

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10-2-13

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: 10-8-13      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 October 8, 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
- 10:15 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 September 24, 2013 – October 7, 2013  
B) Approve 9/24/13 County Board Minutes  
C) Approve Commissioner Warrants  
D) Approve Resolution – Repurchase of Tax Forfeited Property: LeClair  
E) Approve Out of State Travel Request – Economic Development  
F) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant  
G) Approve Resolution – Final Payment Contract No. 20121  
H) Approve Resolution – Partial Vacation of County Road 85 Right of Way
- 10:20 4) Bobbie Danielson, Human Resources Manager  
A) Employee Recognition  
B) Ratify 2011-2012 and 2013-2014 AFSCME HHS Collective Bargaining Agreements
- 10:25 5) Mike Dangers, County Assessor  
A) Approve Combination of Property Tax Statements and Valuation Notices
- 10:40 6) Mark Jacobs, Land Commissioner  
A) 2014 Budget  
1. Mark Jacobs - 2014 Proposed Land Department  
2. Scott Rian - 2014 Proposed Long Lake Conservation Center Budget

**Note: 2 Page Agenda**

**ADJOURNED MEETING OF THE  
COUNTY BOARD OF COMMISSIONERS  
October 8, 2013 – BOARD AGENDA**

- 11:10 7) Kirk Peysar, County Auditor  
A) Approve Resolutions for Lake Minnewawa Lake Improvement District  
1. Establish Lake Minnewawa LID  
2. Lake Minnewawa Lake Improvement District (LMLID)
- 11:30 Lunch
- 12:30 8) Patrick Wussow, County Administrator  
A) MN DNR Request to Acquire Additional 762 Acres of Land in Fleming Township to Enlarge Gun Lake State Wildlife Management Area
- 1:30 9) Board Discussion  
Mark Wedel – Airport, Historical Society  
Laurie Westerlund – HRA, MOH Conference, MACCAC Conference  
Don Niemi – ARDC, Lakes & Pines, Snake River  
Brian Napstad – BWSR, NCLUCB, LID Public Hearing  
Anne Marcotte – Economic Development, LID Public Hearing
- 10) Committee Updates  
Upcoming Meetings:  
Lakes & Pines – October 21, 2013  
MRCC – October 14, 2013  
ARDC – October 17, 2013  
AMC District 1 – October 18, 2013  
Snake River Watershed – October 28, 2013
- 2:15 Adjourn

The Aitkin County Board of Commissioners met this 24<sup>th</sup> day of September, 2013 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the September 24, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
September 24, 2013**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

**I. Attendance**

The Aitkin County Board of Commissioners met this 24th day of September, 2013, at 9:03 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; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog & Dave Leaf, H&HS Advisory Members; Galen Tveit, Resident; and Nanci Sauerbrei, Aitkin Independent Age.

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

Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried; the vote was to approve the Agenda with the addition of V. – C. Pandemic Planning and Prep Course out of State.

**III. Review August 27, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve the August 27, 2013, Health & Human Services Board Minutes.

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

**A. Re-procurement** – Tom Burke discussed the process that has taken place with the NE Region of seven counties researching and proposing providers for the plans. The State of MN made the decision that any county that is not metro will have one provider which will be UCARE in Aitkin County. Only a couple service areas will be affected and other programs will have Medica or Blue Cross Blue Shield.

**B. NACO – Health Steering Committee membership** – Tom Burke noted that he was again appointed to the NACO - Health Steering Committee for the 2013-2014 term and he is requesting that the Board approve and support his appointment. Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried; the vote was to approve and support the appointment of

Tom Burke to the NACO Health Steering Committee and approve the travel expenses to attend the meetings involved.

- C. **Pandemic Planning and Prep Course (out of state) Training** – Tom Burke noted this training is very appropriate for up to three county staff members to attend in Anniston, Alabama on January 21-25, 2014. All expenses (airfare, cost of class, materials, lodging and food) will be paid by the Federal government except for the actual staff time. Tom would expect that either he or the Public Health Supervisor and Stacey Durgin, along with possibly someone from the Sheriff’s office would attend to participate in the regional effort to work together for disaster preparedness. This training also provides educational credits. Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried, the vote was to approve the attendance of up to three people to attend the training with the stipulation that those attending the training give a half hour presentation to the Board at either the January 28<sup>th</sup> or February 25<sup>th</sup> H&HS Board meeting as to what occurred at the training and what the County Board should be aware of as emergency planners.

**VI. FYI**

- A. **What is MNSure & What Will it do?** – Eileen Foss noted that one week from today (October 1) people should be able to go online with open enrollment, and then it is going into effect January 1, 2014. For current coverage, they will be referred to our office. There will be different levels which will tell them what they are qualified for and assist them in the direction they need to go. Our training has been delayed but each week there is a number of hours of training that can be done on-line at the worker’s desk.

**VII. Administrative Reports:**

- A. **Financial & Transportation Reports** – Tom Burke noted that our dollars are looking good at this time.

**VIII. Committee Reports from Commissioners**

- A. **H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Dave Leaf & Roberta Elvecrog Draft minutes of the September 4, 2013 meeting.
  1. Roberta Elvecrog noted that the Task Forces are in the process of learning about their various areas. The Task Forces were wondering if the Commissioners have any suggestions or questions for them to research. The committee is discussing how often to meet in the future but will continue monthly through 2013. The committee along with members of the AFSCME Union served the Community Meal in August and will serve again in October.
  2. Commissioner Marcotte noted that they would like to continue to have service providers give presentations to the committee but it will be those not included in the Task Force areas.
  3. Dave Leaf noted these Task Forces are facing a steep learning curve with a tremendous amount of information being shared with them so they will be moving slowly to allow them to develop on their own.
  4. Commissioner Napstad suggested that the committee look into why we have a population of “hard to serve” individuals, meaning hard to get them employed. What services are obstructing them from getting jobs? What services are they receiving from agencies to allow them to survive? How can we help them transition to jobs?

- B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad updated the Board with respect to:
  1. The AEOA Weatherization program (Lakes & Pines) consolidating from 37 Community Action Councils down to 6 providers;
  2. AEOA is looking into sharing their Executive Director with Kootaska;
  3. AEOA is looking at building a new office building to share with Range Mental Health Services at a cost of \$20 million.
  4. Patrick Wussow discussed the Public Assistance Recipients presentation that was given in December 2012 and that we will continue that discussion with the Board at a future meeting.
  5. AMC Conference discussion relative to the Indian Child Welfare presentation.
- C. CJI (Children’s Justice Initiative)** – Commissioner Westerlund noted they had a presentation from Liz DeRuyck regarding drug testing also pertaining to the recipe for synthetic drugs changing frequently.

**Next Meeting – October 22, 2013**

Break: 10:28 a.m. to 10:45 a.m.

Galen Tveit, Aitkin County resident expressed his concern to the Board about the potential loss of agricultural land to the DNR.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: September 10, 2013 – September 23, 2013; B) Approve County Board Minutes: September 10, 2013; C) Approve Commissioner Warrants: General Fund \$119,007.38, Road & Bridge \$32,829.94, Health & Human Services \$941.88, State \$855.00, Trust \$7,439.59, Forest Development \$50,207.31, Long Lake Conservation Center \$6,396.77, Parks \$8,946.40 for a total of \$226,624.27; D) Approve August Manual Warrants: General Fund \$69,222.39, Road & Bridge \$2,856.04, Health & Human Services \$4,582.87, State \$55,401.20, Trust \$3,000.00, Forest Development \$149.90, Agency \$48,180.00, Taxes & Penalties \$49.25, Long Lake Conservation Center \$1,662.41 for a total of \$185,111.06; E) Approve Auditor Warrants – August Sales & Use Tax: General Fund \$704.55, Road & Bridge \$3,482.05, Health & Human Services \$221.41, State \$8,406.00, Trust \$307.16, Forest Development \$49.89, Long Lake Conservation Center \$60.27, Parks \$170.81 for a total of \$13,402.15; F) Authorize Public Sale of File Cabinets – Health & Human Services; G) Approve Affidavits for Duplicate of Lost Municipal Order or Warrants: AgStar Financial Services \$324.00 – Warrant #42110, Linda Jeanne Holmes \$70.00 – Warrant #38919, Olson’s Mississippi Landing \$129.99 – Warrant #33156, Julie Hughes \$7.83 – Warrant #43005; H) Approve Resolution – Final Payment Contract No. 20126; I) Accept \$250 Donation to STS – Garrison Commercial Club; J) Approve Memorandum of Understanding with City of Aitkin

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20126:

**HHS BOARD  
ADJOURNED**

**BREAK**

**CITIZEN’S PUBLIC  
COMMENT**

**REGULAR BOARD  
RECONVENED**

**CONSENT  
AGENDA**

# AITKIN COUNTY BOARD

September 24, 2013

**WHEREAS**, Contract No. 20126 – Project No. SAP 001-632-004 – Grading and Aggregate Base has in all been completed, and the County Board being fully advised in the premises.

**NOW THEN BE IT RESOLVED**, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to R.C. Habeck Excavating, LLC in the amount of \$6,729.79 as specified herein.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Memorandum of Understanding with the City of Aitkin for repair and continued maintenance of flood control dike within the City limits, on County administered lands.

Sheriff Scott Turner discussed the process of updating Aitkin County's All-Hazard Mitigation Plan/Emergency Management with the Board.

Sheriff Scott Turner gave the Board an update on the Local ARMER Enhancement Site. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to authorize entering into agreements with Motorola, Granite Electronics, and Telecom Product Profiles, and to approve \$380,830 for equipment and installation for this project.

Penny Harms, Veterans Service Officer discussed \$10,000 CVSO Operational Enhancement Grant for FY14 with the Board. Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution - County Veterans Service Office Enhancement Grant Program:

**BE IT RESOLVED** by **Aitkin County** that the County enter into the **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following project: **County Veterans Service Enhancement Program**. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2013 Chapter 142 Article 4. This grant should not be used to supplant or replace other funding.

**BE IT FURTHER RESOLVED** by **Aitkin County** that the County Veterans Service Officer, **Penny Harms** be authorized to execute the Grant Contract for the above-mentioned program on behalf of the County.

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

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve filling FT Public Health Supervisor position, and to authorize filling any corresponding vacancy if this position is filled internally. This is a budgeted position which is open due to resignation.

**RESOLUTION  
092413-082  
FINAL PAYMENT  
CONTRACT NO.  
20126**

**MOU WITH CITY  
OF AITKIN**

**ALL-HAZARD  
MITIGATION PLAN**

**ARMER  
ENHANCEMENT  
SITE**

**RESOLUTION  
092413-083  
COUNTY  
VETERANS  
SERVICE OFFICE  
ENHANCEMENT  
GRANT  
PROGRAM**

**PERSONNEL  
COMMITTEE**

**FT PUBLIC  
HEALTH  
SUPERVISOR  
POSITION**

Patrick Wussow, County Administrator presented East Central Regional Library's request to approve their 2014 budget to the Board. Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting to set Aitkin County's appropriation at \$234,366 as requested.

**2014 ECRL  
BUDGET  
REQUEST**

Commissioner Brian Napstad

- **MHB** – Attended meeting on September 20<sup>th</sup>.
- **EQB** – Met in St. Paul. Discussed Silica Sand Mining.
- **Get to Know Your Neighbor Event** – Attended event in Tamarack.
- **ATV** – Attended meeting, along with Commissioner Marcotte. Discussed connecting to the Sandy Lake area, and discussed ATV use on County Roads.
- **BSLA** – Discussed elevating roads. There will be a Public Hearing on October 24<sup>th</sup>.

**BOARD  
DISCUSSION**

Commissioner Don Niemi

- **ARDC** – Met in Duluth. Talked about the Revolving Loan Fund.
- **Lakes & Pines** – Met on September 16<sup>th</sup> in Mora.
- **Snake River** – Met September 23<sup>rd</sup> at Snake River Wildlife Refuge.
- **Pliny Township Board mtg** – Discussion about whether or not a road is a township road.

Commissioner Anne Marcotte

- **ATV** – Attended meeting, along with Commissioner Napstad. Discussed new signs.
- **FAC** – Working on identifying tax forfeited properties to sell.
- **ARDC** – Attended meeting. Talked about "No Net Loss" for DNR.
- **MRCC** – Looking at ways to expand their membership.

Commissioner Laurie Westerlund

- **CMCC** – Attended September 18<sup>th</sup> meeting, along with Commissioner Wedel.
- **DAC** – Received a letter from the City of Aitkin for repair of sidewalks.

Commissioner J. Mark Wedel

- **CMCC** – Attended September 18<sup>th</sup> in Brainerd. Staffing cuts will be considered.
- **Economic Development Authority at City Hall** – Attended meeting. Discussed loans.
- **Sobriety Court** – Attended September 19<sup>th</sup> meeting.
- **Aitkin County Water Planning Task Force** – Attended September 18<sup>th</sup> meeting. Discussed loans, and lake water clarity.



Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 1:13 p.m. until Tuesday, October 8, 2013 at 9:00 a.m.

**ADJOURN**

\_\_\_\_\_  
J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

\_\_\_\_\_  
Patrick Wussow, County Administrator

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

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12	DEPT			Court Administration		
89203	Core Professional Services, Pa 01-012-000-0000-6252		600.00	Eval Fenstermaker	3943	Witnesses
89203	Core Professional Services, Pa		600.00	1 Transactions		
9007	Dotty/Melanie Rebecca 01-012-000-0000-6232		15.75	Court appointed 01F800125	1234	Attorney Services
9007	Dotty/Melanie Rebecca		15.75	1 Transactions		
10138	Frey Law Offices, Ltd 01-012-000-0000-6232		97.50	Fees 01FA-08-478	1173	Attorney Services
	01-012-000-0000-6232		33.90	Mileage 01FA-08-478	1173	Attorney Services
	01-012-000-0000-6232		15.00	Fees 01JV-12-1229	1174	Attorney Services
	01-012-000-0000-6232		97.50	Fees 01F3-05-889	1175	Attorney Services
	01-012-000-0000-6232		11.30	Mileage 01FA-13-411	1176	Attorney Services
	01-012-000-0000-6232		127.50	Fees 01FA-13-411	1176	Attorney Services
10138	Frey Law Offices, Ltd		382.70	6 Transactions		
5851	Gustafson Atty/Jean M. 01-012-000-0000-6232		645.00	Court appointed 01PR13489		Attorney Services
5851	Gustafson Atty/Jean M.		645.00	1 Transactions		
3578	Skaj/Karen 01-012-000-0000-6252		532.00	Transcript	01CR-11-573	Witnesses
3578	Skaj/Karen		532.00	1 Transactions		
12	DEPT Total:		2,175.45	Court Administration	5 Vendors	10 Transactions
40	DEPT			Auditor		
1457	CPS Technology Solutions, Inc 01-040-000-0000-6231		60.50	October Maint	364022	Services, Labor, Contracts
	01-040-000-0000-6231		26.40	October Maint	364022	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc		86.90	2 Transactions		
2778	Landgren/Pamela J 01-040-021-0000-6330		88.35	Mileage-dep registrar mtg	190@.465	Transportation/Travel/Parking (Own Autc
2778	Landgren/Pamela J		88.35	1 Transactions		
86235	The Office Shop Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-040-021-0000-6405		Pen Refl, ribbons	267929-0	Office & Computer Supplies
	01-040-000-0000-6231		Monthly contract IR5000	267987-0	Services, Labor, Contracts
	01-040-021-0000-6405		Pen Refl, Ink	945102-0	Office & Computer Supplies
86235	The Office Shop Inc				3 Transactions
40	DEPT Total:		Auditor	3 Vendors	6 Transactions
42	DEPT		Treasurer		
4233	S & T Office Products Inc				
	01-042-000-0000-6405		Ribbon	01PZ1560	Office & Computer Supplies
4233	S & T Office Products Inc				1 Transactions
42	DEPT Total:		Treasurer	1 Vendors	1 Transactions
43	DEPT		Assessor		
10452	AT&T Mobility				
	01-043-000-0000-6250		Monthly wireless	287250162187	Telephone
10452	AT&T Mobility				1 Transactions
1457	CPS Technology Solutions, Inc				
	01-043-000-0000-6231		October Maint	364022	Services, Labor, Contracts
1457	CPS Technology Solutions, Inc				1 Transactions
10330	Dangers/Mike				
	01-043-000-0000-6330		Mileage Tax Court 9/23	104@.465	Transportation & Travel & Parking
	01-043-000-0000-6330		Mileage Tax Court 9/24	104@.465	Transportation & Travel & Parking
	01-043-000-0000-6330		Mileage Tax Court 9/25	104@.465	Transportation & Travel & Parking
10330	Dangers/Mike				3 Transactions
86235	The Office Shop Inc				
	01-043-000-0000-6405		Copies	267986-0	Office, Film & Computer Supplies
	01-043-000-0000-6405		Clips, envelopes, tape, pens	944707-0	Office, Film & Computer Supplies
86235	The Office Shop Inc				2 Transactions
43	DEPT Total:		Assessor	4 Vendors	7 Transactions
44	DEPT		Central Services		
2386	Information Systems Corp				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2386	Information Systems Corp 01-044-196-0000-6625		113.98	Roll Paper	23291	Recorders Equip Fund Exp. 357.18 Subd 4
			113.98	1 Transactions		
9671	Pitney Bowes 01-044-048-0000-6301		565.56	Rental charges	8410541-SP13	Postage Rentals
9671	Pitney Bowes		565.56	1 Transactions		
44	DEPT Total:		679.54	Central Services	2 Vendors	2 Transactions
49	DEPT			Information Technologies		
675	Bistodeau/Cindy A. 01-049-000-0000-6330		49.29	Mileage IT meeting	106@.465	Transportation & Travel & Parking
	01-049-000-0000-6330		30.69	Mileage meeting ASR	66@.465	Transportation & Travel & Parking
675	Bistodeau/Cindy A.		79.98	2 Transactions		
2391	Itasca Co Auditor 01-049-000-0000-6208		623.72	SANS Security Training		Training/Education
2391	Itasca Co Auditor		623.72	1 Transactions		
4233	S & T Office Products Inc 01-049-000-0000-6405		15.46	Calendars	01PZ1628	Office Supplies (Non Computer)
4233	S & T Office Products Inc		15.46	1 Transactions		
9184	Thaemert/Carol 01-049-000-0000-6330		22.04	Mileage LLCC	39@.565	Transportation & Travel & Parking
9184	Thaemert/Carol		22.04	1 Transactions		
49	DEPT Total:		741.20	Information Technologies	4 Vendors	5 Transactions
52	DEPT			Administration/Personnel Dept		
87	Aitkin Co Highway Dept 01-052-000-0000-6208		38.73	Safety Day training LLCC	Visnovec	Training/Education
87	Aitkin Co Highway Dept		38.73	1 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		35.00	Background screening	46426	Background Check Fee
12048	McDowell Agency, Inc./The		35.00	1 Transactions		

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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
52	DEPT Total:		73.73	Administration/Personnel Dept	2 Vendors	2 Transactions
90	DEPT			Attorney		
117	Aitkin County Sheriff 01-090-000-0000-6250		33.03	Jim Ratz Cell phone	13-0247	Telephone
117	Aitkin County Sheriff		33.03		1 Transactions	
783	Canon Financial Services, Inc 01-090-000-0000-6405		364.09	Contract charge	13135260	Office & Computer Supplies
783	Canon Financial Services, Inc		364.09		1 Transactions	
1180	Crow Wing Co Sheriff's Office 01-090-000-0000-6234		75.00	Subpoena 01cr1366	77239	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office		75.00		1 Transactions	
10855	Culligan 01-090-000-0000-6213		26.40	Monthly water	150X00652404	Drug & Forfeiture Ms387.213
10855	Culligan		26.40		1 Transactions	
1265	Dakota Co Sheriff 01-090-000-0000-6234		65.00	Subpoena 01cr12407	13004080	Co Sheriff Services
1265	Dakota Co Sheriff		65.00		1 Transactions	
2390	Itasca Co Sheriff 01-090-000-0000-6234		110.00	Subpoena State v Rainey/Cortez	3516	Co Sheriff Services
2390	Itasca Co Sheriff		110.00		1 Transactions	
9489	Redwood Toxicology Laboratory, Inc 01-090-000-0000-6213		24.03	UA Reimbursement	122891	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		24.03		1 Transactions	
10879	Shred-It 01-090-000-0000-6231		381.33	Shredding 38 boxes	9402568675	Services, Labor, Contracts
10879	Shred-It		381.33		1 Transactions	
10156	Winge/Sarah 01-090-000-0000-6208		30.00	Registration/Uof MN	60995876	Training/Education
10156	Winge/Sarah		30.00		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
90	DEPT Total:		1,108.88	Attorney	9 Vendors	9 Transactions
100	DEPT			Recorder		
4233	S & T Office Products Inc 01-100-000-0000-6405		21.76	Lead, pencils, staples	01PZ1631	Office & Computer Supplies
	01-100-000-0000-6405		4.28	Pencil	01PZ1632	Office & Computer Supplies
4233	S & T Office Products Inc		26.04		2 Transactions	
100	DEPT Total:		26.04	Recorder	1 Vendors	2 Transactions
110	DEPT			Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		46.57	Mop, mop tool,tissue,towels 10/01/2013 10/01/2013	2200429695	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		46.57		1 Transactions	
12106	Antoine Electric 01-110-000-0000-6231		68.98	Ballast in Recorder's Office 09/27/2013 09/27/2013	13369	Services, Labor, Contracts
12106	Antoine Electric		68.98		1 Transactions	
11889	Honeywell International Inc. 01-110-000-0000-6231		2,816.70	Quarterly Mechanical/elec 10/15/2013 01/14/2014	5227129033	Services, Labor, Contracts
11889	Honeywell International Inc.		2,816.70		1 Transactions	
9692	Minnesota Energy Resources Corporation 01-110-000-0000-6254		37.41	Courthouse	4323328-7	Utilities & Heating
	01-110-000-0000-6254		15.50	LA Tool Bldg	4911601-5	Utilities & Heating
9692	Minnesota Energy Resources Corporation		52.91		2 Transactions	
3950	Public Utilities					
	01-110-000-0000-6254		551.29	Jail west annex utilities	0200000510000	Utilities & Heating
	01-110-000-0000-6254		142.04	CH Bldg coordinator	0200050109016	Utilities & Heating
	01-110-000-0000-6254		123.53	Glarco Utilities	0200050186004	Utilities & Heating
	01-110-000-0000-6254		31.37	Old Co Garage Utilities	0200050202003	Utilities & Heating
	01-110-000-0000-6254		3,375.83	Courthouse utilities	0300000509007	Utilities & Heating
	01-110-000-0000-6254		149.58	LA Tool Bldg Utilities	0300050188007	Utilities & Heating

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3950	Public Utilities		4,373.64		6 Transactions	
12802	Van's Flags & Flagpoles 01-110-000-0000-6422		26.30	US Flag License Center	1218	Janitorial Supplies
12802	Van's Flags & Flagpoles		26.30		1 Transactions	
5174	Voss Lighting 01-110-000-0000-6422		152.75	14W Globes	15232495-01	Janitorial Supplies
5174	Voss Lighting		152.75		1 Transactions	
110	DEPT Total:		7,537.85	Courthouse Maintenance	7 Vendors	13 Transactions
111	DEPT			Buildings		
12801	Kurtz Masonry LLC 01-111-000-0000-6605		4,700.00	Sidewalk around vet memorial	070748	Building & Structures
12801	Kurtz Masonry LLC		4,700.00		1 Transactions	
111	DEPT Total:		4,700.00	Buildings	1 Vendors	1 Transactions
120	DEPT			Service Officer		
10097	Harms Monroe/Penny 01-120-000-0000-6330		49.76	Mileage Grand Rapids 9/26	107@.465	Transportation & Travel
			50.69	Mileage Grand Rapid 6/25	109@.465	Transportation & Travel
10097	Harms Monroe/Penny		100.45		2 Transactions	
5767	Lamke/Dennis 01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/13/2013	Per Diem
5767	Lamke/Dennis		50.00		1 Transactions	
10677	Olsen/Gerald D 01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/3/13	Per Diem
10677	Olsen/Gerald D		50.00		1 Transactions	
3912	Peterson/Richard 01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/17/13	Per Diem
3912	Peterson/Richard		50.00		1 Transactions	
11362	Roscoe/Bernie					



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-120-000-0000-6350		50.00	Drive vet van Minneapolis	9/16/13	Per Diem
	01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/23/13	Per Diem
11362	Roscoe/Bernie		100.00	2 Transactions		
6097	Verizon Wireless					
	01-120-000-0000-6250		16.20	Vet van cell phone	88069036400001	Telephone
6097	Verizon Wireless		16.20	1 Transactions		
10882	Wark/Charles F.					
	01-120-000-0000-6350		50.00	Drive vet van Mpls	9/10/13	Per Diem
	01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/9/13	Per Diem
10882	Wark/Charles F.		100.00	2 Transactions		
6054	Willette/Richard Francis					
	01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/19/13	Per Diem
	01-120-000-0000-6350		50.00	Drive vet van Mpls	9/20/13	Per Diem
6054	Willette/Richard Francis		100.00	2 Transactions		
5960	Wilmo/Wesley S.					
	01-120-000-0000-6350		50.00	Drive vet van Mpls	9/11/13	Per Diem
	01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/5/13	Per Diem
5960	Wilmo/Wesley S.		100.00	2 Transactions		
9255	Witt/Warren					
	01-120-000-0000-6350		50.00	Drive vet van Mpls	9/18/13	Per Diem
9255	Witt/Warren		50.00	1 Transactions		
9063	Workman/Jeff					
	01-120-000-0000-6350		50.00	Drive vet van St Cloud	9/25/13	Per Diem
9063	Workman/Jeff		50.00	1 Transactions		
120	DEPT Total:		766.65	Service Officer	11 Vendors	16 Transactions
121	DEPT			Housing & Redevelopment		
11113	Anderson/Edward					
	01-121-000-0000-6350		35.00	HRA Meeting	7/29/2013	Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	8/19/2013	Per Diem
	01-121-000-0000-6350		35.00	HRA Meeting	9/30/2013	Per Diem

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
11113 Anderson/Edward		105.00	3 Transactions	
11353 Crane/Cheri L				
01-121-000-0000-6350		35.00	HRA Meeting 7/29/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 8/19/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 9/30/2013	Per Diem
11353 Crane/Cheri L		105.00	3 Transactions	
10549 Turner/Larry				
01-121-000-0000-6350		35.00	HRA Meeting 7/29/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 8/19/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 9/30/2013	Per Diem
10549 Turner/Larry		105.00	3 Transactions	
10017 Tveit/Galen				
01-121-000-0000-6350		35.00	HRA Meeting 7/29/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 8/19/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 9/30/2013	Per Diem
10017 Tveit/Galen		105.00	3 Transactions	
11355 Williams/Ihleen E				
01-121-000-0000-6350		35.00	HRA Meeting 7/29/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 8/19/2013	Per Diem
01-121-000-0000-6350		35.00	HRA Meeting 9/30/2013	Per Diem
11355 Williams/Ihleen E		105.00	3 Transactions	
121 DEPT Total:		525.00	Housing & Redevelopment 5 Vendors	15 Transactions
122 DEPT			Planning & Zoning	
799 Fuhrer/Joseph				
01-122-000-0000-6231		3,000.00	Contract Inspections 10@300 09/23/2013 10/04/2013	Services, Labor, Contracts, Programming
799 Fuhrer/Joseph		3,000.00	1 Transactions	
3255 Mn Counties Intergovernmental Trust				
01-122-000-0000-6231		2,279.20	Deductible for claim 13PE0021	Services, Labor, Contracts, Programming
3255 Mn Counties Intergovernmental Trust		2,279.20	1 Transactions	
12803 Ott/Leonard				

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12803	Ott/Leonard		175.00	Reimburse for permit 39932		Refunds & Reimbursements
86235	The Office Shop Inc		41.21	Calendars	945209-0	Office, Computer, Film, & Field Supplies
86235	The Office Shop Inc		41.21		1 Transactions	
6097	Verizon Wireless		41.94	Cell phone P & Z	38069013800001	Telephone
6097	Verizon Wireless		41.94		1 Transactions	
122	DEPT Total:		5,537.35	Planning & Zoning	5 Vendors	5 Transactions
200	DEPT			Enforcement		
5322	A & M AUTO OF MCGREGOR		604.44	Oil change, rotors/pads 216	041247	Car Maintenance
5322	A & M AUTO OF MCGREGOR		604.44		1 Transactions	
50	Aitkin Body Shop, Inc		2,889.34	Repair Deer hit #219	57502	Car Maintenance
50	Aitkin Body Shop, Inc		2,889.34		1 Transactions	
117	Aitkin County Sheriff		11.00	#206 tabs		Auto & Trailer License
				10/01/2013	10/01/2013	
117	Aitkin County Sheriff		11.00		1 Transactions	
170	Aitkin Motor Company		73.78	Oil change, rotate tires DARE	FOCS238271	Car Maintenance
170	Aitkin Motor Company		73.78		1 Transactions	
361	Arrowhead EMS Association		80.00	AEMSA Annual dues	9813	Dues
				10/01/2013	09/30/2014	
361	Arrowhead EMS Association		80.00		1 Transactions	
86467	Auto Value Aitkin		315.26	Class II Receiver #225	40033453	Car Maintenance
			20.28-	Tax credit	40033455	Car Maintenance

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86467	Auto Value Aitkin		294.98		2 Transactions	
12445	BrandI Chevrolet, Buick, GM 01-200-000-0000-6302		50.23	Squad keys #219, 225	2814	Car Maintenance
12445	BrandI Chevrolet, Buick, GM		50.23		1 Transactions	
10715	Civil Air Patrol Magazine 01-200-000-0000-6230		95.00	Advertising	JV 2703079	Printing, Publishing & Adv
10715	Civil Air Patrol Magazine		95.00		1 Transactions	
3263	K&M Signs Inc. 01-200-000-0000-6231		95.00	DARE logo on #208	9740	Services & Labor (Incl Contracts)
3263	K&M Signs Inc.		95.00		1 Transactions	
5756	KEEPRS, Inc 01-200-000-0000-6410		85.48	Cargo Pant #221	225066	Clothing Allowance
5756	KEEPRS, Inc		85.48		1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		552.85	4 Tires mount/bal #207	15352	Car Maintenance
	01-200-000-0000-6302		33.50	Headlight #225	15388	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		586.35		2 Transactions	
3337	Minnesota County Attorneys Association 01-200-000-0000-6405		87.64	Forfeiture & receipt forms	18153180	Office Supplies
3337	Minnesota County Attorneys Association		87.64		1 Transactions	
6057	Nate's Towing 01-200-000-0000-6359		226.58	Tow Chevy Forfeiture	13-3969	Wrecker Service
6057	Nate's Towing		226.58		1 Transactions	
12110	Revelin, LLC 01-200-000-0000-6314		2,200.00	Build new #210	56	Radio Maint
	01-200-000-0000-6314		2,000.00	Outfit new #208	57	Radio Maint
	01-200-000-0000-6314		58.78	Replace fuses #225	58	Radio Maint
	01-200-000-0000-6314		320.63	Siren light, radio #206	59	Radio Maint
12110	Revelin, LLC		4,579.41		4 Transactions	
4233	S & T Office Products Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4233	S & T Office Products Inc		80.53	Calendars	01PZ6069	Office Supplies
			80.53	1 Transactions		
10878	Sew Much & More					
	01-200-000-0000-6205		41.47	UPS Shipping	632523	Postage
10878	Sew Much & More		41.47	1 Transactions		
4681	Streichers					
	01-200-000-0000-6302		1,184.97	Partition,T-rail,push bumper	I1046326	Car Maintenance
	01-200-000-0000-6302		219.98	Recessed Panel kit	I1047753	Car Maintenance
4681	Streichers		1,404.95	2 Transactions		
6128	Tire Barn					
	01-200-000-0000-6302		573.69	4 tires, install, balance #216	25359	Car Maintenance
6128	Tire Barn		573.69	1 Transactions		
6097	Verizon Wireless					
	01-200-000-0000-6250		634.95	Cell Phone	28609041200001	Telephone
6097	Verizon Wireless		634.95	1 Transactions		
3518	Voyageur Press Of Mcgregor/The					
	01-200-000-0000-6405		32.00	Annual Subscription	Sheriff's Off	Office Supplies
3518	Voyageur Press Of Mcgregor/The		32.00	1 Transactions		
200	DEPT Total:		12,526.82	Enforcement	20 Vendors	26 Transactions
202	DEPT			Boat & Water		
5322	A & M AUTO OF MCGREGOR					
	01-202-000-0000-6302		38.89	Oil change #217	041239	B&W Maintenance
5322	A & M AUTO OF MCGREGOR		38.89	1 Transactions		
3950	Public Utilities					
	01-202-000-0000-6254		16.26	Boat & water utilities	0200063119006	Utilities
3950	Public Utilities		16.26	1 Transactions		
6097	Verizon Wireless					
	01-202-000-0000-6250		85.73	Cell Phone	28609041200001	Telephone
6097	Verizon Wireless		85.73	1 Transactions		

# Aitkin County



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Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5171	Willey's Marine Inc 01-202-000-0000-6302		90.89	Solenoid kit for 2008 Lund/Mer	19994	B&W Maintenance
5171	Willey's Marine Inc		90.89	1 Transactions		
202	DEPT Total:		231.77	Boat & Water	4 Vendors	4 Transactions
206	DEPT			Forfeitures		
117	Aitkin County Sheriff 01-206-000-0000-6409		103.75	Title 5 forfeited vehicles 10/01/2013 10/01/2013		Forfeiture Supplies
117	Aitkin County Sheriff		103.75	1 Transactions		
206	DEPT Total:		103.75	Forfeitures	1 Vendors	1 Transactions
252	DEPT			Corrections		
116	Aitkin Feed & Farm Supply Inc 01-252-000-0000-6590		313.69	Softener Pellets	95326	Repair & Maintenance Supplies
116	Aitkin Feed & Farm Supply Inc		313.69	1 Transactions		
12106	Antoine Electric 01-252-000-0000-6590		69.98	Replace ballast jail kitchen	13363	Repair & Maintenance Supplies
12106	Antoine Electric		69.98	1 Transactions		
163	Charter Communications 01-252-252-0000-6405		42.18	Inmate Cable TV	83523056600060	Prisoner Welfare
163	Charter Communications		42.18	1 Transactions		
5583	Crawford Supply Company 01-252-252-0000-6408		125.04	Drinks, Oatmeal	318098	Commissary Supplies
	01-252-252-0000-6408		113.04	Cards, shampoo, toothpaste	318129	Commissary Supplies
	01-252-252-0000-6408		230.76	Shampoo, shave crm, razors	318130	Commissary Supplies
5583	Crawford Supply Company		468.84	3 Transactions		
11715	Granite Electronics 01-252-000-0000-6231		1,341.74	Remove Cardcages & equip	248045	Services & Labor (Incl Contracts)
11715	Granite Electronics		1,341.74	1 Transactions		
1880	Gravelle Plumbing & Heating, Inc					

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1880	Gravelle Plumbing & Heating, Inc		13.00	Air compressor parts	64769	Repair & Maintenance Supplies
			13.00	1 Transactions		
2186	Hillyard Inc - Kansas City					
	01-252-000-0000-6422		474.09	Janitorial	600853840	Janitorial Supplies
	01-252-000-0000-6422		602.78	Janitorial	600853841	Janitorial Supplies
	01-252-000-0000-6422		41.99	Mops	600857733	Janitorial Supplies
2186	Hillyard Inc - Kansas City		1,118.86	3 Transactions		
10567	Lake Country Auto Center Of Aitkin					
	01-252-000-0000-6302		491.81	4 tires mount/bal Xport	15353	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		491.81	1 Transactions		
9692	Minnesota Energy Resources Corporation					
	01-252-000-0000-6254		15.50	STS	4058862-6	Utilities & Heating
	01-252-000-0000-6254		582.72	Jail	4244670-8	Utilities & Heating
	01-252-000-0000-6254		45.53	Jail	4334475-3	Utilities & Heating
9692	Minnesota Energy Resources Corporation		643.75	3 Transactions		
11108	Northeast Wisconsin Tech College					
	01-252-003-0000-6241		175.00	Taser instructor recert.	SFT 83754	School Registration Fee
11108	Northeast Wisconsin Tech College		175.00	1 Transactions		
3789	Pan-O-Gold Baking Company					
	01-252-000-0000-6418		86.88	Groceries	010024326222	Groceries
	01-252-000-0000-6418		116.20	Groceries	010024326919	Groceries
3789	Pan-O-Gold Baking Company		203.08	2 Transactions		
3950	Public Utilities					
	01-252-000-0000-6254		42.17	Sheriff storage garage	0200000507004	Utilities & Heating
	01-252-000-0000-6254		7,094.82	New Jail 2 Utilities	0300000511002	Utilities & Heating
	01-252-000-0000-6254		1,665.68	New Jail utilities	0300000512016	Utilities & Heating
3950	Public Utilities		8,802.67	3 Transactions		
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		467.84	Phone cards	D-11189	Phone Card Prisoner Welfare
	01-252-252-0000-6406		935.67	Phone cards	D-11205	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,403.51	2 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5774	Riverwood Healthcare Clinic 01-252-000-0000-6262 01-252-000-0000-6272		147.00 200.00	Office Visit J Teigen Pre-employment R Cooper	SEP13 SEP13	Medical Expenses & Supplies - Inmates Physical Examinations
5774	Riverwood Healthcare Clinic		347.00	2 Transactions		
4233	S & T Office Products Inc 01-252-000-0000-6625 01-252-000-0000-6405		774.85 80.53	Rollmat Calendars	01PZ5885 01PZ6069	Office Equipment Office & Computer Supplies
4233	S & T Office Products Inc		855.38	2 Transactions		
4761	Sysco Minnesota Inc 01-252-000-0000-6418 01-252-000-0000-6420 01-252-000-0000-6418		1,402.17 17.22 2,113.92	Groceries Kitchen supplies Groceries	309191253 309191253 309260954	Groceries Kitchen Supplies Groceries
4761	Sysco Minnesota Inc		3,533.31	3 Transactions		
6097	Verizon Wireless 01-252-000-0000-6250		66.06	Cell Phone	28609041200001	Telephone
6097	Verizon Wireless		66.06	1 Transactions		
252	DEPT Total:		19,889.86	Corrections	17 Vendors	31 Transactions
253	DEPT			Aitkin Co Community Corrections		
86467	Auto Value Aitkin 01-253-000-0000-6405		9.60	Engine degreaser STS	40033368	Operating Supplies
86467	Auto Value Aitkin		9.60	1 Transactions		
5892	McGregor Printing & Graphics, Inc 01-253-000-0000-6230		52.37	Business cards Kent STS	14994	Printing, Publishing & Adv
5892	McGregor Printing & Graphics, Inc		52.37	1 Transactions		
6072	North Homes - Treatment Foster Care 01-253-000-0000-6204		374.00	Transports to court	IJC14969	Juvenile Detention
6072	North Homes - Treatment Foster Care		374.00	1 Transactions		
3660	Northwood Equipment 01-253-000-0000-6405		11.46	Brake strap, cylinder	P22928	Operating Supplies
3660	Northwood Equipment		11.46	1 Transactions		



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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
3810	Paulbeck's County Market 01-253-000-0000-6405		5.37	Shop supplies	9277355	Operating Supplies
3810	Paulbeck's County Market		5.37	1 Transactions		
253	DEPT Total:		452.80	Aitkin Co Community Corrections	5 Vendors	5 Transactions
254	DEPT			Enhanced 911 System		
3455	Motorola Inc 01-254-000-0000-6625		356.70	Remote speakers	13976810	E-911 Equipment
3455	Motorola Inc		356.70	1 Transactions		
254	DEPT Total:		356.70	Enhanced 911 System	1 Vendors	1 Transactions
257	DEPT			Sobriety Court		
11997	Minnesota Monitoring 01-257-022-0000-6406		442.00	July EHM	2690	Sobriety Crt Expenses
11997	Minnesota Monitoring		442.00	1 Transactions		
6146	RS Eden 01-257-022-0000-6406		962.22	Sobriety Court Drug Test Aug	47211	Sobriety Crt Expenses
6146	RS Eden		962.22	1 Transactions		
257	DEPT Total:		1,404.22	Sobriety Court	2 Vendors	2 Transactions
391	DEPT			Solid Waste		
1754	Garrison Disposal Company, Inc 01-391-060-0000-6360		7,291.19	August recycling		Recycling Contract
1754	Garrison Disposal Company, Inc		7,291.19	1 Transactions		
3376	Minnesota Zoomobile 01-391-036-0000-6416		805.00	LLCC EED Programs	4701	EED Expenses/Supplies
3376	Minnesota Zoomobile		805.00	1 Transactions		
5472	Newshopper 01-391-000-0000-6230		300.00	Leaf/compost ad	2976	Printing, Publishing & Adv
5472	Newshopper		300.00	1 Transactions		
86235	The Office Shop Inc					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-391-000-0000-6405		2.66	Calendars	945209-0	Office & Film Supplies
86235	The Office Shop Inc		2.66	1 Transactions		
391	DEPT Total:		8,398.85	Solid Waste	4 Vendors	4 Transactions
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		26.00	Water test	9808	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		26.00	1 Transactions		
2353	Idexx Laboratories, Inc 01-392-000-0000-6405		764.12	Gamma Irrad Colilert	271710552	Office & Film Supplies
2353	Idexx Laboratories, Inc		764.12	1 Transactions		
9092	Mn Dept Of Health 01-392-000-0000-6240		1,000.00	Water Lab Accred. Program	610128	Dues
9092	Mn Dept Of Health		1,000.00	1 Transactions		
392	DEPT Total:		1,790.12	Water Wells	3 Vendors	3 Transactions
500	DEPT			Library And Historical Society		
11040	Raisanen/James E 01-500-500-0000-6350		35.00	Budget meeting Cambridge	8/26/13	Library Per Diem
	01-500-500-0000-6350		35.00	Legacy Committee Cambridge	9/25/13	Library Per Diem
	01-500-500-0000-6350		35.00	Board meeting Wyoming	9/9/13	Library Per Diem
11040	Raisanen/James E		105.00	3 Transactions		
500	DEPT Total:		105.00	Library And Historical Society	1 Vendors	3 Transactions
601	DEPT			Extension		
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		300.00	Sales from Recorder R#367	2717-2726	4-H Plat Book Sales
	01-601-551-0000-5840		300.00	Sales from Recorder R#368	2727-2736	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		600.00	2 Transactions		
601	DEPT Total:		600.00	Extension	1 Vendors	2 Transactions

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

1 General Fund

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
711	DEPT		Economic Development		
5688	Wagner/Ross				
	01-711-000-0000-6330		Parking - Site visits		Transportation/Travel/Parking (Own Aut
5688	Wagner/Ross			1 Transactions	
711	DEPT Total:				
			7.00	Economic Development	1 Vendors
			7.00		1 Transactions
1	Fund Total:				
			70,952.95	General Fund	177 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
301	DEPT			R&B Administration		
5398	CDW Government, Inc 03-301-000-0000-6400		236.94	TOM MONITOR 090413	FN83220	Supplies And Materials
5398	CDW Government, Inc		236.94	1 Transactions		
11406	Innovative Office Solutions 03-301-000-0000-6400		18.74	OFFICE SUPPLIES 091813	IN0365551	Supplies And Materials
11406	Innovative Office Solutions		18.74	1 Transactions		
11387	Olsen/Sarah 03-301-000-0000-6296		157.92	MILEAGE 100113		Meeting Expense/Physicals
	03-301-000-0000-6296		8.50	PARKING 100113		Meeting Expense/Physicals
11387	Olsen/Sarah		166.42	2 Transactions		
11605	Shred Right 03-301-000-0000-6400		30.00	DOCUMENT 091613	160840	Supplies And Materials
11605	Shred Right		30.00	1 Transactions		
86235	The Office Shop Inc 03-301-000-0000-6400		212.68-	JACOBSON FAX 092813	265116	Supplies And Materials
	03-301-000-0000-6400		30.31	PALISADE FAX 092813	267786	Supplies And Materials
	03-301-000-0000-6400		212.68	JACOBSON FAX 092813	267839	Supplies And Materials
	03-301-000-0000-6400		374.29	QUARTERLY COUNT 092813	267989	Supplies And Materials
86235	The Office Shop Inc		404.60	4 Transactions		
6097	Verizon Wireless 03-301-000-0000-6250		79.56	CELLS 092313	9711552354	Telephone
6097	Verizon Wireless		79.56	1 Transactions		
301	DEPT Total:		936.26	R&B Administration	6 Vendors	10 Transactions
302	DEPT			R&B Engineering/Construction		
8834	Arm Registration Office 03-302-000-0000-6296		880.00	CONCRETE FIELD 100113	E CERVANTEZ	Meeting Expense/Physicals
	03-302-000-0000-6296		350.00	CONCRETE PLANT 100113	P KAZMERZAK	Meeting Expense/Physicals
	03-302-000-0000-6296		200.00	RECERT 100113	R THOMPSON	Meeting Expense/Physicals
8834	Arm Registration Office		1,430.00	3 Transactions		
11387	Olsen/Sarah					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
11387	Olsen/Sarah	03-302-000-0000-6449			49.83	OVEN RACK	100113			Rd/Br Engr. Supplies	
					49.83			1	Transactions		
86235	The Office Shop Inc	03-302-000-0000-6449			21.38	TABLE	092813	267862		Rd/Br Engr. Supplies	
86235	The Office Shop Inc				21.38			1	Transactions		
9882	University Of Minnesota	03-302-000-0000-6296			215.00	BRAD SWENSON	100113			Meeting Expense/Physicals	
		03-302-000-0000-6296			215.00	ERIC CERVANTEZ	100113			Meeting Expense/Physicals	
		03-302-000-0000-6296			120.00	RANDY THOMPSON	100113			Meeting Expense/Physicals	
9882	University Of Minnesota				550.00			3	Transactions		
302	DEPT Total:				2,051.21	R&B Engineering/Construction		4	Vendors		8 Transactions
303	DEPT					R&B Highway Maintenance					
8239	Ameripride Linen & Apparel Services	03-303-000-0000-6523			48.93	SHOP LAUNDRY	092413	2200427159		Misc Bldg & Shop Supplies	
8239	Ameripride Linen & Apparel Services				48.93			1	Transactions		
12106	Antoine Electric	03-303-000-0000-6254			504.03	BALLASTS	083013	13344		Utilities	
12106	Antoine Electric				504.03			1	Transactions		
8674	Boyer Trucks	03-303-000-0000-6590			75.69	SCREW	092513	783707		Repair & Maintenance Supplies	
8674	Boyer Trucks				75.69			1	Transactions		
12787	Centra Sota Cooperative	03-303-000-0000-6513			23,443.75	DIESEL - AITKIN	092513	8101027		Motor Fuel & Lubricants	
12787	Centra Sota Cooperative				23,443.75			1	Transactions		
9857	Diamond Industrial Cleaning Equipment	03-303-000-0000-6523			29.76	NOZZLE	092613	10101		Misc Bldg & Shop Supplies	
9857	Diamond Industrial Cleaning Equipment				29.76			1	Transactions		
8500	Diamond Mowers, Inc	03-303-000-0000-6590			190.77	ROTARY	091013	80583		Repair & Maintenance Supplies	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
8500 Diamond Mowers, Inc		190.77	1 Transactions	
7920 Dixon Mechanical Electric, LLP				
03-303-000-0000-6590		170.73	ALTERNATOR 092713	14880 Repair & Maintenance Supplies
03-303-000-0000-6590		25.00	LABOR 092713	14880 Repair & Maintenance Supplies
03-303-000-0000-6590		41.34	REGULATOR 092713	14880 Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP		237.07	3 Transactions	
7935 East Central Energy				
03-303-000-0000-6254		94.67	POWER - MCGRATH 093013	70415419 Utilities
7935 East Central Energy		94.67	1 Transactions	
8622 Frontier				
03-303-000-0000-6250		48.80	JACOBSON 093013	2187526591 Telephone
03-303-000-0000-6250		51.10	MCGREGOR 093013	2187684481 Telephone
03-303-000-0000-6250		48.38	PALISADE 093013	2188452607 Telephone
03-303-000-0000-6250		59.96	MCGRATH 093013	3205923580 Telephone
8622 Frontier		208.24	4 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254		50.00	GARBAGE PICKUP 091613	460115 Utilities
1754 Garrison Disposal Company, Inc		50.00	1 Transactions	
1959 H & L Mesabi Inc				
03-303-000-0000-6523		4,173.26	PLOW SHOES 092513	88449 Misc Bldg & Shop Supplies
03-303-000-0000-6523		1,138.65	5' BLADES 092513	88449 Misc Bldg & Shop Supplies
03-303-000-0000-6523		27,325.80	6' BLADES 092513	88449 Misc Bldg & Shop Supplies
1959 H & L Mesabi Inc		32,637.71	3 Transactions	
91187 Lake Country Power				
03-303-000-0000-6254		67.24	CSAH 14 093013	141979801 Utilities
03-303-000-0000-6254		58.27	CSAH 6 093013	141979901 Utilities
91187 Lake Country Power		125.51	2 Transactions	
10824 Maney International Inc				
03-303-000-0000-6590		372.33	FILTERS 092513	644275 Repair & Maintenance Supplies
03-303-000-0000-6590		68.51	SPRING 092513	644678 Repair & Maintenance Supplies
10824 Maney International Inc		440.84	2 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7937	Neenah Foundry Company 03-303-000-0000-6523		424.92	SIDE FRAME	092013	Misc Bldg & Shop Supplies
7937	Neenah Foundry Company		424.92		1 Transactions	
8618	North American Salt Co 03-303-000-0000-6518		8,599.09	DEICING SALT	092713	De-Icing Salt
8618	North American Salt Co		8,599.09		1 Transactions	
10701	Northern Safety Technology Inc 03-303-000-0000-6590		52.94	ENDCAP	092013	Repair & Maintenance Supplies
10701	Northern Safety Technology Inc		52.94		1 Transactions	
3660	Northwood Equipment 03-303-000-0000-6590		194.78	CAP SCREW	092013	Repair & Maintenance Supplies
	03-303-000-0000-6590		7.97	CLIP	092013	Repair & Maintenance Supplies
3660	Northwood Equipment		202.75		2 Transactions	
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		78.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		81.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		89.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		67.38	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		78.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		36.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		58.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		27.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		92.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		42.74	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		79.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		18.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		78.00	GASOLINE	100113	Motor Fuel & Lubricants
	03-303-000-0000-6513		84.00	GASOLINE	100113	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		908.12		14 Transactions	
8537	Powerplan OIB 03-303-000-0000-6590		288.71	LATCH	091713	Repair & Maintenance Supplies
8537	Powerplan OIB		288.71		1 Transactions	
3950	Public Utilities					

# Aitkin County

Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES



Vendor Name	<u>Rpt</u>		<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03-303-000-0000-6254		31.03	210 AND CR 28 092613	0200059455006	Utilities
03-303-000-0000-6254		59.06	AITKIN SHOP WATER 092613	0200063335002	Utilities
03-303-000-0000-6254		33.05	210 AND 12 092613	0200063388000	Utilities
03-303-000-0000-6254		41.11	47 AND 12 092613	0200064092005	Utilities
3950 Public Utilities		164.25		4 Transactions	
4010 Rasley Oil Company					
03-303-000-0000-6513		68.79	GASOLINE 100113	10107	Motor Fuel & Lubricants
03-303-000-0000-6513		65.69	GASOLINE 100113	10110	Motor Fuel & Lubricants
03-303-000-0000-6513		56.95	GASOLINE 100113	10111	Motor Fuel & Lubricants
03-303-000-0000-6513		85.40	GASOLINE 100113	10165	Motor Fuel & Lubricants
03-303-000-0000-6513		64.52	GASOLINE 100113	10168	Motor Fuel & Lubricants
03-303-000-0000-6513		69.45	GASOLINE 100113	10204	Motor Fuel & Lubricants
03-303-000-0000-6513		92.15	GASOLINE 100113	10207	Motor Fuel & Lubricants
03-303-000-0000-6513		28.26	GASOLINE 100113	10263	Motor Fuel & Lubricants
03-303-000-0000-6513		35.53	GASOLINE 100113	10281	Motor Fuel & Lubricants
03-303-000-0000-6513		91.81	GASOLINE 100113	10304	Motor Fuel & Lubricants
03-303-000-0000-6513		101.02	GASOLINE 100113	10321	Motor Fuel & Lubricants
03-303-000-0000-6513		66.99	GASOLINE 100113	10335	Motor Fuel & Lubricants
03-303-000-0000-6513		79.71	GASOLINE 100113	10348	Motor Fuel & Lubricants
03-303-000-0000-6513		73.94	GASOLINE 100113	10360	Motor Fuel & Lubricants
03-303-000-0000-6513		103.13	GASOLINE 100113	10362	Motor Fuel & Lubricants
03-303-000-0000-6513		43.43	GASOLINE 100113	10410	Motor Fuel & Lubricants
03-303-000-0000-6513		32.16	GASOLINE 100113	10458	Motor Fuel & Lubricants
03-303-000-0000-6513		82.04	GASOLINE 100113	10666	Motor Fuel & Lubricants
03-303-000-0000-6513		77.90	GASOLINE 100113	11027	Motor Fuel & Lubricants
03-303-000-0000-6513		73.63	GASOLINE 100113	11046	Motor Fuel & Lubricants
03-303-000-0000-6513		38.05	GASOLINE 100113	13080	Motor Fuel & Lubricants
03-303-000-0000-6513		73.69	GASOLINE 100113	13097	Motor Fuel & Lubricants
03-303-000-0000-6513		37.13	GASOLINE 100113	13919	Motor Fuel & Lubricants
03-303-000-0000-6513		55.98	GASOLINE 100113	13929	Motor Fuel & Lubricants
03-303-000-0000-6513		91.11	GASOLINE 100113	13930	Motor Fuel & Lubricants
03-303-000-0000-6513		74.60	GASOLINE 100113	14031	Motor Fuel & Lubricants
03-303-000-0000-6513		55.51	GASOLINE 100113	14087	Motor Fuel & Lubricants
03-303-000-0000-6513		56.67	GASOLINE 100113	14101	Motor Fuel & Lubricants
03-303-000-0000-6513		52.81	GASOLINE 100113	14114	Motor Fuel & Lubricants
03-303-000-0000-6513		82.91	GASOLINE 100113	14118	Motor Fuel & Lubricants
03-303-000-0000-6513		69.89	GASOLINE 100113	14138	Motor Fuel & Lubricants
03-303-000-0000-6513		30.29	GASOLINE 100113	14238	Motor Fuel & Lubricants



# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	<u>Rpt</u>	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
03-303-000-0000-6513		83.98	GASOLINE 100113	14243 Motor Fuel & Lubricants
03-303-000-0000-6513		87.59	GASOLINE 100113	14936 Motor Fuel & Lubricants
03-303-000-0000-6513		79.85	GASOLINE 100113	14952 Motor Fuel & Lubricants
03-303-000-0000-6513		28.12	GASOLINE 100113	14997 Motor Fuel & Lubricants
03-303-000-0000-6513		53.80	GASOLINE 100113	15003 Motor Fuel & Lubricants
03-303-000-0000-6513		92.85	GASOLINE 100113	15073 Motor Fuel & Lubricants
03-303-000-0000-6513		44.66	GASOLINE 100113	15115 Motor Fuel & Lubricants
4010 Rasley Oil Company		2,581.99		39 Transactions
4070 Riley Auto Supply				
03-303-000-0000-6590		21.10	SCREW 100113	539779 Repair & Maintenance Supplies
03-303-000-0000-6523		39.99	FREIGHT 100113	539848 Misc Bldg & Shop Supplies
03-303-000-0000-6590		215.85	JOINT 100113	539863 Repair & Maintenance Supplies
03-303-000-0000-6590		14.95	U JOINT 100113	539870 Repair & Maintenance Supplies
03-303-000-0000-6590		106.86-	U JOINT 100113	539944 Repair & Maintenance Supplies
03-303-000-0000-6590		63.03	SOLENOID 100113	540145 Repair & Maintenance Supplies
03-303-000-0000-6590		117.55	HOOK 100113	540171 Repair & Maintenance Supplies
03-303-000-0000-6590		21.37	LIGHT 100113	540225 Repair & Maintenance Supplies
03-303-000-0000-6590		944.69	BRAKE KIT 100113	540276 Repair & Maintenance Supplies
03-303-000-0000-6590		42.74	BRAKE KIT 100113	540281 Repair & Maintenance Supplies
03-303-000-0000-6590		80.78	SEAL 100113	540287 Repair & Maintenance Supplies
03-303-000-0000-6523		56.62	BRAKE CLEANER 100113	540400 Misc Bldg & Shop Supplies
03-303-000-0000-6590		275.80	BRAKE DRUM 100113	540477 Repair & Maintenance Supplies
03-303-000-0000-6590		10.68	LAMP 100113	540496 Repair & Maintenance Supplies
03-303-000-0000-6590		47.01	LAMP 100113	540583 Repair & Maintenance Supplies
03-303-000-0000-6590		188.08	BRAKE KIT 100113	540654 Repair & Maintenance Supplies
03-303-000-0000-6590		32.02	HUB CAP 100113	540724 Repair & Maintenance Supplies
03-303-000-0000-6523		57.50	BUNGEE 100113	540758 Misc Bldg & Shop Supplies
4070 Riley Auto Supply		2,122.90		18 Transactions
4095 Ritter & Ritter,Inc				
03-303-000-0000-6523		205.00	CLEANING 091613	24943 Misc Bldg & Shop Supplies
03-303-000-0000-6523		205.00	CLEANING 091613	24944 Misc Bldg & Shop Supplies
4095 Ritter & Ritter,Inc		410.00		2 Transactions
4140 Rohlfig				
03-303-000-0000-6523		212.04	TOWELS 092713	844634 Misc Bldg & Shop Supplies
4140 Rohlfig		212.04		1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10257	Sadie Llama Designs 03-303-000-0000-6516		17.10	E911 SIGNS 092613	83086.4779	Signs & Posts
10257	Sadie Llama Designs		17.10	1 Transactions		
90805	Temco 03-303-000-0000-6590		450.00	LABOR 092013	16326	Repair & Maintenance Supplies
	03-303-000-0000-6590		81.44	MATERIAL 092013	16326	Repair & Maintenance Supplies
90805	Temco		531.44	2 Transactions		
8364	Towmaster, Inc 03-303-000-0000-6590		1,221.85	ENCLOSURE 091713	166812	Repair & Maintenance Supplies
	03-303-000-0000-6590		708.05	RESEVOIR 091713	166812	Repair & Maintenance Supplies
	03-303-000-0000-6590		694.28	RESEVOIR 091713	166994	Repair & Maintenance Supplies
	03-303-000-0000-6590		356.62	BULKHEAD 091813	167240	Repair & Maintenance Supplies
8364	Towmaster, Inc		2,980.80	4 Transactions		
8279	Winzer Corporation 03-303-000-0000-6523		260.89	SHOP SUPPLIES 091013	4802240	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		227.19	SHOP SUPPLIES 091013	4802241	Misc Bldg & Shop Supplies
8279	Winzer Corporation		488.08	2 Transactions		
303	DEPT Total:		78,072.10	R&B Highway Maintenance	28 Vendors	115 Transactions
307	DEPT			R&B Capital Infrastructure		
176	City Of Palisade 03-307-000-0000-6362		600.00	DAMAGES RIGHT OF WAY 091913	PARCEL 47	Right Of Way
	03-307-000-0000-6362		450.00	LAND RIGHT OF WAY 091913	PARCEL 47	Right Of Way
176	City Of Palisade		1,050.00	2 Transactions		
12764	Frederick/Jan & Cynthia 03-307-000-0000-6362		1,824.50	DAMAGES RIGHT OF WAY 100113	PARCEL 28	Right Of Way
	03-307-000-0000-6362		1,513.00	LAND RIGHT OF WAY 100113	PARCEL 28	Right Of Way
12764	Frederick/Jan & Cynthia		3,337.50	2 Transactions		
9924	Hegman/Jon 03-307-000-0000-6362		1,824.50	DAMAGES RIGHT OF WAY 100113	PARCEL 28	Right Of Way
	03-307-000-0000-6362		1,513.00	LAND RIGHT OF WAY 100113	PARCEL 28	Right Of Way
9924	Hegman/Jon		3,337.50	2 Transactions		

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8694	Mn Dept Of Transportation 03-307-000-0000-6260		1,811.59	TESTING 092013	2130	Professional Services
8694	Mn Dept Of Transportation		1,811.59	1 Transactions		
12765	Ryan/Jerome & Elizabeth 03-307-000-0000-6362		3,575.00	LAND RIGHT OF WAY 091913	P 31, 31A, 31B	Right Of Way
12765	Ryan/Jerome & Elizabeth		3,575.00	1 Transactions		
307	DEPT Total:		13,111.59	R&B Capital Infrastructure	5 Vendors	8 Transactions
3	Fund Total:		94,171.16	Road & Bridge		141 Transactions

DKB1  
 10/7/13 8:57AM  
 5 Health & Human Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
1457	CPS Technology Solutions, Inc 05-400-440-0410-6231		10.56	October Maint	364022	Services Or Contracts
1457	CPS Technology Solutions, Inc		10.56	1 Transactions		
400	DEPT Total:		10.56	Public Health Department	1 Vendors	1 Transactions
420	DEPT			Income Maintenance		
1457	CPS Technology Solutions, Inc 05-420-600-4800-6231		26.75	October Maint	364022	Services Or Contracts
	05-420-640-4800-6231		35.20	October Maint	364022	Services Or Contracts
1457	CPS Technology Solutions, Inc		61.95	2 Transactions		
420	DEPT Total:		61.95	Income Maintenance	1 Vendors	2 Transactions
430	DEPT			Social Services		
1457	CPS Technology Solutions, Inc 05-430-700-4800-6231		33.09	October Maint	364022	Services Or Contracts
1457	CPS Technology Solutions, Inc		33.09	1 Transactions		
430	DEPT Total:		33.09	Social Services	1 Vendors	1 Transactions
5	Fund Total:		105.60	Health & Human Services		4 Transactions

DKB1  
 10/7/13 8:57AM  
 10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
923	DEPT		Forfeited Tax Sales		
	3760 Palisade Cooperative Oil Assoc				
	10-923-000-0000-6590		467.36	Repairs Unit 27	ACPARKS Repair & Maintenance Supplies
	3760 Palisade Cooperative Oil Assoc		467.36	1 Transactions	
923	DEPT Total:		467.36	Forfeited Tax Sales	1 Vendors 1 Transactions
926	DEPT		Law Library		
	5173 West Payment Center				
	10-926-000-0000-6408		582.23	West Complete Library	828003704 Law Books
	5173 West Payment Center		582.23	1 Transactions	
926	DEPT Total:		582.23	Law Library	1 Vendors 1 Transactions
10	Fund Total:		1,049.59	Trust	2 Transactions

DKB1  
 10/7/13 8:57AM  
 11 Forest Development

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
925	DEPT			Reforestation		
4010	Rasley Oil Company 11-925-000-0000-6511		1,241.64	September gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		1,241.64		1 Transactions	
925	DEPT Total:		1,241.64	Reforestation	1 Vendors	1 Transactions
935	DEPT			Forest Road		
86467	Auto Value Aitkin 11-935-000-0000-6590		41.23	Hose #403	40032032	Repair & Maintenance Supplies
	11-935-000-0000-6590		8.27	Heater hose #402	40033361	Repair & Maintenance Supplies
86467	Auto Value Aitkin		49.50		2 Transactions	
2340	Hyytinen Hardware Hank 11-935-000-0000-6590		3.73	Cleaner/#412	1134495	Repair & Maintenance Supplies
	11-935-000-0000-6590		9.80	Galv elbow/Unit 065	1137073	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank		13.53		2 Transactions	
3760	Palisade Cooperative Oil Assoc 11-935-000-0000-6511		431.05	Sept fuel Grader	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		431.05		1 Transactions	
4010	Rasley Oil Company 11-935-000-0000-6511		382.81	September gas	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		382.81		1 Transactions	
4070	Riley Auto Supply 11-935-000-0000-6590		292.93	Left & right ball joints 09/10/2013 09/10/2013	540108	Repair & Maintenance Supplies
	11-935-000-0000-6590		39.59	Hose/fittings 09/20/2013 09/20/2013	540558	Repair & Maintenance Supplies
	11-935-000-0000-6590		15.38	Antifreeze 09/26/2013 09/26/2013	540623	Repair & Maintenance Supplies
4070	Riley Auto Supply		347.90		3 Transactions	
935	DEPT Total:		1,224.79	Forest Road	5 Vendors	9 Transactions
11	Fund Total:		2,466.43	Forest Development		10 Transactions

# Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
12710	Adventure Publications 19-521-000-0000-6400		108.52	Journals & playing cards	373108	Commissary Items
12710	Adventure Publications		108.52	1 Transactions		
12804	Essen/Wanda 19-521-000-0000-6330		56.50	Mileage Grand Rapids	100@.565	Transportation/Travel/Parking
12804	Essen/Wanda		56.50	1 Transactions		
8622	Frontier 19-521-000-0000-6250		524.14	Phone service	21876846531119	Telephone
8622	Frontier		524.14	1 Transactions		
9270	Gray Freshwater Center 19-521-000-0000-6400		113.41	Weatherguide calendars	70170	Commissary Items
9270	Gray Freshwater Center		113.41	1 Transactions		
9463	NMN,Inc 19-521-000-0000-6400		140.50	Playing cards	10047004	Commissary Items
9463	NMN,Inc		140.50	1 Transactions		
5750	Sam's Club 19-521-000-0000-6400		433.90	Commissary supplies	37825225520611	Commissary Items
5750	Sam's Club		433.90	1 Transactions		
4425	Shirts Plus 19-521-000-0000-6400		240.00	Bandannas	60473	Commissary Items
	19-521-000-0000-6400		626.64	Zip Hoodies	60489	Commissary Items
4425	Shirts Plus		866.64	2 Transactions		
521	DEPT Total:		2,243.61	LLCC Administration	7 Vendors	8 Transactions
522	DEPT			LLCC Education		
11348	Advance Education Inc 19-522-000-0000-6240		725.00	Accreditation fees	232440416123	Dues/Assoc Fees
11348	Advance Education Inc		725.00	1 Transactions		
12800	Isanti County Chapter MDHA 19-522-000-0000-6820		325.00	Refund summer camp fees	5165	Refunds & Reimbursements

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
12800 Isanti County Chapter MDHA		325.00		
			1 Transactions	
5750 Sam's Club				
19-522-000-0000-6416		14.17	Expo Marker	05898507608443 Education Supplies
19-522-000-0000-6416		26.64	Markers/organizer	2231810787 Education Supplies
19-522-000-0000-6416		22.36		37825225520611 Education Supplies
5750 Sam's Club		63.17		
			3 Transactions	
522 DEPT Total:		1,113.17	LLCC Education	3 Vendors 5 Transactions
523 DEPT			LLCC Food	
5998 Appert's Foodservice				
19-523-000-0000-6418		566.38	Groceries	1993905 Groceries-Students
19-523-000-0000-6418		776.79	Groceries	1997818 Groceries-Students
19-523-000-0000-6420		43.96	Foil, gloves	1997818 Food Service Supplies
5998 Appert's Foodservice		1,387.13		
			3 Transactions	
5662 McGregor Dairy, Inc				
19-523-000-0000-6418		155.52	Groceries	21294 Groceries-Students
19-523-000-0000-6418		153.07	Groceries	776705 Groceries-Students
5662 McGregor Dairy, Inc		308.59		
			2 Transactions	
4968 Upper Lakes Foods, Inc				
19-523-000-0000-6418		742.70	Groceries & supplies	233270-00 Groceries-Students
4968 Upper Lakes Foods, Inc		742.70		
			1 Transactions	
523 DEPT Total:		2,438.42	LLCC Food	3 Vendors 6 Transactions
524 DEPT			LLCC Maintenance	
5998 Appert's Foodservice				
19-524-000-0000-6422		91.34	Toilet tissue	1997818 Janitorial Services/Supplies
5998 Appert's Foodservice		91.34		
			1 Transactions	
1491 Dutch's Electric, Inc				
19-524-000-0000-6590		817.31	Change ballast/bulb	20702 Repair & Maintenance Supplies
1491 Dutch's Electric, Inc		817.31		
			1 Transactions	
1880 Gravelle Plumbing & Heating, Inc				



DKB1  
 10/7/13 8:57AM  
 19 Long Lake Conservation C

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	19-524-000-0000-6590		North Start Lodge Heat repair	64899	Repair & Maintenance Supplies
1880	Gravelle Plumbing & Heating, Inc		1 Transactions		
4641	Holiday Credit Office				
	19-524-000-0000-6511	38.77	Gas for van	1400012578652	Gas And Oil
	19-524-000-0000-6511	15.12	Gas for Motor Pool Car	1400012578652	Gas And Oil
4641	Holiday Credit Office	53.89	2 Transactions		
11407	Lightning Motor Sports				
	19-524-000-0000-6302	210.70	Repair Yamaha Grizzly 660	10180	Vehicle Maintenance
11407	Lightning Motor Sports	210.70	1 Transactions		
5750	Sam's Club				
	19-524-000-0000-6422	8.88	Clipboard	2231810787	Janitorial Services/Supplies
5750	Sam's Club	8.88	1 Transactions		
6128	Tire Barn				
	19-524-000-0000-6302	104.75	Brake line replacement	25408	Vehicle Maintenance
6128	Tire Barn	104.75	1 Transactions		
5005	Village Electric Motor Shop				
	19-524-000-0000-6590	57.85	Floor scrubber repair	16016	Repair & Maintenance Supplies
5005	Village Electric Motor Shop	57.85	1 Transactions		
524	DEPT Total:	1,572.69	LLCC Maintenance	8 Vendors	9 Transactions
19	Fund Total:	7,367.89	Long Lake Conservation Center		28 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
86467	Auto Value Aitkin					
	21-520-000-0000-6590		5.87	Cleaner #315	40031657	Repair & Maintenance Supplies
	21-520-000-0000-6590		29.91	Flashing light T445	40031982	Repair & Maintenance Supplies
	21-520-000-0000-6590		21.36	Mirror T250	40033243	Repair & Maintenance Supplies
86467	Auto Value Aitkin		57.14	3 Transactions		
1829	Goble's Sewer Service Inc.					
	21-520-000-0000-6231		575.00	Swatara ATV port. toilet	15632	Services, Labor, Contracts
	21-520-000-0000-6231		750.00	Round Lk Beach Port Toilet	15632	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		1,325.00	2 Transactions		
7525	Hometown Bldg Supply					
	21-520-000-0000-6590		3.47	lumber 1x4 / Berg Pk	448461	Repair & Maintenance Supplies
				09/19/2013 09/19/2013		
7525	Hometown Bldg Supply		3.47	1 Transactions		
2340	Hyytinen Hardware Hank					
	21-520-000-0000-6450		23.82	Bolt-chain/Jac Pk	1133305	Small Tools
	21-520-000-0000-6450		9.60	Paint/shop	1133328	Small Tools
	21-520-000-0000-6450		4.26	Level/shop	1133388	Small Tools
	21-520-000-0000-6450		6.52	2 hitch-pins/shop	1133982	Small Tools
	21-520-000-0000-6450		10.02	Primer/parks	1133983	Small Tools
	21-520-000-0000-6450		4.23	4 keys/Jac Pk	1134752	Small Tools
	21-520-000-0000-6450		1.06	Key/Berg Pk	1134758	Small Tools
	21-520-000-0000-6450		10.14	Paint thinner/Shop	1134968	Small Tools
	21-520-000-0000-6450		10.14	Paint thinner/shop	1135080	Small Tools
	21-520-000-0000-6450		7.89	Straps/shop	1135258	Small Tools
	21-520-000-0000-6450		6.83	Wrench/park sign	1136857	Small Tools
	21-520-000-0000-6450		11.73	Paint/shop	1137120	Small Tools
	21-520-000-0000-6450		2.39	Nails/No Achen Tr	1138591	Small Tools
	21-520-000-0000-6450		6.40	9/16 Socket/shop	135501	Small Tools
2340	Hyytinen Hardware Hank		115.03	14 Transactions		
10337	Mille Lacs Driftskippers					
	21-520-000-0000-6802		3,743.77	Grant in Aide reimburse ATV	Rec 1711	Trail Grants-State
10337	Mille Lacs Driftskippers		3,743.77	1 Transactions		
3660	Northwood Equipment					

DKB1  
 10/7/13 8:57AM  
 21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	21-520-000-0000-6590		76.18	Blade 09/26/2013 09/26/2013	P22969	Repair & Maintenance Supplies
	21-520-000-0000-6590		14.90	Spacer 09/27/2013 09/27/2013	P23014	Repair & Maintenance Supplies
3660	Northwood Equipment		91.08		2 Transactions	
3950	Public Utilities					
	21-520-000-0000-6254		203.56	Land Dept Utilities	0200000348003	Utilities
	21-520-000-0000-6254		157.70	Mississippi Access Utilities	0200063077005	Utilities
3950	Public Utilities		361.26		2 Transactions	
4070	Riley Auto Supply					
	21-520-000-0000-6450		6.40	Grease Hose 09/26/2013 09/26/2013	540773	Small Tools
4070	Riley Auto Supply		6.40		1 Transactions	
86235	The Office Shop Inc					
	21-520-000-0000-6450		19.23	GPS Batteries	267928-0	Small Tools
86235	The Office Shop Inc		19.23		1 Transactions	
520	DEPT Total:		5,722.38	Parks	9 Vendors	27 Transactions
21	Fund Total:		5,722.38	Parks		27 Transactions
	Final Total:		181,836.00	204 Vendors	389 Transactions	

# Aitkin County



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	70,952.95	General Fund	
	3	94,171.16	Road & Bridge	
	5	105.60	Health & Human Services	
	10	1,049.59	Trust	
	11	2,466.43	Forest Development	
	19	7,367.89	Long Lake Conservation Center	
	21	5,722.38	Parks	
	All Funds	181,836.00	Total	Approved by, .....
				.....
				.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9/30/2013

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item: Repurchase application – LeClair, Bellhorn Hts 2<sup>nd</sup> Add

Requested Meeting Date: 10/8/2013 Estimated Presentation Time: n/a

Presenter: Mark Jacobs

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

Mark Jacobs  
Aitkin County  
Land Commissioner



**To: County Board**  
**CC: County Administrator**  
**Date: 9/30/2013**  
**Re: LeClair repurchase application**

---

Nicholas LeClair (former owner) has submitted the required application and payment to repurchase tax forfeited property in...

Bellhorn Heights 2nd Addition Blk 11 Lot #9  
Bellhorn Heights 2nd Addition Blk 11 Lot #10  
All in Section 17 Township 49 Range 23 (Shamrock)

Staff recommends that approval of this application would best serve the public interest.

Thank you.

A handwritten signature in black ink, appearing to be "Mark Jacobs". The signature is stylized with loops and a long horizontal stroke at the end.

By Commissioner: xx

100813-0xx

**Repurchase of Tax Forfeited Property: LeClair**

**WHEREAS**, Nicholas LeClair, the former owner has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota, and described as follows, to-wit:

Bellhorn Heights 2<sup>nd</sup> Addition Blk 11 Lot #9  
Bellhorn Heights 2<sup>nd</sup> Addition Blk 11 Lot #10  
All in Section 17 Township 49 Range 23 (Shamrock)

**And WHEREAS**, said applicant has set forth in his application that:

- a) Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:  
*I was not receiving tax statements until last year. They were going to my aunt instead. Once that was resolved, taxes were behind and we paid current taxes but not back taxes. We, my wife and I, intended to get current in October as I just started a new job. We missed the notice that we had to pay by the end of August.*
- b) The repurchase of said land by me will promote and best serve the public interest, because:  
*Future taxes will be kept current, and eventually I would like to build a cabin.*

**And WHEREAS**, this Board is of the opinion that said application should be granted for such reasons.

**NOW THEREFORE BE IT RESOLVED**, that the application from Nicholas LeClair for the purchase of the above described parcel of tax forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

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 8th day of October 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 8th day of October A.D. 2013**

KIRK PEYSAR, County Auditor

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

LeClair  
 September 23, 2013  
 29-1-328900

Interest calc September 30, 2013

Year	Tax	Cost	Interest	Penalty	Total
2007	\$ 27.00	\$ 20.00	\$ 28.99	\$ 2.70	\$ 78.69
2008	\$ 54.00	\$ -	\$ 28.71	\$ 5.40	\$ 88.11
2009	\$ 58.00	\$ -	\$ 24.46	\$ 5.80	\$ 88.26
2010	\$ 62.00	\$ -	\$ 19.32	\$ 6.20	\$ 87.52
2011	\$ 66.00	\$ -	\$ 13.31	\$ 6.60	\$ 85.91
2012	\$ -	\$ -	\$ -	\$ -	\$ -
2013	\$ -	\$ -	\$ -	\$ -	\$ -
<b>Total:</b>	<b>\$ 267.00</b>	<b>\$ 20.00</b>	<b>\$ 114.79</b>	<b>\$ 26.70</b>	<b>\$ 428.49</b>

Total: 428.49  
 St Deed Tax 1.65  
 Forf Proc Cost 100.00  
 Sheriff Cost 40.00  
 Deed 25.00  
 Land Dept Cost 100.00  
 Rec Fee 46.00  
 Crt Letter Fee-Auditor 6.11  
 Crt Letter Fee-Land 0.00  
Insurance 0.00  
 Total: 747.25

PRINTED ON LINEMARK PAPER - HOLD TO LIGHT TO VIEW - FOR ADDITIONAL SECURITY FEATURES SEE BACK

0009665 11-24  
 Office AU # 1210(8)

CASHIER'S CHECK

0966501195

Operator I.D.: u298620 main3993


PAY TO THE ORDER OF \*\*\*AITKIN COUNTY LAND DEPARTMENT\*\*\*

September 26, 2013

\*\*\*One thousand four hundred ninety-four dollars and 39 cents\*\*\*

\*\*\*\$1,494.39\*\*

WELLS FARGO BANK, N.A.  
 9801 NORMANDALE BLVD  
 BLOOMINGTON, MN 55437  
 FOR INQUIRIES CALL (480) 394-3122

VOID IF OVER US \$ 1,494.39  
  
 RICHARD LEVY  
 CONTROLLER

⑈0966501195⑈ ⑆121000248⑆4861 511806⑈

Security Features Information (Details on Back)



LeClair  
 September 23, 2013  
 29-1-329000

Interest calc September 30, 2013

	<u>Year</u>	<u>Tax</u>	<u>Cost</u>	<u>Interest</u>	<u>Penalty</u>	<u>Total</u>
	2007	\$ 27.00	\$ 20.00	\$ 28.99	\$ 2.70	\$ 78.69
	2008	\$ 54.00	\$ -	\$ 28.71	\$ 5.40	\$ 88.11
	2009	\$ 58.00	\$ -	\$ 24.46	\$ 5.80	\$ 88.26
	2010	\$ 62.00	\$ -	\$ 19.32	\$ 6.20	\$ 87.52
	2011	\$ 66.00	\$ -	\$ 13.31	\$ 6.60	\$ 85.91
	2012	\$ -	\$ -	\$ -	\$ -	\$ -
	2013	\$ -	\$ -	\$ -	\$ -	\$ -
Total:		\$ 267.00	\$ 20.00	\$ 114.79	\$ 26.70	\$ 428.49

Total:	428.49
St Deed Tax	1.65
Forf Proc Cost	100.00
Sheriff Cost	40.00
Deed	25.00
Land Dept Cost	100.00
Rec Fee	46.00
Crt Letter Fee-Auditor	0.00
Crt Letter Fee-Land	0.00
<u>Insurance</u>	<u>0.00</u>
Total:	741.14

To the Honorable Board of County Commissioners of

Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Nicholas LeClair, at the time of forfeiture of the parcel .... of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit: Bellhorn Heights 2nd Addition Blk 11 Lot 9

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit: I was not receiving tax statements until last year, they were going to my aunt instead. Once that was resolved, taxes were behind and we paid current taxes but not back taxes. We, my wife and I, intended to get current in October as I just started a new job. We missed the notice that we had to pay by the end of August.

(b) That the repurchase of said land by me will promote and best serve the public interest, because

Future taxes will be kept current, and eventually I would like to build a cabin.

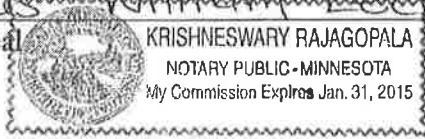
State of Minnesota

County of Hennepin

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of September, 2013, by

Nicholas LeClair

Notarial Seal



[Signature]  
Owner-Mortgagee-Heir-Representative of Heirs

27<sup>th</sup> day of September, 2013, by

[Signature]

Signature of person taking acknowledgement

To the Honorable Board of County Commissioners of  
Aitkin County, Minnesota.

I, the undersigned owner-mortgagee-heir-representative of heirs Nicholas LeClair, at the time of forfeiture of the parcel .... of land situated in the County of Aitkin, State of Minnesota, described as follows, to-wit: Bellhorn Heights 2nd Addition Blk 11 Lot 10

do hereby make application for the purchase of said parcel... of land from the State of Minnesota, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

In support of this application for the repurchase of said land I make the following statement:

(a) That hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit: I was not receiving tax statements until last year. They were going to my aunt instead. Once that was resolved, taxes were behind and we paid current taxes but not back taxes. We, my wife and I, intended to get current in October as I just started a new job. We missed the notice that we had to pay by the end of August.

(b) That the repurchase of said land by me will promote and best serve the public interest, because Future taxes will be kept current, and eventually I would like to build a cabin.

Owner-Mortgagee-Heir-Representative of Heirs

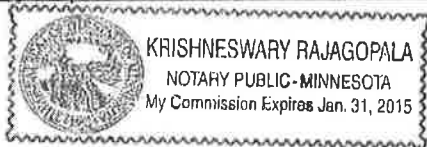
State of Minnesota  
County of Hennepin

The foregoing instrument was acknowledged before me this 27<sup>th</sup> day of September, 2013, by

Nicholas William LeClair

Signature of person taking acknowledgement

Notarial Seal



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



To: Chairperson, Aitkin County Board of Commissioners Date: 9-30-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Out of State Travel Request – Economic Development

Requested Meeting Date: 10-8-13 Estimated Presentation Time: n/a

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: Approve Out of State Travel – Wisconsin Day Trip**

**DATE: September 30, 2013**

Pursuant to the Aitkin County Board Policy for Out of State Travel, staff is asking the County Board to approve the Economic Development Committee (Ross Wagner, Mark Jacobs, Kirk Peysar, Commissioner Ann Marcotte, Don Niemi) and two relevant Department Heads Terry Neff and Steve Bennett attend a tour/meeting in Ladysmith Wisconsin. The tour/meeting is related to the possible mining operation in Aitkin County. The fact is that Ladysmith Wisconsin went through a similar mining situation and the Committee feels the tour would be of benefit to Aitkin County relating to possible mining activity.

It is possible that a longer and more in depth tour will be taken in the spring of 2014, which will involve the entire County Board and most of the Department Heads.

Please let me know if you have questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 10-01-2013

Via: Patrick Wussow, County Administrator

From: Julie Hughes, Chief Deputy Treasurer

Title of Item:

Affidavit for Duplicate of Lost Municipal Order or Warrant

Requested Meeting Date: 10-8-2013 Estimated Presentation Time: \_\_\_\_\_

Presenter: Julie Hughes

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

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

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

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

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

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



**Supporting Attachment(s)**

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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Affidavit of Lost Municipal Order or Warrant

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

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Century Link  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated the Fourteenth Day of August, 2012 Numbered 41187 issued by Aitkin County to Century Link in the sum of \$ 45.97 which has been LOST in the manner ("Lost" or "Destroyed") following, to wit:

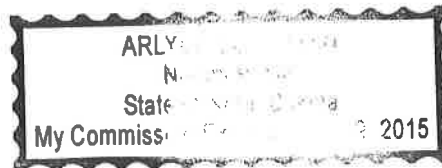
and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her) according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be approved, in the sum equal to double the amount of said Commissioner Warrant

Subscribed and sworn to before me this 26th day of September, 2013

Arlyz Lettmann  
Notary Public Burling County, Minnesota

My Commission Expires 9-29-15

North Dakota



Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)  
) ss Pete Gansen  
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated

the Fourth day of January, 2013 Numbered 42997 issued by Aitkin County to Pete Gansen

in the sum of \$ 67.10 which has been Lost in the manner  
("Lost" or "Destroyed")

following, to wit:

and that (s)he makes this affidavit for the purpose of having a duplicate thereof issued to him (her)

according to law; and to that end herewith files his (her) indemnifying bond, with sureties to be

approved, in the sum equal to double the amount of said Commissioner Warrant

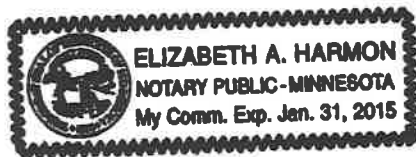
Pete G

Subscribed and sworn to before me this 27 day of September, 2013

Elizabeth A Harmon

Notary Public Aitkin County, Minnesota

My Commission Expires Jan 31 2015





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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10-2-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – Contract No. 20121

Requested Meeting Date: 10-8-13      Estimated Presentation Time: Consent Agenda

Presenter: NA

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

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

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

- Is this item in the current approved budget?  Yes  No (attach explanation)
- What type of expenditure is this?  Operating  Capital  Other (attach explanation)
- Revenue line account # that funds this item is: 5841,5848,5854
- Expenditure line account # for this item is: 6262

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Bid/quote comparison worksheet
- Draft County Board resolution (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

## AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners  
Patrick Wussow, County Administrator

FROM: John Welle

DATE: October 2, 2013

### **Consent Agenda Item:**

Final Contract Payment – Contract 20121

### **Summary:**

Authorization by the enclosed resolution is requested to make final payment to Eagle Construction in the amount of \$5,449.69 for construction of the Cuyuna Lakes Trail in the City of Aitkin in 2012 under contract No. 20121. The final contract amount of \$544,969.11 is approximately 8% more than the bid amount of \$503,006.40. The additional cost was primarily due to additional quantities of granular borrow, geotextile fabric, aggregate base, and bituminous material, along with a number of extra work items encountered throughout construction. The City of Aitkin has authorized final payment of this contract.

### **Draft Resolution:**

WHEREAS, Contract No. 20121 – Project No. SP 001-090-002– Aitkin Trails has in all been completed, and the County Board being fully advised in the premises.

NOW THEN BE IT RESOLVED, That we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Eagle Construction in the amount of \$5,449.69 as specified herein.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 10-2-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Partial Vacation of County Road 85 Right of Way

Requested Meeting Date: 10-8-13 Estimated Presentation Time: Consent Agenda

Presenter: NA

**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
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- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

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

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

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

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



**Supporting Attachment(s)**

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## AITKIN COUNTY COMMISSIONER'S MEMO

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** October 1, 2013

### **Consent Agenda Item:**

Partial Vacation of County Road 85 Right of Way

### **Summary:**

Another landowner adjacent to CR 85 on the northwest side of Mille Lacs Lake recently requested that we vacate the outer 50 feet of the 100-foot right of way that MnDOT reverted to Aitkin County when US Hwy 169 was realigned many years ago. This is the fourth such request on CR 85 in the past two years and the second in less than a month. Staff has reviewed this request and is agreeable to the proposed vacation. The attached resolution provides for the vacation of right of way as described.

### **Resolution:**

WHEREAS, Aitkin County acquired right-of-way on Aitkin County Road No. 85 as a Trunk Highway Turnback from the Minnesota Department of Transportation, and

WHEREAS, portions of excessively wide right-of-way can restrict a landowner's ability to improve the property, and

WHEREAS, a landowner has requested the vacation of the outer 50 feet of right-of-way to reduce the right-of-way width from 100 feet to 50 feet, measured from the centerline of County Road No. 85, and

WHEREAS, it has been determined that the right-of-way is excessively wide in this area and therefore can be reduced to a width of 50 feet from the centerline of County Road No. 85.

NOW, THEREFORE, BE IT RESOLVED, in accordance with Minnesota Statute 163.11, Subd. 1 and 4 that the portion of Aitkin County Road No. 85 right-of-way hereinafter described is hereby vacated so that the property reverts to the owner of said property.

That portion of the existing right-of-way of County Road No. 85 (Pike Avenue), also known as Old US Highway 169, said existing right-of-way having been previously established as 75 feet and 100 feet in width, as per the Final Certificate filed in Book "64" of Deeds, Page 53 in the office of the Aitkin County Recorder, that lies within the Southwest Quarter of the Southwest Quarter of Section 6, Township Forty-four (44), Range Twenty-seven (27), Aitkin County, Minnesota, and also that part that lies westerly of the southerly extension of the east line of Lot 9, Block One, of WATKINS GLEN, as platted and recorded in the office of the County Recorder of said Aitkin County, that lies northwesterly of a line parallel with and 50 feet northwesterly of the following described centerline: Commencing at the southwest corner of said Section 6; thence North 88 degrees 44 minutes 39 seconds East, assumed bearing, 1096.6 feet along the south line of said Section 6 to the existing centerline of said Old US Highway 169 as now constructed, said point being the point of beginning of the centerline to be described; thence North 43 degrees 51 minutes 35 seconds East 470.23 feet along said centerline to its intersection with the southerly extension of the east line of said Lot 9 and said centerline there terminating. It is intended to extend or shorten said new right-of-way line so as to terminate at the southerly line of the Southwest Quarter of the Southwest Quarter of said Section 6 and at its intersection with said southerly extension of the east line of said Lot 9.

It is the intent of this vacation to establish a new right-of-way width on the northerly side of this portion of County Road No. 85, said new right-of-way being 50 feet in width, being parallel with and 50 feet northwesterly of the existing centerline of said County Road No. 85 as the same crosses the above described property.

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



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

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Title of Item:

Employee Recognition

Requested Meeting Date: 10-8-13 Estimated Presentation Time: 5 min.

Presenter: Bobbie Danielson, HR Manager and Patrick Wussow County Administrator

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

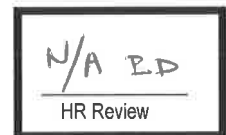
- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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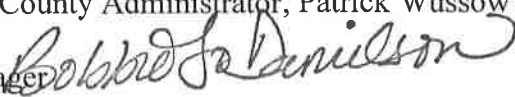
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# AITKIN COUNTY HUMAN RESOURCES

---

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

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

To: County Commissioners and County Administrator, Patrick Wussow  
From: Bobbie Danielson, HR Manager   
Date: September 2, 2013  
Subject: Employee Recognition

Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 3<sup>rd</sup> quarter of 2013:

- Tom Sanbeck, 25 years of service, Senior Appraiser/Assessor with the Assessor's Department.
- Gregory Thornbloom, 30 years of service, Timber Inventory Specialist with the Land Department.

Third Quarter 2013 Recognition

**25 Years**

Thomas Sanbeck, Assessor

*Yes/No*

**30 Years**

Gregory Thornbloom, Land

*Yes/No*



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



To: Chairperson, Aitkin County Board of Commissioners Date: 9/27/2013

Via: Patrick Wussow, County Administrator

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

Title of Item:

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

Requested Meeting Date: 10/08/2013 Est. Time: 5 Minutes

Presenter: Bobbie Danielson *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)
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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) \*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



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# 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: September 27, 2013  
Subject: AFSCME HHS 2011-2012 and 2013-2014 Collective Bargaining Agreements

## **Background Information**

Aitkin County and the AFSCME HHS union have been in contract negotiations, followed by mediation, since November 22, 2010. The AFSCME HHS Agreement covers these job classifications: Office Support Specialist, Accounting Technician, Case Aide, Eligibility Worker (aka Financial Worker), Family Based Services Provider, Community Support Technician, Child Support Officer, and Social Worker (36 members, 9/27).

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. (16 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 HHS collective bargaining agreements and authorize the Chairperson, County Administrator, and HR Manager to sign.

**A G R E E M E N T**

between

**AITKIN COUNTY**

and

**HEALTH & HUMAN SERVICES EMPLOYEES  
AFSCME, AFL-CIO, LOCAL UNION #1283**

**JANUARY 1, 2013 - DECEMBER 31, 2014**

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

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## 2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

This Agreement, entered into on January 1, 2013, between Aitkin County, hereinafter referred to as the "Employer", and Local Union No. 1283, American Federation of State, County and Municipal Employees, affiliated with the American Federation of Labor and Congress of Industrial Organizations (AFL-CIO), hereinafter referred to as the "Union".

### **ARTICLE 1** **PURPOSE OF AGREEMENT**

#### Section A.

It is the intent and purpose of the parties hereto to set forth herein the basic agreement covering rates of pay, hours of work, and all other conditions of employment to be observed between the parties hereto.

#### Section B.

The provisions of this Agreement constitute the sole procedure for the processing and settlement of any claim by an employee or the Union of a violation by the Employer of this Agreement. As representative of the employees, the Union may process grievances through the grievance procedure including arbitration in accordance with this Agreement or adjust or settle the same.

### **ARTICLE 2** **DEFINITION OF PERMANENT EMPLOYEE**

The term "permanent employee", as used in this Agreement, shall mean an employee who has been employed by Aitkin County in the Health & Human Services Department and who works regularly full-time or regularly part-time and averages fourteen (14) or more hours per week and more than sixty-seven (67) working days per calendar year, and who has completed a probationary period.

### **ARTICLE 3** **RECOGNITION**

The Board hereby recognizes Local Union No. 1283, American Federation of State, County and Municipal Employees Council 65, AFL-CIO, as the exclusive representative of all employees of the Aitkin County Health & Human Services Department who are employed for fourteen (14) or more hours per week or for more than sixty-seven (67) working days per calendar year, excluding supervisory employees, confidential employees, the Director and Health & Human Services supervisors, for the purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment as per certification by the State Bureau of Mediation Services dated May 17, 1976, and unit 1 as defined in Case No. 76-PR-901A.

### **ARTICLE 4** **PAYROLL DEDUCTION, AUTHORIZATION AND PROCEDURES**

#### 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

## 2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

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.

If an employee desires to terminate deduction of Union dues from their payroll check, they shall notify in writing the Secretary of the Union and the Director of the Health & Human Services Department, thirty (30) days prior to this termination.

## **ARTICLE 5**

### **HOURS OF WORK**

#### Section A.

The normal work week for employees of this unit shall be eight (8) hours per day, forty (40) hours per week. The regular work day shall start at 8:00 a.m. and shall end at 4:30 p.m. allowing a half (1/2) hour lunch each day. The normal workdays 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 compensation will be based on status under the Fair Labor Standards Act. Non-exempt employees who are assigned by the Employer to work in excess of forty (40) hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 ½) time the regular straight time rate of pay.

At the discretion of the Director, all employees shall be permitted compensatory time off for hours worked in excess of forty (40) hours in any one (1) week at the rate of time and one-half (1 ½) subject to the following provisions: a) employees must obtain prior approval from their supervisor for accrual of compensatory time off in lieu of overtime pay; b) use of compensatory time is subject to the prior approval of the employee's supervisor and the needs of the department; and c) the maximum compensatory time accrual shall be twenty-four (24) hours.

## **ARTICLE 6**

### **PERSONAL LEAVE**

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Full-time (probationary and non-probationary) employees shall be granted four (4) days (32 hours) paid personal leave each year, not to be accumulative. Personal days shall be granted on a pro-rated basis.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to personal leave on a pro-rated basis.

**ARTICLE 7 HOLIDAYS**

Section A.

All full-time employees (probationary and non-probationary) shall be entitled to the following paid eight (8) hour holidays:

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

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to holiday pay on a pro-rated basis.

Section B.

In the event that a holiday falls on a Sunday, the following Monday shall be the paid holiday; and, if any of these fall on a Saturday, the preceding Friday shall be the paid holiday or the day commonly celebrated. If a holiday falls during the employee's vacation, that day shall be paid as a holiday.

**ARTICLE 8 VACATION**

Section A.

Each full-time employee who has received permanent status shall receive an annual vacation with pay, based on a monthly accumulation of vacation days figured at a rate dependent on years of service with the Employer.

The following tables give these rates:

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

Permanent part-time employees who are employed 20 or more hours per week on average shall be entitled to vacation pay on a pro-rated basis.

- a documented medical emergency occurs while an employee is on scheduled vacation time, they shall be

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allowed to switch the vacation to sick leave, with the Director's approval.

Section B.

A probationary employee, new to the Agency, 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 has obtained permanent status. The employee in a trial period due to a transfer within the Agency shall be entitled to normal vacation accumulation and use.

Section C.

An employee may use accumulated vacation days as sick leave if the employee has exhausted their accumulated sick leave, upon request of the employee and approval of the Director.

Section D.

Employees may accumulate up to twenty-four (24) (192 hours) vacation days.

Section E.

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

**ARTICLE 9**

**SICK LEAVE**

Section A.

Sick leave with pay shall be granted to all full-time (probationary and non-probationary) employees at the rate of one (1) day (8 hours) per month of continuous employment and 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.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to sick leave pay on a pro-rated basis.

Section B.

Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parents, step parents, child(ren) or step child(ren) requiring the attendance of such employee. The Director 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 Director is required.

On or after August 1, 2013, sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

Section C.

An employee may use sick leave pursuant to the sick leave provision of the agreement during the period of physical disability. A statement from the employee's personal physician must be submitted to the department head concerning medical complication.

**ARTICLE 10**

**FUNERAL LEAVE**

Full-time (probationary and non-probationary) employees will be allowed a maximum of three (3) days (24 hours) leave without loss of pay when a death occurs in an employee's family, namely: husband, wife, son, daughter, step sibling, father, mother, sister, brother, sister in law, brother in law, father in law, mother in law,



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daughter in law, son in law, grandparents, grandchildren, step children and step parents. Two (2) additional days (16 hours) may be allowed if necessary subject to the approval of the Director. Additional time, if needed, may be allowed by the Health & Human Services Board, but such additional time in excess of five (5) days (40 hours) indicated above shall be charged against the employee's sick leave.

Part-time (probationary and non-probationary) employees employed 20 or more hours per week on average shall be entitled to funeral leave on a pro-rated basis.

If a need for funeral leave occurs while an employee is on a scheduled vacation or other paid leave, the terms and conditions stated above will take effect upon notification to the Director and the vacation time adjusted accordingly.

### ARTICLE 11

### SENIORITY

#### Section A.

All employees of the Aitkin County Health & Human Services Department covered by this Agreement shall be granted seniority standing. Three (3) seniority lists shall be maintained - one (1) for the professional staff; one (1) for the clerical staff; and one (1) for the support personnel. Standing is to be determined on the basis of total length of continuous employment in the Aitkin County Health & Human Services Department. All new employees permanently hired by the Board shall be on probation for a period of six (6) months, and upon successful completion of such probationary period, their seniority will revert to the first day of employment. During such six (6) months of employment, employees may be discharged by the Employer without cause, and no grievance may be filed for such termination. Employees probation may be extended for an additional period not to exceed three (3) months should the Director find it necessary.

#### Section B.

An employee shall lose seniority for the following reasons:

1. Voluntary quit.
2. Discharge for cause.
3. Layoff for longer than one (1) year.
4. Failure to return at the expiration of a leave of absence.
5. Absence more than one (1) year due to illness or serious injury. This may be extended by mutual agreement.

#### Section C.

In the event of a reduction of force or the elimination of position, the order of separation shall be based upon seniority and qualifications for the available positions. Any employee laid off shall be entitled to re-employment to a position for which they are qualified for a period not to exceed one (1) year.

In the event of a reduction of force or elimination of position, a senior laid-off employee may bump into any position, laterally or downward, held by the least senior employee, if the senior employee is qualified to perform the duties of that position.

#### Section D.

Seniority lists for three (3) classes of employees: (1) Clerical; (2) Support; (3) Professional, shall be updated and posted annually.

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Section E.

The job classification for each of the aforementioned classes of employees shall be as listed in Appendix A of this Agreement.

Section F.

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 vacancy or fill the position with the next qualified candidate from the original posting.

Section G.

Notices of all vacancies and newly created positions shall be posted on employee bulletin boards. The employees shall be given five (5) working days time in which to make application to fill such vacancy or newly created position.

**ARTICLE 12**

**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.

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 12, 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

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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 an 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 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.

### 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

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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 12 or a procedure such as: Veterans Preference or Fair Employment. If appealed to any procedure other than Step 4 of Article 12, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized - Step 4 of Article 12, 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 12 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.

**ARTICLE 13**

**SAVINGS CLAUSE**

In the event any provision of this Agreement shall be held to be contrary to law by a court of competent jurisdiction, 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 14**

**WAGE ADMINISTRATION**

Section A.

All new employees shall be on probation for a period of six (6) months, unless extended. Upon successful completion of the probationary period, that probational employee shall advance, to the next step of the pay scale according to the appropriate time interval. If the Director chooses to extend the employee's probationary period, they shall so inform the employee in writing of the specific reasons for such extension within fifteen (15) days. Should a promotional employee fail to successfully complete his/her trial period, he/she shall be allowed to return to his/her former position or to a similar position without loss of seniority standing and without serving another trial period.

Section B.

Whenever new employees are hired, the beginning salary shall be the probationary step for that classification. Whenever new employees are hired from other than in a local County promotional register, beginning salary shall be the probationary step in that classification, except comparable experience an/or qualifications may be recognized in which case the beginning salary may be set at the appropriate pay level allowing for the number of years experience at comparable employment.

Section C.

... an employee's salary currently exceeds their longevity step, their salary will be frozen until the pay scale

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catches up.

Section D.

An employee who is promoted to a higher paid classification would be compensated at the step of the higher class that gives them an increase of at least \$0.25 (twenty five cents), and puts them at least one step above the probation step. 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 E.

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 15**

**MANAGEMENT RIGHTS**

Section A.

The employer retains the 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 the organizational structure, to select, direct and determine the number of personnel, to determine whether to purchase or provide regular service, to establish and change work schedules, and to perform any inherent managerial function not specifically limited by this Agreement.

Section B.

Any term or condition of employment not specifically established by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate following written notification to the Union.

**ARTICLE 16**

**GROUP INSURANCE**

**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

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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

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.

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.

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:

**2014 Contribution**

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VEBA 100 Single	\$1,000.00
VEBA 100 Family	\$2,000.00
VEBA 80 Single	\$1,000.00
VEBA 80 Family	\$2,000.00
HDHP Single	\$1,000.00
HDHP Family	\$2,000.00

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 for all employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents to age 19.

Section C.

Full-time permanent 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 Employer and insurance carrier.

**ARTICLE 17**

**FAMILY AND MEDICAL LEAVE**

Section A.

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

Section B.

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

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**ARTICLE 18**

**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, except that oral reprimands may not be processed beyond Step 3 of the grievance procedure. 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 the 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) working 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, partial, or no pay for any time lost as a result of the suspension.

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

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) working 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 reinstated with full, partial or no pay.



2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

**ARTICLE 19**

**GENERAL PROVISIONS**

Section A.

Employees may be permitted to attend Health & Human Services conferences or workshops provided that the Agency has adequate staff to provide the functions of the Agency as determined by the Health & Human Services Director. Employees must obtain prior approval of the Director.

Section B. Absence Due to Inclement Weather

As defined by county policy.

Section C. Mileage Reimbursement

Mileage allowance shall be paid to employees for authorized use of personal cars in connection with County business.

Section D. 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.

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.

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 a 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 E. Liability

Aitkin County agrees to cover its employees with an error and omissions insurance policy.

Section F. Expenses

Aitkin County Health & Human Services will reimburse employees for necessary, reasonable, actual expenses incurred in the performance of their duties outside of Aitkin County except for conferences held within the County. Prior approval must be secured from the Director.

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

Section G. Educational Tuition

The cost of participation in formalized course 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 course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or a "B" in an A-F Course.
3. That the employee remains in the employment of Aitkin County for six (6) months following completion of the course.
4. That the course be recommended by the Director and approved by the Health & Human Services Board prior to taking the course.

Section H. Notice to Personnel File

Employees shall be notified of any entry to their personnel file.

Section I.

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.

**ARTICLE 20**

**TIME OFF FOR UNION ACTIVITIES**

Section A.

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 meeting without pay and without discrimination and without loss of seniority rights or any other rights granted by the Health & Human Services Board.

<u>Type of Meeting</u>	<u>Number of Delegates</u>	<u>Maximum Time Allowed</u>
International	2	9 calendar days
State Federation	2	7 calendar days
State Council	3	2 calendar days
District	3	1 calendar day

Section B.

In the event that additional time off is necessary for these or other Union business, such additional time off may be granted subject to the approval of the Health & Human Services Board.

Section C.

The Health & Human Services Board will pay up to three (3) employees for the time spent in negotiations.

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

**ARTICLE 21**

**DURATION OF AGREEMENT**

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

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this date.

BOARD OF COMMISSIONERS  
AITKIN COUNTY HEALTH & HUMAN SERVICES AGENCY  
COUNTY OF AITKIN, MINNESOTA

COUNTY OF AITKIN

\_\_\_\_\_  
Board Chair

\_\_\_\_\_  
County Administrator

*Bobbie Jo Danula*  
\_\_\_\_\_  
Human Resources Manager

\_\_\_\_\_  
Date

LOCAL UNION NO. 1283  
A.F.S.C.M.E., AFL-CIO

*Ginger Thrasher* 9/24/13  
\_\_\_\_\_  
AFSCME Staff Representative

*Pam Karrousi*  
\_\_\_\_\_  
Chapter Chairperson

\_\_\_\_\_  
Date

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

APPENDIX A

JOB CLASSIFICATIONS  
as of January 1, 2013

<u>Department</u>	<u>Title</u>	<u>Job Class</u>
Clerical	Office Support Specialist	R
Support	Accounting Technician (aka Account Clerk)	P
	Case Aide	P
	Eligibility Worker (formerly called Eligibility Technician or Financial Worker)	P
	Family Based Services Provider	P
	Community Support Technician	P
	Child Support Officer	O
Professional	Social Worker	L

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

APPENDIX B: 2013 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
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

2013 – 2014 HEALTH & HUMAN SERVICES AGREEMENT

APPENDIX C: 2014 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
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: 9/25/13

Via: Patrick Wussow, County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Approve Combination of Property Tax Statements and Valuation Notices

Requested Meeting Date: 10/8/13 Estimated Presentation Time: 15 minutes

Presenter: Mike Dangers and Lori Grams

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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



**OFFICE OF  
AITKIN COUNTY ASSESSOR**  
209 2<sup>nd</sup> ST N.W. Room 111  
AITKIN, MINNESOTA 56431  
Phone: 218/927-7327 – Fax: 218/927-7379  
[assessor@co.aitkin.mn.us](mailto:assessor@co.aitkin.mn.us)

## MEMO

September 30, 2013

To: County Board of Commissioners  
County Administrator

From: Lori Grams, County Treasurer  
Mike Dangers, County Assessor *MD lg*

Re: Outsourcing the Notices of Valuation and Classification and Property Tax Statements

Every April, the Assessor's Office mails approximately 34,500 notices of valuation and classification. The Treasurer's Office also prints and mails the same number of property tax statements every March. Starting in the spring of 2014, we are proposing to combine both mailings into one envelope using a third party vendor.

The notices have been outsourced to a vendor for the past two assessment years. This has saved the County thousands of dollars in postage. We have not seen a reduction in the quality of the product from the previous in-house mailing and County staff time has been freed up to do more important tasks. We expect thousands more will be saved with the combination of the property tax statements and notices.

If the County chooses to not outsource mass mailings, we would need to acquire software that would print an Intelligent Mail Barcode. This would require special programming for our Property Tax System. MCIS has estimated the cost of supporting Intelligent Mail Barcodes exceeds \$10,000.

Prior to 2013, Minnesota Counties Information Systems (MCIS) did not support a combined mailing. Crow Wing County was the first MCIS County to go to this type of mailing. Many other Minnesota counties have made the switch including Pine County that first did this in 2005.



A primary concern that we have with a combined mailing is the timing of the mailing and the completion of the Assessor's Office annual appraisal work. Assessors are already preparing to get their information completed in the first full week of March or about three weeks ahead of schedule.

Prior to this new combined mailing, we plan to issue a press release and post on our website the new method of mailing so that taxpayers are aware of the change. We also plan to draft an informational cover letter or card to let all taxpayers know what's happening.

Included with this Board Packet is a copy of a letter of intent, cost estimate, and list of other counties that combine tax statements and valuation notices. Since the expenditure required exceeds \$10,000, County Board approval is required.

Please contact Mike or Lori with any questions.



**MONTE STRUCK**  
Sr. Account Executive

6557 Westwood Pkwy NE  
St Cloud, MN 56303  
Direct: 320-281-5501  
Fax: 866-643-7118  
Cell: 320-260-0625  
Admin Office: 800-862-3690  
mstruck@americanbus.com  
www.americanbus.com

RECEIVED  
SEP 24 2013  
BY: *[Signature]*

## ***Tax Form Mailing Program Letter of Intent***

***This Letter of Intent between Aitkin County, MN  
& American Solutions for Business, Glenwood, MN  
is for a duration of one year***

American Solutions for Business (ASB), represented by Monte Struck, Sr. Account Executive, St Cloud MN, will provide the necessary forms and/or services for Aitkin County to successfully print and mail for the following annual projects:

### **Property Tax Statements/Valuation Notices together**

ASB services will include:

- 1) Consult with the Dept of Revenue for the form layout and approval.
- 2) Consult with MCIS to review program changes and form requirements to match software reporting.
- 3) Consult with the appropriate County personnel on the scope of the project, and the forms they wish to order from American Solutions.
- 4) Provide proofs to the Dept of Revenue on behalf of the County.
- 5) Provide proofs to the County for review and sign-off before printing.
- 6) Coordinate with an Outsource Vendor approved by the County and provide all materials to the vendor for the successful printing & mailing of the project.
- 7) Cost of forms and envelopes will not increase more than 7% per year in the terms of the agreement from date of signing.

The attached document represents ASB's estimate of total costs for 2014 excluding postage.

_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>
_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>
_____	_____	_____
<i>County Authorization</i>	<i>Title</i>	<i>Date</i>

*[Signature]*

*Solutions for Business*

Sr. Account Executive  
*Title*

8-30-2013  
*Date*



**MONTE STRUCK** 6557 Westwood Pkwy NE  
Sr. Account Executive St Cloud, MN 56303  
Direct: 320-281-5501  
Fax: 866-643-7118  
Cell: 320-260-0625  
Admin Office: 800-862-3690  
mstruck@americanbus.com  
www.americanbus.com

August 12, 2013

**TO: Aitkin County Treasurer  
Aitkin County Assessor**

Enclosed is a cost estimate for the Outsource printing of your Tax Statements & Valuation Notices mailed together:

42,000 8 ½ x 14 Tax Statements	\$25.00/m	\$1,050.00
36,000 8 ½ x 11 Valuation Notice - Canary	\$24.50/m	\$ 882.00
25,000 #10 Wdw Mail-out Envelopes (estimated)	\$31.00/m	\$ 775.00
2 Programming, Set-up, Artwork & proofing	\$550.00/file	\$1,100.00
78,000 Laser imaging	\$42.15/m	\$3,287.70
25,000 (estimated) Fold & insert, matching, inline metering, data processing & print formatting	\$72.50/m	\$1,812.50
25,000 Sorting, NCOA Cass Certify, and mail entry to U.S Post Office	\$39.70/m	\$ 992.50
900 Hand insert Flats 9 x 12 Env.	\$ 0.60/ea	<u>\$ 540.00</u>
<b>Estimated Total (excluding postage)</b>		<b>\$10,439.70</b>

Options: Return Payment Envelopes – Green	\$32.50/m
PDF File images for in-house use	\$20.00/m

Estimate is based using Impact Proven Solutions as the outsourcing Vendor for this project. Impact is a Certified Full Service IBC Mailer with their printing location in Minneapolis, MN. American will coordinate all form design with the Treasurer, Assessor, MCIS, the Department of Revenue and Impact Mailing.

Please feel free to contact me if you have any questions or concerns.  
I look forward to serving you.

Sincerely

A handwritten signature in black ink that reads "Monte Struck". The signature is written in a cursive style with a large initial 'M'.

Monte Struck  
Sr Account Executive



**MONTE STRUCK**  
Sr. Account Executive

6557 Westwood Pkwy NE  
St Cloud, MN 56303  
Direct: 320-281-5501  
Fax: 866-643-7118  
Cell: 320-260-0625  
Admin Office: 800-862-3690  
mstruck@americanbus.com  
www.americanbus.com

**Counties that outsource and mail  
Tax Statement & Valuation notice together**

Beltrami  
Crow Wing  
Stearns  
Kandiyohi  
Isanti  
Winona  
Fillmore  
Martin  
Brown

Becker  
Pine  
Carver  
Douglas  
Goodhue  
Wabasha  
Mower  
Faribault  
Jackson

Clay  
Todd  
Scott  
Chisago  
Blue Earth  
Redwood  
Rice  
Watonwan

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



To: Chairperson, Aitkin County Board of Commissioners Date: 9/27/2013

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item: 2014 Budget

Requested Meeting Date: 10/8/2013 Estimated Presentation Time: 15 min

Presenter: Mark Jacobs

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

Mark Jacobs  
Aitkin County  
Land Commissioner



**To: County Board**  
**CC: County Administrator**  
**Date: 9/27/2013**  
**Re: 2014 Budget**

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Attached is the information relative to the 2014 Land Department budget.

- Department information
- 2014 Budget summary
- 2014 quick view spreadsheet (side-by-side accounts)
- AS 400 2014 budget printout

Revenue and expenses are down from the 2012 budget.

Thank you.

A handwritten signature in black ink, appearing to be "MJ", is located below the "Thank you." text. The signature is stylized and somewhat abstract.

# Land Department -2014

Mark Jacobs – Land Commissioner

## Funds/Departments:

Account #	Account Name	Revenue Source / General Comments	Fund
01-520	County Parks	FTS revenue apportioned for County park and recreation projects	D
10-921	County Development	% revenue from Con-Con area lands, may only be used in Con-Con area	D
10-922	Con-Con	Revenue from sale of Con-Con (State) lands	A
10-923	Forfeited Tax Sales	Annual revenue from County Tax Forfeited lands (CTFL)	A
11-924	Forest Resource	% PILT revenue for resource management on CTFL	D
11-925	Reforestation	FTS revenue apportioned for forest management projects on CTFL	D
11-934	Memorial Forest	FTS revenue apportioned for forest management on CTFL dedicated as Memorial Forest	D
11-935	Forest Road	% of gas tax revenue for County forest roads	D
11-936	Gravel	\$.15 per cubic yard revenue from County gravel leases for County owned gravel pit rehab fund	D
18-937	Env. Trust Fund	Revenue from sale of former State leased lots, interest may be spent on improvement of natural resources	D

**A = net funds annually apportioned to other accounts**

**D = dedicated account, unused funds remain in account**

## Activity Scope

*"To fulfill the County's obligation as trustee for the local governmental jurisdictions of Aitkin County by being a responsible steward who sustains the forest for future generations, generates income for the County and local governmental jurisdictions, and properly utilizes the land base and renewable forest resources to sustain the region's economic and social well being."*

Like other county departments, the Aitkin County Land Department (ACLD) provides a service to the taxpayers and residents of Aitkin County. The service provided is the management of the 222,000 acres of County Tax Forfeited Lands (CTFL) which includes forest, recreation, and land asset management. Unlike most county departments the ACLD is not part of the local tax levy and the service provided generates revenue. ACLD operates on the revenue generated and the net revenue is invested into resource development for the future and is distributed to other applicable local units of government to aid them in providing their services.

Principal guiding state statues include MS 282.01-.40, MS 389.32-36, MS 459.06, MS 85A.51, MS 477A11-A15

**Departmental Tasks: Management of County Tax-Forfeited and other County owned lands**

**Forest Management**

- Timber Sales
- Reforestation
- Timber Stand Improvement
- Forest inventory/monitoring
- Forest roads

**Parks / Recreation management**

- Trails (motorized & non-motorized)
- Campgrounds
- Public accesses
- Long Lake Conservation Center

**Land Management**

- Land sales and exchanges
- Leases and Easements
- County ditch records
- Gravel resources

**Land Information (GIS/Survey)**

- Land parcel mapping/database
- E-911 addressing
- Global positioning (staff support)
- Survey corner relocation
- County survey records

<b>WORKLOAD DATA</b>	<b>2009</b>	<b>2010</b>	<b>2011</b>	<b>2012</b>
Timber sale revenue	\$1,211,782	\$1,341,932	\$1,213,970	\$1,129,466.26
Timber harvest acres	2845	2943	3198	2910
Tree Planting (# trees)	109,500	105,000	101,500	75,000
Forest road maintenance (hours)	1546	1747	2191	1825
Forest re-inventory (acres)	11,177	24,814	14,818	18,243
Camping reservations (site/days)	342	326	306	299
Campground receipts	\$9,926	\$10,987	\$10,088	\$10,148.55
Survey corners located	100	182	288	228
Gravel receipts	\$23,097	\$4,739	\$3,918	\$7774.00
Land sale revenue	\$138,795	\$140,560	\$198,740	\$115,330.20
E-911 addresses assigned	118	88	87	88
GIA ATV trails (miles)	137	154	154	209
GIA Snowmobile trails (miles)	612	612	612	612



## **Goals and Planned Activities for 2014**

### **Forest Management: 10-923, 11-925, 11-934, 11-935**

- Maintain timber harvest acres offered for sale with a focus on enhancing forest quality, diversity, and productivity.
- FSC annual audit
- Forest inventory and monitoring with an emphasis on quality hardwoods, advanced conifer regeneration, invasive pests, and native plant communities.
- Purchase a 4x4 Truck
- Monitor and develop policies to address emerging bio-mass markets
- Verify and potentially market wetland and/or carbon credits from ACLD managed lands

### **Parks/Recreation Management: 21-520, 11-925**

- Upgrade recreation facilities along the Mississippi River
- Improve signage and trail-head parking on motorized recreation trails
- Better coordinate with trail clubs, stakeholders, agencies, businesses and landowners to monitor use and enhance Aitkin County trail systems
- Purchase an ATV
- Explore development of an ATV “park” in association with existing trail system
- Continue development and maintenance of the Northwoods Regional ATV Trail system
- Develop, enhance, and promote new and existing non-motorized recreation opportunities

### **Land Management: 10-921, 10-923,**

- Ongoing classification of County Tax-Forfeited Lands per MS 282.01
- Continue to seek more efficient land sale/exchange procedures
- Continue the evaluation and mapping of gravel pits on CTFL
- Consolidate CTFL ownership (via exchange or purchase/sell)
- Continue to sell CTFL that does not fit into our land management plans
- Contribute funding for Economic Development/Forest Industry Coordinator (60%)

### **Land Information (GIS/Survey): 10-921, 10-923, 11-924**

- Training/software/hardware to facilitate e-government (web-fusion) initiative
- Continue facilitating E-911 addressing
- Focus survey crew workload to a County survey corner relocation program focused on public lands
- Contribute funding for Land Survey Coordinator (60%)
- Contribute funding for GIS Coordinator (60%)

**2014 ACLD Budget Summary**

<b>Forfeited Tax Sales</b>	<b>10-923</b>	<b>Comments</b>	<b>2014</b>
<b>Income</b>	<b>\$ 1,205,000</b>		
timber sales	\$ 1,050,000		
land sales	\$ 140,000		
leases-easements-etc.	\$ 12,000	(a) 20 % econ dev, GIS, survey coord,	
misc	\$ 3,000	(b) mailings, notices, supplies,	
<b>Expenses</b>	<b>\$ 1,205,000</b>	bldg demo, telephone, copier,	
Salary/Benefits (a)	\$ 450,000	fund transfers, repairs	
Apportionment	\$ 590,000		
misc (a)	\$ 165,000		
<b>Co Development</b>	<b>10-921</b>	<b>Comments</b>	<b>Co Dev Res (8/31/13)</b>
<b>Income</b>	<b>\$ 205,000</b>		\$ 498,000
		(a) 40 % econ dev, GIS, survey coord,	
<b>Expenses</b>	<b>\$ 335,000</b>		\$ (130,000)
Salary/Benefits (a)	\$ 170,000	(b) SWCD, P&Z, Sheriff,	
transfers (b)	\$ 100,000	Assessor	
Projects (c)	\$ 65,000	(c) roads, ditches, bridges/culverts, rec trails, etc	
<b>Operational</b>	<b>various*</b>	<b>Comments</b>	<b>Op reserves (8/31/13)</b>
<b>Income</b>	<b>\$ 962,500</b>	County Parks (21-520)	\$ 126,000
FTS (01-520, 11-925, 11-934)	\$ 331,500	Forest Resources (11-924)	\$ 317,000
Forest Road (11-935)	\$ 37,000	Reforestation (11-925)**	\$ 564,000
PILT (11-924)	\$ 142,000	Memorial Forest (11-934)	\$ 180,000
campground rec (01-520)	\$ 11,000	Forest Road (11-935)	\$ 76,000
ETF interest (11-937)*	\$ 10,000	Gravel (11-936)	\$ 64,000
Trail Grants (01-520)	\$ 425,000	ETF (18-937)*	\$ 473,000
misc	\$ 6,000		
<b>Expenses</b>	<b>\$ 1,182,000</b>	\$ (219,500)	
Salary/Benefits	\$ 499,000		(a) tree planting, TSI, forest inventory, park maint, FSC assess, forest road/trails, etc
Projects/contracts (a)	\$ 140,000		
supplies (b)	\$ 123,000		
recreation trails	\$ 375,000		
LLCC loan (11-937)*	\$ 10,000		(b) computers (2), fuel, park supplies
capital purchases (c)	\$ 35,000		
			(c) 4x4 truck, ATV
* interest only			
** including \$450,000 Bldg fund			

<b>INCOME</b>	<b>\$</b>	<b>2,372,500</b>
<b>EXPENSE</b>	<b>\$</b>	<b>2,722,000</b>
<b>RESERVES</b>	<b>\$</b>	<b>349,500</b>

ACLD  
2014 Budget

2014		Co Dev	FTS	Res Dev	For Dev	Mem For	Road	Gravel	Parks	ETF	G-Total
Desc	object	10-921	10-923	11-924	11-925	11-934	11-935	11-936	21-520	18-937	2014
Taxes, Aids, In-Lieus, Taconite	5001								\$ -		\$ -
Sooline Rr Permits	5150			\$ 1,000	\$ 2,000						\$ 3,000
Mv Credit Ms Statute 273.1384	5201										\$ -
Concon Apport Ms 84 A 51 Intergovernment	5220	\$ 160,000									\$ 160,000
L79C303 Ms 477-A-11-14 Intergovernmental	5222			\$ 142,000							\$ 142,000
In Lieu Apportionments & Receipts	5251	\$ 45,000									\$ 45,000
Forf Tax Sales Apportionment	5252				\$ 135,000	\$ 85,000		\$ 1,500	\$ 110,000		\$ 331,500
Forfeited Tax Sales	5254		\$ 1,200,000								\$ 1,200,000
Intgov Rev Dnr-Public Access Maint	5256								\$ 3,000		\$ 3,000
Forest Road Grt Lw 1988Ch686	5301						\$ 37,000				\$ 37,000
Trail Grants-State	5396								\$ 425,000		\$ 425,000
Co Parks Campground Fees	5510								\$ 11,000		\$ 11,000
Interest Income	5791									\$ 10,000	\$ 10,000
Misc Receipts	5840		\$ 3,000								\$ 3,000
Co Auction Proceeds	5866		\$ 2,000								\$ 2,000
<b>Revenue</b>	<b>Total</b>	<b>\$ 205,000</b>	<b>\$ 1,205,000</b>	<b>\$ 143,000</b>	<b>\$ 137,000</b>	<b>\$ 85,000</b>	<b>\$ 37,000</b>	<b>\$ 1,500</b>	<b>\$ 549,000</b>	<b>\$ 10,000</b>	<b>\$ 2,372,500</b>
Salaries-Full Time	6101	\$ 130,352	\$ 329,516	\$ 106,453	\$ 104,990	\$ 42,644			\$ 65,361		\$ 779,315
Salaries-Part Time	6102	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000		\$ 25,000		\$ 55,000
Meals (Not Overnight)	6108	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -		\$ -
Overtime	6109	\$ -	\$ -	\$ -	\$ -	\$ -			\$ -		\$ -
Medicare-Employer	6124	\$ 1,890	\$ 4,778	\$ 1,544	\$ 1,522	\$ 618			\$ 1,136		\$ 11,489
Employer Deduct Contribution-Veba	6149	\$ 2,200	\$ 10,920	\$ 3,000	\$ 3,064	\$ 1,500			\$ 1,500		\$ 22,184
Health Insurance Employer	6150	\$ 17,820	\$ 59,610	\$ 23,700	\$ 19,050	\$ 11,550			\$ 12,150		\$ 143,880
Life Insurance-Employer	6152	\$ 119	\$ 349	\$ 119	\$ 125	\$ 44			\$ 94		\$ 849
Long Term Disability-Employer	6154	\$ 214	\$ 449	\$ -	\$ -	\$ -			\$ -		\$ 662
Pera Co	6159	\$ 9,450	\$ 23,890	\$ 7,718	\$ 7,612	\$ 3,092			\$ 4,739		\$ 56,500
Fica-Employer	6165	\$ 8,082	\$ 20,430	\$ 6,600	\$ 6,509	\$ 2,644			\$ 4,858		\$ 49,124
<b>Staff</b>	<b>Total</b>	<b>\$ 170,126</b>	<b>\$ 449,942</b>	<b>\$ 149,133</b>	<b>\$ 142,872</b>	<b>\$ 62,092</b>	<b>\$ 30,000</b>	<b>\$ -</b>	<b>\$ 114,837</b>	<b>\$ -</b>	<b>\$ 1,119,002</b>
Postage	6205		\$ 2,000								\$ 2,000
Training/Education	6208		\$ 1,000	\$ 500	\$ 500	\$ 1,500					\$ 3,500
Printing, Publishing & Adv	6230	\$ 500	\$ 2,500						\$ 2,500		\$ 5,500
Services, Labor, Contracts	6231	\$ 50,000	\$ 15,000	\$ 10,000	\$ 20,000	\$ 10,000			\$ 25,000		\$ 130,000
Dues	6240	\$ 2,500	\$ 2,500								\$ 5,000
License Fee	6243								\$ 1,000		\$ 1,000
Telephone	6250	\$ 200	\$ 1,000	\$ 500			\$ 1,000		\$ 500		\$ 3,200
Utilities	6254		\$ 1,000						\$ 10,000		\$ 11,000
Garbage	6255										\$ -
Unemployment Compensation	6267										\$ -
Physical Examinations	6272		\$ 500								\$ 500
Timber Improvement	6273				\$ 15,000	\$ 30,000					\$ 45,000
State Deed Forfeited Tax Sales	6280		\$ 250								\$ 250
State Deed Repurchase	6282		\$ 50								\$ 50
Sales Tax	6311		\$ 500								\$ 500
Sales Tax Adjustment	6312										\$ -
Transportation & Travel	6330		\$ 1,500								\$ 1,500
Hotel / Motel Lodging	6332		\$ 500								\$ 500
Meals Reimbursed Non-Taxable	6340										\$ -
Per Diem	6350			\$ 2,000					\$ 1,000		\$ 3,000
Insurance	6352	\$ 500	\$ 10,000	\$ 2,000							\$ 12,500
Workers Compensation Insurance	6353	\$ 750	\$ 1,500	\$ 1,000	\$ 1,500	\$ 2,000			\$ 2,250		\$ 9,000
License Fees	6356										\$ -
Miscellaneous-Services	6360										\$ -
Road Construction Service	6361				\$ 30,000						\$ 30,000
Auto & Trailer License	6374								\$ 200		\$ 200
Office Supplies	6405	\$ 2,500	\$ 8,258	\$ 2,000							\$ 12,758
Field Supplies	6406	\$ 3,000		\$ 3,000	\$ 3,000	\$ 3,000					\$ 12,000

ACLD  
2014 Budget

2014		Co Dev	FTS	Res Dev	For Dev	Mem For	Road	Gravel	Parks	ETF	G-Total
Desc	object	10-921	10-923	11-924	11-925	11-934	11-935	11-936	21-520	18-937	2014
Small Tools	6450								\$ 1,500		\$ 1,500
Gas And Oil	6511			\$ 20,000			\$ 5,000		\$ 25,000		\$ 50,000
Culverts	6515	\$ 5,000				\$ 5,000					\$ 10,000
Repair & Maintenance Supplies	6590	\$ -	\$ 15,000	\$ 5,000		\$ 5,000	\$ 10,000		\$ 5,000		\$ 40,000
Equipment	6610										\$ -
Auto, Trailers, Snowmobiles	6620			\$ 25,000		\$ 10,000					\$ 35,000
Miscellaneous-Capital Outlay	6630										\$ -
Appropriations	6801	\$ 100,000									\$ 100,000
Trail Grants	6802								\$ 375,000		\$ 375,000
Apportionments	6818		\$ 590,000								\$ 590,000
Refunds & Reimbursements	6820	\$ 52,000		\$ 1,000							\$ 53,000
Transfers	6900									\$ 10,000	\$ 10,000
Incidental Transfers	6901		\$ 50,000								\$ 50,000
<b>Operation</b>	<b>Total</b>	<b>\$ 164,950</b>	<b>\$ 755,058</b>	<b>\$ 72,000</b>	<b>\$ 70,000</b>	<b>\$ 65,500</b>	<b>\$ 16,000</b>	<b>\$ -</b>	<b>\$ 448,950</b>	<b>\$ 10,000</b>	<b>\$ 1,603,458</b>
<b>Grand Total (staff &amp; operation)</b>		<b>\$ 335,076</b>	<b>\$ 1,205,000</b>	<b>\$ 221,133</b>	<b>\$ 212,872</b>	<b>\$ 128,592</b>	<b>\$ 46,000</b>	<b>\$ -</b>	<b>\$ 563,787</b>	<b>\$ 10,000</b>	<b>\$ 2,722,460</b>
	<b>Net</b>	<b>\$ (130,076)</b>	<b>\$ 0</b>	<b>\$ (78,133)</b>	<b>\$ (75,872)</b>	<b>\$ (43,592)</b>	<b>\$ (9,000)</b>	<b>\$ 1,500</b>	<b>\$ (14,787)</b>	<b>\$ -</b>	<b>\$ (349,960)</b>
<b>Reserve (8/31/13)</b>		<b>\$ 498,000</b>	<b>\$ -</b>	<b>\$ 317,000</b>	<b>\$564,000*</b>	<b>\$ 180,000</b>	<b>\$ 76,000</b>	<b>\$ 64,000</b>	<b>\$ 126,000</b>		<b>\$ 1,261,000</b>
		10-921	10-923	11-924	11-925	11-934	11-935	11-936	21-520	18-937	

# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated Page Break Option: 2 1 - Page Break by FUND

2 - Page Break by DEPT

3 - Page Break by PROGRAM

Column Selector 2 2 1 2 1

Column Headings: 2011 Actual 2012 Actual ADOPTED 2013 Actual PROPOSE 2014

Line Spacing: 1 1 - Single Spaced  
2 - Double Spaced

Year: 2011 2012 2013  
Months: 1 Thru 12 1 Thru 12 1 Thru 8

Print Subtotal By FUND Y  
Print Subtotal By DEPT Y  
Print Subtotal By PROGRAM N  
Print Subtotal By Object Rang N

Report Basis: 1 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report 1 1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without  
Budget Amt.  
4 - Only Budget Accounts with  
zero Amt.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
Save Report: N  
Comment:

FUND Range From 21 Thru 21

DEPT Range From 520 Thru 520

SMB1  
 9/27/13 1:04PM  
 21 FUND Parks  
 520 DEPT Parks

# Aitkin County

## USER- SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
21- 520- 000- 0000- 5001	Taxes, Aids, In- Lieus, Taconite	0	0	15,000 -	7,734 -	15,000 -
21- 520- 000- 0000- 5201	MV Credit MS Statute 273.1384	0	0	0	0	0
21- 520- 000- 0000- 5209	Disparity Reduction Aid	0	0	0	0	0
21- 520- 000- 0000- 5210	County Program Aid	0	0	0	321 -	0
21- 520- 000- 0000- 5216	Taconite Credit- Current	0	0	0	0 -	0
21- 520- 000- 0000- 5251	In Lieu Apportionments & Receipts	0	0	0	56 -	0
21- 520- 000- 0000- 5252	Forf Tax Sales Apportionment	0	0	125,000 -	107,040 -	110,000 -
21- 520- 000- 0000- 5256	Intgov Rev Dnr- Public Access Main	0	0	3,000 -	1,575 -	3,000 -
21- 520- 000- 0000- 5396	Trail Grants- State	0	0	425,000 -	310,561 -	425,000 -
21- 520- 000- 0000- 5398	Trail Grants- Federal	0	0	0	7,206 -	0
21- 520- 000- 0000- 5510	Co. Parks Campground Fees	0	0	10,000 -	10,218 -	11,000 -
21- 520- 000- 0000- 5840	Misc Receipts	0	0	0	558 -	0
21- 520- 000- 0000- 5866	Co Auction Proceeds	0	0	0	0	0
21- 520- 000- 0000- 6101	Salaries- Full Time	0	0	63,814	41,591	65,361
21- 520- 000- 0000- 6102	Salaries- Part Time	0	0	12,500	8,912	25,000
21- 520- 000- 0000- 6108	Meals Reimbursed- Taxable	0	0	0	0	0
21- 520- 000- 0000- 6109	Overtime- Salaries	0	0	0	1,673	0
21- 520- 000- 0000- 6124	Medicare Employer	0	0	926	752	1,136
21- 520- 000- 0000- 6149	Employer Deduct Contribution- Vel	0	0	2,500	1,875	1,500
21- 520- 000- 0000- 6150	Health Insurance Employer	0	0	19,650	7,878	12,150
21- 520- 000- 0000- 6152	Life Insurance- Employer	0	0	110	62	94
21- 520- 000- 0000- 6159	Pera Co	0	0	4,627	3,137	4,739
21- 520- 000- 0000- 6165	Fica- Employer	0	0	3,956	3,217	4,858
21- 520- 000- 0000- 6205	Postage	0	0	0	65	0
21- 520- 000- 0000- 6208	Training/Education	0	0	0	74	0
21- 520- 000- 0000- 6230	Printing, Publishing & Adv	0	0	2,500	47	2,500
21- 520- 000- 0000- 6231	Services, Labor, Contracts	0	0	20,000	11,920	25,000
21- 520- 000- 0000- 6243	License Fee	0	0	1,000	1,000	1,000
21- 520- 000- 0000- 6250	Telephone	0	0	500	361	500
21- 520- 000- 0000- 6254	Utilities	0	0	15,000	6,877	10,000
21- 520- 000- 0000- 6255	Garbage	0	0	0	0	0
21- 520- 000- 0000- 6272	Physical Examinations	0	0	0	0	0
21- 520- 000- 0000- 6302	Car Maintenance	0	0	0	0	0
21- 520- 000- 0000- 6311	Sales Tax	0	0	500	0	0
21- 520- 000- 0000- 6312	Sales Tax Adjustment	0	0	0	0	0
21- 520- 000- 0000- 6330	Transportation & Travel	0	0	0	492	0

SMB1  
 9/27/13 1:04PM  
 21 FUND Parks  
 520 DEPT Parks

# Aitkin County

## USER- SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 8</u>	<u>PROPOSED 2014</u>
21- 520- 000- 0000- 6340	Meals Reimbursed Non- Taxable	0	0	0	0	0
21- 520- 000- 0000- 6350	Per Diem	0	0	1,000	697	1,000
21- 520- 000- 0000- 6352	Insurance	0	0	2,673	2,673	2,817
21- 520- 000- 0000- 6353	Workers Compensation Insurance	0	0	2,427	1,581	3,164
21- 520- 000- 0000- 6374	Auto & Trailer License	0	0	200	0	200
21- 520- 000- 0000- 6405	Office Supplies	0	0	0	535	0
21- 520- 000- 0000- 6406	Field Supplies	0	0	0	4,502	0
21- 520- 000- 0000- 6412	Safety Items	0	0	0	0	0
21- 520- 000- 0000- 6418	Groceries	0	0	0	0	0
21- 520- 000- 0000- 6450	Small Tools	0	0	1,500	59	1,500
21- 520- 000- 0000- 6511	Gas & Oil	0	0	25,000	14,572	25,000
21- 520- 000- 0000- 6590	Repair & Maintenance Supplies	0	0	5,000	7,067	5,000
21- 520- 000- 0000- 6610	Equipment	0	0	0	0	0
21- 520- 000- 0000- 6620	Auto, Trailers, Snowmobiles	0	0	0	0	0
21- 520- 000- 0000- 6630	Miscellaneous- Capital Expense	0	0	0	0	0
21- 520- 000- 0000- 6802	Trail Grants- State	0	0	375,000	303,813	375,000
21- 520- 000- 0000- 6805	Trail Grants- Federal	0	0	0	7,206	0
21- 520- 000- 0000- 6820	Refunds & Reimbursements	0	0	0	0	0
21- 520- 000- 0000- 6900	Transfers to Other Funds	0	0	0	0	0
DEPT 520 Parks	Revenue	0	0	578,000-	445,269-	564,000-
	Expend.	0	0	560,383	432,639	567,519
	Net	0	0	17,617-	12,631-	3,519
FUND 21 Parks	Revenue	0	0	578,000-	445,269-	564,000-
	Expend.	0	0	560,383	432,639	567,519
	Net	0	0	17,617-	12,631-	3,519
Final Totals	Revenue	0	0	578,000-	445,269-	564,000
	Expend.	0	0	560,383	432,639	567,519
	Net	0	0	17,617-	12,631-	3,519

# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated    Page Break Option: 2    1 - Page Break by FUND  
2 - Page Break by DEPT  
3 - Page Break by PROGRAM

Column Selector 2            2            1            2            1

Column            2011            2012            ADOPTED            2013            PROPOSE  
Headings:            Actual            Actual            2013            Actual            2014            Line Spacing:            1            1 - Single Spaced  
2 - Double Spaced

Year:            2011            2012            2013  
Months:            1 Thru 12            1 Thru 12            1 Thru 8

Print Subtotal By FUND            Y  
Print Subtotal By DEPT            Y  
Print Subtotal By PROGRAM            N  
Print Subtotal By Object Rang            N

Report Basis: 1            1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report 1            1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without  
Budget Amt.  
4 - Only Budget Accounts with  
zero Amt.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
Save Report:            N  
Comment:

FUND            Range From 10            Thru 10  
DEPT            Range From 921            Thru 923

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# Aitkin County



## USER- SELECTED BUDGET REPORT

10 FUND Trust

Report Basis: Cash

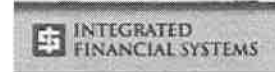
921 DEPT Co. Development

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
10-921-000-0000-5220	Concon Apport Ms 84 A 51 Intergr	272,652 -	140,679 -	250,000 -	151,112 -	160,000 -
10-921-000-0000-5251	In Lieu Apportionments & Receipts	46,493 -	46,493 -	40,000 -	85,221 -	45,000 -
10-921-000-0000-5396	Trail Grants- State	150,216 -	5,670 -	0	2,658 -	0
10-921-000-0000-5398	Trail Grants- Federal	0	84,916 -	0	3,493 -	0
10-921-000-0000-5840	Misc Receipts	1,379 -	1,625 -	0	5,640 -	0
10-921-000-0000-6101	Salaries- Full Time	115,217	117,364	115,469	82,751	130,352
10-921-000-0000-6108	Meals (Not Overnight)	8	10	0	0	0
10-921-000-0000-6109	Overtime- Salaries	359	112	0	0	0
10-921-000-0000-6124	Medicare- Employer	1,637	1,632	1,674	1,009	1,890
10-921-000-0000-6149	Employer Deduct Contribution- Vet	2,550	2,525	2,000	1,575	2,200
10-921-000-0000-6150	Health Insurance- Employer	16,760	16,235	16,640	8,928	17,820
10-921-000-0000-6152	Life Insurance- Employer	146	138	132	71	119
10-921-000-0000-6154	Long Term Disability- Employer	262	339	347	91	214
10-921-000-0000-6155	Long Term Disability- Employee	0	0	0	0	0
10-921-000-0000-6159	Pera Co	8,266	8,385	8,372	5,072	9,450
10-921-000-0000-6165	Fica- Employer	7,000	6,977	7,159	4,314	8,082
10-921-000-0000-6205	Postage	4	16	0	7	0
10-921-000-0000-6208	Training/Education	261	489	0	144	0
10-921-000-0000-6230	Printing, Publishing & Adv	506	0	2,500	0	500
10-921-000-0000-6231	Services, Labor, Contracts	386,841	60,198	150,000	2,909	50,000
10-921-000-0000-6240	Dues	0	80	2,500	260	2,500
10-921-000-0000-6241	Registration Fee	0	0	0	0	0
10-921-000-0000-6243	License Fee	0	0	0	0	0
10-921-000-0000-6250	Telephone	159	170	0	162	200
10-921-000-0000-6312	Sales Tax Audit Adjustment	0	0	0	0	0
10-921-000-0000-6330	Transportation/Travel/Parking	726	509	0	130	0
10-921-000-0000-6332	Hotel/Motel Lodging	99	202	0	0	0
10-921-000-0000-6340	Meals Reimbursed Non- Taxable	14	49	0	0	0
10-921-000-0000-6352	Insurance- Vehicles/Equipment/Lia	0	0	0	0	500
10-921-000-0000-6353	Workers Compensation Insurance	4	496	817	1,005	997
10-921-000-0000-6356	License Fees	68	278	0	0	0
10-921-000-0000-6360	Miscellaneous- Services	0	1,210	0	0	0
10-921-000-0000-6405	Office Supplies	3,313	5,164	0	6,794	2,500
10-921-000-0000-6406	Field Supplies	32,579	6,106	0	453	3,000
10-921-000-0000-6511	Gas And Oil	0	15	0	118	0
10-921-000-0000-6515	Culverts	0	9,691	15,000	0	5,000

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# Aitkin County



## USER- SELECTED BUDGET REPORT

10 FUND Trust

Report Basis: Cash

921 DEPT Co. Development

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 8</u>	<u>PROPOSED 2014</u>
10- 921- 000- 0000- 6590	Repair & Maintenance Supplies	26,122	1,105	0	0	0
10- 921- 000- 0000- 6630	Miscellaneous- Capital Outlay	0	0	0	0	0
10- 921- 000- 0000- 6801	Appropriations	526,459	33,011	100,000	87,011	100,000
10- 921- 000- 0000- 6802	Trail Grants	5,810 -	25,019 -	0	0	0
10- 921- 000- 0000- 6820	Refunds	0	25	0	0	0
10- 921- 000- 0000- 6901	Transfers out to other funds	0	0	0	0	0
DEPT 921	Co. Development					
	Revenue	470,740 -	279,383 -	290,000 -	248,124 -	205,000 -
	Expend.	1,123,550	247,509	422,610	202,804	335,324
	Net	652,810	31,874 -	132,610	45,319 -	130,324

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# Aitkin County



## USER- SELECTED BUDGET REPORT

10 FUND Trust

Report Basis: Cash

922 DEPT Cons. Forfeited Tax Sales

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 8</u>	<u>PROPOSED 2014</u>
10-922-000-0000-5253	Conservation Forfeited Tax Sales	0	15,375 -	0	0	0
10-922-000-0000-6205	Postage	0	0	0	23	0
10-922-000-0000-6230	Printing, Publishing & Adv	0	0	0	137	0
10-922-000-0000-6231	Services, Labor, Contracts	0	0	0	0	0
10-922-000-0000-6330	Transportation & Travel	0	0	0	37	0
10-922-000-0000-6350	Per Diem	0	0	0	0	0
10-922-000-0000-6405	Office Supplies	0	0	0	0	0
10-922-000-0000-6800	Miscellaneous	0	0	0	0	0
10-922-000-0000-6815	Cons. Forfeited Tax Sales	0	0	0	13,316	0
10-922-000-0000-6831	1% Ctfs Receipts	0	0	0	1,845	0
DEPT 922	Cons. Forfeited Tax Sales					
	Revenue	0	15,375 -	0	0	0
	Expend.	0	0	0	15,357	0
	Net	0	15,375 -	0	15,357	0

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# Aitkin County



## USER- SELECTED BUDGET REPORT

10 FUND Trust

Report Basis: Cash

923 DEPT Forfeited Tax Sales

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
10-923-000-0000-5254	Forfeited Tax Sales	1,428,906 -	1,278,652 -	1,306,530 -	807,067 -	1,200,000 -
10-923-000-0000-5840	Misc Receipts	694 -	0	3,000 -	1,733 -	3,000 -
10-923-000-0000-5866	Co Auction Proceeds	0	0	0	0	2,000 -
10-923-000-0000-6101	Salaries- Full Time	348,744	359,812	315,091	212,040	329,516
10-923-000-0000-6102	Salaries- - Part Time	80	135	0	39	0
10-923-000-0000-6108	Meals (Not Overnight)	4	20	0	0	0
10-923-000-0000-6109	Overtime- Salaries	1,373	837	0	999	0
10-923-000-0000-6124	Medicare- Employer	4,761	4,964	4,570	2,961	4,778
10-923-000-0000-6148	Employer Deduct Contribution- HS/	0	0	0	750	0
10-923-000-0000-6149	Employer Deduct Contribution- Vet	8,600	9,600	8,100	6,475	10,920
10-923-000-0000-6150	Health Insurance- Employer	62,673	69,105	64,850	40,472	59,610
10-923-000-0000-6151	Sick Leave Accrual	0	0	0	0	0
10-923-000-0000-6152	Life Insurance- Employer	483	477	410	233	349
10-923-000-0000-6154	Long Term Disability- Employer	458	709	729	267	449
10-923-000-0000-6155	Long Term Disability- Employee	0	0	0	0	0
10-923-000-0000-6159	Pera Co	25,105	26,035	22,844	15,229	23,890
10-923-000-0000-6165	Fica- Employer	20,354	21,223	19,536	12,659	20,430
10-923-000-0000-6205	Postage	2,071	2,241	2,000	744	2,000
10-923-000-0000-6208	Training/Education	2,324	1,082	1,000	74	1,000
10-923-000-0000-6230	Printing, Publishing & Adv	1,238	2,326	2,500	290	2,500
10-923-000-0000-6231	Services, Labor, Contracts	31,220	31,964	9,750	6,343	15,000
10-923-000-0000-6240	Dues	1,375	1,375	1,500	500	2,500
10-923-000-0000-6241	Registration Fee	0	0	0	0	0
10-923-000-0000-6250	Telephone	804	880	500	575	1,000
10-923-000-0000-6254	Utilities	2,292	1,602	1,000	472	1,000
10-923-000-0000-6255	Garbage	85	0	0	0	0
10-923-000-0000-6257	Ditch Assessment Charges	0	0	0	0	0
10-923-000-0000-6272	Physical Examinations	165	0	500	0	500
10-923-000-0000-6273	Timber Improvement	0	0	0	0	0
10-923-000-0000-6280	State Deed Forfeited Tax Sales	150	250	250	500	250
10-923-000-0000-6282	State Deed Repurchase	75	100	50	75	50
10-923-000-0000-6301	Courthouse Office Rent	0	0	0	0	0
10-923-000-0000-6302	Car Maintenance	0	0	0	0	0
10-923-000-0000-6311	Sales Tax	659	549	250	1,061	500
10-923-000-0000-6312	Sales Tax Audit Adjustment	0	0	0	0	0
10-923-000-0000-6330	Transportation & Travel	923	1,005	1,000	0	1,500

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# Aitkin County



## USER- SELECTED BUDGET REPORT

10 FUND Trust

Report Basis: Cash

923 DEPT Forfeited Tax Sales

<u>Account Number</u>		<u>Account Description</u>	2011 <u>Actual</u> Mo. 1 - 12	2012 <u>Actual</u> Mo. 1 - 12	ADOPTED <u>2013</u>	2013 <u>Actual</u> Mo. 1 - 8	PROPOSED <u>2014</u>
10-923-000-0000-6332		Hotel / Motel Lodging	216	98	319	0	500
10-923-000-0000-6340		Meals Reimbursed Non- Taxable	156	0	0	19	0
10-923-000-0000-6350		Per Diem	0	0	0	0	0
10-923-000-0000-6352		Insurance	11,064	10,447	10,492	10,320	10,674
10-923-000-0000-6353		Workers Compensation Insurance	4,477	1,066	2,038	2,960	2,649
10-923-000-0000-6356		License Fees	34	71	0	0	0
10-923-000-0000-6360		Miscellaneous- Services	0	0	0	0	0
10-923-000-0000-6374		Auto & Trailer License	0	96	0	0	0
10-923-000-0000-6404		Film Supplies	0	0	0	0	0
10-923-000-0000-6405		Office Supplies	5,383	7,752	10,251	7,142	10,258
10-923-000-0000-6406		Field Supplies	1,157	90	0	21	0
10-923-000-0000-6412		Safety Items	0	0	0	0	0
10-923-000-0000-6418		Groceries	0	0	0	0	0
10-923-000-0000-6450		Small Tools	0	0	0	0	0
10-923-000-0000-6511		Gas And Oil	1,044	1,559	0	0	0
10-923-000-0000-6590		Repair & Maintenance Supplies	17,418	10,160	15,000	13,991	15,000
10-923-000-0000-6620		Auto, Trailers, Snowmobiles	0	0	0	0	0
10-923-000-0000-6625		Office Equipment	0	0	0	0	0
10-923-000-0000-6630		Miscellaneous- Capital Outlay	0	0	0	0	0
10-923-000-0000-6818		Apportionments	927,030	730,882	715,000	621,385	590,000
10-923-000-0000-6820		Refunds & Reimbursements	90,047	40,209	50,000	38,369	50,000
10-923-000-0000-6901		Incidental Transfers	50,711	50,955	50,000	51,186	50,000
DEPT 923	Forfeited Tax Sales	Revenue	1,429,600-	1,278,652-	1,309,530-	808,800-	1,205,000-
		Expend.	1,624,750	1,389,676	1,309,530	1,048,150	1,206,823
		Net	195,150	111,024	0	239,350	1,823
FUND 10	Trust	Revenue	1,900,340-	1,573,410-	1,599,530-	1,056,923-	1,410,000-
		Expend.	2,748,300	1,637,185	1,732,140	1,266,311	1,542,147
		Net	847,960	63,775	132,610	209,388	132,147
Final Totals		Revenue	1,900,340-	1,573,410-	1,599,530-	1,056,923-	1,410,000
		Expend.	2,748,300	1,637,185	1,732,140	1,266,311	1,542,147
		Net	847,960	63,775	132,610	209,388	132,147

# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated    Page Break Option: 2    1 - Page Break by FUND  
 2 - Page Break by DEPT  
 3 - Page Break by PROGRAM

Column Selection: 2    1    2    1

Column Headings: 2011 Actual    2012 Actual    ADOPTED 2013 Actual    PROPOSE 2014

Year: 2011    2012    2013  
 Months: 1 Thru 12    1 Thru 12    1 Thru 8

Line Spacing: 1    1 - Single Spaced  
 2 - Double Spaced

Print Subtotal By FUND    Y  
 Print Subtotal By DEPT    Y  
 Print Subtotal By PROGRAM    N  
 Print Subtotal By Object Rang    N

Report Basis: 1    1 - Cash  
 2 - Modified Accrual  
 3 - Full Accrual

Include on the Report 1    1 - All G/L Accounts  
 2 - Only G/L Accounts with Budget  
 Amt.  
 3 - Only G/L Accounts without  
 Budget Amt.  
 4 - Only Budget Accounts with  
 zero Amt.  
 5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
 Save Report: N  
 Comment:

FUND    Range From 11    Thru 11

DEPT    Range From 924    Thru 925

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# Aitkin County



## USER- SELECTED BUDGET REPORT

11 FUND Forest Development  
924 DEPT Forest Resource

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
11-924-000-0000-5150	Sooline Rr Permits	6,320 -	750 -	1,000 -	460 -	1,000 -
11-924-000-0000-5222	Ms 477- A- Intergovernmental- PILT	142,199 -	141,922 -	142,000 -	141,973 -	142,000 -
11-924-000-0000-5251	In Lieu Apportionments & Receipts	0	0	0	0	0
11-924-000-0000-5396	Trail Grants- State	3,861 -	3,788 -	0	0	0
11-924-000-0000-5398	Trail Grants- Federal	0	0	0	0	0
11-924-000-0000-5840	Misc Receipts	2,494 -	2,188 -	0	225 -	0
11-924-000-0000-5866	Co Auction Proceeds	0	0	0	0	0
11-924-000-0000-5876	Building & Land Sales	0	0	0	0	0
11-924-000-0000-5880	Aerial Photo Sales	0	0	0	0	0
11-924-000-0000-6101	Salaries- Full Time	66,315	66,675	94,794	32,442	106,453
11-924-000-0000-6102	Wages- Part Time	0	0	0	0	0
11-924-000-0000-6109	Overtime- Salaries	0	0	0	0	0
11-924-000-0000-6124	Medicare- Employer	961	967	1,375	656	1,544
11-924-000-0000-6149	Employer Deduct Contribution- Vet	1,550	1,600	3,200	1,625	3,000
11-924-000-0000-6150	Health Insurance- Employer	12,194	12,050	24,750	9,848	23,700
11-924-000-0000-6151	Sick Leave Accrual	0	0	0	0	0
11-924-000-0000-6152	Life Insurance- Employer	80	78	139	44	119
11-924-000-0000-6159	Pera Co	4,808	4,834	6,872	3,280	7,718
11-924-000-0000-6165	Fica- Employer	4,112	4,134	5,877	2,805	6,600
11-924-000-0000-6205	Postage	0	0	0	0	0
11-924-000-0000-6208	Training/Education	1,190	127 -	500	52	500
11-924-000-0000-6230	Printing, Publishing & Adv	0	0	0	0	0
11-924-000-0000-6231	Services, Labor, Contracts	9,591	46,851	35,000	20,692	10,000
11-924-000-0000-6241	Registration Fee	0	0	0	0	0
11-924-000-0000-6250	Telephone	182	619	900	529	500
11-924-000-0000-6257	Ditch Assessment Charges	0	0	0	0	0
11-924-000-0000-6272	Physical Examinations	0	0	0	200	0
11-924-000-0000-6273	Timber Improvement	0	0	5,000	0	0
11-924-000-0000-6301	Rentals	0	0	0	0	0
11-924-000-0000-6302	Car Maintenance	0	0	0	0	0
11-924-000-0000-6311	Sales Tax	0	0	250	0	0
11-924-000-0000-6312	Sales Tax Audit Adjustment	0	0	0	0	0
11-924-000-0000-6330	Transportation & Travel	1,058	1,009	0	687	0
11-924-000-0000-6332	Hotel / Motel Lodging	265	0	0	0	0
11-924-000-0000-6340	Meals Reimbursed Non- Taxable	85	0	0	0	0
11-924-000-0000-6350	Per Diem	1,645	1,610	2,000	1,155	2,000

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11 FUND Forest Development

924 DEPT Forest Resource

# Aitkin County

## USER- SELECTED BUDGET REPORT



Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
11-924-000-0000-6352	Insurance	826	2,084	2,016	2,016	2,059
11-924-000-0000-6353	Workers Compensation Insurance	1,280	916	723	932	843
11-924-000-0000-6356	License Fees	0	0	0	0	0
11-924-000-0000-6360	Miscellaneous- Services	920	920	0	0	0
11-924-000-0000-6361	Road Construction Service	0	0	0	0	0
11-924-000-0000-6374	Auto & Trailer License	0	16	0	0	0
11-924-000-0000-6405	Office Supplies	1,660	277	2,000	97	2,000
11-924-000-0000-6406	Field Supplies	97	4,186	3,000	119	3,000
11-924-000-0000-6418	Groceries	0	0	0	0	0
11-924-000-0000-6430	Medical Supplies	0	0	0	0	0
11-924-000-0000-6449	Surveying Supplies	0	0	0	0	0
11-924-000-0000-6450	Small Tools	0	0	0	0	0
11-924-000-0000-6511	Gas And Oil	0	0	20,000	835	20,000
11-924-000-0000-6590	Repair & Maintenance Supplies	2,346	724	5,000	819	5,000
11-924-000-0000-6610	Equipment	0	0	0	0	0
11-924-000-0000-6620	Auto, Trailers, Snowmobiles	0	0	0	0	25,000
11-924-000-0000-6630	Miscellaneous- Capital Outlay	0	0	0	0	0
11-924-000-0000-6801	Appropriations/Dues	0	0	0	0	0
11-924-000-0000-6820	Refunds & Reimbursements	1,475	2,050	1,000	250	1,000
DEPT 924 Forest Resource	Revenue	154,874 -	148,648 -	143,000 -	142,658 -	143,000 -
	Expend.	112,639	151,473	214,396	79,083	221,036
	Net	42,234 -	2,824	71,396	63,575 -	78,036

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# Aitkin County



## USER- SELECTED BUDGET REPORT

11 FUND Forest Development  
925 DEPT Reforestation

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	2011 <u>Actual</u> <u>Mo. 1 - 12</u>	2012 <u>Actual</u> <u>Mo. 1 - 12</u>	ADOPTED <u>2013</u>	2013 <u>Actual</u> <u>Mo. 1 - 8</u>	PROPOSED <u>2014</u>
11-925-000-0000-5150	Sooline Rr Permits	1,462 -	175	2,000 -	275 -	2,000 -
11-925-000-0000-5252	Forf Tax Sales Apportionment	237,657 -	191,913 -	187,000 -	160,560 -	135,000 -
11-925-000-0000-5396	Trail Grants- State	123,901 -	23,126 -	0	66,987 -	0
11-925-000-0000-5398	Trail Grants- Federal	0	0	0	14,492 -	0
11-925-000-0000-5840	Misc Receipts	2,170 -	1,124 -	0	5,252 -	0
11-925-000-0000-5866	Co Auction Proceeds	0	0	0	0	0
11-925-000-0000-5876	Building & Land Sales	0	0	0	0	0
11-925-000-0000-6101	Salaries- Full Time	123,167	121,626	126,870	82,552	104,990
11-925-000-0000-6102	Salaries- - Part Time	17,570	22,797	10,000	11,381	0
11-925-000-0000-6109	Overtime- Salaries	1,228	695	0	810	0
11-925-000-0000-6124	Medicare- Employer 1.45%	1,884	1,966	1,840	1,268	1,522
11-925-000-0000-6148	Employer Deduct Contribution- HS:	0	0	0	750	0
11-925-000-0000-6149	Employer Deduct Contribution- Vet	3,250	3,375	3,500	1,875	3,064
11-925-000-0000-6150	Health Insurance Employer	25,560	25,294	28,125	17,554	19,050
11-925-000-0000-6152	Life Insurance- Employer	183	181	183	104	125
11-925-000-0000-6159	Pera Co- Or 7.25%	9,016	9,023	9,198	6,058	7,612
11-925-000-0000-6165	Fica- Employer 6.20%	8,058	8,410	7,866	5,422	6,509
11-925-000-0000-6205	Postage	55	0	0	0	0
11-925-000-0000-6208	Training/Education	1,331	1,659	500	372	500
11-925-000-0000-6230	Printing, Publishing & Adv	788	314	0	14	0
11-925-000-0000-6231	Services, Labor, Contracts	153,300	101,289	20,000	32,708	20,000
11-925-000-0000-6241	Registration Fee	0	0	0	0	0
11-925-000-0000-6243	License Fee	0	0	0	0	0
11-925-000-0000-6255	Garbage	0	0	0	0	0
11-925-000-0000-6262	Contracts	0	0	0	0	0
11-925-000-0000-6267	Unemployment Compensation	994	1,997	1,000	3,732	0
11-925-000-0000-6272	Physical Examinations	0	0	0	0	0
11-925-000-0000-6273	Timber Improvement	70,683	41,855	5,000	624	15,000
11-925-000-0000-6302	Car Maintenance	0	0	0	0	0
11-925-000-0000-6311	Sales Tax	0	0	250	0	0
11-925-000-0000-6312	Sales Tax Adjustment	1 -	2	0	0 -	0
11-925-000-0000-6330	Transportation & Travel	531	107	0	425	0
11-925-000-0000-6332	Hotel/Motel Lodging	260	212	0	275	0
11-925-000-0000-6340	Meals Reimbursed Non- Taxable	22	0	0	0	0
11-925-000-0000-6352	Insurance	85	369	0	595	0
11-925-000-0000-6353	Workers Compensation Insurance	413	1,492	1,612	1,166	2,469

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# Aitkin County



## USER- SELECTED BUDGET REPORT

11 FUND Forest Development  
925 DEPT Reforestation

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
11-925-000-0000-6356	License Fees	400	0	0	0	0
11-925-000-0000-6361	Road Construction Service	8,535	13,419	5,000	4,209	30,000
11-925-000-0000-6362	Acquistion Of Right Of Way	0	0	0	0	0
11-925-000-0000-6374	Auto & Trailer License	0	0	0	0	0
11-925-000-0000-6405	Office Supplies	5,000	796	0	5,892	0
11-925-000-0000-6406	Field Supplies	19,670	13,351	0	6,199	3,000
11-925-000-0000-6418	Groceries	0	0	0	0	0
11-925-000-0000-6450	Small Tools	0	0	0	0	0
11-925-000-0000-6511	Gas And Oil	36,507	24,941	0	8,982	0
11-925-000-0000-6515	Culverts	142 -	9,691	0	0	0
11-925-000-0000-6590	Repair & Maintenance Supplies	21,000	41,928	0	22,328	0
11-925-000-0000-6610	Equipment	0	0	0	0	0
11-925-000-0000-6620	Auto, Trailers, Snowmobiles	75,318	32,013	0	0	0
11-925-000-0000-6630	Miscellaneous- Capital Outlay	81,573	24,086	0	0	0
11-925-000-0000-6802	Trail Grants- State	38,052	108,496 -	0	0	0
11-925-000-0000-6805	Trail Grants- Federal	0	0	0	0	0
11-925-000-0000-6820	Refunds & Reimbursements	1,100	1,700	0	250	0
DEPT 925 Reforestation	Revenue	365,189 -	215,988 -	189,000 -	247,566 -	137,000 -
	Expend.	705,393	396,094	220,944	215,548	213,841
	Net	340,204	180,106	31,944	32,018 -	76,841
FUND 11 Forest Development	Revenue	520,063 -	364,636 -	332,000 -	390,224 -	280,000 -
	Expend.	818,033	547,566	435,340	294,631	434,877
	Net	297,970	182,930	103,340	95,593 -	154,877
Final Totals	Revenue	520,063 -	364,636 -	332,000 -	390,224 -	280,000
	Expend.	818,033	547,566	435,340	294,631	434,877
	Net	297,970	182,930	103,340	95,593 -	154,877

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# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated Page Break Option: 2 1 - Page Break by FUND  
2 - Page Break by DEPT  
3 - Page Break by PROGRAM

Column Selector 2 2 1 2 1

Column Headings: 2011 Actual 2012 Actual ADOPTED 2013 Actual PROPOSE 2014

Year: 2011 2012 2013  
Months: 1 Thru 12 1 Thru 12 1 Thru 8

Line Spacing: 1 1 - Single Spaced  
2 - Double Spaced

Print Subtotal By FUND Y  
Print Subtotal By DEPT Y  
Print Subtotal By PROGRAM N  
Print Subtotal By Object Rang N

Report Basis: 1 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report 1 1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without  
Budget Amt.  
4 - Only Budget Accounts with  
zero Amt.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
Save Report: N  
Comment:

FUND Range From 11 Thru 11

DEPT Range From 934 Thru 936

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# Aitkin County



## USER- SELECTED BUDGET REPORT

11 FUND Forest Development  
934 DEPT Memorial Forest

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
11-934-000-0000-5252	Forf Tax Sales Apportionment	134,848 -	91,173 -	92,000 -	86,186 -	85,000 -
11-934-000-0000-5840	Misc Receipts	0	0	0	0	0
11-934-000-0000-5883	Misc Receipts Do Not Use	0	0	0	0	0
11-934-000-0000-6101	Salaries- Full Time	0	0	42,952	27,950	42,644
11-934-000-0000-6108	Meals (Not Overnight)	0	0	0	0	0
11-934-000-0000-6109	Overtime- Salaries	0	0	0	52	0
11-934-000-0000-6124	Medicare- Employer	0	0	623	351	618
11-934-000-0000-6149	Employer Deduct Contribution- Vet	0	0	1,500	1,125	1,500
11-934-000-0000-6150	Health Insurance- Employer	0	0	11,850	7,464	11,550
11-934-000-0000-6151	Sick Leave Accrual	0	0	0	0	0
11-934-000-0000-6152	Life Insurance- Employer	0	0	73	42	44
11-934-000-0000-6159	Pera Co	0	0	3,114	2,030	3,092
11-934-000-0000-6165	Fica- Employer	0	0	2,663	1,499	2,644
11-934-000-0000-6208	Staff Development/Training	0	0	1,500	10	1,500
11-934-000-0000-6231	Services, Labor, Contracts	60	0	30,000	16,564	10,000
11-934-000-0000-6272	Physical Examinations	0	0	0	0	0
11-934-000-0000-6273	Timber Improvement	1,208	26,853	40,000	39,438	30,000
11-934-000-0000-6330	Transportation & Travel	0	0	0	0	0
11-934-000-0000-6353	Workers Compensation Insurance	15 -	0	2,000	0	2,000
11-934-000-0000-6361	Road Construction Service	0	9,867	25,000	0	0
11-934-000-0000-6405	Office Supplies	0	0	0	0	0
11-934-000-0000-6406	Supplies	504	0	3,000	0	3,000
11-934-000-0000-6515	Culverts	0	0	5,000	0	5,000
11-934-000-0000-6590	Repair & Maintenance Supplies	0	0	5,000	0	5,000
11-934-000-0000-6620	Auto, Trailers, Snowmobiles	0	0	10,000	0	10,000
11-934-000-0000-6820	Refunds	0	0	0	0	0
DEPT 934	Memorial Forest					
	Revenue	134,848 -	91,173 -	92,000 -	86,186 -	85,000 -
	Expend.	1,756	36,720	184,275	96,525	128,592
	Net	133,092 -	54,454 -	92,275	10,339	43,592

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# Aitkin County



## USER- SELECTED BUDGET REPORT

11 FUND Forest Development

Report Basis: Cash

935 DEPT Forest Road

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 8</u>	<u>PROPOSED 2014</u>
11-935-000-0000-5301	Forest Road Grt Lw 1988Ch686	37,687 -	36,980 -	35,000 -	36,824 -	37,000 -
11-935-000-0000-5396	Trail Grants- State	23,807 -	16,450 -	0	3,913 -	0
11-935-000-0000-5398	Trail Grants- Federal	0	0	0	0	0
11-935-000-0000-5840	Misc Receipts	0	0	0	0	0
11-935-000-0000-6101	Salaries- Full Time	0	0	0	0	0
11-935-000-0000-6102	Salaries- - Part Time	25,436	25,046	27,500	13,013	30,000
11-935-000-0000-6109	Overtime	575	440	0	0	0
11-935-000-0000-6124	Medicare- Employer	377	370	0	189	0
11-935-000-0000-6159	Pera Co- Or 7.25%	0	0	0	0	0
11-935-000-0000-6165	Fica- Employer	1,613	1,580	0	807	0
11-935-000-0000-6205	Postage	11	0	0	0	0
11-935-000-0000-6208	Training/Education	0	27	0	63	0
11-935-000-0000-6250	Telephone	835	1,066	500	885	1,000
11-935-000-0000-6254	Utilities	0	0	0	0	0
11-935-000-0000-6267	Unemployment Compensation	0	0	0	0	0
11-935-000-0000-6272	Physical Examinations	0	0	0	0	0
11-935-000-0000-6302	Car Maintenance	0	0	0	0	0
11-935-000-0000-6340	Meals	0	0	0	0	0
11-935-000-0000-6352	Insurance	0	0	0	0	0
11-935-000-0000-6353	Workers Compensation Insurance	3,223	1,973	2,360	2,410	2,691
11-935-000-0000-6361	Road Construction Service	0	0	0	0	0
11-935-000-0000-6406	Field Supplies	6	47	0	0	0
11-935-000-0000-6450	Small Tools	0	0	0	0	0
11-935-000-0000-6511	Gas And Oil	0	8,598	5,000	7,461	5,000
11-935-000-0000-6590	Repair & Maintenance Supplies	15,996	18,632	10,000	5,016	10,000
11-935-000-0000-6802	Trail Grants- State	0	0	0	0	0
11-935-000-0000-6805	Trail Grants- Federal	0	0	0	0	0
DEPT 935 Forest Road	Revenue	61,495 -	53,430 -	35,000 -	40,737 -	37,000 -
	Expend.	48,071	57,779	45,360	29,844	48,691
	Net	13,424 -	4,349	10,360	10,892 -	11,691

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# Aitkin County



## USER-SELECTED BUDGET REPORT

11 FUND Forest Development

Report Basis: Cash

936 DEPT Gravel Pit

<u>Account Number</u>		<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
11-936-000-0000-5252		Forf Tax Sales Apportionment	0	0	1,500 -	0	1,500 -
11-936-000-0000-5840		Misc Receipts	711 -	955 -	0	1,186 -	0
11-936-000-0000-6231		Services, Labor, Contracts	0	0	0	0	0
11-936-000-0000-6406		Field Supplies	0	32	0	0	0
11-936-000-0000-6590		Repair & Maintenance Supplies	0	77	0	1,362	0
DEPT 936	Gravel Pit	Revenue	711 -	955 -	1,500 -	1,186 -	1,500 -
		Expend.	0	109	0	1,362	0
		Net	711 -	846 -	1,500 -	177	1,500 -
FUND 11	Forest Development	Revenue	197,053 -	145,559 -	128,500 -	128,109 -	123,500 -
		Expend.	49,827	94,607	229,635	127,732	177,283
		Net	147,226 -	50,951 -	101,135	377 -	53,783
<b>Final Totals</b>		Revenue	197,053 -	145,559 -	128,500 -	128,109 -	123,500
		Expend.	49,827	94,607	229,635	127,732	177,283
		Net	147,226 -	50,951 -	101,135	377 -	53,783

# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated    Page Break Option: 2    1 - Page Break by FUND  
2 - Page Break by DEPT  
3 - Page Break by PROGRAM

Column Selector 2            2            1            2            1

Column            2011            2012            ADOPTED            2013            PROPOSE  
Headings:            Actual            Actual            2013            Actual            2014            Line Spacing:            1    1 - Single Spaced  
2 - Double Spaced

Year:            2011            2012            2013  
Months:            1 Thru 12            1 Thru 12            1 Thru 8

Print Subtotal By FUND            Y  
Print Subtotal By DEPT            Y  
Print Subtotal By PROGRAM            N  
Print Subtotal By Object Rang            N

Report Basis: 1            1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report 1    1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without  
Budget Amt.  
4 - Only Budget Accounts with  
zero Amt.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
Save Report:            N  
Comment:

FUND            Range From 18            Thru 18  
DEPT            Range From 937            Thru 937

# Aitkin County



## USER- SELECTED BUDGET REPORT

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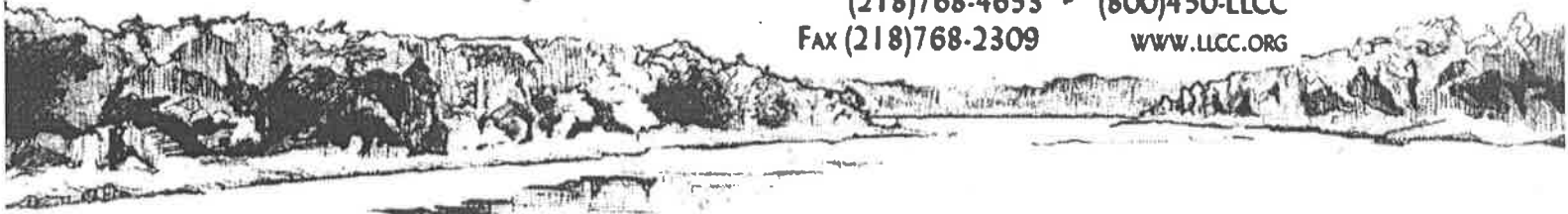
Report Basis: Cash

18 FUND Environmental Trust Fund  
937 DEPT Environmental Trust Fund

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 8</u>	<u>PROPOSED</u> <u>2014</u>
18-937-000-0000-5791	Interest Income	1,170	14,638 -	10,000 -	5 -	10,000 -
18-937-000-0000-5792	Contract Interest	0	0	0	0	0
18-937-000-0000-5876	Building & Land Sales	0	0	0	0	0
18-937-000-0000-5947	Transfer In From Other Funds	0	0	0	0	0
18-937-000-0000-6360	Miscellaneous- Services	0	0	0	0	0
18-937-000-0000-6821	Leased Lake Lots	0	0	0	0	0
18-937-000-0000-6900	Transfers to Other Funds	0	11,132	10,000	14,638	10,000
DEPT 937	Environmental Trust Fund					
	Revenue	1,170	14,638 -	10,000 -	5 -	10,000 -
	Expend.	0	11,132	10,000	14,638	10,000
	Net	1,170	3,506 -	0	14,633	0
FUND 18	Environmental Trust Fund					
	Revenue	1,170	14,638 -	10,000 -	5 -	10,000 -
	Expend.	0	11,132	10,000	14,638	10,000
	Net	1,170	3,506 -	0	14,633	0
Final Totals						
	Revenue	1,170	14,638 -	10,000 -	5 -	10,000
	Expend.	0	11,132	10,000	14,638	10,000
	Net	1,170	3,506 -	0	14,633	0

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## LONG LAKE CONSERVATION CENTER

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

FROM: Scott Rian, Business and Marketing Manager

RE: Long Lake Conservation Center 2014 projected budget highlights

DATE: September 29, 2013

Administration: (208.547) -  
50.500 +

Education: (231.938) -  
618.360 +

Food Service: (155.593) -  
4.500 +

Maintenance: (78.605) -  
0 +

Total Cost: (674.709) -  
673.360 +

Bonus/Deficit⊕ (1349) -

At this time I am projecting an operating loss of \$ -1349 We have lost 1 school this year and gained 3 as well as gaining 3 quilting groups not all of these numbers are reflected in the current projected budget. The school additions happened in the last week so we do not have census numbers. I do see this number changing for the better.

# Aitkin County



## USER- SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated Page Break Option: 2 1 - Page Break by FUND  
2 - Page Break by DEPT  
3 - Page Break by PROGRAM

Column Selector 2 2 1 2 1

Column Headings: 2011 Actual 2012 Actual ADOPTED 2013 Actual PROPOSE 2014

Year: 2011 2012 2013  
Months: 1 Thru 12 1 Thru 12 1 Thru 6

Line Spacing: 1 1 - Single Spaced  
2 - Double Spaced

Print Subtotal By FUND Y  
Print Subtotal By DEPT Y  
Print Subtotal By PROGRAM N  
Print Subtotal By Object Rang N

Report Basis: 1 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report 1 1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without  
Budget Amt.  
4 - Only Budget Accounts with  
zero Amt.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: Y  
Save Report: N  
Comment:

FUND Range From 19 Thru 19

DEPT Range From 521 Thru 525

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# Aitkin County



## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

521 DEPT LLCC Administration

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 6</u>	<u>PROPOSED</u> <u>2014</u>
19-521-000-0000-5751	Contributions- Unrestricted	3,395 -	7,137 -	3,500 -	260 -	3,500 -
19-521-000-0000-5762	Restricted Contributions	5,000 -	450 -	0	1,600 -	0
19-521-000-0000-5840	Misc Receipts	15,994 -	24,474 -	15,000 -	1,919 -	2,000 -
19-521-000-0000-5866	Co Auction Proceeds	0	0	0	0	0
19-521-000-0000-5884	Commissary Sales Non Taxable	18,160 -	17,095 -	22,000 -	10,233 -	20,000 -
19-521-000-0000-5885	Commissary Sales Taxable	18,328 -	18,475 -	25,000 -	10,327 -	25,000 -
19-521-000-0000-5892	Overpayments	0	419 -	0	0	0
19-521-000-0000-5896	Phone/Postage/Mileage Reimburse	476 -	183 -	0	24 -	0
19-521-000-0000-6101	Salaries- Full Time	90,603	41,205	84,274	34,176	83,341
19-521-000-0000-6102	Wages- Part Time	0	0	0	0	0
19-521-000-0000-6108	Meals Reimbursed (Taxable)	0	0	0	0	0
19-521-000-0000-6109	Salaries- Overtime	0	157	0	0	0
19-521-000-0000-6124	Medicare- Employer 1.45%	1,261	516	1,221	454	1,208
19-521-000-0000-6149	Employer Deduct Contribution- Vet	2,000	1,000	3,000	1,500	2,250
19-521-000-0000-6150	Health Insurance- Employer	13,345	7,532	24,024	7,222	16,875
19-521-000-0000-6151	Sick Leave	0	0	0	0	0
19-521-000-0000-6152	Life Insurance- Employer	128	72	147	57	130
19-521-000-0000-6154	Long Term Disability- Employer	163	0	0	0	0
19-521-000-0000-6155	Long Term Disability- Employee	0	0	200	0	200
19-521-000-0000-6159	Pera Co- Or 7.00%	6,589	2,999	6,109	2,478	6,042
19-521-000-0000-6165	Fica- Employer 6.20%	5,390	2,206	5,225	1,941	5,167
19-521-000-0000-6205	Postage	1,731	1,267	1,500	963	1,500
19-521-000-0000-6207	Bulk Rate Postage	0	0	0	0	0
19-521-000-0000-6208	Training/Education	0	0	0	0	0
19-521-000-0000-6224	Permits/License Fees(Health Inspec	0	0	0	0	0
19-521-000-0000-6230	Printing, Publ & Adv Promotion	2,187	2,665	1,950	1,475	1,950
19-521-000-0000-6231	Services, Labor, Contracts	12,743	39,643	11,500	6,106	11,500
19-521-000-0000-6234	Background Check Fee	0	0	100	0	100
19-521-000-0000-6240	Dues/Assoc Fees	70	35	180	35	180
19-521-000-0000-6250	Telephone	6,497	6,361	6,800	3,111	6,800
19-521-000-0000-6254	Utilities	41,359	42,293	37,500	20,199	37,500
19-521-000-0000-6255	Garbage	1,109	1,173	1,200	554	1,200
19-521-000-0000-6260	Professional Consulting	0	0	0	0	0
19-521-000-0000-6272	Physical Examinations	0	0	250	0	250
19-521-000-0000-6301	Rentals	0	0	0	0	0
19-521-000-0000-6312	Sales Tax Audit Adjustment	0	0	0	0	0

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# Aitkin County



## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center  
521 DEPT LLCC Administration

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 6</u>	<u>PROPOSED 2014</u>
19- 521- 000- 0000- 6330	Transportation/Travel/Parking	0	109	125	40	125
19- 521- 000- 0000- 6332	Hotel / Motel Lodging	0	0	0	160	0
19- 521- 000- 0000- 6340	Meals Reimbursed Non- Taxable	0	0	0	66	0
19- 521- 000- 0000- 6350	Per Diem	0	0	0	0	0
19- 521- 000- 0000- 6352	Insurance	12,331	15,645	12,000	10,466	10,606
19- 521- 000- 0000- 6353	Workers Compensation Insurance	126	255	255	204	236
19- 521- 000- 0000- 6374	Auto & Trailer License	0	0	0	0	0
19- 521- 000- 0000- 6400	Commissary Items	22,713	21,697	19,000	10,662	19,000
19- 521- 000- 0000- 6405	Office & Computer Supplies	809	652	600	1,358	750
19- 521- 000- 0000- 6590	Repair & Maintenance Supplies	0	802	250	0	250
19- 521- 000- 0000- 6600	Capital Outlay	0	9,080	0	0	0
DEPT 521 LLCC Administration	Revenue	61,354 -	68,233 -	65,500 -	24,364 -	50,500 -
	Expend.	221,154	197,364	217,410	103,225	207,160
	Net	159,800	129,131	151,910	78,861	156,660

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# Aitkin County



## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center  
522 DEPT LLCC Education

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 6</u>	<u>PROPOSED</u> <u>2014</u>
19-522-000-0000-5553	Non School Groups	60,936 -	71,591 -	70,000 -	34,390 -	87,750 -
19-522-000-0000-5557	Adventure Program Pkg Fees	70,525 -	60,249 -	60,000 -	37,163 -	81,850 -
19-522-000-0000-5558	School Program Pkg Fees	424,167 -	382,900 -	450,000 -	257,404 -	448,760 -
19-522-000-0000-5892	Overpayments	1,701 -	1,058 -	0	344 -	0
19-522-000-0000-6101	Salaries- Full Time	88,035	90,021	92,458	56,284	96,775
19-522-000-0000-6102	Wages- Part Time	53,305	59,133	55,019	24,892	72,818
19-522-000-0000-6108	Meals Reimbursed (Taxable)	0	0	0	0	0
19-522-000-0000-6109	Salaries- Overtime	130	0	0	0	0
19-522-000-0000-6124	Medicare- Employer 1.45%	1,964	2,088	2,138	1,136	2,459
19-522-000-0000-6149	Employer Deduct Contribution- Vet	2,000	2,000	2,000	2,000	2,000
19-522-000-0000-6150	Health Insurance- Employer	13,043	13,997	14,514	7,257	15,000
19-522-000-0000-6151	Sick Leave	0	0	0	0	0
19-522-000-0000-6152	Life Insurance- Employer	73	72	73	31	62
19-522-000-0000-6154	Long Term Disability- Employer	183	236	0	64	0
19-522-000-0000-6155	Long Term Disability- Employee	0	0	240	0	240
19-522-000-0000-6159	Pera Co- Or 7.00%	10,521	9,698	11,510	5,755	12,144
19-522-000-0000-6165	Fica- Employer 6.20%	8,395	8,926	9,144	4,857	10,515
19-522-000-0000-6208	Training/Education	0	87	0	0	0
19-522-000-0000-6217	Credit Card Fees	1,539	1,485	1,500	680	1,500
19-522-000-0000-6224	Permits/License/Field Trips	1,950	2,359	2,250	0	2,250
19-522-000-0000-6230	Printing, Publ & Adv Promotion	0	0	0	120	0
19-522-000-0000-6231	Services, Labor, Contracts	0	298	0	0	0
19-522-000-0000-6240	Dues/Assoc Fees	625	725	725	0	725
19-522-000-0000-6241	Registration Fee	430	588	0	0	0
19-522-000-0000-6267	Unemployment Compensation	346	427	750	3,023	5,000
19-522-000-0000-6272	Physical Examinations	330	165	0	0	0
19-522-000-0000-6302	Car Maintenance	0	0	0	0	0
19-522-000-0000-6330	Transportation/Travel/Parking	145	140	0	495	0
19-522-000-0000-6332	Hotel/Motel Lodging	0	0	0	0	0
19-522-000-0000-6340	Meals Reimbursed Non- Taxable	4	0	0	0	0
19-522-000-0000-6353	Workers Compensation Insurance	606	1,233	1,233	1,273	1,778
19-522-000-0000-6374	Auto & Trailer License	16	75	100	0	100
19-522-000-0000-6405	Office & Computer Supplies	257	127	300	760	500
19-522-000-0000-6416	Education Supplies	5,496	6,206	5,000	5,742	7,500
19-522-000-0000-6422	Janitorial Services/Supplies	0	0	0	0	0
19-522-000-0000-6430	Medical Supplies	826	405	750	60	750

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# Aitkin County



## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center  
522 DEPT LLCC Education

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual Mo. 1 - 12</u>	<u>2012 Actual Mo. 1 - 12</u>	<u>ADOPTED 2013</u>	<u>2013 Actual Mo. 1 - 6</u>	<u>PROPOSED 2014</u>
19- 522- 000- 0000- 6590	Repair & Maintenance Supplies	0	206	250	30	250
19- 522- 000- 0000- 6600	Capital Outlay	6,972	0	0	0	0
19- 522- 000- 0000- 6820	Refunds & Reimbursements	1,801	3,191	0	344	0
DEPT 522 LLCC Education	Revenue	557,329 -	515,797 -	580,000 -	329,300 -	618,360 -
	Expend.	198,991	203,891	199,954	114,802	232,366
	Net	358,338 -	311,907 -	380,046 -	214,498 -	385,994 -

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# Aitkin County



## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center  
523 DEPT LLCC Food

Report Basis: Cash

Account Number	Account Description	2011 <u>Actual</u> Mo. 1 - 12	2012 <u>Actual</u> Mo. 1 - 12	ADOPTED <u>2013</u>	2013 <u>Actual</u> Mo. 1 - 6	PROPOSED <u>2014</u>
19- 523- 000- 0000- 5543	Special Milk Refunds	4,282 -	4,095 -	4,500 -	1,812 -	4,500 -
19- 523- 000- 0000- 6101	Salaries- Full Time	43,645	45,632	42,059	21,098	43,638
19- 523- 000- 0000- 6102	Wages- Part Time	23,951	22,301	27,445	13,798	26,446
19- 523- 000- 0000- 6109	Salaries- Overtime	1,507	2,330	1,000	871	1,300
19- 523- 000- 0000- 6124	Medicare- Employer 1.45%	1,002	1,019	1,008	519	1,016
19- 523- 000- 0000- 6149	Employer Deduct Contribution- Vet	1,000	1,000	1,000	500	1,000
19- 523- 000- 0000- 6150	Health Insurance- Employer	7,621	7,532	7,878	3,939	8,100
19- 523- 000- 0000- 6152	Life Insurance- Employer	73	72	73	31	62
19- 523- 000- 0000- 6159	Pera Co- Or 7.00%	5,010	5,027	5,039	2,573	5,081
19- 523- 000- 0000- 6165	Fica- Employer 6.20%	4,284	4,356	4,309	2,218	3,214
19- 523- 000- 0000- 6208	Training/Education	0	0	0	50	0
19- 523- 000- 0000- 6245	State Wide Hospitality Fee	35	35	35	35	35
19- 523- 000- 0000- 6267	Unemployment Compensation	8,601	4,585	7,000	641	3,500
19- 523- 000- 0000- 6272	Physical Examinations	0	0	0	165	0
19- 523- 000- 0000- 6340	Meals Reimbursed Non- Taxable	0	0	0	0	0
19- 523- 000- 0000- 6353	Workers Compensation Insurance	275 -	1,387	1,387	1,292	1,785
19- 523- 000- 0000- 6417	Groceries- Adults	6,667	0	0	0	0
19- 523- 000- 0000- 6418	Groceries- Students	47,840	52,205	55,000	30,201	57,500
19- 523- 000- 0000- 6420	Food Service Supplies	2,141	1,829	2,000	916	2,000
19- 523- 000- 0000- 6590	Repair & Maintenance Supplies	2,091	1,651	1,500	329	1,500
DEPT 523 LLCC Food	Revenue	4,282 -	4,095 -	4,500 -	1,812 -	4,500 -
	Expend.	155,195	150,961	156,733	79,175	156,177
	Net	150,913	146,866	152,233	77,364	151,677

# Aitkin County



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## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

524 DEPT LLCC Maintenance

<u>Account Number</u>	<u>Account Description</u>	<u>2011 Actual</u> <u>Mo. 1 - 12</u>	<u>2012 Actual</u> <u>Mo. 1 - 12</u>	<u>ADOPTED</u> <u>2013</u>	<u>2013 Actual</u> <u>Mo. 1 - 6</u>	<u>PROPOSED</u> <u>2014</u>
19- 524- 000- 0000- 5840	Misc Receipts	0	0	0	0	0
19- 524- 000- 0000- 6101	Salaries- Full Time	35,287	37,760	35,776	18,473	33,634
19- 524- 000- 0000- 6102	Wages- Part Time	9,083	9,094	10,695	6,150	8,527
19- 524- 000- 0000- 6109	Salaries- Overtime	638	261	500	116	500
19- 524- 000- 0000- 6124	Medicare- Employer 1.45%	653	683	674	359	611
19- 524- 000- 0000- 6149	Employer Deduct Contribution- Vet	1,000	1,000	1,000	500	1,000
19- 524- 000- 0000- 6150	Health Insurance- Employer	7,621	7,532	7,878	3,939	8,100
19- 524- 000- 0000- 6151	Sick Leave	0	0	0	0	0
19- 524- 000- 0000- 6152	Life Insurance- Employer	73	72	73	31	62
19- 524- 000- 0000- 6159	Pera Co- Or 7.00%	3,263	3,416	3,369	1,794	3,057
19- 524- 000- 0000- 6165	Fica- Employer 6.20%	2,790	2,921	2,881	1,534	2,614
19- 524- 000- 0000- 6208	Training/Education	0	0	0	0	0
19- 524- 000- 0000- 6241	Registration Fee	0	0	0	0	0
19- 524- 000- 0000- 6254	Utilities	0	0	0	0	0
19- 524- 000- 0000- 6267	Unemployment Compensation	3,808	2,392	3,500	892	2,500
19- 524- 000- 0000- 6302	Vehicle Maintenance	1,527	1,056	1,000	273	1,000
19- 524- 000- 0000- 6353	Workers Compensation Insurance	2,584	2,162	2,162	2,182	2,867
19- 524- 000- 0000- 6374	Auto & Trailer License	0	32	50	0	50
19- 524- 000- 0000- 6404	Grounds/Landscaping Materials	301	0	200	0	200
19- 524- 000- 0000- 6422	Janitorial Services/Supplies	10,110	7,061	7,000	5,154	7,500
19- 524- 000- 0000- 6450	Maintenance Small Tools	144	239	250	0	250
19- 524- 000- 0000- 6511	Gas And Oil	1,713	1,617	1,500	819	1,500
19- 524- 000- 0000- 6590	Repair & Maintenance Supplies	3,591	6,346	5,000	3,278	5,000
19- 524- 000- 0000- 6601	Capital Outlay- Non Marcum House	0	0	0	0	0
DEPT 524 LLCC Maintenance	Revenue	0	0	0	0	0
	Expend.	84,186	83,642	83,508	45,494	78,972
	Net	84,186	83,642	83,508	45,494	78,972



# Aitkin County



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## USER- SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

525 DEPT LLCC Capital Improvement

<u>Account Number</u>		<u>Account Description</u>	2011 <u>Actual</u> <u>Mo. 1 - 12</u>	2012 <u>Actual</u> <u>Mo. 1 - 12</u>	ADOPTED <u>2013</u>	2013 <u>Actual</u> <u>Mo. 1 - 6</u>	PROPOSED <u>2014</u>
19- 525- 000- 0000- 5840		Capital Improvement Donations	291,965 -	30,641 -	0	0	0
19- 525- 000- 0000- 6600		Capital Outlay- Marcum Project	0	0	0	0	0
19- 525- 000- 0000- 6601		Capital Outlay- Non Marcum House	360,597	140,324	0	7,220	0
19- 525- 050- 0000- 5840		Lccmr Grant Reimbursements	5,200 -	171,569 -	0	0	0
19- 525- 050- 0000- 6601		Lccmr Grant Expenses	0	0	0	0	0
DEPT 525	LLCC Capital Improvement	Revenue	297,165 -	202,210 -	0	0	0
		Expend.	360,597	140,324	0	7,220	0
		Net	63,432	61,886 -	0	7,220	0
FUND 19	Long Lake Conservation Center	Revenue	920,130 -	790,335 -	650,000 -	355,476 -	673,360 -
		Expend.	1,020,123	776,182	657,605	349,917	674,675
		Net	99,993	14,153 -	7,605	5,559 -	1,315
Final Totals		Revenue	920,130 -	790,335 -	650,000 -	355,476 -	673,360
		Expend.	1,020,123	776,182	657,605	349,917	674,675
		Net	99,993	14,153 -	7,605	5,559 -	1,315

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



To: Chairperson, Aitkin County Board of Commissioners Date: 10-2-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Lake Minnewawa Lake Improvement District (LMLID)

Requested Meeting Date: 10-8-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Kirk Peysar, County Auditor

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

**TO: Aitkin County Board of Commissioners**

**FROM: Kirk Peysar, County Auditor**

**RE: Lake Improvement District (LID) For Lake Minnewawa**

**DATE: September 27, 2013**

The Lake Minnewawa request to create a LID has two requirements left following the recent LID election. They are to hold a hearing and for the County Board to establish the LID.

The Public Hearing is scheduled for Saturday, October 5<sup>th</sup> at the McGregor Community Center at 9:00 a.m. The topic of discussion per MN Statute is "whether the requested lake improvement district should be established."

County Board action. The County Board on October 8<sup>th</sup> will establish or deny the establishment of the petitioned LID. If the County Board establishes an LID district it must approve an order determining the districts:

1. Name of the district
2. Boundaries
3. Functions (water and land resources management programs and services to be undertaken)
4. Financing (manner of financing programs and services)
5. Organization (number, qualifications, terms of office, and the method of election, removal, and filling of vacancies of the board of directors, including a method for property owners not present at the annual meeting to participate in the election of the district board)

If the County Board establishes the LID district the County Auditor will publish the order establishing the district in the County's official newspaper, file with the secretary of state, the Pollution Control Agency, and the commissioner of natural resources. The LID is effective 30 days after publication.

**NOTICE OF PUBLIC HEARING**

**AITKIN COUNTY BOARD OF COMMISSIONERS**

**LAKE IMPROVEMENT DISTRICT  
LAKE MINNEWAWA**

**Notice is hereby given that on Saturday, October 5, 2013, at 9:00a.m., the Aitkin County Board of Commissioners will hold a public hearing at the McGregor Community Center, in the City of McGregor, Minnesota, for the purpose of considering formation of a lake improvement district for Lake Minnewawa, located in Shamrock Township, in the County of Aitkin, Minnesota.**

**The establishment of the proposed lake improvement district requires review by the Commissioner of Natural Resources and the approval of the Aitkin County Board of Commissioners. Concerned citizens may submit evidence at a public hearing to be held prior to the passage of any resolution establishing the proposed lake improvement district. Concerned citizens may also submit evidence and opinions to the Commissioner of Natural Resources. A copy of the petition for the establishment of the lake improvement district is available for public review at the Office of the County Auditor, Aitkin County Courthouse, 209 Second Street Northwest, Aitkin, Minnesota. Or by calling 218-927-7354 or on-line at [www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)**

**BY ORDER OF THE COUNTY BOARD.**

**Dated at Aitkin, Minnesota, this 29th day of August, 2013.**

**Kirk Peysar  
County Auditor**

By Commissioner: xx

100813-0xx

**Establish Lake Minnewawa LID**

**BE IT RESOLVED** that Aitkin County hereby establishes a Lake Improvement District for Lake Minnewawa under Minnesota Statute 103B.501 to 103B.581.

**BE IT FURTHER RESOLVED** that the name of this organization is Lake Minnewawa Lake Improvement District (LMLID).

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 8th day of October 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 8th day of October A.D. 2013**

KIRK PEYSAR, County Auditor

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

By Commissioner: xx

100813-0xx

**Lake Minnewawa Lake Improvement District (LMLID)**

**WHEREAS**, the purpose of the LMLID is to provide an equitable and stable tax-based funding mechanism to support and improve the health of Lake Minnewawa. The LMLID is responsible for compliance with all State and County LID related statutes and other requirements as directed by Aitkin County, and

**WHEREAS**, membership includes all property owners within the LMLID. This includes all lakeshore properties of Lake Minnewawa and back-lot properties with deeded access to lakeshore property. Each member is entitled to one vote per assessed property at the Annual Meeting of the District or any other Special District meetings when held, and

**WHEREAS**, a \$65 per property annual special assessment shall be collected by Aitkin County from all LMLID members, and

**WHEREAS**, there will be a minimum of five members, and a maximum of nine members on the Board of Directors, consisting of President, Vice President, Treasurer, Secretary and Director(s). The initial Board will consist of: Patrick Rath, President (3 year term); David Warner, Vice President (3 year term); Leland Carlson, Treasurer (2 year term); Robert Bass, Secretary (2 year term); and Michael Zell, Director (2 year term), and

**WHEREAS**, the Aitkin County Board of Commissioners accepts the proposed LMLID by-laws, as attached.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners hereby accepts and approves the Lake Minnewawa Lake Improvement District (LMLID).

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 8th day of October 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 8th day of October A.D. 2013

KIRK PEYSAR, County Auditor  
BY \_\_\_\_\_, Deputy

**October 13, 2012**

## **Proposed Lake Minnewawa Lake Improvement District Bylaws**

### **Article I: Establishment**

Established under Minnesota Statute 103B.501 by the Aitkin County Board of County Commissioners with Resolution No. ##### adopted Month, Day, Year.

### **Article 2: Name of District**

The name of this organization is:  
Lake Minnewawa Lake Improvement District (LMLID).

### **Article 3: Definition of the Lake Minnewawa Lake Improvement District.**

The LMLID is a political subdivision of Aitkin County in the State of Minnesota.

### **Article 4: Purpose**

The purpose of the Lake Minnewawa Lake Improvement District is to provide an equitable and stable tax-based funding mechanism to support and improve the health of Lake Minnewawa. The LMLID is responsible for compliance with all State and County LID related statutes and other requirements as directed by Aitkin County.

### **Article 5: Membership**

#### **Section 1 - Membership Qualification**

Membership includes all property owners within the LMLID. This includes all lakeshore properties of Lake Minnewawa – Aitkin County Minnesota. The LMLID will also include those back-lot properties with deeded access to lakeshore property.

#### **Section 2 – Voting Rights**

Each Member is entitled to one vote per assessed property at the Annual Meeting of the District or any other Special District meetings when held.

### **Article 6: Funding**

A \$65 per property annual special assessment shall be collected by Aitkin County from all LMLID members. The LMLID Board of Directors (BOD) has a fiduciary responsibility to the LMLID membership to insure that the funds raised are put to those uses which best serve the health of Lake Minnewawa. These funds will be distributed by LMLID BOD based on request form received and approved. The funds are subject to LMLID administrative and reporting costs.

### **Article 7: Board of Directors**

#### **Section 1 – Board of Directors**

The Board of Directors of the District shall consist of no less than five and no more than nine members. Each board member must own property within the Lake Improvement District, and a majority of the Directors serving at any given time must be residents of the District.

#### **Section 2 – Initial Board of Directors**

The initial Board of Directors of the District shall consist of five members as outlined within MN Resolution No. 2008-57 and approved by the County. The initial Directors shall be split into two groups; three serving a three (3) year term and two serving a two (2) year term at the discretion of the initial Board of Directors.

### Section 3 – Terms

After the initial year, Directors shall be elected to serve a three-year term as needed to fill any vacant Board positions. An annual term year shall coincide with the District fiscal year. No Director may serve more than three successive three-year terms without being absent from the Board for at least one term year after serving the maximum of three terms.

### Section 4 – Nomination of Directors

Directors for open Board positions may be nominated by any Member of the Lake Minnewawa Lake Improvement District.

### Section 5 – Election of Directors

Directors shall be elected by secret ballot with the annual meeting.

### Section 6 – Vacancies

Vacancies in the Board of Directors may be filled by a majority vote of the remaining Directors. A Director elected to fill a vacancy shall serve the unexpired term of the Director they are replacing.

### Section 7 – Removal of Directors

Directors may be removed at any time by a two-thirds vote of the remaining Board members or by a majority vote by Members present at an Annual Meeting if a formal call for a vote to remove a Director is made.

### Section 8 – Compensation of Directors

Directors shall serve on the Board on a voluntary basis and will not be compensated for their time related to their participation in Board related activities. The Board may at their discretion reimburse an individual Director for necessary expenses incurred on behalf of the District.

## **Article 8: Board Officers and Duties**

### Section 1 – Officers

All officers of the District shall be Directors.

### Section 2 – Officer Positions

The officers shall consist of: President, Vice President, Secretary and Treasurer.

### Section 3 – Election of Officers

Officers will be elected by the Board of Directors from among their number at the first Board meeting following an Annual Meeting at which new Directors are elected. Elections will be by secret ballot if more than one Director is nominated for any office.

### Section 4 – Duties of Officers

- a. The President shall preside over the Annual Meeting and all Board meetings and ensure overall regulatory compliance.
- b. The Vice President shall preside in the absence of the President and perform duties normally associated with this office.
- c. The Secretary shall keep accurate records of the Annual Meeting and all meetings of the Board of Directors and collect and distribute correspondence and perform all other duties normally associated with this office.
- d. The Treasurer shall coordinate expenditures with the County Auditor and ensure compliance with County policies.

## **Article 9: Board Meetings**

### Section 1 – Meetings

Directors are to hold at least one meeting annually –Board of Director meetings shall be scheduled for the second Friday of April, June and November at 10am of each year.



## Section 2 – Notice of Meetings

There shall be at least ten days prior notice given to each Director for any regularly scheduled Board meeting. In the case of additional meetings, notice shall be provided at least three days prior to the meeting.

## Section 3 – Quorum

A simple majority of the Board of Directors currently serving shall constitute the necessary quorum for the transaction of business.

## **Article 10: Annual District Meeting**

### Section 1 – Time

The initial Annual District Meeting shall be held on the first Saturday of August at 10 am 2013.

### Section 2 – Notice

The Annual Meeting shall be preceded by a minimum of two weeks' published notice and by written notice mailed at least ten days in advance of the meeting to the County board, the Pollution Control Agency, and the Commissioner of Natural Resources.

The initial Annual Meeting by the District and any meeting which would include an agenda item to amend the originally approved Bylaws shall be preceded by a written notice to all property owners within the District at least thirty days in advance of the meeting.

### Section 3 – Agenda

At the Annual Meeting the District members present shall at a minimum:

- a. Elect one or more Members to fill vacancies in the Board of Directors;
- b. Review Financial transactions from prior full Year and current year-to-date.
- c. Review previous year activities and provide assessment.
- d. Review previous year financial expenditures and provide assessment
- e. Approve any expenditures greater than \$5000.
- f. Approve a budget for the fiscal year
- h. Review notice of any applications for funding received since the previous annual meeting.
- f. Take up and consider any other business that comes before them.

### Section 4 – Annual Report

Each year the Board of Directors shall prepare and file a report of the financial condition of the District, assessment of activities from previous year, other matters affecting the interest of the District, and a discussion of the LMLID intentions for the succeeding years. Copies of the report shall be transmitted to the county board, the Commissioner of Natural Resources, and the Minnesota Pollution control Agency by four months after the Annual Meeting.

## **Article 11: Special District Meetings**

Special Meetings of Lake Minnewawa Lake Improvement District to discuss topics requiring a vote by all Members which cannot wait for the next Annual Meeting may be held as needed. The decision to hold a Special Meeting must be approved by a majority of the Board members. A notice of a Special Meeting must be mailed to all District members at least fifteen days prior to the meeting.

## **Article 12: Fiscal Year**

The District fiscal and organizational year shall be a calendar year starting January 1 and ending December 31 to coincide with Fiscal calendar of Aitkin County.

## **Article 13: Amendment of Bylaws**

These bylaws may be amended at any Annual or Special Meeting of the District for which due notice has been given and when such amendment has been approved by a majority of the Board. Approval of such amendments shall be by majority vote of the Members at any Annual or Special Meeting.

**Article 14: Publication of information.**

All documentation produced by the LMLID Board of Directors shall be posted on a publicly available web site.

**Article 15: Rules of Order**

The rules contained in the current edition of Roberts' Rules of Order (Revised) shall govern the convention in all cases to which they are applicable and which are not governed by the Bylaws of the District. Meeting Minutes will be reviewed and approved in an expedited manner after each meeting.

## **Lake Minnewawa Lake Improvement District Vision Statement**

Our Vision is to be an organization dedicated to providing funds for service and research efforts which serve to improve the health of Lake Minnewawa. To provide control and management of District funds with transparency and ensure compliance per applicable state and county requirements. We see a healthy Lake Minnewawa as one which is navigable and clean for recreation, supportive of historical and appropriate vegetation (including wild rice), source of a good fishery and home to a variety of birds and animals, based on standards established with state aquatic authorities. We envision an engaged property owner membership in support of best practice land management.

## Draft LMLID 2014 Budget

2,000	Liability Insurance (required)
250	Aitkin County LID fee
1,350	LMLID administration (mailings; annual meeting; stenographer, web site...)
5,500	Subcontract documentation of Lake Management Plan (100 hours @\$50, + \$500 out of pocket)
3,500	Assess/map weed densities as a benchmark (aerial survey or CiBiobase)
1,500	Reimburse LMA for LMLID campaign **
3,500	Lake study by college intern (100 hours at \$25 + \$1000 out of pocket) **
14,000	Vegetation management **
2,070	Contingency - cover overruns; unbudgetted items ** ***
33,670	518 property owners @ \$65 = \$33,670

\*\* These funds will be distributed by LMLID BOD based on request form received and approved.

\*\*\* These funds as well as other unused funds in 2014 will be set aside at eoy in a saving acct to address AIS

To: Aitkin County Board of Commissioners  
Date: August 27, 2013

From: Lake Minnewawa Lake Improvement District Pro-tem Board  
Regarding: LMLID recommended Board of Directors

Please accept the people listed below as the initial Board of Directors for the Lake Minnewawa Lake Improvement District (LMLID). Initial term length, officer title and qualification info is included for each.

Patrick Rath - President. 3- Year initial term.

Pat retired in 2010 after a 33 year career with Wells Fargo and Company. A variety of jobs and roles were held in various locations including: Technical Supervisor – check processing; Data Center Manager – Crop Insurance company; Business Continuity Planning; Compliance consultant - Information Security. Pat and his wife, Beverly recently built a year-around home on Lake Minnewawa with plans to move to live in Aitkin County on a full time basis in the next 5 years. Pat has a long history with donating his time with the Lake Minnewawa Association and currently volunteers on BSALWMP and the Aitkin County Water Task Force.

David Warner - Vice President. 3-Year initial term.

Many childhood memories with extended family on Warner's point; and now full time living in the log cabin built by himself and his brother which started in 1979. David had a very successful career teaching Law in Ohio. Love of the lake; appreciation for the natural beauty of the area and a concern for community describe David and family. David also has a history with Lake Minnewawa Association. He volunteers time with providing pro-bono legal advice and is deeply involved with his church.

Leland Carlson - Treasurer. 3-Year initial term.

Lee and his wife Jill have owned property on Lake Minnewawa since 1985. After retirement in 2004 they built a new home on the lake, and moved there permanently. They have been very active in the lake association. The Carlson's are an outdoor family with an interest in hunting, fishing, camping and lake life. They have strong feelings about preserving the nature and beauty of our land and lakes.

Lee received a B. A. degree in Accounting from U.M.D. in 1965. He worked in accounting for 3M after college, then worked 37 years for Potlatch Corporation (Sappi) in various positions of accounting, production supervision and operations control.

Lee has volunteered his time in the following areas:

- National Association of Accountants Board Member Duluth Chapter
- Supervisory Committee Potlatch Credit Union
- Junior Achievement Advisor
- Youth Hockey Coach
- Cloquet Hockey Association Board Member and Treasurer
- Lake Minnewawa Association Board Member

Robert Bass – Secretary. 2-Year initial term.

Bob has a long history in the McGregor area His family originally purchased land on Lake Minnewawa in 1957 and in 1977 he built his hand scribed log home with trees harvested from Savannah State Park . He bought a local construction business and his family moved "to the lake". His 3 children graduated from Mc Gregor High School and today his oldest granddaughter is a teacher at Mc Gregor High. Bob's career went on to include construction management across the country. In 2007, Bob and his wife Barbara made McGregor their full time home. They are actively involved with Aitkin County Habitat For Humanity with Bob serving as President for 2 terms. Commitment to social causes and volunteering have always been a part of his life. He passionately remembers the day when Minneawawa was home to many fish, birds and wildlife. His concern for the environment is revealed when he says "We, the 2 legged animals, are the worst invasive species".

Michael Zell - Director. 2-Year term.

Mike has an active involved family and a 20 year history with Lake Minnewawa. Mike is an avid outdoorsman and has a strong appreciation for the environment. His career as an engineering manager with both IBM corporation and Western Digital Corporation will provide a global/well rounded perspective on issues. Mike has a long history with involvement with the LMA - holding the position of President for many years. His involvement with his church and Habitat for Humanity in Rochester Minnesota are two examples of his community commitment. Mike is also an advisor and assistant coach on a Rochester High School Trap shooting team.

We hope that you'll agree that this group of people recommended for the LMLID Board of Directors is well qualified. We believe that they have each demonstrated a sincere appreciation for the environment and a dedicated concern for their community. Our plan is to add two director positions at the first annual meeting.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 10-2-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MN DNR Request to Acquire Additional 762 Acres of Land in Fleming Township to Enlarge Gun Lake State Wildlife Management Area

Requested Meeting Date: 10-8-13 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 \_\_\_\_\_
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: DNR Proposed Land Acquisition of 762 Acres**

**DATE: October 1, 2013**

This is the follow up discussion to the DNR's request to acquire 762 acres in Fleming Township. To address the questions raised by the County Board staff has attached numerous exhibits.

At the August 27<sup>th</sup> Board meeting, Board members had several questions that they asked for responses. Jim Ratz, County Attorney has provided those responses, which are not public at this time (separate attachment). Included with the exhibits you will find the language which identifies that an appraisal was required and that DNR staff were to review the appraisal to verify that the proposed purchase meets statutory requirements. At this time the MN DNR is not providing a copy of the appraisal to Aitkin County. Additional questions from the Board related to the existence of a Wildlife Management Plan for Gun Lake and a copy is provided. Also, the Board asked where the funding was coming from for the Gun Lake Wildlife Management Area and an email response from David Kanz is included in the exhibits.

Other related questions from Commissioners related to the original purchase of the Carlson Property. To provide additional background staff is providing the following. The Carlson (80 acres) property, when it was acquired in 2008 by the MNDNR for the Gun Lake Wildlife Management Area was valued at \$70,100. At sale it was acquired for \$80,000, or about 14% over the appraised value. Currently the Carlson property brings in \$600 of Payment in Lieu of Taxes (PILT). In 2008, it had previously paid \$150 in taxes per year. It should be noted that the current value of the property is \$103,700 as determined by the County Assessor, which would raise that PILT payment to \$778 annually.

Finally, the County Board asked staff to provide possible reasons for denial. Possible reasons for denial include:



1. The fact that the requested appraisal was not provided by the private landowner, MN DNR, or another involved party is withholding information that is necessary in the decision-making process.
2. The County Board could determine that the MN DNR is not following their own Management plan or that the plan is not specific enough for the County Commissioner to determine that this acquisition will meet the MN DNR objective.
3. Possible lack of funding to operate the ongoing management for the Gun Lake Wildlife Management Area.

The County Board has the responsibility under MN Statute 97A.145 to approve or deny this request within 90 days of receipt of the request. The Initial application was received from the MN DNR on August 6<sup>th</sup> (Attached email from Aitkin County staff to MN DNR), that gives Aitkin County until November 4<sup>th</sup> to make a decision.

The Board will need to determine if they are in favor of this project.

If you have questions, please contact me.

#### Exhibits

- A. August 27, 2013 Board Packet
- B. August 20, 2013 SWCD comments
- C. Curtis Sparks' (Representative Thompson) comments
- D. Wetland comments, Becky Sovde, Wetland Specialist/Compliance Officer Aitkin County
- E. Gun Lake WMA Management Guidance Document
- F. David Kanz, MN DNR, responses to questions from Aitkin County staff
- G. Summary of Thompson Property's 762 acre current valuation
- H. Handout from September 24, 2013 County Board meeting
- I. Lessard-Sam Outdoor Heritage Council Funding 2014-2015
- J. Bill Becker, Lessard-Sam's Executive Director comments



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



To: Chairperson, Aitkin County Board of Commissioners Date: 8-21-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MN DNR Request to Acquire Property

Requested Meeting Date: 8-27-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- 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
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**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: MN DNR Request to Acquire an Additional 762 Acres of Land in Fleming Township to Enlarge Gun Lake State Wildlife Management Area**

**DATE: August 21, 2013**

Please review the attached letter from the Department of Natural Resources which in summary requests that the County Board "approve or disapprove the proposed acquisition" in Fleming Township. The parcel that the MN DNR is proposing to acquire is 762 acres of land in Section 4 and 5 of Fleming Township. Pheasants Forever, Inc. will be buying the land and in turn sell it to the MN DNR.

Staff has contacted Dave Kanz, MN DNR Acting Area Wildlife Supervisor and asked that he clarify if the DNR is required to follow MN Statute 97A.145 or if they are creating a "good working relationship" as their letter of August 6, 2013 is unclear if the DNR in this situation is required to have County Board approval or disapproval. We have been informed that additional information will be provided before and at the meeting with the County Board.

Mn Statutes 97A.145 (attached) identifies that the Aitkin County SWCD is to advise the County Board "on drainage and flood control and the best utilization and capability of the land." The SWCD discussed the issue at their August 20<sup>th</sup> Board meeting, a copy of their comments is attached.

Staff attended the Fleming Township Board meeting on August 14<sup>th</sup> when the Supervisors discussed the issue. Their official position is that they are neutral as they understand the issues and realize that they have no official authority.

Finally, staff is attaching a 2013 Field Progress report that relates to sharp-tail grouse and was discussed at the Fleming Township meeting. Emails are also included relating to the purchase price of the land and possible PILT payments.

The Board will need to determine if they are in favor of this project.

If you have questions, please contact me.

August 6, 2013

Aitkin County Commissioners  
217 2nd St NW  
Aitkin, MN 56431

Dear Commissioners,

Mr. Dennis Thompson and Mr. Timothy Thompson (Thompson Farms) have informed us of their desire to sell 762 acres of land in Sections 4 and 5 of Fleming Township to Pheasants Forever, Inc (see attached). Subsequently, Pheasants Forever, Inc. will then sell the subject property to the MN Department of Natural Resources (DNR) Section of Wildlife to become a part of the Gun Lake State Wildlife Management Area (WMA). We hope to acquire this property because it meets our criteria for development of a quality WMA and has, we believe, public support in the Aitkin County community.

In an effort to build on the good working relationship that the DNR has with county governments throughout the State, the DNR will be notifying county governments on all pending donations and acquisitions of land or easements for WMA purposes. For lands purchased by the DNR for WMA purposes, we will continue the requirement under Minnesota Statutes 97A.145 to obtain county board approval. As with all of our WMAs, this new addition will fall under the "in-lieu-of-tax" county tax payment schedule. With your approval, we are hopeful to add this land to our WMA system.

Acquiring this parcel will allow DNR to manage the Gun Lake WMA for the benefit of sharp-tailed grouse, ring-necked pheasants, turkey, and deer, while providing additional hunting, trapping, and wildlife viewing opportunities for the general public and Aitkin County residents.

If you have any questions, please feel free to contact me. Pheasants Forever and I will be in attendance at your next board meeting. We look forward to discussing this opportunity with you. Thank you for allowing us time on your agenda.

Sincerely,

A handwritten signature in cursive script, appearing to read "Dave Kanz".

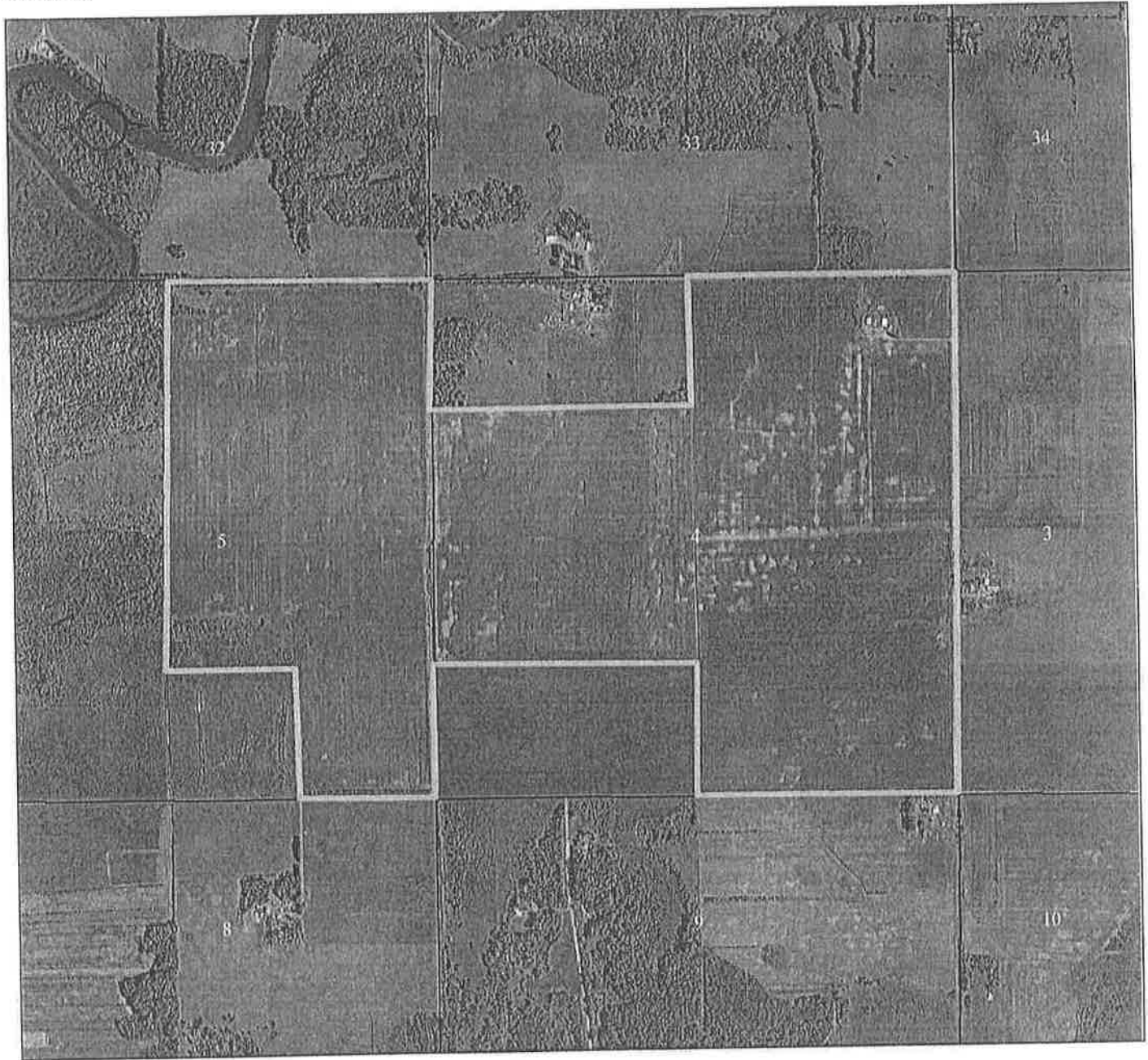
Dave Kanz, MN DNR Acting Area Wildlife Supervisor  
218-927-6915

cc: Jeff Lightfoot— MN DNR Regional Wildlife Manager  
Kim Hennings—MN DNR Wildlife Land Acquisition Coordinator  
Joe Pavelko – PF MN Director of Conservation

# Northeastern Minnesota Sharp-tailed Grouse Habitat Partnership

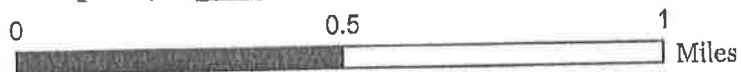


## Gun Lake WMA Addition 760 Acres



### Fleming Township, Aitkin County, MN

 Subject Property    Gun Lake WMA    Section Boundary



## 2012 Minnesota Statutes

### 97A.145 WETLANDS FOR WILDLIFE.

Subdivision 1. **Acquisition; generally.** (a) The commissioner or the commissioner of administration may acquire wetlands and bordering areas, including marshes, ponds, small lakes, and stream bottoms for water conservation relating to wildlife development. The lands that are acquired may be developed for wildlife, recreation, and public hunting. The wetlands may be acquired by gift, lease, purchase, or exchange of state lands.

(b) The commissioner may also acquire land owned by the state and tax-forfeited land that is suitable for wildlife development. The wetlands may not be acquired unless public access by right-of-way or easement from a public road is also acquired or available. In acquiring wetlands under this section the commissioner shall assign highest priority to type 3 and 4 wetlands, as defined in United States Fish and Wildlife Service Circular No. 39 (1971 edition), that are public waters. Lands purchased or leased under this section may not be used to produce crops unless needed for wildlife. The commissioner may designate, by written order published in the State Register, land acquired under this section as a wildlife management area for purposes of the outdoor recreation system. Designations of wildlife management areas are exempt from the rulemaking provisions of chapter 14 and section 14.386 does not apply.

Subd. 2. **Acquisition procedure.** (a) Lands purchased or leased under this section must be acquired in accordance with this subdivision.

(b) The commissioner must notify the county board and the town officers where the land is located and furnish them a description of the land to be acquired. The county board must approve or disapprove the proposed acquisition within 90 days after being notified. The commissioner may extend the time up to 30 days. The soil and water conservation district supervisors shall counsel the county board on drainage and flood control and the best utilization and capability of the land.

(c) If the county board approves the acquisition within the prescribed time, the commissioner may acquire the land.

(d) If the county board disapproves the acquisition, it must state valid reasons. The commissioner may not purchase or lease the land if the county board disapproves the acquisition and states its reasons within the prescribed time period. The landowner or the commissioner may appeal the disapproval to the district court having jurisdiction where the land is located.

(e) The commissioner or the owner of the land may submit the proposed acquisition to the Land Exchange Board if: (1) the county board does not give reason for disapproval, or does not approve or disapprove the acquisition within the prescribed time period; or (2) the court finds that the disapproval is arbitrary and capricious, or that the reasons stated for disapproval are invalid.

(f) The Land Exchange Board must conduct a hearing and make a decision on the acquisition within 60 days after receiving the proposal. The Land Exchange Board must give notice of the hearing to the county board, the commissioner, the landowner, and other interested parties. The Land Exchange Board must consider the interests of the county, the state, and the landowner in determining whether the acquisition is in the public interest. If a majority of the Land Exchange Board members approves the acquisition, the commissioner may acquire the land. If a majority disapproves, the commissioner may not purchase or lease the land.

Subd. 3. **Management.** If a drainage outlet is petitioned and drainage proceedings are conducted under the Drainage Code, chapter 103E, the commissioner should not interfere with or unnecessarily delay the proceedings.

**History:** 1986 c 386 art 1 s 28; 1990 c 391 art 10 s 3; 2004 c 221 s 40

## **Habitat selection, nest success, and survival of female sharp-tailed grouse in relation to management of open landscapes in Minnesota**

Primary Investigator:  
Lindsey M. Shartell, Ph.D.  
Forest Habitat Assessment Biologist  
Forest Wildlife Habitat Team  
MN DNR Division of Fish and Wildlife

### **2013 FIELD SEASON PROGRESS REPORT** August 19, 2013

During the spring of 2013, sharp-tailed grouse were trapped at five lek sites within the east-central sharptail range (Figure 1). Sharp-tailed grouse were captured using walk-in funnel traps and drift fences placed across the center of active lek sites. Traps were monitored beginning in late March when males were observed displaying at lek sites, however lek attendance by females (hens) occurred later than expected, peaking in early May. A total of 19 hens were trapped and radio-collared at sites in Aitkin (3 leks, 14 hens) and St. Louis (2 leks, 5 hens) counties from 1 May through 13 May 2013. In addition, one male was radio-collared at each lek site. All radio-collared sharptails were fitted with necklace style radio transmitters (ATS Model A3960) equipped with a 12-hour mortality sensor. Radio-collared grouse were located at minimum two times per week using truck mounted omni-directional antennas (ATS) and hand-held 2-element antennas (Telonics RA-23K) in combination with portable receivers (ATS R2000).

Throughout the breeding season, a total of 408 locations were obtained for 19 hen and 5 male radio-collared grouse. From 19 radio-collared hens, we were able to locate 17 first nests and 2 second nests. Nests were likely initiated by all hens in the study, however first nests were not able to be located for two hens, one of which was suspected to have initiated a nest that was lost in a prescribed fire on 24 May 2013. This hen initiated a second nest, as did one other hen that lost her first nest to depredation.

Of 19 total nest attempts, 14 successfully hatched at least one egg (74% nest success). The remaining five nests were lost to depredation, four of which were determined to be mammalian. Clutch size ranged from 10 to 13 eggs, with a mean clutch size of 11.3 (n=12 nests). Mean hatch for successful nests was 8.8 eggs, and ranged from 1 to 13 successfully hatched eggs.

Hen survival during the nesting period was high, with no hen mortality occurring prior to nest depredation or hatch. Two hens died during the potential re-nesting period following nest depredation. Following hatch brood survival was low, with only 4 broods (29% of successful nests) remaining at 30 days post-hatch, and only 3 broods (21% of successful nests) remaining at 50 days post-hatch. Hen mortality likely contributed to this, with 6 hens dying while actively brood rearing. Of the three remaining broods, all are at Gun Lake, and brood size ranges from 2 to 7, with a total of 13 juveniles observed. Mortality during the brooding period (approximately 1 July – 15 August) was high for all hens, with a mortality rate of 67% for hens with broods (n=9 hens) and 50% for hens that were unsuccessful nesting or previously lost broods (n=8 hens). Thus hen survival across the entire breeding season was 37% (63% mortality). Male survival over this same period was 80% (20% mortality, n=5 males). Cause of mortality was identified in

3 cases as avian and in 2 cases as mammalian predation. Differences in success and survival rates were observed among study sites (Table 1), however this data will require further analysis.

Habitat assessment plots were measured at nest sites, random non-nest sites, and brood rearing sites. Management history surrounding lek sites is currently being compiled. Analysis of habitat and management data will take place following a second season of trapping and tracking in 2014.

Table 1. Comparison of success and survival rates at study sites.

Study Site	Nest Success	Brood Success	Hen Survival
Sax (n=3)	100%	0%	0%
Simek (n=2)	100%	0%	50%
Rono (n=4)	50%	0%	0%
Sherman (n=4)	75%	0%	25%
Gun Lake (n=6)	67%	50%	83%

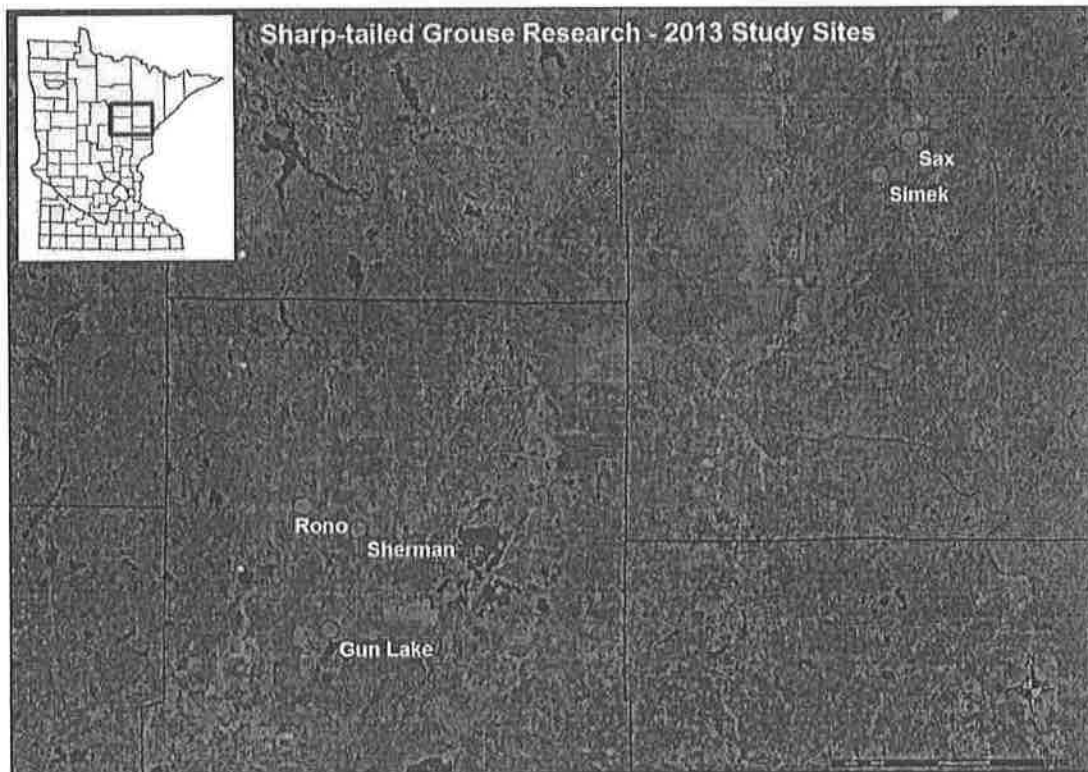


Figure 1. Study sites located in Aitkin and St. Louis counties, in the east-central portion of the sharp-tailed grouse range.



## Sue Bingham

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**From:** Patrick Wussow [patrick.wussow@co.aitkin.mn.us]  
**Sent:** Tuesday, August 06, 2013 3:46 PM  
**To:** 'Kanz, David J (DNR)'  
**Cc:** 'Sue Bingham'  
**Subject:** RE: County Board agenda

Dave

Statute 97A.145 identifies that the Aitkin County SWCD is to "counsel" the County Board on drainage and flood control and best utilization and capability of the land. I spoke with the SWCD staff and they could have their Board review the parcel of land and provide us with comments by August 21, which would allow County staff to include those comments in the report to the County Board at their August 27<sup>th</sup> regular meeting.

At this time, assuming all reports are received from SWCD on the 21<sup>st</sup> or before, your item will be reviewed by the County Board on August 27<sup>th</sup> at 10:00 a.m. in the County Board room. I also note that 97A.145 provides the County Board 90 days to approve or disapprove the acquisition after being notified, which starts with your notification today.

Please contact me if you have questions, but again at this time the item will not be discussed until August 27<sup>th</sup>.

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**From:** Kanz, David J (DNR) [<mailto:david.kanz@state.mn.us>]  
**Sent:** Tuesday, August 06, 2013 3:07 PM  
**To:** Patrick Wussow  
**Cc:** Lightfoot, Jeff (DNR); Aarhus-Ward, Angela (DNR); Provost, Jodie (DNR); [jpavelko@pheasantsforever.org](mailto:jpavelko@pheasantsforever.org); Hennings, Kim R (DNR)  
**Subject:** RE: County Board agenda

Here are current calculations based on what Joe Pavelko found out.

Current Taxes - \$4,502  
PILT Payments – (based on \$2,363,000 appraised value) \$17,715

Please let me know if you need additional information.

Dave

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**From:** Patrick Wussow [<mailto:patrick.wussow@co.aitkin.mn.us>]  
**Sent:** Tuesday, August 06, 2013 2:49 PM  
**To:** Kanz, David J (DNR)  
**Cc:** Lightfoot, Jeff (DNR); Aarhus-Ward, Angela (DNR); Provost, Jodie (DNR); [jpavelko@pheasantsforever.org](mailto:jpavelko@pheasantsforever.org); Hennings, Kim R (DNR)  
**Subject:** RE: County Board agenda

Dave:

Additional information is necessary. The Board will want to know what the PILT payment will be in relation to the current taxes. Will you be able to provide that by noon tomorrow?

Patrick Wussow  
Aitkin County Administrator

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**From:** Kanz, David J (DNR) [<mailto:david.kanz@state.mn.us>]

**Sent:** Tuesday, August 06, 2013 2:43 PM

**To:** [patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us)

**Cc:** Lightfoot, Jeff (DNR); Aarhus-Ward, Angela (DNR); Provost, Jodie (DNR); [jpavelko@pheasantsforever.org](mailto:jpavelko@pheasantsforever.org); Hennings, Kim R (DNR)

**Subject:** County Board agenda

Pat,

Attached is our request to come to the County Board to seek approval for a new addition to the Gun Lake WMA. Please let us know when we are the agenda. We look forward to working with you.

Sincerely,

Dave Kanz  
Acting Area Wildlife Manager  
Aitkin/ Brainerd  
1200 Minnesota Avenue South  
Aitkin, MN 56431  
218-927-6915 x 251



August 20, 2013

To: Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

The Aitkin County Soil and Water Conservation District Board of Supervisors met on August 20, 2013 and reviewed the proposed acquisition of 762 acres of land in sections 4 and 5 of Fleming Township. It is understood that the proposed acquisition would be managed by the DNR as part of the Gun Lake Wildlife Management Area (WMA). Several points were discussed by SWCD Board members:

1. The Board agreed that keeping a healthy agricultural base in Aitkin County would be of great benefit to the local economy and to land use diversity.
2. It is understood that the two likely options for this property are: 1. the sale that would result in an expansion to the Gun Lake WMA or 2. continued pursuit of wetland bank credits by the landowners.
3. PILT payments would benefit the county and its taxpayers if the land were owned and managed as a WMA.
4. The land would likely remain in some level of agricultural production under the DNR WMA plan and would not remain in agricultural production if it became a wetland bank.
5. Water quality and quantity would likely be similar under either plan.
6. Wildlife (especially open-land species) would benefit from the WMA plan.
7. The existing sharptail grouse habitat and observation blinds located adjacent to the property, have tourism value and do benefit local businesses, this may be lost if the land becomes a wetland bank.
8. The existing public ditches likely provide benefits to adjacent properties and should remain open under either option.

After lengthy discussion the SWCD Board did not recommend either option 1 or 2 but did list the discussion points above for the Aitkin County Board's consideration.

Summarized from the SWCD Board discussion by Steve Hughes, SWCD District Manager



## Patrick Wussow

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**From:** Curtis Sparks <curtsparky@gmail.com>  
**Sent:** Tuesday, October 01, 2013 6:23 AM  
**To:** Patrick Wussow; Anne Marcotte  
**Cc:** thompsonfarms; Ward Julien; Kanz, David J (DNR); jpavelko@pheasantsforever.org; Stu Grubb  
**Subject:** Re: Aitkin County Board Meeting October 8  
**Attachments:** Issues and Comments 9-30-13.docx

Mr. Wussow, attached are comments prepared to clarify and address issues that were raised at the County Board meeting of August 27th. If you have any questions do not hesitate to contact me by email or call 612-616-6438.

Curtis J. Sparks, P.E.  
Sparks Environmental Consulting  
[612-616-6438](tel:612-616-6438)

On Thu, Sep 19, 2013 at 8:26 PM, Patrick Wussow <[patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us)> wrote:  
Noon on October 1st.

Sent from my iPad

On Sep 19, 2013, at 8:13 PM, Curtis Sparks <[curtsparky@gmail.com](mailto:curtsparky@gmail.com)> wrote:

I represent the Thomsons on their sale of land to Pheasants Forever. Several items came up in discussion at the August 27 board meeting. We are preparing a response. When does this response need to be supplied to you for inclusion in the Board Packet?

Thank you in advance for your information. Feel free to contact me if you have any questions.

--

Curtis J. Sparks, P.E.  
Sparks Environmental Consulting  
[612-616-6438](tel:612-616-6438)

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Curtis J. Sparks, P.E.  
Sparks Environmental Consulting  
[612-616-6438](tel:612-616-6438)

October 1, 2013

The following are issues and comments from the landowners of the proposed sale of land to MDNR and Pheasants Forever. These issues were discussed in the County Board Meeting August 27, 2013.

#### Issues and Comments

1. Aitkin County Board has 90 days to make a decision. There is no urgency to make a decision.  
Comment – There is an impact to the buyers and the sellers in this transaction if the sale is delayed. The landowner has to make a decision on whether to pursue marketing approximately 600 acres of wetland credits. A part 1 application for wetland banking has been submitted to the Aitkin County TEP. The part 2 application is on hold pending the sale of the land to Pheasants Forever. Pheasants Forever has made an offer to purchase the land at close to the appraised value of the land. 2013 and 2014 State grant funds have been approved for this purchase. If closing of the sale is delayed beyond the time 2013 funds can be used, a new funding plan is needed. If the sale is delayed, the landowner may decide bank wetland credits or to pursue the sale of credits to any entity needing a large source of wetland credits.

2. There are 3 parties in the land sale that would occur in 2 transactions. The first is between Thompson Farms and Pheasants Forever a non-governmental organization. The second is between Pheasants Forever and the Minnesota DNR a governmental organization.  
Comment – Pheasants Forever will not purchase the land if DNR does not or is not able to purchase the land from Pheasants Forever. The second transaction is the subject of this county approval only because a small part of the funding is Reinvest in Minnesota Grant dollars. There is no county authority over a sale of land between the landowner and Pheasants Forever. If the County withholds a decision for more than 90 days either party can take the matter to the State Land Exchange Board for approval. If the County Board makes a decision within 90 days and disapproves the purchase, either party must first obtain a District Court decision that the reasons stated by the county for denial were arbitrary or capricious before going to the land exchange board. This would result in added time and cost to all the parties.

As another alternative, the Pheasants Forever transaction with the landowner could be made without RIM funds. In this case, no county action is required.

3. Sale of the land takes the property off the tax role. Does the County lose any tax revenue from this sale?  
Comment – Sale of the land to DNR will require a payment in lieu of tax (PILT) at the DNR appraised value. For the first 6 years the PILT funds will be approximately \$17,750 while the current tax on the land is \$4502. After 6 years the land will be re-appraised by the County, presumably at agricultural uses. However, this land will be taxed at a 0.75% rate rather than the 0.5% rate agricultural land is taxed by Aitkin County. In no case would the County receive less

than the private ownership property tax currently assessed to the landowner. In other words, there will be a net increase in tax revenue to Aitkin County if DNR purchases the property. In fact Aitkin County saw an increase of \$348,598 in PILT payments from 2012 to 2013 due to recent legislative changes in PILT payment rates. DNR ownership of this land is a benefit to county taxpayers by increased taxes. It also makes high value habitat, hunting and other recreational use land available for public use.

4. Why are Pheasants Forever and DNR before the County asking approval of a sale to DNR?

Comment - The DNR is to seek approval from the County for purchasing land under the Reinvest in Minnesota Program. Of the funds allocated to purchase this land, \$75,000 is RIM money. Without RIM money this project would not be before the County. RIM is a program where a landowner donates land and receives compensation up to 50% through RIM. In this case, the landowner is donating \$152,000 to DNR through this purchase.

5. 53.5% of Aitkin County is state owned land. If approved, another 762 acres will be added to this amount.

Comment – This is correct. 623,982 acres of land (excluding water) in Aitkin County are state owned according to the MDNR Division of Lands and Minerals Records Summary Submitted By County Revised 5/22/2012. Another 762 acres added to this total represents an increase of 0.066%. With this very small change there will be an increase in tax revenue to Aitkin County. This benefits Aitkin County tax payers.

6. How are projects selected for DNR purchase?

Comment – DNR screens all acquisitions through a multi-stage process including area, regional and St. Paul Staff. They use a quantitative scoring system to set acquisition priorities. This property represents a unique opportunity to provide a continuous large tract of land open to hunting and other recreational uses that doesn't present itself in any other land acquisition. Normally, hunting land acquisitions are small acreage in largely agriculturally dominated land uses. This site has been on the DNR list of interested properties for many years. When the landowner showed interest in selling this land it was already a high priority for acquisition.

7. Why is Pheasants Forever interested in this land? Was Aitkin County targeted for this type of acquisition?

Comment – Pheasants Forever is acting as a broker for land purchases under the Lessard Sams Council. Funds from 2013 and 2014 are set aside for this acquisition. In addition, funds from other nonprofits like Minnesota Sharp-Tailed Grouse Society and others are used. After the land is acquired it is sold to the DNR for the purpose of long term management as habitat and hunting of a once top game bird species in Minnesota the Sharp-Tail Grouse. Over the last 50 years this game bird lost most of its habitat and became a species of interest due to the losses that occurred. The goal of Pheasants Forever is to provide hunting opportunities for this and other species through securing habitat for managing the species at huntable levels. Aitkin County is one of the most important locations for Sharp-Tail Management.

8. Is the appraisal for this property available to the County?

Comment – The appraised value has been provided to Aitkin County by the DNR. The purchase price of the land will be provided to the County when it is purchased by Pheasants Forever. At that time, the independent appraisal can be released. As indicated in the County Board Meeting the appraisal considers other uses of the land beyond agriculture. In this case, a Part A application for wetland banking was submitted and reviewed by the Technical Evaluation Panel of the County. Based on this information it is projected that the land is effectively drained such that approximately 600 acres would qualify for mitigation credits. The cost of the analysis is also a value assigned to the property. This appraisal is not the same as an appraisal for the taxable value of agricultural land conducted by Aitkin County. A comparison of this appraisal to the County's appraisal process is not appropriate.

9. The loss of farm land seemed to be an issue for some commissioners.

Comment- Landowners have the right to sell their land to anyone without County Board approval. Aitkin County can interfere but not stop the sale of this land only because RIM funds are proposed in the sale. The landowner proposes to place 762 acres of their land into conservation through a sale to Pheasants Forever. If a parcel of land has a higher economic value use than its current use, there is currently nothing to prevent a landowner from selling land for a higher use. There are many other benefits in this transaction.



**From:** Becky Sovde [mailto:becky.sovde@co.aitkin.mn.us]  
**Sent:** Tuesday, October 01, 2013 2:49 PM  
**To:** 'Patrick Wussow'  
**Cc:** 'Terry Neff'; 'Steve Hughes'  
**Subject:** RE: Aitkin County Board Meeting October 8

Pat –

The applicants (and their agent) provided us with a Scoping Document. A scoping document presents information regarding a site and the TEP looks at the information and recommends to the applicant whether or not to move forward into the Parts A & B. (Note that the process has slightly changed now.) I've attached a letter that we sent to the applicant's agent after reviewing the scoping document. Originally our recommendation is that they NOT move forward with any proposed wetland banking site.

In the late spring/summer of 2012, the applicants did some water table monitoring to determine if wetland hydrology exists on the site. Their findings were encouraging, however, no information or plans were received by the TEP after receiving the hydrologic monitoring assessment.

The 600-acre figure they quote in their comments may be accurate or may be completely inaccurate. I'm sure there are some credits out there, but much more detail is required before making any kind of determination. Also, because of the significant amount of reed canary on and near the site, the Corps of Engineers was not encouraged.

Even if there is a potential for a certain acreage, if performance standards are not met on a wetland bank, no credits are released. If any site re-established wetland hydrology, but they are battling reed canary or other invasives, they may never get credits released, in which case the amount of credits is zero. Reed canary is an issue because in most cases the veg is a problem for many years, and comes back after the site has been approved, because landowners are no longer intensely managing it for credits.

Let me know if you have additional questions.

Becky



# AITKIN COUNTY ENVIRONMENTAL SERVICES-PLANNING & ZONING

209 Second Street, NW  
Aitkin, Minnesota 56431

PH: (218) 927-7342  
FX: (218) 927-4372



March 26, 2012

RE: Scoping Document

Stu Grubb  
Grubb Environmental Services  
11395 Lansing Avenue North  
Stillwater, MN 55082

Dear Mr. Grubb:

The Technical Evaluation Panel (TEP) and Local Governing Unit reviewed the information you provided for a Replacement Wetland Scoping Document at the March 14, 2012 TEP meeting. The Board of Water and Soil Resources (BWSR) and Army Corps of Engineers St. Paul Office staff were also able to contribute comments via a conference call.

The information requested through the scoping document does not ask for you what actions eligible for credit would be requested, however, there are some concerns about what criteria would qualify the fields to meet any eligibility requirements.

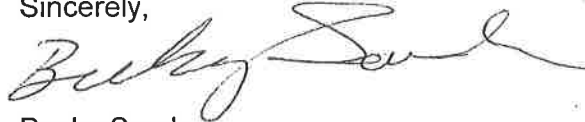
- 1) Cropping history requires 10 of the last 20 years be planted to an annually seeded crop or be in rotation with seeded hayland (such as alfalfa or clover). Per the Cropping History table you supplied, these fields were not seeded into crops until 2006, with the exception of a portion of Field 2 and a small part of Field 7. There are some areas that may qualify with set-aside programs, however, more detail is needed to determine if there is any eligibility. If cropping history minimums are not met, you can't use Subpart 4 or 5 for crediting.
- 2) There is a mix of public and private ditching. Is there a plan to request ditch abandonment? What are the specific plans for the public ditches? Are the private ditches going to be completely filled? Breaking tile lines was discussed in the plan, however, no plans for ditches were discussed. How will hydrology be restored if the surrounding state and county ditches remain functional? Is there adequate groundwater and surface water hydrology to restore this to a wetland state? Will other properties be affected by a restoration?
- 3) Currently portions of the site and surrounding areas have extensive reed canary, which is a persistent invasive. Existing restorations are having trouble controlling the reed canary. What processes will be used to eliminate this from being a long-term vegetation management problem on this site?
- 4) If a potential action eligible for crediting is completely drained wetlands, the TEP strongly encourages you to install monitoring wells to determine if wetland hydrology exists. This may also help determine where the tile lines are and if the lines and ditches are functioning.

In general, it appears that there is very little crediting available for this site. More information on existing hydrology and vegetative history might provide some additional insight into potential credits.

The TEP is interested in doing an onsite before a recommendation is made on this project. The next scheduled TEP meeting is April 11, 2012. Would you be able to meet us that Wednesday afternoon?

Please give me a call at 218-927-7342.

Sincerely,

A handwritten signature in cursive script, appearing to read "Becky Sovde".

Becky Sovde  
Wetland Specialist/Compliance Officer  
Aitkin County

Cc: TEP



The intent of this Management Guidance Document is to describe the purpose of this Wildlife Management Area (WMA) and provide basic information to resource managers within the Minnesota Department of Natural Resources (MNDNR). This document is developed by consolidating several Geographic Information Systems (GIS) and other databases along with input from MNDNR Area Wildlife Staff. Please note the version dates on this document.

## GUN LAKE WMA MANAGEMENT GUIDANCE DOCUMENT WMA0162500

**Prepared By:** Dave Dickey Aitkin Area Wildlife September 2009

**Reviewed By:** Dave Olfelt, NE Region Wildlife, October 2009

**Location:** The center of the WMA is located within, S 4, T 48N, R 25W (Fleming Township)

**Nearby Units:** (2.5 mile radius)

None

**County:** Aitkin (1)

**Manager:** Gary Drotts

**Contact:** Aitkin Area Wildlife  
1200 Minnesota Ave. S.  
Aitkin MN 56431  
218-927-7500 ext 250

**WMA Land Type(s):** Acres

ACQ (Purchased) 78.3

Total Managed

**Federal Aid (Acquisition):** No.

**Nat. Heritage Features:**<sup>1</sup> None identified. Source: DNR's Natural Heritage & Nongame Research Program 2009.

**Cultural Heritage Features:**<sup>1</sup> None identified.

Source: State Historic Preservation Office (SHPO) - Minnesota Historical Society

**Easements & Licenses:**<sup>1</sup> None.

**ECS Description:** Tamarack Lowlands, N. Minnesota Drift & Lake Plains

**History:** This parcel of land has had a sharp-tailed grouse lek on it since at least 1987. A viewing blind has been on the lek for years to allow people to observe this rite of spring. The Minnesota Sharp-tailed Grouse Society proposed acquiring the land when the land owner suggested that they would be interested in selling it so that they could purchase a better piece of hay land. Through fund raising efforts of MSGS, the necessary funds were secured for a RIM Match and the acquisition was completed in 2009.

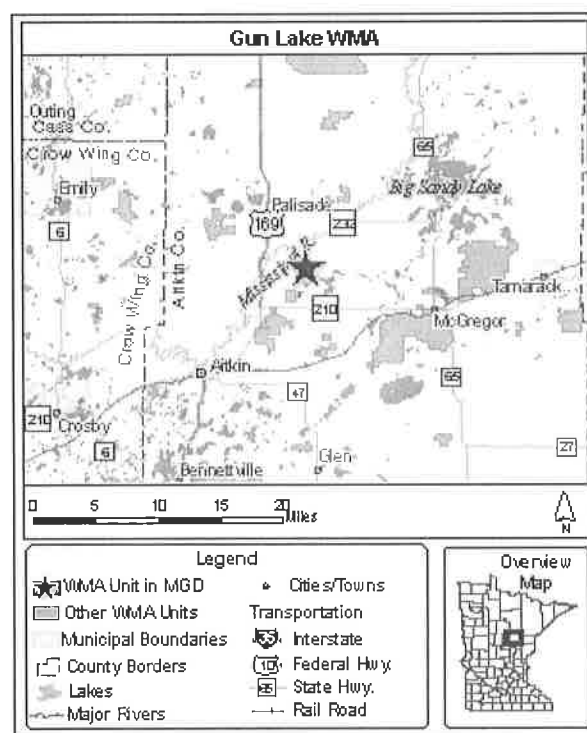


Figure 1: WMA Location Map.

<sup>1</sup> These data are not based on a comprehensive inventory of the state. The lack of data for any geographic area shall not be construed to mean that no significant features are present.

**Description:** 80 acres of basically upland grass. Surrounding land to the east, north, and west was hay land but has been in row crops recently due to high commodity prices. Some brush land occurs about ½ mile to the south and to the west.

**Access:** Public access is from a township road along the south side with a parking pad at the southeast corner.

**Special Regulations or Comments:** Efforts need to be made to protect the male sharp-tailed grouse from over harvest as they are known to hang around the lek year round. Viewing blinds at the lek site will be made available for public use each spring.

**Land Acquisition:** Additional parcels should be acquired if they become available to provide additional nesting habitat.

**Habitat Management:** The open land habitat will be managed with periodic prescribed fire and mowing. Approximately ¼ of the area will be hayed each year through a Cooperative Farming Agreement. Additional nearby habitat is being managed on private parcels through the Private Lands Program.

**Facility Development:** The main access will be developed at the southeast corner with a gravel parking pad.

**Table 1: Habitat Management and Development (FIM Version 2 data)**

Current Habitat Type <sup>2</sup>	Total Acres <sup>3</sup>	Main Historical Type	Main Future Type	Management Objective	Comments/Challenges/Management Practices
84 Upland Grass	78.3		Upland Grass	Sharp-tailed grouse	Prescribed fire/mowing

**Table 2: Unit Development and Facility Maintenance (Only Priority Facilities in GIS)**

Facility/Feature	Date (Built)	Unit Total	Replacement/Additions & Comments
Gravel Parking Lot - 12200	2009	1	

2 Current Habitat Type is taken from the Forestry Inventory - FIM. This layer is a digital inventory of individual forest stands. The data is collected by DNR Foresters in each DNR Forestry Administrative Area, and is updated on a continuous basis, as needed. Here is the metadata link. [FIM Version 2](#)

3 Acreages determined from GIS cover type database. Total acreage across cover types may not equal total managed acres reported on page 1.

Figure 2. WMA Habitat Management Map

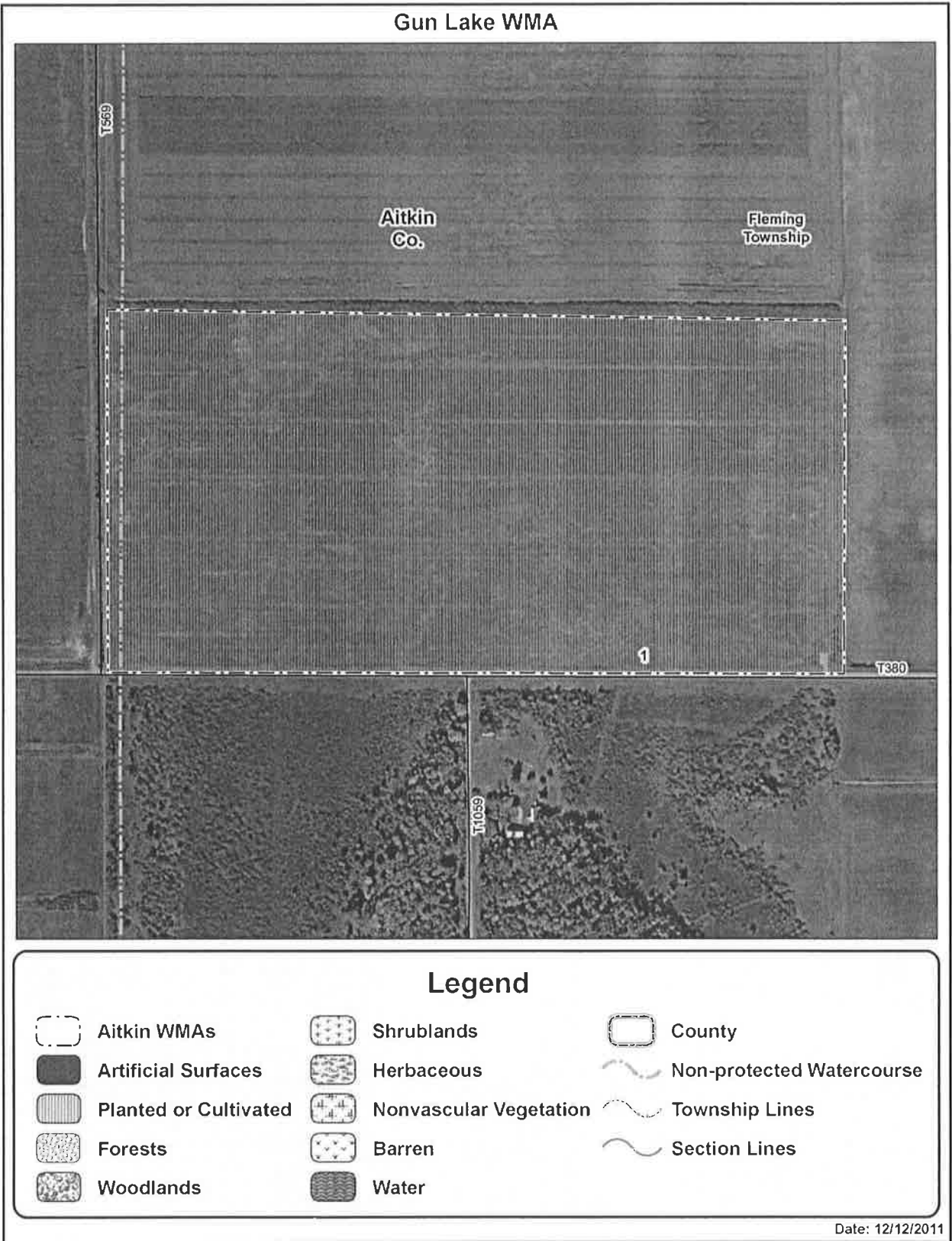


Figure 3. WMA Boundary and Facility Map





**From:** Kanz, David J (DNR) [<mailto:david.kanz@state.mn.us>]  
**Sent:** Tuesday, October 01, 2013 10:27 AM  
**To:** Patrick Wussow  
**Subject:** RE: Several Questions related to WMA's in Aitkin County

Good morning Pat, here are some answers (in blue) to the questions that have arisen. Call if you need more.

Dave

**From:** Patrick Wussow [<mailto:patrick.wussow@co.aitkin.mn.us>]  
**Sent:** Wednesday, September 25, 2013 5:16 PM  
**To:** Kanz, David J (DNR)  
**Cc:** Anne Marcotte; [mark.wedel@co.aitkin.mn.us](mailto:mark.wedel@co.aitkin.mn.us)  
**Subject:** Several Questions related to WMA's in Aitkin County

David

After reviewing the Gun Lake WMA Management Guidance Document I have some questions that I hope you can address, prior to writing the County's staff report next week:

1. What is the DNR's Budgeted and Actual expenses for operating the Gun Lake WMA. The Brainerd Wildlife Area has 30K out of our Game and Fish Funds that can be used to manage 46 WMAs in three counties. In addition, I can use a portion of our dedicated Deer/Bear (D/B-15K) and Deer Management Account (DMA-29K) Funds for access and boundary management on WMAs. We have not expended any of those funds this fiscal year for the Gun Lake WMA. What fund are these expenditures coming from and does it include the expenses related to reports including the 2013 Field Season Progress Report created by Lindsey M. Shartell. PHD, Forest Habitat Assessment Biologist, Forest Wildlife Habitat Team, MN DNR Division of Fish and Wildlife? The Game and Fish funds come from the sale of hunting license stamps (waterfowl, pheasant, and turkey) and a portion of the deer and bear licenses (D/B and DMA) and a surcharge on the small game license. Lindsey's research budget is separate from mine and I can get her funding sources if you want.
2. In the Guidance Document, under the section of Land Acquisition it identifies "Additional parcels should be acquired if they become available..." Can you identify how many total acres are being sought for this WMA and how long the DNR has identified the acres currently being discussed for purchase? The original WMA proposal Dec. 2007 (see attached info sheet) had plans for 755 acres. 232 acres were already public land administered by Aitkin County. Letters were sent to those landowners explaining the acquisition and donation process. After the interest from the Thompsons about their other adjacent lands, a supplemental proposal was submitted.
3. In the Guidance Document, under the section of Habitat Management it identifies that "Approximately ¼ of the area will be hayed each year through a Cooperative Farming Agreement." Please provide me with a copy of the Cooperative Farming Agreement. I am asking this because neighbors of this parcel have indicated that the haying has not been done as identified in the Gun Lake WMA Management Guidance Document. In the meantime, I will attempt to talk with more neighbors to verify this statement. There have been no Cooperative Farming Agreements on the Gun Lake WMA. I believe there

was interest from the sellers to do some haying, but that did not occur. One of their interests in selling this land to the DNR was that it was not very good hay land.

4. In the Guidance Document, under the section of Special Regulations or Comments it identifies that “Efforts need to be mad to protect the male sharp-tail grouse from over harvest as they are known to hang around the lek year round.” But it does not identify what efforts are being taken to protect the male sharp-tail. From My site visit I believe a portion of the land is identified as no hunting. Is that one of the efforts? Yes, a 20 acre portion is a wildlife sanctuary, closed to trespass from Sept-March 31. (pg. 100 in 2013 MN Hunting and Trapping Regulations Handbook).

Thank you for addressing my questions.

Patrick Wussow  
Aitkin County Administrator





# Proposed Gun Lake WMA Fact Sheet



## Location:

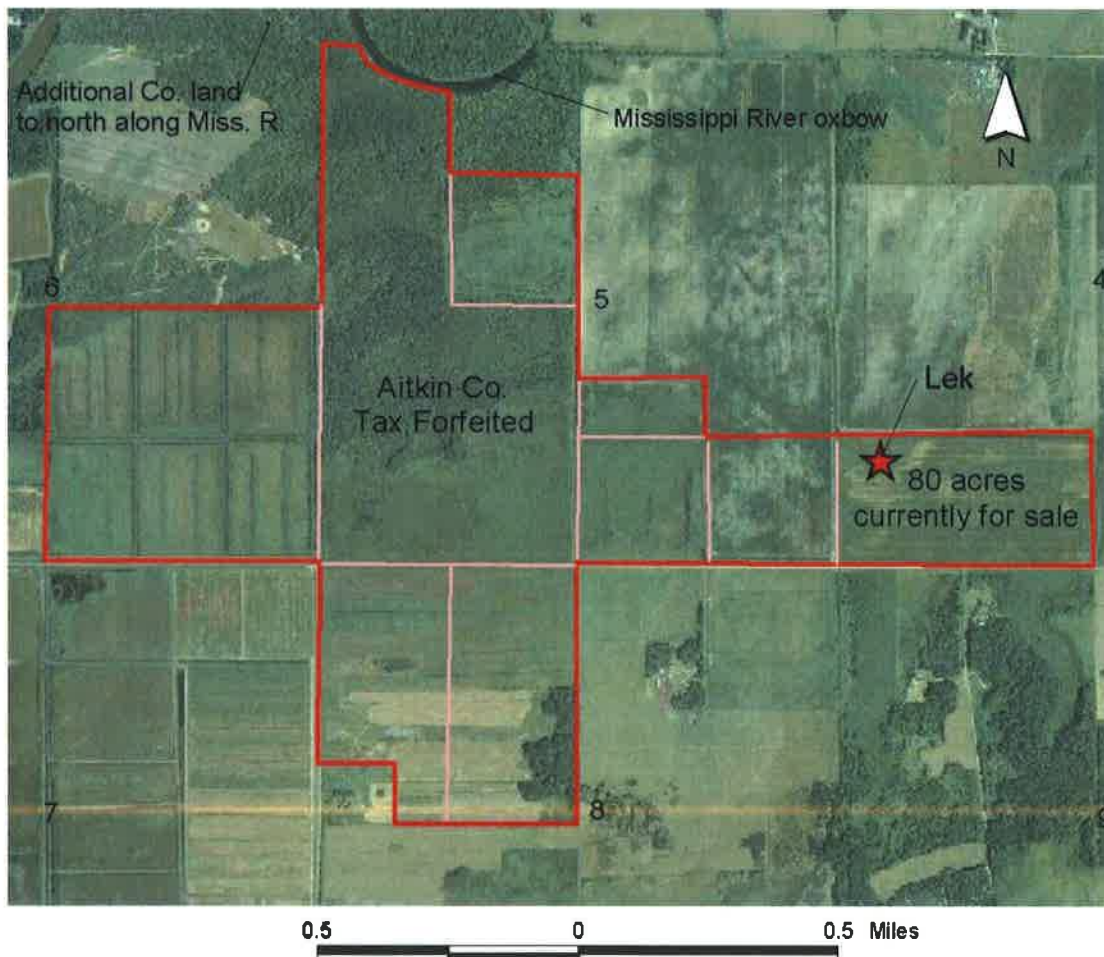
- Sections 4, 5, 6 and 8 in Fleming Township (T48N, R25W), Aitkin County (755 acres)

## Habitat:

- Approximately 152 acres of forest, 563 acres of brushland and 40 acres of cultivated crop field.

## Purpose of Gun Lake WMA:

- To protect a critical, sharp-tailed grouse lek and surrounding brushland habitat to sustain the east-central Minnesota sharp-tailed grouse population and other wildlife populations.
- To provide additional public lands for hunting and outdoor recreation.
- To provide additional habitat and conservation benefits along the Mississippi River corridor.
- To continue providing an accessible and educational blind at a lek site for the public.



## **Justification for Gun Lake WMA:**

- Based upon the sharp-tailed grouse lek's longevity and number of birds that use it, it is one of thirteen leks in east-central Minnesota that has the greatest potential to serve as a core, source population.
- The lek is located on private land that is threatened by intensive agriculture. 87% of known leks in east-central Minnesota are located on private land and many are threatened by development, land parcelization, succession, tree planting or conversion to intensive agriculture .
- Sharp-tailed grouse are a valuable indicator of the availability and quality of brushlands.
- Sharp-tailed grouse are a Species in Greatest Conservation Need, as noted in the Minnesota Comprehensive Wildlife Conservation Strategy.
- Other Species in Greatest Conservation Need will also benefit, including Nelson's sharp-tailed sparrow, short-eared owl, northern harrier, bobolink, peregrine falcon, loggerhead shrike and Henslow's sparrow.
- A viewing blind allowed at the lek each spring provides an accessible site at a reliable lek for the public to enjoy, learn about, and appreciate brushland wildlife. It is very popular and has served to educate the public and draw wildlife enthusiasts to the area for 15 years!
- Long Lake Conservation Center is located four miles away. The WMA, secure lek site and viewing blind would offer educational opportunities for its students and visitors.
- Acquisition would expand upon existing public land (Aitkin County Tax Forfeited) which has approximately 77 acres managed as brushland and the remainder as forest.
- Acquisition would provide additional habitat and conservation benefits along the Mississippi River corridor. The Mississippi River and an oxbow are adjacent to the Aitkin County Tax Forfeited land.
- The conservation community supports the proposed WMA, as evidenced by interest from several conservation organizations in helping to acquire it.
- Land prices continue to rise. This land can be purchased for a fraction of the price of land in western and southern Minnesota.

## **Donation & Acquisition Facts:**

- DNR Wildlife has approved the WMA proposal and will accept cash donations to acquire the land or land donations within the proposed WMA.
- The most critical 80-acre tract of the proposed WMA, an old, unused hay field, is currently for sale. The lek site and essential, adjacent nesting cover are located on this tract. The county's assessed value of the tract is \$56,000.
- Several conservation organizations have been approached regarding their interest in assisting with acquisition. A positive response by organizations and individuals has resulted in a total of \$37,050 in pledged contributions to date.
- Donations can be matched through the DNR Reinvest in Minnesota (RIM) critical habitat match program (<http://www.dnr.state.mn.us/grants/land/rim.html> ). To receive the match, donors need to apply and can specify how they would like RIM Match credits spent. (\$12,050 of the above contributions can be matched. The remaining \$25,000 is RIM Match credits.)
- If land is donated to DNR, County Board approval is not needed. If land is acquired by DNR (as is needed to use RIM Match credits), County Board approval is needed.
- If land is acquired by DNR, DNR cannot discuss price with prospective sellers until after property is appraised.

**Project Contacts:** David Dickey, DNR Area Wildlife Manager, 218-927-6915  
Jodie Provost, DNR Wildlife Private Lands Specialist, 218-927-2982





### Thompson Property

#### Section 4

Parcel	# of acres	Legal	2013 Value	2013 Tax	
08-0-004900	41.38	Frac NE NE	82,300.00	478.00	L=51,300 + B=31,000
08-0-005000	40.95	Frac NW NE	41,400.00	226.00	Land only
08-0-005100	40	SW NE	37,300.00	226.00	Land only
08-0-005200	40	SE NE	40,400.00	220.00	Land only
08-0-005500	40	SW NW	36,300.00	220.00	Land only
08-0-005600	40	SE NW	37,300.00	226.00	Land only
08-0-005800	40	NE SW	37,300.00	226.00	Land only
08-0-005900	40	NW SW	37,300.00	226.00	Land only
08-0-006200	40	NE SE	40,300.00	220.00	Land only
08-0-006300	40	NW SE	37,300.00	226.00	Land only
08-0-006400	40	SW SE	40,300.00	220.00	Land only
08-0-006500	40	SE SE	39,300.00	214.00	Land only

#### Section 5

08-0-006600	39.85	Frac NE NE	37,300.00	226.00	Land only
08-0-067000	39.85	Frac NW NE	37,300.00	230.00	Land only
08-0-006800	40	SW NE	37,300.00	226.00	Land only
08-0-006900	40	SE NE	36,300.00	220.00	Land only
08-0-007900	40	NE SE	37,300.00	226.00	Land only
08-0-008000	40	NW SE	37,300.00	226.00	Land only
08-0-008200	40	SE SE	40,300.00	220.00	Land only

<b>Totals</b>	<b>762.03</b>		<b>769,900.00</b>	<b>4,502.00</b>	
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# Pennington Co. to sell tax forfeited land

by Scott DCamp  
Reporter

Six hundred and forty acres of tax forfeited property located in Star Township, Pennington County will soon be sold and returned to Pennington County's tax rolls. During the Pennington County Board meeting on Tuesday, Sept. 10, commissioners approved a resolution authorizing the sale by public auction at 10 a.m. on Friday, Oct. 25.

A breakdown of that prop-

erty includes 160 acres in Section 12; separate 40- and 320-acre parcels in Section 13; and 120 acres in Section 25.

It isn't an official land exchange, but the state of Minnesota gave Pennington County permission to sell the tax forfeited properties earlier this year, while Pennington County gave the Minnesota Department of Natural Resources its blessing to acquire a 160-acre parcel in the southeast quarter of section 30 in Bray

Township.

Pennington County was willing to back off its "No Net Loss" clause, under which it would not allow the direct sale of private land to a state agency without a property of equal value being returned to private land.

All of the parcels that will be sold next month have been in forfeiture for at least 38 years, and portions have sat in forfeiture since 1954.

The County Board originally planned to break the

640 acres into 15 40-acre tracts and two 20-acre tracts that would be sold separately. Some of the tracts do not have access from county or township roads, however, so the County Board authorized Auditor Ken Olson to determine if there are any recorded easements, and potentially combine some properties into 80- and 120-acre parcels to ensure access.

Each of the 17 parcels includes an appraised value and an estimated timber

value. The bidding for each parcel will start at the appraised value. Any parcel that is not sold during the public sale may be purchased after the public sale by paying the base sale price.

Before the sale can proceed, the County Board must publish a notice of the sale in consecutive editions of the county's legal newspaper. The County Board plans to provide notice of the sale in the Sept. 25 and Oct. 2

(Continued on Page 8)

## Pennington Co. to sell tax forfeited land

(Continued from Page 1)  
editions of The Times.

The current parcel listings, which are subject to change, include:

• Parcel 1 - NW1/4/SE1/4  
Sec. 12, \$1,870 timber value,  
\$11,200 base price.

• Parcel 2 - NE1/4SE1/4  
Sec. 12, \$1,421.20 timber  
value, \$ 9,600 base price.

• Parcel 3 - SE1/4SE1/4,  
Sec. 12, \$7,180.80 timber  
value, \$16,700 base price.

• Parcel 4 - SW1/4SE1/4,  
Sec. 12, \$1,084.60 timber  
value, \$9,600 base price.

• Parcel 5  
NW1/4NE1/4, Sec. 13, no  
timber, \$8,100 base price.

• Parcel 6 - NE1/4NE1/4,  
Sec. 13, \$7,031.20 timber  
value, \$17,000 base price.

• Parcel 7 - SE1/4NE1/4,  
Sec. 13, \$3,515.60 timber  
value, \$12,700 base price.

• Parcel 8 - SW1/4NE1/4,  
Sec. 13, \$9,724 timber value,  
\$20,300 base price.

• Parcel 9 - NW1/4SE1/4,

Sec. 13, \$1,346 timber value,  
\$9,500 base price.

• Parcel 10  
NE1/4SE1/4, Sec. 13, \$4,488  
timber value, \$14,000 base  
price.

• Parcel 11 - SE1/4SE1/4,  
Sec. 13, no timber, \$8,000  
base price.

• Parcel 12  
NW1/4NW1/4, Sec. 13,  
\$7,592.20 timber value,  
\$17,200 base price.

• Parcel 13  
SE1/4NW1/4, Sec. 13,  
\$1,159 timber value, \$9,400  
base price.

• Parcel 14  
E1/2NW1/4NW1/4, Sec. 25,  
no timber, \$4,000 base price.

• Parcel 15  
NE1/4NW1/4, Sec. 25, no  
timber, \$8,000 base price.

• Parcel 16  
SE1/4NW1/4, Sec. 25, no  
timber, \$8,000 base price.

• Parcel 17  
E1/2SW1/4NW1/4, Sec. 25,  
no timber, \$4,000 base price.

Handout  
Citizen's Public  
Comment





# Request for Funding

## Lessard-Sams Outdoor Heritage Council Fiscal Year 2015 / ML 2014

**Program or Project Title:** Northeastern Minnesota Sharp-tailed Grouse Habitat Partnership

**Funds Requested: \$5,848,000**

**Manager's Name:** Ward Julien  
**Title:** Board Member & Treasurer  
**Organization:** Minnesota Sharp-tailed Grouse Society  
**Street Address:** 644 - 107th Lane NW  
**City:** Coon Rapids, MN 55448  
**Telephone:** (763)-754-8361  
**E-Mail:** wjulien@peoplepc.com  
**Organization Web Site:** www.sharptails.org

**County Locations:** Aitkin, Carlton, Kanabec, Pine, and St. Louis.

### **Ecological Planning Regions:**

- Northern Forest

### **Activity Type:**

- Restore
- Enhance
- Protect in Fee

### **Priority Resources Addressed by Activity:**

- Habitat

### **Abstract:**

This partnership will protect, restore and enhance 5,086 acres, primarily brushland, in northeastern Minnesota. Habitat will be added to the WMA system and enhanced on existing public lands for species in greatest conservation need, outdoor recreational opportunities and environmental benefits.

### **Design and Scope of Work:**

#### Problem and Scope:

Until the 1880s, most of Minnesota was inhabited by sharp-tailed grouse where suitable open and brushland habitat, such as prairies, savannas, sedge meadows and open bogs, occurred. This indigenous grouse was once one of Minnesota's most abundant game birds, with over 100,000 harvested annually in the 1940's. Loss, degradation and fragmentation of open and brushland habitat within Minnesota due to natural succession and conversion to other land uses (cropland and tree plantations) has led to a long term decline in this unique grouse's population (estimated harvest of 16,800 in 2010), causing its listing as a species in greatest conservation need. Today its remaining range in northern Minnesota, which is less than one-third of its historic range, is in jeopardy of additional fragmentation and degradation.

In east central Minnesota, research results have shown that genetic diversity of the sharp-tailed grouse population may be declining due to increasing isolation of subpopulations. In nearby Wisconsin, genetic diversity has declined so greatly that Wisconsin DNR has translocated sharp-tailed grouse to create a genetic infusion to

increase the likelihood of population persistence. Increasing the amount of protected brushland habitat in northeastern Minnesota will be critical to the sustainability of the local sharp-tailed grouse population and gene exchange between Minnesota and Wisconsin populations.

Specific habitat that will be affected and how actions will directly restore, enhance, and/or protect them:

Specific habitats to be affected will include up to 5,086 acres of openland, brushland, cropland and forest habitat. Acquisition of the habitats and their transfer to MDNR for management as state WMA will protect them. Natural habitats will include wet meadow, sedge meadow, shrub wetland, bog, grassland, and aspen and northern hardwoods forest. They will be enhanced with prescribed burning, mowing, shearing, timber harvest, and possibly grazing, biomass harvest and occasional haying. Other land includes hay, pasture and crop land that will be restored to open and brushland habitat through establishment of native vegetation, prescribed burning and natural succession.

Multiple benefits:

Multiple benefits of the above protection, enhancement and restoration actions will include increased plant and animal diversity, carbon sequestration, water retention and filtration, opportunities for biomass harvest, access to public lands for recreation, increases eco-tourism opportunities, economic benefits, and secure habitat for sharp-tailed grouse and other open and brushland species in greatest conservation need.

Wildlife species that will benefit:

In addition to sharp-tailed grouse, several other species that use or depend upon open and brushland habitats are also in decline, listed as species in greatest conservation need, and will benefit from this project, including bobolinks, loggerhead shrikes, short-eared owls, yellow rails, eastern meadowlarks, American bittern, northern harrier, golden-winged warblers, Henslow's sparrow, Le Conte's sparrow, Nelson's sharp-tailed sparrow, and American woodcock. Six of these species are state listed as endangered, threatened or special concern.

Game species that will benefit include white-tailed deer, waterfowl (mallards, blue-winged teal, Canada geese, and more species during migration), wild turkey, American woodcock, common snipe, ruffed grouse, cottontail rabbit, snowshoe hare, fox, raccoon, and bobcat. Many nongame species such as the Eastern bluebird, American kestrel, brown thrasher, gray catbird, common yellowthroat, sora rail, sedge wren, spring peeper and sandhill crane will benefit.

Urgency and opportunity:

If not acquired while the opportunities exist (i.e., willing sellers and funding opportunities), the chance to protect these priority tracts permanently from land practices incompatible as open and brushland wildlife habitat, and from fragmentation, parcelization and development may be lost. Incompatible land uses, such as building sites, tree plantings, and uncontrolled natural succession, on a tract not only negatively impacts the tract directly, but also surrounding habitat by fragmenting the open character of the land and impacting area-sensitive wildlife species, such as sharp-tailed grouse that are adapted to large open vistas.

How priorities were set / Parcel selection and scoring process:

For consideration of protection and enhancement efforts by the partnership, open and brushland tracts must be located within or at the edge of an ECS landtype association identified as a priority open landscape through DNR's SFRMP landscape planning process. Further criteria to prioritize which tracts are most critical include a ranking system based upon county location, distance to active sharp-tailed grouse lek, tract size, and distance to protected brushland. A sharp-tailed grouse habitat use model (attached) is being used to target brushland habitat for protection, restoration and enhancement.

Science-based strategic planning and evaluation:

This proposal is based on science-based strategic planning and evaluation. Biological planning, conservation design, delivery, monitoring and research, and adjustments in strategies as needed are used to maintain an adaptive approach.

Sharp-tailed grouse leks (dancing grounds) are the essential hubs of subpopulations. Nesting and brooding rearing occur in suitable habitat within approximately a two-mile radius of leks. All but one of the parcels proposed for protection have active leks either located on them or within ¼ mile away.

All tracts will be critical to sustaining nesting and brood rearing habitat for subpopulations of sharp-tailed grouse.

Research by Stanley Temple in Wisconsin suggests that suitable habitat patches of 4000 ha (roughly 10,000 acres, 15½ sq. miles, or a 2.2 mile radius circle) are needed for a sharp-tailed grouse population to survive.

A pilot study in Aitkin County was conducted in 2009 to examine habitat selection, nest success and survival of sharp-tailed grouse. Data from this study and a two-year study currently underway will provide additional information for adaptive management.

Annual spring surveys of sharp-tailed grouse leks allow for monitoring of local populations and the effect of habitat protection and enhancement and other land management activities on them.

#### Level of stakeholder opposition and involvement:

No stakeholder opposition to proposed acquisitions has been encountered. Proposals to protect land and manage them as public conservation lands are locally-driven by conservation groups, hunters, conservation agency staff, and willing sellers due to the multiple benefits such land protection and management can provide. Local government has been or will be contacted and their support sought.

## Planning

### **MN State-wide Conservation Plan Priorities:**

- H1 Protect priority land habitats
- H3 Improve connectivity and access to recreation
- H5 Restore land, wetlands and wetland-associated watersheds
- H7 Keep water on the landscape
- LU8 Protect large blocks of forest land

### **Plans Addressed:**

- A Vision for Wildlife and Its Use -- Goals and Outcomes 2006-2012
- Minnesota DNR Nongame Wildlife Plans
- Minnesota DNR Strategic Conservation Agenda
- Minnesota Forest Resource Council Landscape Plans
- Minnesota's Wildlife Management Area Acquisition - The Next 50 Years
- Outdoor Heritage Fund: A 25 Year Framework
- Partners in Flight Conservation Plans for States and Physiographic Regions
- State Comprehensive Outdoor Recreation Plan
- Tomorrow's Habitat for the Wild and Rare
- U.S. Fish and Wildlife Service Strategic Habitat Conservation Model

### **LSOHC Statewide Priorities:**

- Address Minnesota landscapes that have historical value to fish and wildlife, wildlife species of greatest conservation need, Minnesota County Biological Survey data, and rare, threatened and endangered species inventories in land and water decisions, as well as long-term or permanent solutions to aquatic invasive species
- Are ongoing, successful, transparent and accountable programs addressing actions and targets of one or more of the ecological sections
- Ensures activities for "protecting, restoring and enhancing" are coordinated among agencies, non profits and others while doing this important work; provides the most cost-effective use of financial resources; and where possible takes into consideration the value of local outreach, education, and community engagement to sustain project outcomes
- Leverage effort and/or other funds to supplement any OHF appropriation
- Produce multiple enduring conservation benefits
- Provide Minnesotans with greater public access to outdoor environments with hunting, fishing and other outdoor recreation opportunities
- Restore or enhance habitat on permanently protected land
- Use a science-based strategic planning and evaluation model to guide protection, restoration and enhancement, similar to the United States Fish and Wildlife Service's Strategic Habitat Conservation model

### **LSOHC Northern Forest Section Priorities:**

- Provide access to manage habitat on landlocked public properties or protect forest land from parcelization and fragmentation through fee acquisition, conservation or access easement
- Restore and enhance habitat on existing protected properties, with preference to habitat for rare, endangered, or threatened species identified by the Minnesota County Biological Survey
- Restore forest-based wildlife habitat that has experienced substantial decline in area in recent decades

## **Relationship to Other Constitutional Funds:**

- No Relationships Listed

## **Accelerates or Supplements Current Efforts:**

Relationship to Other Constitutional Funds: The partnership will coordinate with other conservation organizations receiving Constitutional Funding to ensure projects are compatible and complementary, do not have duplicated efforts and together address the Council's statewide and section priorities.

Of the Environment and Natural Resources Trust Fund, Clean Water Fund, Parks and Trail Fund, and Outdoor Heritage Fund, this project is best suited to apply for funds from the latter because it is a habitat-based project. This project will have multiple natural resource, economic and social benefits, but its greatest benefit is in the habitat it will provide for a unique, native game bird that is also a species in greatest conservation need, the entire suite of plants and wildlife that also inhabit the same brushland communities, and the outdoor enthusiasts who enjoy and utilize them.

How this proposal accelerates or supplements current efforts: This partnership greatly accelerates and supplements protection, restoration and enhancement of brushland habitat. Prior to the availability of Outdoor Heritage grants, very little additional brushland habitat could be protected and opportunities were lost. Limited funds within DNR for acquisition were typically directed to western and southern Minnesota for protection of wetland and grassland habitat.

## **Sustainability and Maintenance:**

The proposed parcels will be part of the state WMA system, being sustained and managed by local DNR Wildlife Area staff involved in the partnership. Maintenance will be funded through the DNR budget, grants and funds provided by partners. Partner funds will be derived from conservation organization's general membership and grants, such as Outdoor Heritage and Conservation Partnership Legacy grants.

Stewardship plans for these tracts entail maintenance as integral portions of priority open landscapes. After initial protection and enhancement is completed, the primary habitat management technique will be prescribed burning. It will be used as needed, roughly once every three to seven years, to maintain their open structure and stimulate native vegetation. Brushland prescribed burn costs range from \$10-30/acre, depending upon burn unit size and equipment and personnel needed. Other habitat management techniques may be involve prescribed grazing or haying through cooperative agreements (no cost) or mechanical treatment of woody vegetation such as mowing (\$120/acre), shearing (\$70/acre), timber harvest (no cost), or biomass harvest.

## **Government Approval:**

*Will local government approval be sought prior to acquisition? - Yes*

## **Permanent Protection:**

*Is the land you plan to acquire free of any other permanent protection? - Yes*



## Hunting and Fishing Plan:

Is this land open for hunting and fishing? - **Yes**

Some of the proposed enhancement projects are on WMA and State Forest.

## Permanent Protection:

Is the activity on permanently protected land and/or public waters per MS 103G.005, Subd. 15? - **Yes (WMA, State Forests)**

## Accomplishment Timeline

Activity	Approximate Date Completed
Protection begins - Order appraisals for proposed acquisitions	July 2014
Enhancement begins - Mechanical brush treatments begin on public lands	July 2014
Protection completed - All tracts acquired and transferred to MDNR for WMA system	March 2015
Restoration begins - Native vegetation seeded on public land	June 2015
Enhancement underway - Initial site development completed	Sept. 2015
Enhancement underway - Prescribed burns completed; Restoration completed - Native vegetation seeded	June 2016
Enhancement underway - Summer mechanical brushland treatments completed on new acquisitions	Sept. 2016
Enhancement underway - Additional firebreaks cleared	March 2017
Enhancement completed - Additional prescribed burns completed	June 2017

## Outcomes

### Programs in the northern forest region:

- Forestlands are protected from development and fragmentation *Protected forestlands will be measured in acres added to the WMA system. Evaluation is not necessary as the lands will be permanent conservation lands.*
- Healthy populations of endangered, threatened, and special concern species as well as more common species *Surveys (such as lek, predator scent post, winter track, and small game hunter) will measure and evaluate sharp-tailed grouse and brushland wildlife populations.*
- Increased availability and improved condition of riparian forests and other habitat corridors *Habitat acres added which enhance corridors, habitat patch size and connectivity can be measured and evaluated for habitat quality and wildlife use through surveys.*
- Landlocked public properties have increased access for land managers *Newly protected habitat acres and the public habitat acres they help access can be measured and evaluated for habitat quality and wildlife use through surveys.*
- Greater public access for wildlife and outdoors-related recreation *More habitat acres open to hunting and additional access points will be available. Number of hunters can be estimated from license sales and hunter surveys.*
- Improved availability and improved condition of habitats that have experienced substantial decline *Addition brushland habitat acres protected, restored and enhanced can be measured and evaluated for improved conditions and wildlife use through surveys.*

- Addresses the “special concern of the conditions of brushlands within the forestlands.”

# Budget Spreadsheet

**Total Amount of Request: \$5,848,000**

## Budget and Cash Leverage

Budget Name	LSOHC Request	Anticipated Leverage	Leverage Source	Total
Personnel	\$20,000	\$0		\$20,000
Contracts	\$443,400	\$0		\$443,400
Fee Acquisition w/ PILT	\$4,703,000	\$0		\$4,703,000
Fee Acquisition w/o PILT	\$0	\$0		\$0
Easement Acquisition	\$0	\$0		\$0
Easement Stewardship	\$0	\$0		\$0
Travel	\$0	\$0		\$0
Professional Services	\$52,000	\$0		\$52,000
Direct Support Services	\$0	\$0		\$0
DNR Land Acquisition Costs	\$63,000	\$0		\$63,000
Capital Equipment	\$0	\$0		\$0
Other Equipment/Tools	\$0	\$0		\$0
Supplies/Materials	\$566,600	\$1,700	Private Source	\$568,300
DNR IDP	\$0	\$48,200	DNR in kind service	\$48,200
Total	\$5,848,000	\$49,900	-	\$5,897,900

## Personnel

Position	FTE	Over # of years	LSOHC Request	Anticipated Leverage	Leverage Source	Total
PF Director of Conservation	0.10	2.00	\$12,000	\$0		\$12,000
PF Regional Representative	0.05	2.00	\$3,000	\$0		\$3,000
PF Director of Public Finance	0.10	2.00	\$5,000	\$0		\$5,000
Total	0.25	6.00	\$20,000	\$0	-	\$20,000

## Output Tables

**Table 1. Acres by Resource Type**

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	0	0	0	1,036	1,036
Protect in Fee with State PILT Liability	0	0	0	3,122	3,122
Protect in Fee W/O State PILT Liability	0	0	0	0	0
Protect in Easement	0	0	0	0	0
Enhance	0	0	0	3,584	3,584
Total	0	0	0	7,742	7,742

**Table 2. Total Requested Funding by Resource Type**

Type	Wetlands	Prairies	Forest	Habitats	Total
Restore	\$0	\$0	\$0	\$681,400	\$681,400
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$4,901,500	\$4,901,500
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$265,100	\$265,100
Total	\$0	\$0	\$0	\$5,848,000	\$5,848,000

**Table 3. Acres within each Ecological Section**

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	0	0	0	0	1,036	1,036
Protect in Fee with State PILT Liability	0	0	0	0	3,122	3,122
Protect in Fee W/O State PILT Liability	0	0	0	0	0	0
Protect in Easement	0	0	0	0	0	0
Enhance	0	0	0	0	3,584	3,584
Total	0	0	0	0	7,742	7,742

**Table 4. Total Requested Funding within each Ecological Section**

Type	Metro/Urban	Forest/Prairie	SE Forest	Prairie	Northern Forest	Total
Restore	\$0	\$0	\$0	\$0	\$681,400	\$681,400
Protect in Fee with State PILT Liability	\$0	\$0	\$0	\$0	\$4,901,500	\$4,901,500
Protect in Fee W/O State PILT Liability	\$0	\$0	\$0	\$0	\$0	\$0
Protect in Easement	\$0	\$0	\$0	\$0	\$0	\$0
Enhance	\$0	\$0	\$0	\$0	\$265,100	\$265,100
Total	\$0	\$0	\$0	\$0	\$5,848,000	\$5,848,000

**Table 5. Target Lake/Stream/River Miles**

0 miles

## Parcel List

### Section 1 - Restore / Enhance Parcel List

Aitkin

Name	TRDS	Acres	Est Cost	Existing Protection?
Aitkin WMA Mow	04726203	56	\$6,400	Yes
Great River Mow	04826213	173	\$19,900	Yes
Thumb Island Mow	04823225	148	\$17,000	Yes
Wagner East Bog Mow	05026212	280	\$32,200	Yes
Wagner West Bog Mow	05026211	160	\$18,400	Yes

Carlton

Name	TRDS	Acres	Est Cost	Existing Protection?
East Cross Lake Mow	04920222	38	\$4,400	Yes
Kettle Lake East Shear	04819215	576	\$34,800	Yes
Kettle Lake West Shear	04819218	257	\$15,500	Yes
Wrenshall WMA Mow	04716207	38	\$4,400	Yes

Pine

Name	TRDS	Acres	Est Cost	Existing Protection?
Rutledge WMA Natives Seeding	04420236	50	\$31,200	Yes

St. Louis

Name	TRDS	Acres	Est Cost	Existing Protection?
Cherry-Morrow Mow	05619216	75	\$8,600	Yes
Floodwood WMA Mow	05121211	38	\$4,400	Yes
Sax-Zim Mow	05518222	75	\$8,600	Yes

### Section 2 - Protect Parcel List

Aitkin

Name	TRDS	Acres	Est Cost	Existing Protection?	Hunting?	Fishing?
Herlache	05025215	40	\$39,800	No	No	No
Lawrence	05025214	160	\$130,800	No	No	No
Parchuc	04823213	40	\$43,400	No	No	No
Rezac	04726209	159	\$151,300	No	No	No

Carlton

Name	TRDS	Acres	Est Cost	Existing Protection?	Hunting?	Fishing?
Baars	04920221	40	\$43,200	No	No	No
Bennett	04920228	40	\$51,200	No	No	No
Casey	04920228	40	\$56,700	No	No	No
Eder	04920220	40	\$51,400	No	No	No
French	04920228	40	\$51,200	No	No	No
Graf	04920211	80	\$84,300	No	No	No
Klimek	04716207	20	\$41,200	No	No	No
Richards	04920221	37	\$48,400	No	No	No
Senese	04920220	20	\$25,400	No	No	No
T. Olson	04920229	40	\$51,200	No	No	No

Kanabec

Name	TRDS	Acres	Est Cost	Existing Protection?	Hunting?	Fishing?
Linder	04223235	806	\$1,070,600	No	No	No

Pine

Name	TRDS	Acres	Est Cost	Existing Protection?	Hunting?	Fishing?
Slade	04419220	480	\$563,900	No	No	No

### Section 2a - Protect Parcel with Bldgs

Aitkin

Name	TRDS	Acres	Est Cost	# Bldgs?	Bldg Improve Desc	Value of Bldg	Disposition of Improvements
Thompson	04825204	760	\$2,841,800	5	Old house, shed, hay barn and two grain bins	\$10,000	Remove

Carlton

Name	TRDS	Acres	Est Cost	# Bldgs?	Bldg Improve Desc	Value of Bldg	Disposition of Improvements
J. Olson	04920221	280	\$296,400	2	Old house and garage.	\$8,000	Remove

### Section 3 - Other Parcel Activity

No parcels with an other activity type.





# Minnesota Department of Natural Resources

500 Lafayette Road • St. Paul, MN • 55155-40



June 6, 2013

Mr. Joe Pavelko  
Director of Conservation Programs  
Pheasants Forever Inc. and Quail Forever  
7975 Acorn Circle  
Victoria, Minnesota 55386-4562  
jpavelko@pheasantsforever.org

Mr. Ward Julien  
Board Member and Treasurer  
Minnesota Sharp-tailed Grouse Society  
644 - 107 Lane Northwest  
Coon Rapids, Minnesota 55448-4336  
wjulien@peoplepc.com

Dear Messrs. Pavelko and Julien:

I am pleased to write this letter of support on behalf of the Commissioner of the Minnesota Department of Natural Resources. Pheasants Forever and the Minnesota Sharp-tailed Grouse Society's fiscal year 2015 proposal to the Lessard-Sams Outdoor Heritage Council for the Northeastern Minnesota Sharp-tailed Grouse Habitat Partnership addresses important brushland habitat protection, restoration, and enhancement needs for sharp-tailed grouse (a species in greatest conservation need) and the suite of wildlife utilizing open land and brushland habitats. Other benefits will include enhancement of the wildlife management system, increased public recreational opportunity, and multiple environmental benefits. Focusing on key, strategic sites will maximize effectiveness of funding resources and past investments in priority brushland habitat complexes. These actions will help maintain the quality of life which Minnesotans deserve.

Thank you for your efforts in conserving important habitats and wildlife. Best wishes with the proposal and continued Northeastern Minnesota Sharp-tailed Grouse Habitat Partnership.

Sincerely,

 **COPY**

Edward K. Boggess, Director  
Division of Fish and Wildlife  
DNR Building – 500 Lafayette Road  
Saint Paul, Minnesota 55155-4020  
651-259-5180

EKB/JP/jls

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

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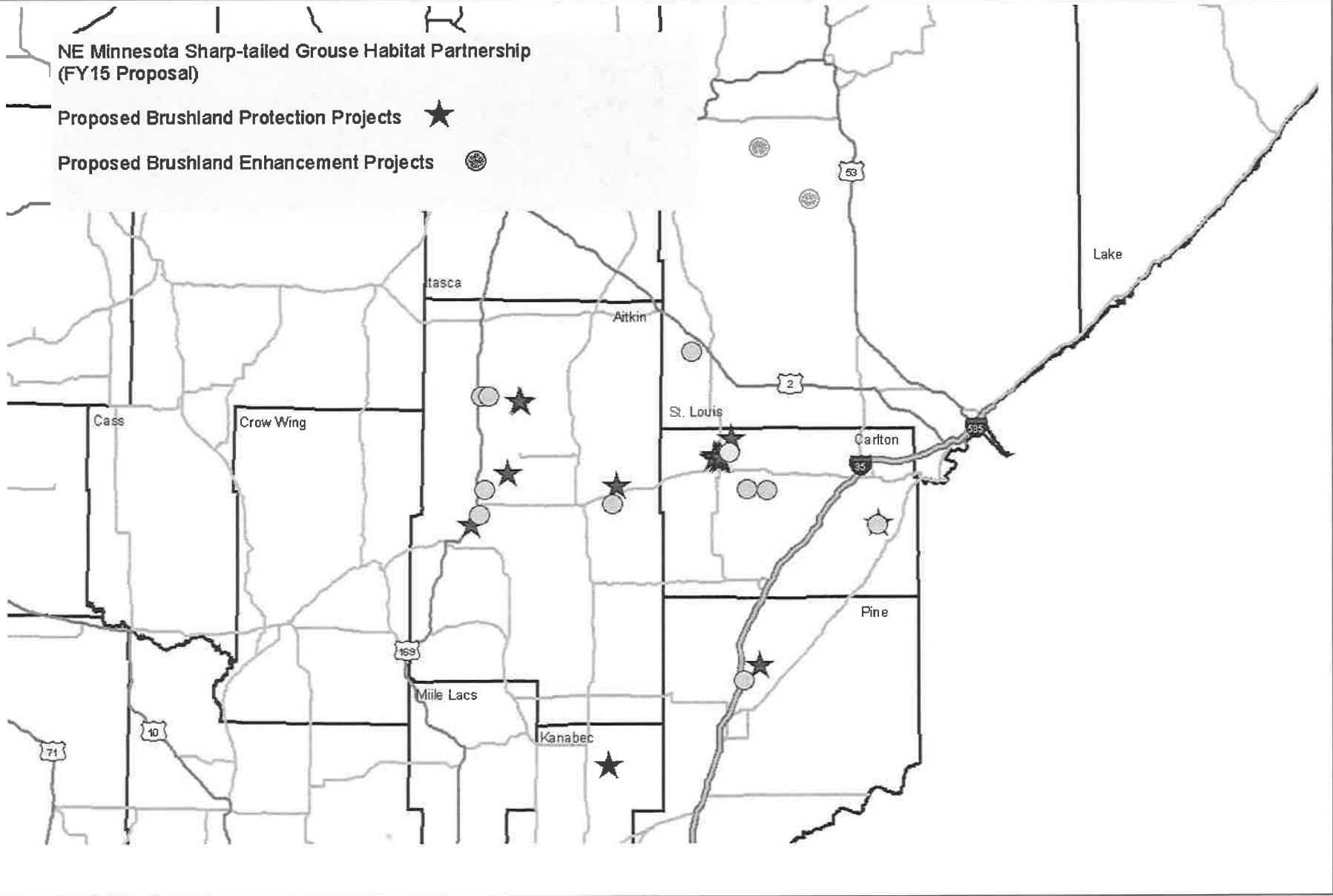


PRINTED ON RECYCLED PAPER CONTAINING A MINIMUM OF 10% POST-CONSUMER WASTE

NE Minnesota Sharp-tailed Grouse Habitat Partnership  
(FY15 Proposal)

Proposed Brushland Protection Projects ★

Proposed Brushland Enhancement Projects ●





## Patrick Wussow

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**From:** Anne Marcotte  
**Sent:** Friday, September 27, 2013 3:16 PM  
**To:** Patrick Wussow  
**Subject:** Fw: Gun Lake Property

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

**From:** Bill Becker  
**To:**  
**Cc:** David Hartwell ; Joe Pavelko ; Rick Hansen ; Denny McNamara ; Scott Rall  
**Sent:** Friday, September 27, 2013 3:10 PM  
**Subject:** Gun Lake Property

Here is the information on the land appraised and presumably purchased at \$2.1 million, previously thought to be worth \$700,000. The issue came before the Council as a request to amend two Accomplishment Plans for buying habitat for Sharp-tail Grouse. The purpose of acquiring the land is to provide sufficient habitat for the eastern Minnesota sharp-tailed grouse population. This population is on the brink of genetic collapse. The species needs blocks of suitable habitat in the range of 10,000 acres. The information before the council at its June 4' 2013 meeting is at this link. There is a summary of the request and the two accomplishment plans showing what was being amended. [http://www.isohc.leg.mn/materials/13\\_Mtg/STG%20Agenda%2011.pdf](http://www.isohc.leg.mn/materials/13_Mtg/STG%20Agenda%2011.pdf) You should listen to the discussion at this audio link found at 2:56:33 of the audio at this link [http://www.isohc.leg.mn/media/2013/06\\_04\\_2013.MP3](http://www.isohc.leg.mn/media/2013/06_04_2013.MP3) Members of the council were convinced the habitat value in the face of genetic collapse of the sharp-tailed population unique to the area and high priced niche market for the land warranted the state paying the price.

I encourage you to listen to the story on why the appraised price has risen so much since the inception of the property. The fact that this property and similar properties in the area were targeted for wetland mitigation needed by mining companies working north of the area. This was the driving force pushing up the value. The highest and best use had changed and the property moved into a higher cost class. The Council approved this request to buy the land with one member voting no.

From the minutes:  
**(02:56:33) Action: Approval of Accomplishment Plan Amendment request**

ML 2012, Ch. 264, Art. 1, Sec. 2, Subd. 3c and  
ML 2013, Ch. 137, Art. 1, Sec. 2, Subd. 3c Northeast Minnesota Sharp-tailed Grouse Habitat Partnership. Joe Pavelko

Pheasants Forever, and Jodi Provost, DNR, presented the request and answered questions posed by members. Motion by S. Rall to approve the amendment request as presented.

Bob Anderson yes  
Jim Cox yes  
David Hartwell yes  
Rep. Rick Hansen yes  
Sen. Bill Ingebrigtsen yes  
Jane Kingston yes  
Rep. Denny McNamara no  
Sue Olson abstain  
Scott Rall yes  
Ron Schara yes  
Elizabeth Wilkens yes  
9 -1 Motion adopted

Let me know how you feel about this decision.

Bill Becker,  
Executive Director  
Lessard-Sams Outdoor Heritage Council

## Patrick Wussow

---

**From:** Anne Marcotte  
**Sent:** Friday, September 27, 2013 2:19 PM  
**To:** Patrick Wussow  
**Subject:** Fw: Responses to committee questions  
**Attachments:** Attachment E for OHF.pdf; 2013 House Legacy Response Regarding Land Acquisitions with the Outdoor Heritage Fund.pdf

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

**From:** Bill Becker  
**To:**  
**Cc:** [Sandy Smith](#) ; [Heather Koop](#)  
**Sent:** Friday, September 27, 2013 1:37 PM  
**Subject:** FW: Responses to committee questions

Hi Ann,

I'm glad I hesitated regarding the number of appraisals required on a purchase greater than \$1,000,000. I had it wrong.

In this e-mail near the end is a table showing the number of appraisals, type of appraisals and appraisal reviews (independent, second set of trained eyes) required by the real estate professionals in DNR for anyone buying land with the Outdoor Heritage Fund. For convenience sake I will cut and paste the table here:

### Summary of Attachment E: Land Acquisition Reporting Procedures Summary

Value of Property	Appraisal	Appraisal level & Review
\$20,000 or less	No	No appraisal necessary; must provide documentation of value. Administrative appraisal review by grant recipient.
\$100,000 or less	Yes	Summary appraisal. Administrative appraisal review by grant recipient.
\$500,000 or less	Yes	Administration review by grant recipient.
\$500,000 to \$1,000,000	Yes	One appraisal by DNR certified appraiser. Technical review by DNR-approved reviewer.
\$1,000,000 or more	Yes	One appraisal by DNR certified appraiser. Technical review by DNR appraiser.
\$10,000,000 or more	Yes	Two appraisals. DNR must be involved in writing appraisal scope; technical review by DNR appraiser of both appraisals.

The rules and contract terms for land valued at greater than \$1 million is one appraisal by an appraiser certified by DNR Land and Minerals Division to be sufficiently skilled in appraising to meet the highest of appraisal standards and a technical review by an appraiser who is a DNR employee. The review appraiser makes sure the comps are in order and the adjustments are supported. Also find attached the guiding document summarized by the table, Attachment E as well as a table providing the detail of each parcel of land acquired using the OHF as of February, 2013.

You were frustrated at being unable to see the appraisal before the closing is over. The data classification of appraisals caused by public funding or action starts at this link where you can find the "Landowner Bill of Rights."  
[https://www.revisor.mn.gov/statutes/?id=84.0274&year=2012&keyword\\_type=all&keyword=land+owner+bill+of+rights](https://www.revisor.mn.gov/statutes/?id=84.0274&year=2012&keyword_type=all&keyword=land+owner+bill+of+rights)

. This statute references the Data Practices Act, to define how to handle appraisal data: <https://www.revisor.mn.gov/statutes/?year=2012&id=13.44#stat.13.44.3> The reference in the Landowner Bil of Rights leads to M.S.13.44, Subdivision 3 reading (**emphasis added**):

**Subd. 3. Real property; appraisal data.**

(a) Confidential or protected nonpublic data. Estimated or appraised values of individual parcels of real property that are made by personnel of a government entity or by independent appraisers acting for a government entity for the purpose of selling or acquiring land through purchase or condemnation are classified as confidential data on individuals or protected nonpublic data.

(b) Private or nonpublic data. Appraised values of individual parcels of real property that are made by appraisers working for fee owners or contract purchasers who have received an offer to purchase their property from a government entity are classified as private data on individuals or nonpublic data.

**(c) Public data. The data made confidential or protected nonpublic under paragraph (a) or made private or nonpublic under paragraph (b) become public upon the occurrence of any of the following:**

**(1) the data are submitted to a court-appointed condemnation commissioner;**

**(2) the data are presented in court in condemnation proceedings; or**

**(3) the negotiating parties enter into an agreement for the purchase and sale of the property.**

**The data made confidential or protected nonpublic under paragraph (a) also become public at the discretion of the government entity, determined by majority vote of the entity's governing body, or, in the case of a state agency, as determined by the commissioner of the agency.**

Pheasants Forever falls under this rule because it is using government personnel to review appraisers and it can be argued the appraiser is acting for the state.

We share your concern about making sure the amount paid for land (or any other expenditure of a large amount of public money) reflects the true value of the property. We think the price must be fair and accurate and the appraisal must protect both the seller and the buyer. As a legislative body the Lessard-Sams Outdoor Heritage Council can't operate programs or execute appropriations laws. We are constitutionally prohibited operating programs by the principle of separation of powers. Only executive branch agencies carry out laws. Therefore the legislature appropriates Outdoor Heritage Funds (OHF) to state agencies for their use or for them to "grant" to recipients specified in law who use the money for general public purposes. In this grant administration capacity the state agency sets the rules.

Our OHF appropriations go through DNR, one of two significant land buying agencies in state government. The other one being MnDOT. We've pondered alternatives and haven't come up with a better agency to protect the public interest. DNR employees are duty bound and statutorily directed to make sure the prices are fair. DNR doesn't release the reimbursement until all supporting documentation is in proper order. This includes an appraisal that accurately values real property. The Office of the Legislative Auditor reviews this system and has looked into the appraisal issue specifically. If you have an idea of how to improve the accuracy of these appraisals let us know what it is.

I know it is hard to understand how a parcel of land could be assessed at \$900,000 one day and appraised at over \$2,000,000. I've never seen that happen. I do know assessors, despite the laws and best practice, on occasion grossly miss the value of a parcel in their county. I also know that the price of agricultural land has doubled in some areas of the state in a relatively short time due to crop prices and investor speculation. So it is possible the valuation you refer to and the appraisal are both accurate, for their time.

Sincerely,

Bill Becker  
Executive Director  
Lessard-Sams Outdoor Heritage Council  
651-296-6397

---

**From:** Bill Becker  
**Sent:** Monday, February 04, 2013 1:42 PM

**To:** 'Mike.Molzahn@house.mn'  
**Cc:** Sandy Smith; Heather Koop  
**Subject:** Responses to committee questions

Mike,

Below are the responses we prepared to questions received by the Lessard-Sams council from members of the Legacy Committee and the Chair of the Environment and Natural Resources Finance Committee. Please distribute to the members of the committees as it pleases the chairs.

The following table answers several questions posed by committee members:

- **How much Outdoor Heritage Funds has been appropriated to local units of government, state agencies, and non-governmental organizations under ML 2009-2012 and how much is recommended in ML 2013?**
- **How much outdoor heritage funding has been appropriated to programs whose work will occur in the seven county metro area?**

	ML 2009	ML 2010	ML 2011	ML 2012	ML 2013 Recommended
Appropriated to LUG	\$4,005,000	\$5,624,000	\$3,758,000	\$15,359,400	\$5,727,000
Appropriated to state agencies	\$65,319,000	\$25,627,000	\$ 43,644,000	\$50,670,600	\$44,480,500
Appropriated to NGOs	\$15,745,000	\$26,913,000	\$38,381,000	\$33,670,000	\$39,789,500
Appropriated to federal agency	\$1,583,000	\$0	\$0	\$0	\$0
Appropriated to Other*	\$880,000	\$775,000	\$1,172,000	\$220,000	\$1,206,000
<b>Total appropriated</b>	<b>\$87,532,000</b>	<b>\$58,939,000</b>	<b>\$86,955,000</b>	<b>\$99,920,000</b>	<b>\$91,203,000</b>
Appropriated to projects in 7 county metro area	\$5,123,911	\$9,296,740	\$6,679,822	\$11,384,684	\$9,085,000

\*Includes contract administration, LSOHC administration, restoration evaluations.

- **How many acres of native prairie have been or are planned to be acquired under the Outdoor Heritage Fund under ML 2009-2012 and those recommended under ML 2013?**

ACRES OF LAND TO BE ACQUIRED*	ML 2009	ML 2010	ML 2011	ML 2012	ML 2013 Recommended
Amount of native prairie acquired (in acres)	180	1,331	1,338	2,192	1,502
Other prairie & grassland	10,262	6,789	12,724	6,963	1,563
Wetlands	11,454	14,517	11,702	19,347	25,749
Forests	192,006	6,065	41,951	5,560	3,936
Habitat	3,888	8,239	2,910	4,785	28,794

\*Data is not available on the estimated cost of native prairie acquisition.

The *Minnesota Prairie Conservation Plan 2010* calls for the protection of 120,000 acres of unprotected remaining native prairie, the restoration of two million acres of grassland and savanna, and 1.3 million acres of wetlands and shallow lakes. The plan identifies three approaches to prairie region conservation.

- **Core areas with high concentrations of native prairie, other grasslands, wetlands, and shallow lakes.** The goal is acquire lands with a mix of at least 40% grassland and 20% wetland, with the balance in cropland or other uses.
- **Prairie corridors connected to core areas.** The goal is acquired lands within the corridors to be nine miles square and at approximately six mile intervals along and within corridors. The corridor mix of vegetation should be 40% grassland, 20% wetland, with the remainder of the legal land section to be at least 10% in perennial cover.
- **Remainder of the prairie region.** The plan states that the remainder of the prairie region should have at least 10% in perennial native vegetation.

The following table from the "OHF 25 Year Framework" provides additional context to land acquisition discussions. All of the restoration and enhancement activity occurs in the permanently protected habitat

LSOHC Planning Section	Total # acres	Habitat acres	Permanently protected habitat	Private habitat not protected	Dev./Agri
Forest/Prairie Transition	6,560,182	3,522,859	1,085,871	2,436,988	3,037,323
Metro/Urbanizing	3,291,096	1,349,695	408,905	940,790	1,941,401
Northern Forest	23,163,472	20,717,641	12,794,564	7,923,077	2,445,831
Prairie	18,341,600	3,374,386	1,098,640	2,275,746	14,967,214
Southeast Forest	2,647,384	1,056,397	162,256	894,141	1,590,987
<b>Totals</b>	<b>54,003,734</b>	<b>30,020,978</b>	<b>15,550,236</b>	<b>14,470,742</b>	<b>23,982,756</b>

- **How does the state guarantee the best value for acquisitions under the Outdoor Heritage Fund?**



The council relies on the experts in the DNR Division of Lands and Minerals to ensure the Outdoor Heritage Fund pays a fair price for land. Attachment E is DNR policy on valuing land. It is made part of the agreements with non-governmental recipients of state funds and no funds can be reimbursed without proof the land valuation policy was followed. DNR programs are also required to follow the procedures outlined in the attachment. We have attached a copy of attachment E and provide the tabular summary below.

**Summary of Attachment E: Land Acquisition Reporting Procedures Summary**

<b>Value of Property</b>	<b>Appraisal</b>	<b>Appraisal level &amp; Review</b>
\$20,000 or less	No	No appraisal necessary; must provide documentation of value. Administrative appraisal review by grant recipient.
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\$500,000 to \$1,000,000	Yes	One appraisal by DNR certified appraiser. Technical review by DNR-approved reviewer.
\$1,000,000 or more	Yes	One appraisal by DNR certified appraiser. Technical review by DNR appraiser.
\$10,000,000 or more	Yes	Two appraisals. DNR must be involved in writing appraisal scope; technical review by DNR appraiser of both appraisals.

- **Please provide a distribution of the average price per acre paid for land or interests in land by recipients of funds from the Outdoor Heritage Fund.**

We have attached a spread sheet of the descriptions of the Fee and Easement acquisitions reported to date. The range of cost per acre is zero (a donation) to \$95,000 per acre (205 feet of shoreline on point extending into Leech Lake). These acquisitions are state priority acquisitions according to DNR. Conspicuously missing are easement acquisitions by the Board of Water and Soil Resources which has been experiencing personnel problems.

Bill Becker  
 Executive Director  
 Lessard-Sams Outdoor Heritage Council  
 Room G95  
 State Office Building  
 100 Dr. Rev. Martin Luther King Jr. Blvd.  
 Saint Paul, Minnesota 55155

Office phone: 651.296.6397  
 Cell phone: 612.590.5273

## **Attachment E. Land Acquisition Reporting Procedures**

### **Outdoor Heritage Fund**

(April 2012 – replaces December 2011 version)

#### **Section 1 – Grant acquisition procedures for all land**

##### **1. Valuation/Appraisal**

- a. No appraisal is required if the land is valued at \$20,000 or less. However, the grant recipient must provide documentation on how the value was determined.
- b. For all other properties, an appraisal must be prepared by a Certified General Level 4 appraiser licensed in Minnesota.
  - i. The appraisal must be prepared in conformity with the guidelines titled "Uniform Standards of Professional Appraisal Practice" and Minnesota DNR "Supplemental Appraisal and Appraisal Review Guidelines".
  - ii. In order to ensure compliance with the applicable appraisal standards, your written assignment instructions to the appraiser must be included as an addendum of the appraisal report.
  - iii. The appraiser must use the DNR certification form.
  - iv. The DNR must be named as an intended user of the appraisal report.
  - v. The intended use shall include negotiation and grant reimbursement.
  - vi. If the value is less than \$100,000, a summary appraisal report is acceptable.
  - vii. If the value is greater than \$10 million, two appraisals are required and the DNR must be involved in writing the appraisal scope of work to be provided to the appraisers. Contact Cindy Nathan at: [cindy.nathan@state.mn.us](mailto:cindy.nathan@state.mn.us).

##### **2. Appraisal Review**

- a. The appraisal review must be prepared in conformity with the "Uniform Standards of Professional Appraisal Practice" and the current Minnesota DNR "Supplemental Appraisal and Appraisal Review Guidelines".
- b. For properties valued up to \$1,000,000, an appraisal review must be conducted by the grant recipient.
  - i. The grant recipient may conduct an administrative review for properties valued up to \$500,000. The grant recipient must use the DNR administrative review checklist. All elements of the checklist must be met.
  - ii. Technical reviews are required for properties valued over \$500,000. The grant recipient shall contract for the appraisal review for properties valued up to \$1,000,000.
    - (a) The grant recipient must use a technical reviewer on the list provided by the DNR.
    - (b) The DNR must be named as an intended user of the appraisal review report.
    - (c) The intended use shall be to assure reliability and credibility of the appraisal for use in reimbursement of grant monies.
    - (d) The reviewer must use the DNR Reviewer Certification form.
    - (e) The appraisal must be recommended.
- c. For properties valued greater than \$1,000,000, the technical appraisal review will be conducted by the DNR.
  - i. The grant recipient must provide the acquisition packet information to Cindy Nathan prior to the review request.
  - ii. The DNR must be named as an intended user of the appraisal review report.
  - iii. The intended use shall be to assure reliability and credibility of the appraisal for use in reimbursement of grant money.

- iv. The acquisition packet and appraisal report (2 copies) shall be submitted to: Cindy Nathan, Minnesota DNR, 1601 Minnesota Drive, Brainerd, MN 56401.
- v. The reviewer must use the DNR Reviewer Certification form.
- vi. The appraisal must be recommended.
- vii. The grant recipient will be mailed the review once it has been completed.

3. Landowner Information

- a. The grant recipient must be working with a willing seller and the landowner must be made aware of the fact that the grant recipient intends to either retain ownership or convey the real property or an interest in the property to a governmental entity.
- b. The grant recipient must disclose any conflict of interests to the landowner.

4. Site Assessment

- a. The grant recipient shall conduct an appropriate site assessment of the real property to determine whether the real property is used or has ever been used for the manufacture, use, storage, or disposal of any hazardous waste or toxic substance, pollutant or contaminants. If contamination is suspected, a Phase 1 review is required. If appropriate based on the findings of the Phase 1, a Phase 2 review is required.
- b. The grant recipient must inspect any buildings and other improvements.
- c. The grant recipient must obtain a completed landowner's disclosure form from the landowner. The completed landowner's disclosure form must be provided to the appraiser and the appraiser reviewer.

5. Legal Description/Marketable Title

- a. The grant recipient must have a real estate professional review the legal description for the property being acquired. When appropriate, the grant recipient shall have the legal description reviewed by a surveyor. The grant recipient must have the property surveyed by a surveyor hired by the grant recipient, if it is needed in order to have a recordable legal description. The surveyor hired by the grant recipient must be licensed in Minnesota.
- b. The grant recipient must obtain marketable title for the property as shown either by a title opinion prepared by an attorney licensed to practice in Minnesota or by title insurance (not just a title commitment). Should a cure be required before transfer to the DNR, the grant recipient is responsible for the cure to title.

6. Reasonable Costs/Accountability of Overall Program

- a. Documentation of all costs is required for reimbursement.
- b. Grant recipients are subject to periodic audits of purchases, appraisals, and appraisal review procedures. DNR's audit team may include financial, appraisal, and legal staff.
- c. Audit findings may alter grant recipients future level of authority to conduct work or receive additional grants.

7. Conveyance to the DNR

- a. If the property is to be conveyed to the DNR, please provide the DNR with the following information that was gathered under these procedures: a copy of the site assessment information, including the disclosure form completed by the landowner from whom you purchased the property; evidence that the County Board was notified of the acquisition; the title information; any survey work; and the deed or, if not yet purchased, the option agreement. The documents are to be provided to the acquisition program coordinator for the division that will administer the property.

- b. If you want to arrange for a closing with the DNR that is close proximity in time to your closing with the landowner from whom you are acquiring the property, please contact the acquisition program coordinator upon obtaining a signed option from the landowner.

A copy of the DNR guidelines, forms, and list of appraiser reviewers can be found at the following location: [http://www.dnr.state.mn.us/lands\\_minerals/appraisal\\_mgmt.html](http://www.dnr.state.mn.us/lands_minerals/appraisal_mgmt.html) .

## **Section 2 – Reporting Requirements, Eligible costs, Conditions for Payment of Eligible Costs:**

### **1. Reporting Requirements and Notice of Funding Restrictions**

- a. The grant recipient must comply with the project requirements and reporting requirements specified in Laws of 2011, 1st Special Session, Chapter 6, Article 1, Section 2, Subdivisions 9 (Project Requirements) and 14 (Real Property Interest Report);
- b. A legal description of the interest in real property covered by the funding agreement;
- c. A reference to the underlying funding agreement; and
- d. The following statement must be referenced in the Notice of Funding Restrictions: *"This interest in real property shall be administered in accordance with the terms, conditions, and purposes of the grant agreement controlling the acquisition of the property. The interest in real property, or any portion of the interest in real property, shall not be sold, transferred, pledged, or otherwise disposed of or further encumbered without obtaining the prior written approval of the Lessard-Sams Outdoor Heritage Council or its successor. The ownership of the interest in real property shall transfer to the state if: (1) the holder of the interest in real property fails to comply with the terms and conditions of the grant agreement or accomplishment plan; or (2) restrictions are placed on the land that preclude its use for the intended purpose as specified in the appropriation."*

### **2. Eligible Costs are the Following:**

- a. The value the grant recipient paid for the property up to 110% of the appraised value.
- b. Appraisals and Appraisal Reviews,
- c. Surveys,
- d. Title commitment,
- e. Loan costs for holding the property,
- f. Property taxes paid by the grant recipient from the date of its acquisition,
- g. Attorney fees for the specific acquisition (i.e. title opinion),
- h. Staff time spent on the specific acquisition,
- i. Abstracting, recording fees, and other closing fees, and
- j. Penalty payments made for prepayment of a mortgage or loan.

### **3. Eligible Costs upon Prior Approval are the Following:**

- a. Title insurance,
- b. Site assessments and environmental site inspection phase I and phase II, and
- c. Other due diligence expenses, carrying costs, and transactional costs not listed under 2. Eligible Costs.

### **4. Conditions for Payments of Eligible Costs**

The Recipient may use funds available under this Agreement to cover any costs incurred in following the above land acquisition procedures and as otherwise set out in the Accomplishment Plan attached as Attachment A subject to the following conditions:

- a. The Recipient will not be entitled to use funds available under this Agreement for any land value costs in excess of 110% of the appraised value.
- b. In those instances set out above where DNR review and approval of an appraisal, legal description, title work or environmental assessment is required; the recipient assumes the risk that its costs will not be covered under this agreement if the recipient purchases the real property or interest in real property before receiving the required prior DNR certification or approval.
- c. Eligible costs incurred in the purchase of real property or an interest in real property must be documented by:
  - 1) A copy of the site assessment document.
  - 2) A copy of all appraisal(s) and appraisal review(s).
  - 3) The legal description of the real property or interest in real property purchased and any required survey.
  - 4) Evidence of title as required above or as otherwise agreed to by the Attorney General.
  - 5) Evidence of the amount paid or to be paid for the real property or interest in real property.
  - 6) A copy of the recorded deed or easement language.
  - 7) Evidence of successfully recording a notice of funding restrictions.
  - 8) A copy of a notification to the L-SOHC of the final disposition of the property for reporting purposes.
  - 9) Parties to an easement must specify in the easement (document) all the provisions of their agreement (easement document) that are perpetual; an electronic copy of the terms of an easement acquired must be sent to the L-SOHC and the State. Please send a scanned copy of the signed easement.

Purchases of land or interest in land are eligible for reimbursement upon presentation to the State of items 1, 2, 3, 4, and 5 above, plus a fully executed purchase agreement, option exercise letter or similar commitment to purchase showing a closing date. The State will transfer funds to the Recipient no sooner than 10 working days prior to the date of closing. The Recipient will provide items 6, 7, 8 and 9 above to the State no later than 60 days following the receipt of funds, unless otherwise agreed upon by the State. A settlement statement and confirmation of payment from the bank must be provided within 10 days.

Purchaser	Citation	Purchase date	Acquisition Name	Acq. Type	County	Acres	Adjacent Body of Water	Shore Feet	Purchase Price	Prof. Service Costs	Total OHF Project Cost	Appraised Value	Donation or Other Funds	Average OHF Cost Per Acre
MLT	2009 2(f)	12/28/2010	Root River Visger	CE	Houston	145.0	Unnamed	4,136	\$0	\$0	\$0	\$95,000	\$67,416	\$0
MLT	2010 3(a)	12/29/2010	McFarland Lake (Wirth)	CE	Cook	37.0	McFarland Lake	1259	\$0	\$951	\$951	\$353,800	\$353,800	\$26
MLT	2010 3(a)	9/13/2011	Burntside Lake-Miller Island (Smith)	CE	St. Louis	13.0	Burntside Lake	4436	\$0	\$3,311	\$3,311	\$697,500	\$697,500	\$255
TNC	2010 5(i)	3/7/2012	Tallgrass Aspen Parkland - Fitzer	Fee	Kittson	160.0			\$64,000	\$3,391	\$67,391	\$64,000		\$421
TNC	2010 5(i)	4/5/2012	Tallgrass Aspen Parkland - Hewitt	Fee	Kittson	160.0			\$92,000	\$9,501	\$101,501	\$92,000		\$634
TNC	2009 5(a)	4/6/2010	Tallgrass Aspen Steien	Fee	Kittson	239.0			\$145,000	\$5,540	\$151,674	\$145,000		\$635
DNR	2010 3(d)	1/24/2012	Willowssippi WMA tr 6	Fee	Aitkin	81.0			\$42,500	\$9,127	\$51,627	\$42,500		\$637
TNC	2010 2(f)	11/1/2010	Agassiz Beach Ridges/Piche	Fee	Polk	160.0			\$122,400	\$3,084	\$125,484	\$122,400		\$784
DNR	2009 4(a)	12/21/2010	Spencer Brook WMA	Fee	Isanti	235.0			\$191,700	\$15,563	\$207,263	\$610,000	\$368,991	\$882
TNC	2010 2(f)	11/4/2011	Pembina Beach Ridges - Peterson	Fee	Polk	320.0			\$238,500	\$3,840	\$297,308	\$256,000		\$929
MLT	2009 2(f)	6/23/2011	Root River Holen	CE	Houston	224.0	Unnamed	4,890	\$200,000	\$12,283	\$212,283	\$200,000		\$948
DNR	2010 2(a)	9/30/2011	Pembina WMA Parcel 53	Fee	Polk	120.0			\$114,000	\$11,292	\$125,292	\$114,000		\$1,044
DNR	2010 4(c)	11/29/2012	Yaeger Lake WMA tr 2	Fee	Wadena	286.0	Yaeger Lake	7,000	\$315,000	\$11,651	\$326,651	\$350,300	\$35,300	\$1,142
TNC	2010 5(i)	5/11/2011	Pembina Beach Ridges #1	Fee	Polk	160.0			\$128,000	\$42,600	\$196,200	\$128,000		\$1,226
TNC	2010 2(f)	11/1/2012	Pembina Beach Ridges - Piche	Fee	Red Lake	153.0			\$183,564	\$5,725	\$189,289	\$183,564		\$1,237
TNC	2010 2(f)	8/2/2010	Spring Prairie/Landfield	Fee	Clay	470.0			\$602,000	\$5,152	\$607,152	\$611,000	\$9,000	\$1,292
TNC	2010 2(f)	5/4/2012	Bluestem Prairie-Schiauderaff	Fee	Clay	160.4			\$210,000	\$5,029	\$215,029	\$210,000		\$1,340
DU	2009 4(b)	12/4/2009	Kauler 1	CE	Stearns	183.0	Fish Lake	2,324	\$225,453	\$18,610	\$273,763	\$256,000		\$1,496
Cass County	2011 4(c)	9/11/2012	Davenport Property - Hand Lake Property	Fee	Cass	40.2	Lower Hand Lake	1,533	\$59,300	\$900	\$60,200	\$59,300		\$1,498
DNR	2009 2(d)	10/4/2010	Vermillion River WMA	Fee	Dakota	110.0			\$169,000	\$6,060	\$175,060	\$550,000	\$381,940	\$1,591
TNC	2010 2(f)	1/12/2011	Ordway/Galcial Lakes (Luptak)	Fee	Pope	76.0			\$120,500	\$4,325	\$124,825	\$120,500		\$1,642
DNR	2010 3(d)	4/16/2012	Ray Cook WMA tr 5	Fee	Crow Wing	120.0	Cook Lake	2,250	\$180,000	\$22,590	\$203,462	\$180,000	\$872	\$1,696
Pheasants Forever	2009 4(c)	1/5/2011	Pelican Valley WPA (Schleske Tract)	Fee	Otter Tail	160.0			\$274,000	\$2,735	\$276,735	\$288,000		\$1,730
Cass County	2011 2(f)	12/21/2012	Gunderson Property	Fee	Cass	20.0			\$35,000	\$660	\$35,660	\$35,000		\$1,783
TNC	2010 2(f)	12/13/2010	Plover Prairie/Hanson etal	Fee	Lac qui Parle	240.0			\$436,000	\$3,587	\$439,587	\$436,000		\$1,832
Pheasants Forever	2009 4(c)	11/18/2010	Juhlstrud WPA (Thompson Tract)	Fee	Otter Tail	206.0			\$382,000	\$6,801	\$388,601	\$392,000		\$1,886
DNR	2010 5(b)	5/15/2012	Sanborn AMA Parc 1, 2	Fee	Redwood	61.0	Cottonwood River	4,880	\$106,160	\$17,559	\$123,709	\$146,160	\$49,365	\$2,028
Pheasants Forever	2009 4(c)	12/29/2009	Downer Prairie WPA (Ishaug Tract)	Fee	Clay	256.0			\$515,000	\$7,602	\$522,602	\$556,400		\$2,041
DNR	2010 2(a)	10/2/2012	Camp Kerk WMA tr 20	Fee	Swift	40.0	Chippewa River	2,700	\$75,000	\$4,390	\$81,680	\$75,000	\$2,290	\$2,042
TNC	2010 2(f)	9/1/2011	Bluestem-Thompson	Fee	Clay	97.0			\$155,386	\$5,913	\$202,705	\$193,200		\$2,090
DNR	2010 5(b)	8/15/2011	Toad Lake AMA	Fee	Becker	89.0	Toad Lake	3715	\$173,026	\$13,622	\$186,648	\$385,000		\$2,097
Pheasants Forever	2009 4(c)	4/14/2010	Vanmeeteran WPA	Fee	Cottonwood	320.0			\$688,000	\$1,058	\$689,058	\$688,000		\$2,153
DNR	2009 2(d)	11/4/2010	Middle Antelope Valley WMA	Fee	Yellow Medicin	160.0			\$336,000	\$18,810	\$354,810	\$320,000		\$2,218
DNR	2011 5(a)	10/30/2012	Camp Kerk WMA tr 24	Fee	Swift	10.0	Chippewa River	365	\$15,000	\$7,252	\$22,252	\$15,000		\$2,225
DNR	2011 5(a)	10/26/2012	Camp Kerk WMA tr 23	Fee	Swift	41.0	Chippewa River	850	\$81,000	\$11,407	\$92,407	\$81,000		\$2,254
Pheasants Forever	2009 4(c)	11/17/2010	Sacred Heart WPA (Smith Tract)	Fee	Renville	50.0			\$113,250	\$4,367	\$117,617	\$113,250		\$2,352

Purchaser	Citation	Purchase date	Acquisition Name	Acq. Type	County	Acres	Adjacent Body of Water	Shore Feet	Purchase Price	Prof. Service Costs	Total OHF Project Cost	Appraised Value	Donation or Other Funds	Average OHF Cost Per Acre
Pheasants Forever	2009 2(c)	12/18/2009	Verona WMA (Hoffroggee Tract)	Fee	Brown	165.0			\$400,686	\$4,500	\$405,186	\$486,000		\$2,456
Pheasants Forever	2009 2(c)	9/9/2009	Winter WMA Addition (Dubbledee Tract)	Fee	Pipestone	233.0	Flandreau Creek	1,700	\$582,500	\$4,264	\$586,764	\$583,500		\$2,518
Mn Valley NWR Trust	2011 5(d)	9/9/2011	Gross, Blakely 11 and Jessenland 14	Fee	Scott	295.0	Minnesota River	11,551	\$737,500	\$7,376	\$744,876	\$737,500		\$2,529
Mn Valley NWR Trust	2011 5(d)	9/9/2011	Gross, Blakely 11 and Jessenland 14	Fee	Sibley	149.0	Minnesota River	5,834	\$372,525	\$3,726	\$376,251	\$372,500		\$2,529
DNR	2011 5(a)	11/29/2012	West Branch Knife River Parc 13	CE	St. Louis	8.0	W Branch Knife Riv	1,929	\$18,302	\$2,042	\$20,344	\$18,302		\$2,543
	2010 2(b)	3/30/2011	Lamberton WMA Addition # 144930	Fee	Redwood	90.0			\$222,250	\$6,807	\$229,057	\$222,250		\$2,545
DNR	2010 5(g)	8/5/2011	Root River WMA Parcel 12A	Fee	Houston	70.0	unnamed stream	1675	\$184,000	\$9,338	\$193,338	\$184,000		\$2,762
DNR	2009 4(a)	6/25/2012	Becklin Homestead WMA tr 5	Fee	Isanti	85.0	Rum River	6,070	\$100,000	\$14,868	\$249,452	\$224,300	\$134,584	\$2,935
DNR	2011 5(a)	99/99/99	Turtle River Lake AMA Parc 1	Fee	Beltrami	28.0	Turtle River Lake	1,400	\$82,500	\$789	\$83,289	\$82,500	\$3,750	\$2,975
DNR	2010 2(a)	11/9/2012	Cuba WMA tr 3	Fee	Becker	32.0			\$88,000	\$8,990	\$96,990	\$88,000		\$3,031
Cass County	2011 4(c)	7/26/2012	Blood Property - Lake George Property	Fee	Cass	34.0	Lake George	1,475	\$106,000	\$1,120	\$107,120	\$106,000		\$3,151
Pheasants Forever	2009 2(c)	8/25/2010	Younger Brothers WMA (Bergeman Tract)	Fee	Watonswan	155.0	Watonswan River	3,500	\$485,000	\$3,551	\$488,551	\$435,000		\$3,152
DNR	2011 5(a)	11/19/2012	Straight River AMA Parc 54	CE	St. Louis	4.0	W Branch Knife Riv	1,118	\$10,317	\$2,406	\$12,724	\$10,317		\$3,181
Southwest Initiative F.	2009 2(b)	4/26/2010	Lamberton WMA #14	Fee	Redwood	114.0			\$360,000	\$11,493	\$371,493	\$360,000		\$3,259
TNC	2011 2(e)	6/11/2012	Chippewa Prairie - Telford	Fee	Swift	240.0			\$712,000	\$36,544	\$784,544	\$816,000		\$3,269
DNR	2010 5(g)	5/25/2012	Mound Prairie WMA tr 3	Fee	Houston	68.0			\$196,330	\$34,345	\$230,675	\$196,330	\$2,616	\$3,392
Pheasants Forever	2009 4(c)	6/4/2010	Runestone WPA (Kensington Tract)	Fee	Douglas	27.0			\$93,700	\$1,382	\$95,082	\$94,200		\$3,522
DNR	2009 5(b)	5/2/2011	Balm Lake AMA	Fee	Beltrami	154.0	Woman Lake	5,845	\$540,000	\$11,638	\$551,638	\$540,000		\$3,582
Redwood Area Com. F.	2010 2(b)	9/16/2011	Granite Prairie WMA #144950	Fee	Renville	194.0	MN River	5808	\$716,505	\$6,807	\$723,312	\$716,505		\$3,728
TPL	2011 2(f)	9/30/2011	Dora Lake WMA	Fee	Le Sueur	510.0	Cannon River	8,659	\$1,920,000	\$3,000	\$1,923,000	\$1,920,000		\$3,771
DNR	2009 5(b)	3/8/2011	Cuyuna Scout Camp	CE	Crow Wing	125.9	Goodrich Lake	4,030	\$467,440	\$22,805	\$490,245	\$1,430,000	\$962,560	\$3,894
DNR	2009 2(d)	2/9/2011	Swan Lake WMA	Fee	Nicolett	80.0			\$310,000	\$8,178	\$318,178	\$310,000	\$1,313	\$3,977
Southwest Initiative F.	2009 2(b)	4/26/2010	Lamberton WMA #13	Fee	Redwood	83.0			\$324,500	\$11,493	\$335,993	\$324,500		\$4,048
Redwood Area Com. F.	2010 2(b)	4/8/2011	Grunflur WMA # 145010	Fee	Cottonwood	164.0			\$657,440	\$6,808	\$664,248	\$657,440		\$4,050
Pheasants Forever	2009 4(c)	8/6/2010	Shaokatan WPA Addition (Kraugh Tract)	Fee	Lincoln	160.0	Lake Shaokatan	blank	\$642,000	\$6,224	\$648,224	\$642,000		\$4,051
DNR	2011 5(a)	6/28/2012	Little Rock Creek AMA	CE	Benton	9.0	Little Rock Creek	3,125	\$36,498	\$294	\$36,792	\$36,498		\$4,088
Pheasants Forever	2009 2(c)	10/7/2010	Clifton/Rolling Hills WMA Addition (Snyder)	Fee	Lyon	334.0			\$1,366,200	\$3,747	\$1,369,947	\$1,366,200		\$4,102
DNR	2011 5(b)	4/2/2012	Hungry Lake AMA Parc 2	Fee	Becker	55.0	Hungry Lake	2,690	\$207,375	\$19,861	\$227,236	\$193,500	\$1,162	\$4,132
Pheasants Forever	2009 2(c)	8/25/2010	Warsaw WMA (Hagen Tract)	Fee	Goodhue	165.0			\$675,000	\$16,748	\$697,148	\$675,000		\$4,225
DNR	2010 5(b)	8/5/2011	Wildcat Creek AMA, P3	CE	Houston	11.0	Wildcat Creek	3450	\$43,031	\$4,157	\$47,188	\$43,031		\$4,290
DNR	2009 2(d)	7/28/2010	Four Corners WMA	Fee	Martin	162.0	Fox Lake	35	\$686,800	\$20,414	\$707,214	\$710,000	\$23,200	\$4,366
DNR	2011 5(a)	99/99/99	Straight River AMA Parc 53	CE	Hubbard	9.0	Straight River	3,050	\$34,663	\$5,555	\$40,219	\$34,663		\$4,469
DNR	2009 5(b)	4/16/2012	Midway River AMA Parc 5	CE	St. Louis	6.0	Midway River	1,936	\$22,868	\$4,475	\$28,712	\$22,868	\$1,370	\$4,785
Pheasants Forever	2009 4(c)	4/1/2011	Felber WPA Addition	Fee	Waseca	42.0			\$208,000	\$4,096	\$212,096	\$208,000		\$5,050
DNR	2010 2(a)	5/21/2012	Talcot Lake WMA tr 13a	Fee	Cottonwood	115.0			\$575,000	\$7,569	\$587,240	\$575,000	\$4,671	\$5,106
DNR	2009 4(a)	12/28/2010	Vermillion River WMA	Fee	Dakota	40.0	Vermillion River	130	\$200,000	\$6,396	\$206,386	\$200,000	\$280	\$5,160

Purchaser	Citation	Purchase date	Acquisition Name	Acq. Type	County	Acres	Adjacent Body of Water	Shore Feet	Purchase Price	Prof. Service Costs	Total OHF Project Cost	Appraised Value	Donation or Other Funds	Average OHF Cost Per Acre
DNR	2010 2(a)	9/10/2012	Talcot Lake WMA tr 34	Fee	Cottonwood	20.0	Clear Lake	2,000	\$91,000	\$12,433	\$103,433	\$83,000		\$5,172
DNR	2009 2(d)	6/11/2010	Swan Lake WMA	Fee	Nicolett	139.0	Swan Lake	7,000	\$709,800	\$28,383	\$740,343	\$717,000	\$3,000	\$5,326
DNR	2011 5(a)	99/99/99	Blagsvedt Creek AMA	CE	Fillmore	9.0	Blagsvedt Creek	2,900	\$44,285	\$6,119	\$50,404	\$44,285		\$5,600
Anoka County	2010 2(e)	9/22/2010	Rum River/Cedar Creek Conservation Area	Fee	Anoka	328.0	Rum River	5940	\$2,600,000	\$0	\$1,900,000	\$3,260,000		\$5,793
DNR	2011 5(a)	8/29/2012	Spring Valley Creek AMA Parc 14	CE	Fillmore	6.0	Spring Valley Creek	1,850	\$29,045	\$8,936	\$34,980	\$29,045		\$5,830
DNR	2009 5(b)	5/24/2010	Bullard Creek AMA	CE	Goodhue	9.0	Bullard Creek	3,200	\$47,512	\$5,384	\$52,896	\$47,512		\$5,877
DNR	2011 5(a)	1/12/2012	Spring Valley Creek AMA Parc 8,11,12,13	CE	Fillmore	11.0	Spring Valley Creek	3,800	\$58,504	\$11,475	\$69,978	\$58,504		\$6,362
DNR	2009 4(a)	12/21/2010	Pelican Lake WMA	Fee	Wright	258.0	Unnamed	1,500	\$1,600,000	\$43,139	\$1,643,139	\$2,065,000	\$467,804	\$6,369
DNR	2009 5(b)	1/9/2012	Lost Creek AMA Parc 2	CE	Fillmore	5.0	Lost Creek	1,675	\$25,384	\$4,367	\$31,969	\$25,384	\$2,218	\$6,394
Pheasants Forever	2009 4(c)	6/28/2012	Timber Lake WPA (Pietz Tract)	Fee	Jackson	59.0	Timber Lake / Teal Lake	blank	\$398,000	\$13,781	\$411,781	\$410,000		\$6,979
Southwest Initiative F.	2009 2(b)	4/26/2010	Lamberton WMA #12	Fee	Redwood	80.0			\$558,500	\$11,493	\$570,013	\$558,500		\$7,125
DNR	2011 5(a)	99/99/99	Straight River AMA Parc 54	CE	Hubbard	3.0	Straight River	1,835	\$14,570	\$9,610	\$24,180	\$14,570		\$8,060
Anoka County	2009 2(g)	3/17/2010	Rum River Cedar Creek	Fee	Anoka	222.0	Rum River	5,940	\$1,900,000	\$0	\$1,900,000	\$1,900,000		\$8,559
Pheasants Forever	2009 4(c)	6/30/2010	Pelican Lake WPA (Weldele Tract)	Fee	Wright	65.0	Pelican Lake	3,250	\$565,250	\$9,771	\$575,021	\$565,250		\$8,846
DNR	2009 2(d)	6/16/2010	Dead Lake WMA	Fee	Otter Tail	115.2	Dead Lake	6,925	\$1,105,000	\$20,153	\$1,125,153	\$1,487,500	\$382,500	\$9,767
DNR	2009 2(d)	9/8/2010	Pelican Lake WMA	Fee	Wright	145.0	Pelican Lake	1,400	\$1,564,200	\$10,088	\$1,574,288	\$1,422,000	\$14,508	\$10,857
TPL	2011 3(b)	10/27/2011	La Salle Lake	Fee	Hubbard	721.0	La Salle Lake	18,600	\$8,490,000		\$8,490,000	\$8,490,000		\$11,775
DNR	2011 5(b)	12/27/2012	East Lost Lake AMA Parc 1	Fee	Ottertail	19.0	East Lost	2,500	\$203,000	\$36,252	\$239,252	\$527,000	\$336,758	\$12,592
DNR	2009 5(b)	6/28/2012	White Earth Lake AMA	Fee	Becker	12.0	Bad Medicine Lake	1,825	\$172,000	\$17,166	\$190,536	\$172,000	\$1,370	\$15,878
DNR	2009 5(b)	6/16/2010	Dead Lake AMA	Fee	Otter Tail	90.3	Dead Lake	14,290	\$726,152	\$3,652	\$1,491,152	\$1,487,500	\$765,000	\$16,513
DNR	2011 5(a)	5/1/2012	Lost Lake AMA	Fee	Cass	4.0	Leech Lake	1700	\$30,000	\$11,956	\$71,956	\$60,000		\$17,989
DNR	2009 5(b)	1/9/2012	Bad Medicine Lake AMA	Fee	Becker	1.0	Bad Medicine Lake	1,505	\$11,500	\$3,980	\$22,689	\$73,500	\$65,209	\$22,689
MLT	2010 5(e)	12/22/2010	Valley Creek (Johnson, T&C)	CE	Washington	17.0	Valley Creek	741	\$389,000	\$7,411	\$515,911	\$508,500	\$119,500	\$30,348
DNR	2009 5(b)	3/10/2011	Bad Medicine Lake AMA	Fee	Becker	2.0	Bad Medicine Lake	1,035	\$70,826	\$5,798	\$76,624	\$548,000	\$434,714	\$38,312
DNR	2010 5(b)	10/13/2011	Cuyuna Scout Camp	Fee	Crow Wing	5.7	Goodrich Lake	700	\$225,000	\$8,046	\$233,046	\$225,000		\$40,834
DNR	2009 5(b)	10/13/2011	Cuyuna Scout Camp	Fee	Crow Wing	0.3	Goodrich Lake	27	\$0	\$11,959	\$11,959	\$0		\$40,834
TPL	2010 5(a)	11/23/2010	Savage Fen SNA - Credit River Addition	Fee	Scott	69.0	Credit River	1180	\$3,000,000	\$0	\$3,000,000	\$3,490,000		\$43,478
DNR	2009 5(b)	1/7/2010	Bemidji Lake AMA	Fee	Beltrami	6.3	Bemidji Lake	1,880	\$400,000	\$0	\$400,000	\$400,000		\$63,492
DNR	2009 5(b)	8/10/2011	Five Mile Point AMA	Fee	Cass	0.2	Leech Lake	10	\$9,384	\$8,898	\$18,282	\$16,625	\$0	\$95,479
DNR	2010 5(b)	8/10/2011	Five Mile Point AMA	Fee	Cass	3.8	Leech Lake	194	\$356,574	\$7,060	\$363,634	\$333,375	\$27,750	\$95,479