this job, the employee performs heavy work, exerting up to 70 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.

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

Disclaimer

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

Reasonable Accommodation Notice

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

05/2013

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Sobriety Court Program Update

Requested Meeting Date: 7-9-13 Estimated Presentation Time: _____

Presenter: Elizabeth DeRuyck, CMCC Associate Director

Type of Action Requested (check all that apply)

- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
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- What type of expenditure is this? Operating Capital Other (attach explanation)
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- Applicable job description(s) may require revision. Yes No
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Supporting Attachment(s)

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Aitkin County Sobriety Court Program Update

Agenda – July 9, 2013

- I. Funding Update
- II. Program Overview
- III. Agent Response to Success
- IV. Participant Response to Success

HISTORY AND FUNDING

The Aitkin County Sobriety Court began in June 2006. At that time, the entire Sobriety Court Team contributed their services on a voluntary basis, with the exception of the coordinator. At that time, the coordinator was employed in a dual role (with juvenile diversion) and funded by Aitkin County. In November 2007, the program secured funding from the State Court Administrators Office (SCAO) which enabled the program to staff a full time probation agent and the part time program coordinator. Due to budget shortfalls, the program coordinator's position was eliminated on December 31, 2009. The remaining state funding was enough to reimburse Central Minnesota Community Corrections for the majority of the salary and benefits for a full time probation agent through December 2010. Beginning in 2011, the majority of the funding was provided by Aitkin County to keep the program operational.

Since 2007, Central Minnesota Community Corrections (CMCC) contributed approximately \$6500 annually for mileage incurred by the agent for the program components. CMCC also contributed other related agent costs. In 2010, the Aitkin County Sheriff's Office has donated several hours of officer time to assist with testing. This in kind contribution to supervision services has become a vital component to the program since the agent had less time for testing after taking on the additional duties of the coordinator position. Sobriety Court clients are also required to pay fees to participate in the program. The program is utilizing participant fee's to pay for the drug testing, electronic monitoring, incentives, and other various program expenses. In 2011, the majority of the funding for the agent was from county funding. Beginning in 2012 and to date, funding for the agent was through state grants.

POPULATION SERVED

Sobriety Court is for high risk drug and alcohol offenders. Since the Sobriety Court program began, a total of 72 clients entered the program. There have been 36 graduates, 9 terminations for continued violations, and 8 voluntarily withdrawals from the program due to various reasons. Currently there are 19 active participants and one pending entry into the program. The Aitkin County Sobriety Court Program has served 41 men and 31 women, ranging in age from 19 to 64.

DRIVER LICENSE INFORMATION

All participants will receive their license during the course of the program unless cancellation guidelines prevent them from doing so. In addition, some state funding assists with the costs of the ignition interlock system so participants are able to drive legally earlier than if they were not afforded the assistance.

EMPLOYMENT

As a requirement of the program, participants must be employed. Of the participants 30 were unemployed when they entered the program. Upon graduation and of current participants, only 8 participants were unemployed.

SOCIAL SERVICE EFFECTS

A goal of the Aitkin County Sobriety Court Program is to help participants become personally responsible and families become self sufficient. By requiring employment, the hope is these participants will become less dependent on public assistance.

Many of the participants have children. The 72 participants that have been involved in this program had a combined total of 77 dependent children, though not all participants were the custodial parent. This program has seen five children born drug and alcohol free, while their parent was a participant in the program, and currently one participant is pregnant.

There have been a total of six families which have been involved with Aitkin Child Protective Services when their parent entered the Sobriety Court Program. The Social Workers involved in the cases stated it is highly likely these children would have remained in foster care or placed in foster care for a much longer period of time had the Sobriety Court program not been available to their parents. In addition, Child Protective Services personal monitoring of these cases was reduced (saving man hours) because the probation agent had such an active role in monitoring the parent and thus, the families.

As we know foster care costs the county several dollars per year. This program has contributed to the reduction of foster care dollars for these particular families. Care can cost between \$23 per day to \$200 per day depending on care needs.

HOUSING

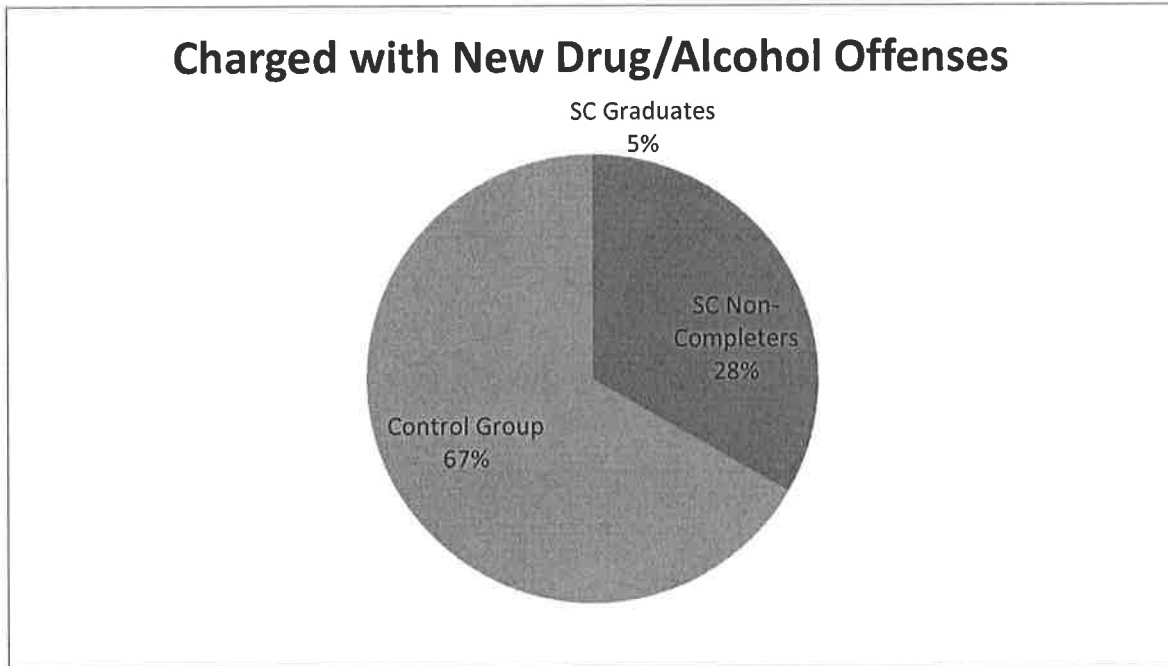
Part of being self sufficient and a responsible adult goes hand in hand with having a stable living environment. Approximately 50% of participants that have entered the program were able to go from temporary housing situations to permanent housing situations by the time they graduated.

COURT EFFECTS

The Sobriety Court Program can also conserve resources in other areas as well. For instance, the average Sobriety Court participant enters the program within 30 days of their arrest, appearing in court an average of 3 times. Data collected on a control group, for a prior evaluation, showed an average of 191 days from arrest to sentence with an average of 5 court appearances.

RECIDIVISIM RATES

The chart below compares graduates charged with new drug/alcohol offenses to non-graduates and a control group. Only one person who graduated from the Aitkin County Sobriety Court has been charged with a new drug/ alcohol offense. This program has a 97% success rate. It is clear this program has reduced recidivism rates.



OUTCOMES

In 2009, there were a total of 134 offenders who obtained a DWI in Aitkin County. According to the Department of Public Safety, Aitkin County had 5 alcohol related driving fatalities between years 2007-2009 and societal costs were high. If this program decreases the likelihood a person will get behind a wheel again while drinking, the savings will be tremendous. The main goal of Sobriety Court is to help chemically dependant people, in all areas of their life, to become responsible and productive members of society. It clear the evidence noted here is staggering with regard to making positive changes in the lives of those who successfully complete Sobriety Court. They have decreased their need for assistance with regard to food support, monetary support, foster care services, temporary housing services and unemployment. Jail days are reduced and recidivism rates are decreased. This saves long term money because the offender is most likely going to refrain from further criminal behavior. In addition, even when there are new offenses, these offenders have saved county dollars during the calendar year they were in the program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7-3-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Transportation & Infrastructure

Requested Meeting Date: 7-9-13 Estimated Presentation Time: _____

Presenter: John Welle, County Engineer

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)
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- 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) AMC's Transportation & Infrastructure Summary Page

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners

FROM: Patrick Wussow, Aitkin County Administrator

RE: Transportation & Infrastructural Funding Alternatives

DATE: July 3, 2013

John Welle, County Engineer and I felt it was important to conduct additional discussions related to wheelage tax and ½% sales tax as provided in the attached document. The significant concern centers around the fact that if a wheelage tax is to be implemented the County Board must take action prior to August 1, 2013.

Additional information will be discussed at the meeting. At this time we have not identified any specific projects for public discussion.

Transportation & Infrastructure

For additional information on this section, please contact Abbey Bryduck, Policy Analyst, at 651-789-4339 or abryduck@mncounties.org

TRANSPORTATION

Transportation Governance Bill

Wheelage Tax Expansion

All 87 counties are now authorized to levy, by board resolution, a \$10 per vehicle wheelage tax. Previously, only the seven counties in the Twin Cities Metropolitan Area were authorized to levy this tax at \$5 per vehicle. The new legislation increases the amount to \$10 – an automatic change in those 5 counties that currently levy the tax – with the ability to impose a rate of up to \$20 per vehicle in 2018 and subsequent years. The wheelage tax does not apply to all vehicles registered in a county, exceptions include vehicles that are not renewed annually (i.e. collector vehicles), trailers and semitrailers, motorcycles and tax exempt vehicles. Funds from the tax must be deposited in the county's road and bridge fund and can only be used for "highway purposes" as defined by Article 14 of the Minnesota Constitution. Counties have the option of collecting the tax themselves or delegating that to the registrar of motor vehicles to be collected as part of the tab renewal process. All of the counties that are currently collecting a wheelage tax have asked the state to do the collection and payments are issued to the counties on a monthly basis. If a county wishes to implement the tax for 2014 and have the state do the collection, they must notify the state by August 1 of this year.

Removal of Referendum Requirement for Local Transportation Sales Tax

Greater Minnesota counties can now enact up to a ½-cent sales tax for transportation by board action, without holding a referendum. The language was also changed on the use of the funds so that the funds may be used for both capital and operating costs for transit as well as capital costs related to the Safe Routes to School program.

Status: *Signed into law; Chapter 117*

Transportation Finance Bill

After many stops and starts, the Transportation Omnibus Finance Bill passed without a gas tax increase or a metro transit sales tax. The bill included two priority items from the AMC Transportation Governance bill described above, as well as the following items:

- **Corridors of Commerce Program:** While no ongoing funding is included, the Corridors of Commerce program is established in law and \$300 million in trunk highway bonds are authorized for the program. The bond authorization is not effective until July 1, 2014. This program is designed to fund to state highway projects that improve commerce in the state. MnDOT is directed to establish a process for project selection that involves accepting recommendations on potential projects from area transportation partnerships and other interested stakeholders in each MnDOT district. Potential projects would be classified as Capacity Development – two-lane segments in corridors with 4-lane segments, or Freight Improvement.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 7/01/2013

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator / Bobbie Danielson, HR Manager

Title of Item:

Ratify AFSCME Courthouse 2011-2012 and 2013-2014 Collective Bargaining Agreements

Requested Meeting Date: 7/9/2013 Est. Time: 5 Minutes

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) *Patrick/budget detail
- 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

BJD

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)
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) _____

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: Aitkin County Commissioners
From: Patrick Wussow, County Administrator
Bobbie Danielson, HR Manager 
Date: May 13, 2013
Subject: AFSCME Courthouse 2011-2012 and 2013-2014 Collective Bargaining Agreements

Background Information

Aitkin County and the AFSCME Courthouse union have been in contract negotiations, followed by mediation, since November 22, 2010. The AFSCME Courthouse Agreement covers job classes such as: Jail Cook, Maintenance Custodian, Secretary/Clerk, Records Technician, Deputy Recorder, Legal Secretary, Appraiser, Forester, Zoning Officer, Paralegal, and several other positions (approximately 45 members, including part-time, full-time, and fair share).

The contract has been updated to include changes summarized in the attached documents. Wages and insurance are highlighted below.

2011, 2012, and 2013 wages follow the pattern settlement at 0% general adjustment, plus steps for employees who are eligible to receive step increases. There will be zero increase to the overall pay scale in 2011, 2012, and 2013 over 2010 pay rates. Employees not already at the top of the 13-step pay scale who are due to receive a step increase will be eligible for step movement. 2014 wages include a \$0.45 per hour general increase, plus step increases for eligible employees. (30 employees are eligible for step movement in 2014.) All employees shall remain at their rate of pay at the end of year 2014, until a new Agreement is executed by the parties.

The employer continues to offer 3 BCBS health insurance plans - the VEBA 100, VEBA 80, and \$5k/\$10k HDHP. The formula for calculating the employer's contribution toward the total premium for group insurance was eliminated 12/31/2013 and replaced on 1/1/2014 with a monthly flat dollar contribution ranging from \$600 to \$675 per month for single or \$1,150 to \$1,250 per month for family, depending on the plan selected. For comparison, in 2013 the employer is paying up to \$656.50 per month for single or \$1,209.52 per month for family. In no event will the employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. In 2013, the employee pays \$0 for single coverage or \$224.98, \$482.98, or \$759.48 per month for family coverage, depending on the plan selected. In 2014, employees who select coverage on the VEBA 80 or HDHP will also receive additional dollars toward their VEBA/HSA account.

Action Requested

Motion to ratify the 2011-2012 and 2013-2014 AFSCME Courthouse collective bargaining agreements and authorize the Chairperson, County Administrator, and HR Manager to sign.

A G R E E M E N T

between

COUNTY OF AITKIN, MINNESOTA

and

**COURTHOUSE EMPLOYEES
AMERICAN FEDERATION OF STATE, COUNTY
AND MUNICIPAL EMPLOYEES, AFL-CIO**

LOCAL UNION #667

JANUARY 1, 2011 - DECEMBER 31, 2012

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2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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AGREEMENT

Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1 **PURPOSE**

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2 **RECOGNITION**

Section A. The Board hereby recognizes Local No. 667, AFSCME, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) days per year and fourteen (14) hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, sex, sexual orientation, age, disability, religious, or political belief.

ARTICLE 3 **DEFINITIONS**

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

ARTICLE 4 **EMPLOYEE RIGHTS**

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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Section A. Upon receipt of a written notice, the Employer agrees to deduct from the wages of each employee who is a member of the Union an amount equal to the regular monthly Union dues. This financial arrangement shall begin with the first payroll following the employee's first thirty (30) days of employment. Such deduction shall be made the first pay period of each month, and shall be transmitted to the Union together with a list of employees from whose pay the deductions have been made.

Section B. Upon request of the Union, the Employer shall deduct from the wages of each member of the bargaining unit who is not a member of the Union, a fair share fee that does not exceed eighty-five (85%) percent of the regular monthly Union dues. Such deductions shall be made in the same manner as dues under Section A of this Article.

Section C. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Manager and without undue interruption of work.

Section D. The Board agrees to permit the Negotiating or Grievance Committee to appear at all negotiating or grievance meetings with the Board in negotiations or disputes without the loss of pay.

Section E. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section F. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

In the event that additional time off is necessary for the above and/or other Union business, such time off may be granted subject to the approval of the Employer.

ARTICLE 5 MANAGEMENT RIGHTS

Section A. The Employer retains the full, unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6 HOURS OF WORK

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Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles IV, VII, VIII, IX, and X shall be the normal daily hours of work provided for by the employees, as referred to in Article VI, Sections A.

ARTICLE 7 HOLIDAY PROVISIONS

Section A. All regular employees shall be entitled to the following paid eight hour holidays:

New Year's Day	Fourth of July	Veterans Day
Presidents Day	Thanksgiving Day	Labor Day
Memorial Day	Friday after Thanksgiving	Christmas Day
Martin Luther King Day		

Section B. When an employee is required to work on any of these holidays, they shall be paid at time and one-half (1-1/2) rates in addition to their regular salary.

Section C. When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section D. When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the previous Friday.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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Section E. When a paid holiday falls during an employee's vacation period, they shall receive holiday pay for that day.

ARTICLE 8 VACATIONS

Section A. All permanent employees shall be granted vacations as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0	1	12 days (96 hours)
3	1-1/4	15 days (120 hours)
5	1-1/2	18 days (144 hours)
10	1-3/4	21 days (168 hours)
15+	2	24 days (192 hours)

If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval.

Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation.

Section C. Upon termination of employment for any cause, permanent employees shall be paid for any accumulated vacation credits.

Section D. An employee may accumulate vacation hours up to a maximum of 24 days (192 hours). Vacation days over the 24 day (192 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 24 day (192 hours) maximum.

Section E. A full-time probationary employee, new to County employment, shall accumulate vacation days at the rate of one (1) day (8 hours) per month, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period. Permanent employees in a trial period due to a transfer, shall be entitled to normal vacation accumulation use.

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2011 - 2012 AFSCME COURTHOUSE AGREEMENT

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ARTICLE 9

SICK LEAVE

Section A. Sick leave with pay shall be granted to all employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Section B. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parent, step parent, child(ren), or step child(ren) requiring the attendance of such employee. The Department Head may require a doctor's certificate to verify the employee's absence. In the case of attendance upon other members of an employee's household, prior approval of the Department Head is required. The County will administer FMLA in accordance with County policy.

Section C. There shall be no loss of seniority to an employee because of sickness or injury.

Section D. Employees may reduce the Severance Pay set aside under ARTICLE X as Sick Leave only after using all available sick leave.

ARTICLE 10

SEVERANCE PAY

The severance pay benefit is eliminated for all employees. Any remaining (1994) sick severance account balances will be paid out in full as of January 1, 2008.

ARTICLE 11

EDUCATIONAL TUITION

Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
3. That the course be approved by the Department Head and the County Board prior to taking the course.

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ARTICLE 12

LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Funeral: A maximum of three (3) days (24 hours) leave without loss of pay will be allowed when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, step child, father, mother, step parent, sister, brother, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Subd. 2. Personal: Employees shall be granted four (4) days (32 hours) personal leave each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence less than thirty (30) days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

Subd. 2. The employee requesting a leave of absence greater than thirty (30) days, may apply for same in writing to the County Board for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

Subd. 3. Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Board meeting after the leave of absence request is made so as to not jeopardize the employee's tenure under P.E.R.A.

Subd. 4. Employees who are on leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations, etc., and shall accrue seniority for a period of thirty (30) days only.

Subd. 5. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 6. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

2011 - 2012 AFSCME COURTHOUSE AGREEMENT

ARTICLE 13

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article XVIII, application for Fringe Benefits for part time employees.

Section F. Seniority: Step increases will be granted on compensated hours and based on full time hours of 2,080 hours for any office of 40 hours a week per year.

Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Section H. Notices of all vacancies and newly created positions shall be posted on bulletin boards, mailed or faxed to all locations by the Human Resources department including the following: County park shop, transfer station, license center, and official employee bulletin boards defined as the bulletin board by the Planning & Zoning office, in the main lobby of the courthouse, and by the Human Resources office. The mail or fax postmark will serve as proof of notification and time will start once the position is posted on one of the official employee bulletin boards as defined above. The employees will be given five (5) days time in which to make application to fill such vacancy or newly created position. The employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

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Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting.

ARTICLE 14

DISCIPLINE

Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

The Employer shall not take disciplinary action against an employee unless the employee has been given the opportunity to have a Union representative present. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

ARTICLE 15

GRIEVANCE PROCEDURE

Section A. Definition of a Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section B. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representatives and of their successors when so designated.

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Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section D. Grievances, as defined by Article 15, Section A, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative will discuss and give an answer to such Step 1 grievance within fifteen (15) working days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final answer in

Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative. The Employer designated representative shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator.

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The grieving party shall strike first. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses and costs of the arbitrator shall be shared and assessed equally to the parties.

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Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the end of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section F. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof in writing, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied and move the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in writing.

Section G. Choice of Remedy: If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 15 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 15, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 15, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 15 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

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ARTICLE 16

INSURANCE

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Section A.

The base plan shall be VEBA 831 as per the Blue Cross Blue Shield quote dated September 2, 2004 for the year 2005. The County's portion of premiums shall be \$900.00 per month for family coverage. Any premium increase or savings is shared equally between the County and the employee for the family plan. The County's portion of premiums shall be up to \$666.84 per month for single coverage. At the point where single coverage exceeds \$666.84, premium increases shall be shared equally between the County and the employee.

The County shall make contributions to each eligible employee's VEBA 831 account in order to fund a portion of the deductible as follows:

	Single	Family
<u>2011</u>	\$1,000.00	\$2,000.00
<u>2012</u>	\$1,000.00	\$2,000.00

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2009
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All eligible employees hired after January 1, 2005 will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

Effective January 1, 2011, the County's VEBA account contributions shall be made quarterly as part of the first warrant cycle of the quarter. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

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If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

Section B. The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 for all employees, and to provide life insurance coverage of \$10,000.00 for their spouses and dependents to age 19.

Section C. Employees shall have the option to purchase long-term disability insurance at the employee's cost in accordance with the terms of the policy between the County and the insurance carrier.

ARTICLE 17

TEMPORARY OR SEASONAL POSITIONS

Seasonal employees will be used under the following conditions: A. As needed, individuals can work over sixty-seven (67) days per year. B. Wages for the first sixty-seven (67) days will be set by County Board policy. Wages after the sixty-seven (67) days shall be as set in Wage Appendixes B and C. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

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ARTICLE 18

WAGE ADMINISTRATION

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Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale catches up. Then they shall move per Section C of this Article.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Section D.

Effective January 1, 2011, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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Effective January 1, 2008, there will be a general adjustment of 3.0 percent to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range. ¶

Effective January 1, 2012, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

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ARTICLE 19 APPLICATION FOR FRINGE BENEFITS FOR PART-TIME EMPLOYEES

Section A. It is understood and agreed by the parties that part-time employees employed an average of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week, whichever is less, excluding employees defined in Article XVIII, shall be eligible for benefits as follows:

Subd. 1. Holidays: Part-time employees shall be paid for all holidays on a pro-rated basis.

Subd. 2. Sick Leave: Part-time employees shall receive sick leave on a pro-rated basis.

Subd. 3. Vacation: Part-time employees shall accumulate vacation days on a pro-rated basis. A part-time probationary employee, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period.

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Subd. 4. Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Article 16.

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Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article XIII on a part-time basis.

For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

Pro ration shall be based on full-time hours of 2,080 hours per year.

ARTICLE 20 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 2011 to December 31, 2012, and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667

Human Resources Manager

Date

Date

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APPENDIX A

JOB CLASSIFICATIONS

<u>Department</u>	<u>Job Classification</u>	<u>Job Class</u>	
Assessor:	Commercial Appraiser	M	
	Senior Appraiser	N	
	Appraiser	O	
	Clerk	P	
	Clerical	R	
Attorney:	Paralegal	N	
	Legal Secretary	P	
	Land Records Technician	O	
Auditor:	Deputy Auditor/Payroll Technician (thru 10/22/12)	O	
	License Clerk	P	
	Account Technician	Q	
	License Clerk Aide	R	
	County Administrator:	Utility/Maintenance Custodian	R
Environmental Services:	Maintenance Custodian	S	
	Planning and Zoning Inspector	Q	
	Secretary/Clerk/Bookkeeper	P	
	Secretary/Clerk	Q	
Land:	Forester	N	
	Recreation Forester	N	
	Forest Inventory Specialist	O	
	Forestry/Parks Technician	P	
	Survey Technician	O	
	Deputy Land Commissioner	P	
	Survey Crew Labor	R	
	Park Foreman	P	
	Recorder:	Chief Deputy Recorder	N
	Sheriff:	Deputy Recorder I	Q
		Head Cook	P
Treasurer:	Records Technician	R	
	Cook	T	
	Chief Deputy Treasurer	O	
	Deputy Treasurer	R	

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County Administrator/HR/1
Central Service: . . . Central Service
Secretary R1
1

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Extension: Secretary R1

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APPENDIX B
COURTHOUSE SENIORITY LIST
AITKIN COUNTY
1-1-2011

<u>DEPARTMENT</u>	<u>TITLE</u>	<u>NAME</u>	<u>DATE</u>
Assessor	Appraiser-Senior	Thomas Sanbeck	09/06/1988
	Appraiser	Lori Tibbetts	01/02/1990
	Appraiser-Senior	Darcy Moore	07/19/1993
	Clerk	Cathleen Olson	01/21/1997
	** Appraiser	James Hicks	04/19/1997
	Appraiser-Commercial	Thomas Burman	01/25/1999
	**** Clerk	Marica Hills	10/27/2006
	Appraiser	Stacy Westerlund	10/22/2007
	Appraiser		
	Data Entry Clerk (PPT)		
Attorney	Legal Secretary	Theresa Bender	10/11/1999
	Legal Secretary	Lisa Stay	02/15/2000
	Paralegal	Tammy Speldrich	09/22/2008
	Legal Secretary		
Auditor	License Clerk	Pam Landgren	09/06/1994
	Land Record Technician	Elizabeth Harmon	04/03/1995
	License Clerk-Aide	Lynette Zontelli	01/18/2000
	*** Account Technician	Sally Huhta	10/05/2006
	Deputy Auditor/Payroll	Denise Monson	07/01/2010
	License Clerk-Aide (PPT)		
Building Coord.	Maint. Custodian	Bernard Egstad	08/09/2000
	Maint. Custodian	Thomas Bingham	12/29/2003
	Maint. Custodian	Michael Bauer	11/28/2006
	Utility/Maint. Custodian PPT		
Central Service	Central Service Secretary	Susan Bingham	03/06/2008
Corrections	Cook	Deborah Hunt	02/12/1996
	Records Technician	Pamela Bruss	06/01/1998
	Records Technician	Lana Baker	01/24/2008
	Cook	Janice Renstrom	05/01/2010
Land Department	Park Foreman	Richard Hejny	11/11/1971
	Land/Timber Appraiser	Joe Voller	11/01/1980
	Timber Inventory Specialist	Greg Thornbloom	08/18/1983
	Land/Timber Appraiser	Robert Kangas	12/18/1985

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	Survey Technician	Tracy Fairchild	09/01/1987
	Land/Timber Appraiser	Daniel Gordon	06/07/1989
	Laborer	Dee Curtis	01/16/1990
	Deputy Land Commissioner	Cathy Buhlmann	08/19/1991
	Forester	Thomas Parkin	05/29/2001
	Forestry/Park Technician	Gloria Westerlund	07/31/2006
	Recreation/Forester	Joseph Majerus	05/06/2008
Planning & Zoning	Zoning Officer	Kevin Turnock	02/06/2006
		Barbara	
	Secretary/Clerk/Typist	Williamson	06/30/2008
	Sec/Clerk/Typist/Bookkeeper		
	Inspector		
Recorder	Chief Deputy Recorder	Roxann Hoppe	05/03/1993
	**** Deputy Recorder	Kathryn Pierson	10/28/2006
	Deputy Recorder		
Treasurer	Chief Deputy Treasurer	Julie Hughes	02/25/2002
	Deputy Treasurer	Rebecca Roden	09/19/2005

** Hired full time 1/21/1998. Credit given for part-time hours worked for seniority.

*** Hired full time on 06/11/2007. Credit given for part-time hours worked for seniority.

**** Hired full time on 6/2/2008. Credit given for part-time hours worked for seniority.

***** Hired full time on 5/23/2007. Credit given for part-time hours worked for seniority.

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APPENDIX C: 2011 Wage Schedule

	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	
	2011	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

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APPENDIX D: 2012 Wage Schedule

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	Start	6 Mnths	1 Year	2 Years	3 Years	4 Years	5 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2012	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

AGREEMENT

between

COUNTY OF AITKIN, MINNESOTA

and

**COURTHOUSE EMPLOYEES
AFSCME, AFL-CIO, LOCAL UNION #667**

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STATE, COUNTY
AND MUNICIPAL EMPLOYEES

JANUARY 1, 2013 - DECEMBER 31, 2014

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AGREEMENT

Entered into by and between the Board of Aitkin County, hereinafter referred to as the "Board", and Local Union No. 667, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization, hereinafter referred to as the "Union".

ARTICLE 1 PURPOSE

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, establish uniform and equitable rates of pay and hours of work and provide a method for the redress of any grievances the employees may have by virtue of this Agreement or otherwise.

ARTICLE 2 RECOGNITION

Section A. The Board hereby recognizes Local No. 667, AFSCME Council 65, AFL-CIO, as the exclusive bargaining agent of the employees of the Aitkin County Courthouse who are employed for more than sixty-seven (67) working days per calendar year and fourteen (14) or more hours per week or thirty-five percent (35%) of the normal week, whichever is the lesser, excluding employees of the Health & Human Services Department, County Extension Educators, supervisor and confidential employees.

Section B. The Board shall not enter into any agreements with the employees coming under the jurisdiction of this policy, either individually or collectively, which in any way conflicts with the terms and conditions of this policy.

Section C. No discrimination shall be exercised against any employee because of Union membership or because of race, creed, color, national origin, sex, sexual orientation, age, disability, marital status, status with regard to public assistance, religious, or political belief.

ARTICLE 3 DEFINITIONS

Union: American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and the Congress of Industrial Organization.

Employer: County of Aitkin

Employee: A member of the exclusively recognized bargaining unit.

Permanent Employee: An employee who has completed the probationary period.

Probationary Employee: An employee who has not completed the probationary period.

Seasonal Employee: A temporary employee hired to cover increased workloads in a department due to peak business demands.

Union Member: A member of AFSCME Local No. 667.

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ARTICLE 4 EMPLOYEE RIGHTS

Section A. In Recognition of the Union as the Exclusive Representative

Subd. 1. The Employer shall deduct an amount each pay period sufficient to provide the payment of regular dues deductions, established by the Union from the wages of all employees authorizing, in writing, such deduction on a form mutually agreed upon by the Employer and Union; and the deduction of dues shall commence 30 working days after initial employment with the Employer, and

Subd. 2. The Employer shall remit such deductions to AFSCME Council 65 Administrative Office (118 Central Avenue, Nashwauk, MN 55769) with a list of the names of the employees from whose wages deductions were made along with other pertinent employee information necessary for the collection and administration of union dues preferably in an Excel formatted report that may be electronically transmitted or by U.S. mail; and

Subd. 3. The Union shall provide the formula or schedule (if applicable) to calculate the actual dues deduction to the Employer and will provide a spreadsheet that can be used to calculate the actual dues, in an electronic Excel format or via U.S. mail.

Section B. Fair Share Fee. The Union may collect a Fair Share Fee, in an amount determined by the Union, from bargaining unit members who choose not to become members of the Union. However, any such fees so collected by the Union shall be accomplished in accordance with the applicable terms of Minn. Stat. Sec. 179A.06, Subd. 3.

Section C. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, orders or judgments brought or issued against the Employer as a result of action taken by the Employer under all provisions of this Article.

Section D. Representatives of the American Federation of State, County and Municipal Employees, AFL-CIO, shall have access to the premises of the Board at reasonable times and subject to reasonable rules to investigate grievances and other problems with which they are concerned, with prior notification to the Human Resources Manager and without undue interruption of work.

Section E. The Board agrees to permit up to three (3) members of the Negotiating Committee to appear at all negotiating meetings with the Employer in negotiations without the loss of pay.

Section F. All matters not covered by this Agreement shall be settled through negotiations between the Board and the Union.

Section G. An employee elected by the Union to represent such Union at International, State or District meetings, which require absence from duty, shall be granted the necessary time off to attend such meetings, without pay, and without discrimination or loss of seniority or other rights. Such time off will be on the following basis:

<u>Type of Meeting</u>	<u>No. of Delegates</u>	<u>Maximum Leave Time</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days

Deleted: Section A. Upon receipt of a written notice, the Employer agrees to deduct from the wages of each employee who is a member of the Union an amount equal to the regular monthly Union dues. This financial arrangement shall begin with the first payroll following the employee's first thirty (30) days of employment. Such deduction shall be made the first pay period of each month, and shall be transmitted to the Union together with a list of employees from whose pay the deductions have been made. ¶

¶ Section B. Upon request of the Union, the Employer shall deduct from the wages of each member of the bargaining unit who is not a member of the Union, a fair share fee that does not exceed eighty-five (85%) percent of the regular monthly Union dues. Such deductions shall be made in the same manner as dues under Section A of this Article. ¶

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

District 3 1 calendar day

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In the event that additional time off is necessary for the above and/or other Union business, such time off may be granted subject to the approval of the Employer.

ARTICLE 5 MANAGEMENT RIGHTS

Section A. The Employer retains the full, unrestricted right to operate and manage all manpower, facilities and equipment; to establish functions and programs; to set and amend budgets; to determine the utilization of technology; to establish and modify organizational structure; to select, direct and determine the number of personnel; to establish work schedules, and to perform any inherent managerial functions not specifically limited by this Agreement.

Section B. Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE 6 HOURS OF WORK

Section A. Courthouse Employees: The normal hours of work for all Courthouse employees shall be eight (8) hours per day and forty (40) hours per week. The regular workday shall start at 8:00 a.m. and shall end at 4:30 p.m., allowing one-half hour for lunch each day. The normal workdays of the week shall be Monday through Friday. Flexible work schedules may be established with approval of the Department Head. Under management rights, the County Board, at any time, can define the working hours of departments.

Section B. Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act. All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 1/2) times the regular straight time rate of pay.

No further comp time shall be accrued.

Section C. Rest Break: If the needs of service permit, all employees shall be allowed two (2) fifteen minute rest breaks in each eight-hour shift at times designated by their immediate supervisor or department head.

Section D. Minimum Call Outs: When a regular employee reports for work in accordance with their work schedule without having previously been notified not to report for work, or if an employee is called back to work after completing their regular workday or is called out for work during their regular scheduled time and/or day off, they shall receive a minimum of two (2) hours work or two (2) hours pay in lieu thereof at the classified rate.

Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles IV, VII, VIII, and IX shall be the normal daily hours of work provided for by the employees, as referred to in Article VI, Sections A.

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State Council	3	2 calendar days
District	3	1 calendar day

In the event that additional time off is necessary for the above and/or other Union business, such time off may be granted subject to the approval of the Employer.

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Section E. Based on Days: A "day", for purpose of determining benefits provided for under Articles 4, 7, 8, and 9 shall be the normal daily hours of work provided for by the employees, as referred to in Article 6, Sections A.

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ARTICLE 7

HOLIDAY PROVISIONS

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Section A. All full-time employees (probationary and non-probationary) shall be entitled to the following paid eight hour holidays:

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- | | | |
|------------------------|---------------------------|---------------|
| New Year's Day | Fourth of July | Veterans Day |
| Presidents Day | Thanksgiving Day | Labor Day |
| Memorial Day | Friday after Thanksgiving | Christmas Day |
| Martin Luther King Day | | |

Section B. When an employee is required to work on any of these holidays, they shall be paid at time and one-half (1-1/2) rates in addition to their regular salary.

Section C. When an employee does not work on any of the above-named holidays, the holiday shall nevertheless count as eight (8) hours worked for the purpose of computing overtime for hours worked in excess of forty (40) in any such week. When necessary, the Department Head and/or County Board may require an employee to work on a holiday.

Section D. When any of the above-named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the previous Friday.

Section E. When a paid holiday falls during an employee's vacation period, they shall receive holiday pay for that day.

ARTICLE 8

VACATIONS

Section A. All permanent full-time employees shall be granted vacations as follows:

<u>Completed Years of Service</u>	<u>Rate of Accumulation of Vacation Days Per Month of Work</u>	<u>Working Days Employee May Earn as Vacation Per Year</u>
0	1	12 days (96 hours)
3	1-1/4	15 days (120 hours)
5	1-1/2	18 days (144 hours)
10	1-3/4	21 days (168 hours)
15+	2	24 days (192 hours)

If a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be allowed to switch the vacation to sick leave, with the Employer's approval.

Section B. Vacation is granted for the purpose of employee recreation and, therefore, no employee shall be permitted to waive such vacation for the purpose of receiving double pay. However, an employee that is not working because of illness or injury and has exhausted all accrued sick leave will be permitted to draw from earned vacation pay in lieu of a vacation.

Section C. Upon termination of employment, permanent employees shall be paid for any accumulated vacation credits, unless the employee is terminated for just cause.

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Section D. An employee may accumulate vacation hours up to a maximum of 24 days (192 hours). Vacation days over the 24 day (192 hours) maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 24 day (192 hours) maximum.

Section E. A full-time probationary employee, new to County employment, shall accumulate vacation days at the rate of one (1) day (8 hours) per month, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period. Permanent employees in a trial period due to a transfer shall be entitled to normal vacation accumulation use.

ARTICLE 9 SICK LEAVE

Section A. Sick leave with pay shall be granted to all full-time employees at the rate of one (1) day (8 hours) per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days (960 hours). Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period.

Section B. Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parent, step parent, child(ren), or step child(ren) requiring the attendance of such employee. The Department Head may require a doctor's certificate to verify the employee's absence. In the case of attendance upon other members of an employee's household, prior approval of the Department Head is required. The County will administer FMLA in accordance with County policy.

Section C. There shall be no loss of seniority to an employee because of sickness or injury.

ARTICLE 10 EDUCATIONAL TUITION

Deleted: Section D. Employees may reduce the Severance Pay set aside under ARTICLE X as Sick Leave only after using all available sick leave. ¶

Deleted: ARTICLE 10 SEVERANCE PAY ¶
The severance pay benefit is eliminated for all employees. Any remaining (1994) sick severance account balances will be paid out in full as of January 1, 2008. ¶

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Continuing education will be established and utilized to improve performance in the current position and/or prepare the employee for advancement within County Government. This will be in addition to training required to maintain licenses and certifications. Training expenses may be paid by the County as outlined below:

The cost of participation in formalized courses of study will be reimbursed to an employee who has permanent status in the amount equal to one-third (1/3) of the tuition cost provided:

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of one year following completion of the course, or they shall reimburse the County for any costs incurred by the County because of such schooling.
3. That the course be approved by the Department Head and the County Board prior to taking the course.

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ARTICLE 11 LEAVES OF ABSENCE

Section A. Paid Leave:

Subd. 1. Funeral: A maximum of three (3) days (24 hours) leave without loss of pay will be allowed when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, step child, father, mother, step parent, sister, brother, step sibling, father-in-law, mother-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law, grandparents and grandchildren. Two (2) additional days (16 hours) may be allowed when necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of the five (5) days (40 hours) provided above shall be charged against the employee's sick leave.

Subd. 2. Personal: Employees shall be granted four (4) days (32 hours) personal leave each year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis.

Subd. 3. Jury Duty: Employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and returning to work, they shall suffer no loss in pay for the day.

Section B. Unpaid Leave other than Family and Medical Leave:

Subd. 1. The employee requesting a leave of absence up to thirty (30) calendar days, may apply for same in writing to the Department Head for consideration of their approval. The request shall include the length of leave requested and the reason for said leave. The department head shall approve or deny said request within five (5) working days of the request. Emergency requests shall be considered at the time received.

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Subd. 2. The employee requesting a leave of absence greater than thirty (30) calendar days, may apply for same in writing to the County Administrator for consideration of their approval. The request shall include the length of leave requested and the reason for said leave.

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Subd. 3. Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Board meeting after the leave of absence request is made so as to not jeopardize the employee's tenure under P.E.R.A.

Subd. 4. Employees who are on an unpaid leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations, etc., and shall accrue seniority for a period of thirty (30) calendar days only.

Subd. 5. Temporary employees may be used to fill in for employees who are on an authorized leave of absence. Such employees shall be notified that the position they are filling is of a temporary nature and will cease upon the return of the individual who is on the leave of absence.

Subd. 6. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section C. Family and Medical Leave:

Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County policy.

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ARTICLE 12

SENIORITY

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Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

Section C. In the event a general layoff is contemplated, the Board agrees to call the Union President and to discuss the problem before any action is taken.

In the event of a layoff, a reduction in force or the elimination of a position, a senior laid off employee may exert seniority preference over the least senior employee in any lateral or lower job classification, provided the senior employee has the necessary qualifications to perform the duties of the job involved. Employees who are laid off shall retain recall rights for one year from the effective date of layoff and will be recalled according to seniority in the inverse order of layoffs. Such employees shall be notified in writing regarding such layoff, reduction of force or elimination of position as well as rehiring, as the case may be.

Section D. There shall be no replacement of permanent employees by relief workers, nor shall a relief worker be placed in any classified position.

Section E. Seniority lists shall be brought up to date on January 1 of each calendar year and posted on employee bulletin boards. Copies of seniority lists shall be sent to the Secretary and President of the Union. Full and part time employees shall be on the same seniority list. Part-time seniority shall be based and accumulated at the rate of 2080 hours and receive step increases as defined in Article XVII, application for Fringe Benefits for part-time employees.

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Section F. Seniority: Step increases will be granted on compensated hours and based on full-time hours of 2,080 hours for any office of 40 hours a week per year.

Section G. Nothing herein shall be construed to affect the status of war veterans in contravention of existing laws relating to War Veteran's employment, discharge, or promotion.

Section H. Notice of bargaining unit vacancies and newly created positions shall be posted internally for five (5) working days. Notices shall be sent to the County park shop, license center, and posted on the bulletin board by the Assessor's office, in the main lobby of the courthouse, and by the Human Resources office.

The qualified employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) working days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Deleted: Section H. Notices of all vacancies and newly created positions shall be posted on bulletin boards, mailed or faxed to all locations by the Human Resources department including the following: County park shop, transfer station, license center, and official employee bulletin boards defined as the bulletin board by the Planning & Zoning office, in the main lobby of the courthouse, and by the Human Resources office. The mail or fax postmark will serve as proof of notification and time will start once the position is posted on one of the official employee bulletin boards as defined above. The employees will be given five (5) days time in which to make application to fill such vacancy or newly created position. The employee with the highest rating in the selection process shall be offered the vacancy or newly created position. When the selection process rating results in a tie, the senior candidate will be selected. If, after five (5) days, the position is not filled, the County may seek to fill the vacancy or newly created position from outside the bargaining unit.

Section I. Newly hired probationary employees shall not be eligible to post for other positions until they have completed their initial six (6) calendar month probationary period.

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ARTICLE 12

SENIORITY

Section A. Seniority standing shall be granted to all employees. The standing is to be determined on the basis of total length of continuous employment for Aitkin County. Permanent full-time and permanent part-time employees shall be placed on the seniority list as of the first day of employment upon the completion of a six (6) calendar month initial probationary period.

Section B. A permanent employee shall lose their seniority standing upon voluntary resignation from employment, after lay off of one year, or upon discharge for cause after a hearing provided herein.

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Section J. Employees who transfer to a new position would serve a three (3) month trial period. During the trial period, either the employee or the County could request that the employee return to their previous position and rate of pay. The trial period may be extended one additional month by mutual agreement. Any employee filling a vacancy that the trial employee returns to shall also revert back to their former position and rate of pay. If the trial employee returns to their original position, the employer may elect to re-post the position, or they may fill the vacancy with the next qualified candidate from the original posting.

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ARTICLE 13 DISCIPLINE

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Section A. Disciplinary action may be imposed upon a permanent employee only for just cause. Any disciplinary action imposed may be processed as a grievance through the regular grievance procedure as provided. Disciplinary action shall include only the following: (A) oral reprimand; (B) written reprimand; (C) suspension; (D) demotion; or (E) discharge.

The Employer shall not take disciplinary action against an employee unless the employee has been given the opportunity to have a Union representative present. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Section B. An employee may be temporarily suspended for just cause. The employee shall be notified of the reasons for their suspension, in writing, at the time of suspension. If the employee feels they have been suspended without just cause or that the period of the suspension is unwarranted, the employee shall have the right of appeal by invoking the normal grievance procedure within ten (10) days of the date of suspension. If it is determined that the suspension was made without just cause, the employee shall be reinstated immediately and shall receive full pay for any time lost as a result of the suspension.

Section C. An employee shall be discharged only for just cause. An action to discharge an employee shall be taken by the appointing authority only after a hearing upon due notice, upon stated charges, in writing. The statement of charges and the notice of hearing shall be filed with the employee at least ten (10) days in advance of the hearing. The employee and the Union shall have the right to present witnesses, introduce evidence, and to examine witnesses and evidence during the period in which the hearing takes place, but his or her name shall not be removed from the payroll. In case of reinstatement after the hearing, the employee shall be given all the back pay withheld during the period of suspension.

Section D. An employee suspended for just cause shall accrue no benefits during that period.

ARTICLE 14 GRIEVANCE PROCEDURE

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Section A. Definition of a Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Agreement.

Section B. Union Representatives: The Employer will recognize representatives designated by the Union as the grievance representative of the bargaining unit having the duties and responsibilities established by this Article. The Union shall notify the Employer in writing of the name of such Union representatives and of their successors when so designated.

Section C. Processing of a Grievance: It is recognized and accepted by the Union and the Employer

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that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities. The aggrieved employee and Union representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and the Union representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

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Section D. Grievances, as defined by Article 14, Section A, shall be resolved in conformance with the following procedure:

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Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within fifteen (15) working days after the employee(s), through the use of reasonable diligence, should have had knowledge of the occurrence that gave rise to the grievance, present such grievance to the employee's supervisor as designated by the Employer. The Employer designated representative will discuss and give an answer to such Step 1 grievance within fifteen (15) working days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, and the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the Employer designated representative's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the Union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 2 representative. The Employer designated representative shall give the Union the Employer's Step 2 answer in writing within fifteen (15) working days after receipt of such Step 2 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 2 may be appealed to Step 3 within fifteen (15) working days following the Employer designated representative's final Step 2 answer. Any grievance not appealed in writing to Step 3 by the Union within fifteen (15) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer designated Step 3 representative. The Employer designated representative shall give the Union the Employer's answer in writing within five (5) working days after receipt of such Step 3 grievance. If a resolution of the grievance results, the terms of that resolution shall be written on or attached to the grievance and shall be signed by all parties. A grievance not resolved in Step 3 may be appealed to Step 4 within five (5) working days following the Employer designated representative's final answer in Step 3. Any grievance not appealed in writing to Step 4 within five (5) working days shall be considered waived.

Step 4. If no settlement is reached in Step 3, the grievance shall be submitted to arbitration, and the decision of the arbitrator shall be final and binding on the parties. If the parties are unable to agree upon the appointment of the arbitrator within five (5) working days after submission of the grievance to arbitration, either party may then request of the Director, Bureau of Mediation Services, State of Minnesota, to furnish a list of seven (7) prospective arbitrators. From this list, each party shall enter and strike one name until one name remains. The last remaining individual shall be designated as arbitrator. The hearing party shall strike first. The hearing on the grievance will be held promptly by the arbitrator, and the decision shall be rendered within thirty (30) days of the date of hearing. All expenses

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and costs of the arbitrator shall be shared and assessed equally to the parties.

Section E. Arbitrator's Authority:

Subd. 1. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue submitted.

Subd. 2. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the end of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision shall be binding on both the Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

Subd. 3. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the Union provided that each party shall be responsible for compensating its own representatives and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section F. Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof in writing, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the Union may elect to treat the grievance as denied and move the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the Union in writing.

Section G. Choice of Remedy: If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 14 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 14, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 14, or another appeal procedure - and shall sign a statement to the effect that the choice of any other hearing precludes the Union and the aggrieved employee from making subsequent appeal through Step 4 of Article 14 except that with respect to statutes under the jurisdiction of the United States Equal Opportunity Employment Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

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ARTICLE 15

INSURANCE

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Section A(1). Effective 1/01/2013 – 12/31/2013

The base plan shall be VEBA 831 as per the Blue Cross Blue Shield quote dated September 2, 2004 for the year 2005. The County's portion of premiums shall be \$900.00 per month for family coverage. Any premium increase or savings is shared equally between the County and the employee for the family plan. The County's portion of premiums shall be up to \$666.84 per month for single coverage. At the point where single coverage exceeds \$666.84, premium increases shall be shared equally between the County and the employee.

The County shall make contributions to each eligible employee's VEBA 831 account in order to fund a portion of the deductible as follows:

	Single	Family
2013	\$1,000.00	\$2,000.00

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2012

All eligible employees hired after January 1, 2005 will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

Effective January 1, 2013, the County's VEBA account contributions shall be made quarterly as part of the first warrant cycle of the quarter. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

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If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

Section A(2). Group Health Insurance, VEBA, and HSA, Effective 1/01/2014 – 12/31/2014

The Employer agrees to offer a Group Health Insurance plan (BCBS) equivalent to existing coverage, subject to the provisions of this Article and limitations, benefit and conditions established by the contract with the insurance carrier. The aggregate value of benefits provided by the group health insurance contract for employees covered by this collective bargaining agreement shall not be reduced, unless the employer and union agree to a reduction in benefits.

The Employer shall contribute on behalf of eligible permanent and probationary employees working thirty (30) or more hours per week as follows:

Single coverage

Effective January 1, 2014, up to \$675.00 per month flat dollar contribution on the VEBA 100 plan.

Effective January 1, 2014, up to \$625.00 per month flat dollar contribution on the VEBA 80 plan.

Effective January 1, 2014, up to \$600.00 per month flat dollar contribution on the HDHP plan.

Family coverage

Effective January 1, 2014, up to \$1,250.00 per month flat dollar contribution on the VEBA 100 plan.

Effective January 1, 2014, up to \$1,200.00 per month flat dollar contribution on the VEBA 80 plan.

Effective January 1, 2014, up to \$1,150.00 per month flat dollar contribution on the HDHP plan.

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The Employer's contribution shall not exceed the cost of the premium.

Effective January 1, 2014, the Employer shall make a contribution to each eligible employee's VEBA or HSA account in four (4) equal quarterly installments, in order to fund a portion of the deductible as follows:

	<u>2014 Contribution</u>
<u>VEBA 100 Single</u>	<u>\$1,000.00</u>
<u>VEBA 100 Family</u>	<u>\$2,000.00</u>
<u>VEBA 80 Single</u>	<u>\$1,000.00</u>
<u>VEBA 80 Family</u>	<u>\$2,000.00</u>
<u>HDHP Single</u>	<u>\$1,000.00</u>
<u>HDHP Family</u>	<u>\$2,000.00</u>

For employees who select coverage on either the VEBA 80 or the HDHP plan, the Employer will contribute additional dollars toward the VEBA/HSA in the following amounts:

Single: \$36/month (\$432/year), in addition to the \$1,000 contribution provided above.

Family: \$94/month (\$1,128/year), in addition to the \$2,000 contribution provided above.

Eligible employees will receive a quarterly VEBA or HSA contribution for all quarters in which the employee is in a compensated payroll status. For employees who separate from employment, the contribution will be calculated on a prorated basis by calendar day for partial quarters worked. The contributions shall be made quarterly as part of the first warrant cycle of the quarter.

The Employer shall be obligated to make only one (1) VEBA or HSA account contribution on behalf of an employee. Therefore, if the employee is enrolled as a dependent of another employee for whom the Employer has made a family coverage contribution, the Employer is not obligated to make a separate single coverage contribution on behalf of the employee.

Section B. The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 for all employees, and to provide life insurance coverage of \$10,000.00 for their spouses and dependents to age 19.

Section C. Employees shall have the option to purchase long-term disability insurance at the employee's cost in accordance with the terms of the policy between the County and the insurance carrier.

ARTICLE 16 TEMPORARY OR SEASONAL POSITIONS

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Seasonal employees will be used under the following conditions: A. As needed, individuals can work over sixty-seven (67) days per year. B. Wages for the first sixty-seven (67) days will be set by County Board policy. Wages after the sixty-seven (67) days shall be as set in Wage Appendixes B and C. C. Seasonal employees will not displace permanent full time employees from their usual and customary work. D. Seasonal employees receive no benefits.

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ARTICLE 17 WAGE ADMINISTRATION

Section A. Pay days for all employees under the jurisdiction of this Agreement shall be bi-weekly on a Friday.

Section B. The hourly pay for all employees is as per Appendix B. If an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale catches up. Then they shall move per Section C of this Article.

Section C. An employee who is promoted to a higher paid classification would be placed on the "six month" step or the step that results in at least a \$0.25 per hour increase, whichever is greater. Thereafter, the employee would receive step increases on their classification anniversary date.

An employee who posts for a job at a lower classification pay rate or who exercises seniority preference into a lower classification would move to the lower classification at the same longevity step as their previous position.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Section D. Effective January 1, 2013, there will be a 0% general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2014, there will be a \$0.45 per hour general adjustment to the County compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

ARTICLE 18 APPLICATION FOR FRINGE BENEFITS FOR PART-TIME EMPLOYEES

Section A. It is understood and agreed by the parties that part-time employees employed an average of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week, whichever is less, excluding employees defined in Article XVI, shall be eligible for benefits as follows:

Subd. 1. Holidays: Part-time employees shall be paid for all holidays on a pro-rated basis.

Subd. 2. Sick Leave: Part-time employees shall receive sick leave on a pro-rated basis.

Subd. 3. Vacation: Part-time employees shall accumulate vacation days on a pro-rated basis. A part-time probationary employee, new to County employment, shall accumulate vacation days on a pro-rated basis, but may not use any of these days for vacation until they have obtained permanent status, after completing their initial six (6) calendar month probationary period.

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Deleted: An employee whose job classification is upgraded would go to the same step at the higher classification pay rate.
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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

ARTICLE 17

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Subd. 4. Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Article 16.

Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article XIII on a part-time basis.

For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

Pro ration shall be based on full-time hours of 2,080 hours per year.

ARTICLE 19 SAVINGS CLAUSE

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, such provision shall be null and void and the parties may, if they mutually agree, negotiate language to replace the voided provision. All other provisions shall continue in full force and effect.

ARTICLE 20 DURATION OF AGREEMENT

This Agreement shall continue in full force and effect from January 1, 2013 to December 31, 2014, and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said Agreement.

IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and seals on the date first above stated.

BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFL-CIO

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667

Human Resources Manager

Date

Date

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2013 - 2014 AFSCME COURTHOUSE AGREEMENT

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Subd. 5. Personal Leave: Eligible part-time employees shall receive paid personal leave, leaves of absence, and funeral leave on a pro-rated basis.

Subd. 6. Seniority: Part-time employees shall accumulate seniority for the purpose of Article 12 on a part-time basis.

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For example, a part-time employee who is hired on 7-1-2012 and who works 20 hours per week on average shall be eligible for placement on the seniority list on 1-1-2013 with a seniority date of "10-1-2012". In other words, part-time employees accrue one (1) month of seniority for each 173.33 hours worked in a position that is covered by this Agreement. If a part-time employee goes to full-time employment, his/her total hours of service (in positions covered by this Agreement) will be divided by 2,080 to establish an effective seniority date.

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BOARD OF COMMISSIONERS
COUNTY OF AITKIN, MINNESOTA
COUNTY OF AITKIN

LOCAL UNION NO. 667
AFSCME, AFI.-CIO

Board Chair

AFSCME Staff Representative

County Administrator

AFSCME #667

Human Resources Manager

Date

Date

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APPENDIX A

JOB CLASSIFICATIONS

<u>Department</u>	<u>Job Classification</u>	<u>Job Class</u>
Assessor:	Commercial Appraiser	M
	Senior Appraiser	N
	Appraiser	O
	Clerk	P
	Clerical	R
Attorney:	Paralegal	N
	Legal Secretary	P
Auditor:	Land Records Technician	O
	License Clerk	P
	Account Technician	Q
	License Clerk Aide	R
County Administrator:	Utility/Maintenance Custodian	R
	Maintenance Custodian	S
Environmental Services:	Planning and Zoning Inspector	Q
	Secretary/Clerk/Bookkeeper	P
	Secretary/Clerk	Q
Land:	Forester	N
	Recreation Specialist	N
	Forest Inventory Specialist	O
	Forestry/Parks Technician	P
	Survey Technician	O
	Deputy Land Commissioner	P
	Survey Crew Labor	R
	Park Foreman	P
Recorder:	Chief Deputy Recorder	N
	Deputy Recorder I	Q
Sheriff:	Head Cook	P
	Records Technician	R
	Cook	T
Treasurer:	Chief Deputy Treasurer	O
	Deputy Treasurer	R

Deleted: Deputy Auditor/Payroll Technician (thru 10/22/12) - O*

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APPENDIX B
COURTHOUSE SENIORITY LIST
AITKIN COUNTY
1-1-2013

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<u>DEPARTMENT</u>	<u>TITLE</u>	<u>NAME</u>	<u>DATE</u>
Assessor	Appraiser-Senior	Thomas Sanbeck	09/06/1988
	Appraiser	Lori Tibbetts	01/02/1990
	Appraiser-Senior	Darcy Moore	07/19/1993
	Clerk	Cathleen Olson	01/21/1997
	* Appraiser	James Hicks	04/19/1997
	Appraiser-Commercial	Thomas Burman	01/25/1999
	*** Clerk	Marica Hills	10/27/2006
	Appraiser	Stacy Westerlund	10/22/2007
Attorney	Legal Secretary	Theresa Bender	10/11/1999
	Legal Secretary	Lisa Stay	02/15/2000
	Paralegal	Tammy Speldrich	09/22/2008
	Legal Secretary	Sondra Swanson	11/14/2011
Auditor	License Clerk	Pam Landgren	09/06/1994
	Land Record Technician	Elizabeth Harmon	04/03/1995
	License Clerk-Aide	Lynette Zontelli	01/18/2000
	** Account Technician	Sally Huhta	10/05/2006
	License Clerk-Aide (PPT)		
Building Coord.	Utility Maintenance	Thomas Bingham	12/29/2003
	Maint. Custodian	Crystal TeGantvoort	11/05/2012
	Maint Custodian (PPT)	<i>(Non signed up in union)</i>	
Corrections	Cook	Deborah Hunt	02/12/1996
	Records Technician	Pamela Kramer	06/01/1998
	Records Technician	Lana Baker	01/24/2008
	Cook	Janice Renstrom	05/01/2010
	PT Cook		
Land Department	Park Foreman	Richard Hejny	11/11/1971
	Recreation Specialist	Joe Voller	11/01/1980
	Timber Inventory Specialist	Greg Thornbloom	08/18/1983
	Land/Timber Appraiser	Robert Kangas	12/18/1985
	Survey Technician	Tracy Fairchild	09/01/1987

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Land/Timber Appraiser	Daniel Gordon	06/07/1989
Laborer	Dee Curtis	01/16/1990
Deputy Land Commissioner	Cathy Buhlmann	08/19/1991
Forester	Thomas Parkin	05/29/2001
Forestry/Park Technician	Gloria Westerlund	07/31/2006

Planning &
Zoning

Zoning Officer	Kevin Turnock	02/06/2006
Environmental Clerk/Secretary	Barbara Williamson	06/30/2008
Environmental Clerk/Secretary Inspector	Kristi Kunz	01/27/2011

Recorder

Chief Deputy Recorder	Roxann Hoppe	05/03/1993
Deputy Recorder	Terry Otto	06/06/2011
Deputy Recorder	Michael Moriarty	06/19/2012

Treasurer

Chief Deputy Treasurer	Julie Hughes	02/25/2002
Deputy Treasurer	Rebecca Roden	09/19/2005

* Hired full time 1/21/1998. Credit given for part-time hours worked for seniority.

** Hired full time on 06/11/2007. Credit given for part-time hours worked for seniority.

*** Hired full time on 6/2/2008. Credit given for part-time hours worked for seniority.

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APPENDIX C: 2013 Wage Schedule

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	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	\$ 11.96	\$ 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

2013 - 2014 AFSCME COURTHOUSE AGREEMENT

APPENDIX D: 2014 Wage Schedule

Deleted: 2011
 Deleted: 2012
 Deleted: 2012

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2014	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 33.14	\$ 34.67	\$ 36.25	\$ 37.91	\$ 39.65	\$ 41.47	\$ 43.37	\$ 45.37	\$ 47.45	\$ 49.63	\$ 51.92	\$ 54.30	\$ 56.79	\$ 59.42
H	\$ 31.05	\$ 32.46	\$ 33.95	\$ 35.50	\$ 37.14	\$ 38.84	\$ 40.62	\$ 42.47	\$ 44.43	\$ 46.48	\$ 48.61	\$ 50.86	\$ 53.20	\$ 55.65
I	\$ 27.57	\$ 28.82	\$ 30.14	\$ 31.54	\$ 32.97	\$ 34.46	\$ 36.08	\$ 37.71	\$ 39.44	\$ 41.25	\$ 43.14	\$ 45.13	\$ 47.20	\$ 49.36
J	\$ 24.13	\$ 25.21	\$ 26.34	\$ 27.57	\$ 28.82	\$ 30.11	\$ 31.51	\$ 32.96	\$ 34.46	\$ 36.06	\$ 37.69	\$ 39.43	\$ 41.24	\$ 43.13
K	\$ 21.46	\$ 22.42	\$ 23.45	\$ 24.53	\$ 25.64	\$ 26.82	\$ 28.03	\$ 29.29	\$ 30.64	\$ 32.04	\$ 33.50	\$ 35.04	\$ 36.63	\$ 38.32
L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42	\$ 26.57	\$ 27.79	\$ 29.06	\$ 30.39	\$ 31.77	\$ 33.22	\$ 34.75
M	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.06	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76	\$ 30.07	\$ 31.45
N	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.44	\$ 19.28	\$ 20.14	\$ 21.07	\$ 22.01	\$ 23.02	\$ 24.07	\$ 25.16	\$ 26.30	\$ 27.49	\$ 28.76
O	\$ 14.93	\$ 15.58	\$ 16.28	\$ 17.03	\$ 17.80	\$ 18.60	\$ 19.43	\$ 20.32	\$ 21.24	\$ 22.22	\$ 23.22	\$ 24.27	\$ 25.40	\$ 26.55
P	\$ 13.79	\$ 14.40	\$ 15.03	\$ 15.72	\$ 16.43	\$ 17.15	\$ 17.93	\$ 18.75	\$ 19.61	\$ 20.49	\$ 21.43	\$ 22.39	\$ 23.41	\$ 24.47
Q	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.47	\$ 16.17	\$ 16.88	\$ 17.65	\$ 18.45	\$ 19.29	\$ 20.16	\$ 21.08	\$ 22.03	\$ 23.04
R	\$ 12.42	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.76	\$ 15.46	\$ 16.16	\$ 16.88	\$ 17.64	\$ 18.43	\$ 19.27	\$ 20.14	\$ 21.06	\$ 22.01
S	\$ 11.82	\$ 12.37	\$ 12.90	\$ 13.48	\$ 14.09	\$ 14.71	\$ 15.39	\$ 16.10	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19	\$ 20.05	\$ 20.96
T	\$ 11.30	\$ 11.78	\$ 12.35	\$ 12.87	\$ 13.45	\$ 14.05	\$ 14.67	\$ 15.35	\$ 16.05	\$ 16.77	\$ 17.53	\$ 18.34	\$ 19.17	\$ 20.03
U	\$ 10.83	\$ 11.31	\$ 11.81	\$ 12.36	\$ 12.89	\$ 13.47	\$ 14.08	\$ 14.69	\$ 15.37	\$ 16.08	\$ 16.81	\$ 17.55	\$ 18.36	\$ 19.19
V	\$ 10.42	\$ 10.89	\$ 11.38	\$ 11.87	\$ 12.43	\$ 12.96	\$ 13.55	\$ 14.17	\$ 14.78	\$ 15.44	\$ 16.14	\$ 16.87	\$ 17.63	\$ 18.42
W	\$ 10.16	\$ 10.61	\$ 11.08	\$ 11.59	\$ 12.09	\$ 12.61	\$ 13.20	\$ 13.80	\$ 14.41	\$ 15.07	\$ 15.75	\$ 16.47	\$ 17.20	\$ 17.98

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



To: Chairperson, Aitkin County Board of Commissioners Date: July 1, 2013

Via: Patrick Wussow, County Administrator

From: Penny Harms, VSO

Title of Item:

Meeting Summaries.

Requested Meeting Date: July 9, 2013 Estimated Presentation Time: 5 minutes

Presenter: Penny Harms

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY VETERAN SERVICES

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

To: Aitkin County Board of Commissioners

From: Penny Harms, VSO

RE: Meeting Summaries

Date: July 3, 2013

At the July 9th Board meeting, I will present a summary of the Veterans Transit Meeting and of another meeting I attended with representatives from Senator Franken's office regarding his Rural Veterans Health Care Improvement Act.