

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 12, 2013 – BOARD AGENDA

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
- A) Call to Order
  - B) Pledge of Allegiance
  - C) Board of Commissioners Meeting Procedure
  - D) Approval of Agenda
  - E) **Citizens' Public Comment** – 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.
- 2) **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 October 22, 2013 – November 11, 2013
  - B) Approve 10/22/13 County Board Minutes
  - C) Approve Auditor Warrants – October/November School Advance
  - D) Approve October Manual Warrants
  - E) Approve Fire Protection Contract with Ball Bluff Township
  - F) Accept \$50 Donation to STS
  - G) Approve Safety Committee Recommendation – Bloodborne Pathogens Exposure Control Plan
  - H) Approve Property Record Information System of Minnesota (PRISM) Grant Application
  - I) Approve Resolution – Final Payment Contract No. 20128
- 9:05 3) **Patrick Wussow, County Administrator**
- A) Legislative Discussion
    - 1. Legislative Update
    - 2. 2014 Legislative Priorities
  - B) Approve Draft Newspaper Bid Specifications for 2014
  - C) Appoint County Board Representative to ARDC
  - D) Approve Personnel Committee Recommendation
    - 1. Parks Custodian – Land Dept.
- 9:45 4) **John Welle, County Engineer**
- A) Approve Equipment Purchase – Tractor Loader/Backhoe
  - B) 2013 Construction Update/Approve Proposed 2014 Construction Program
  - C) 2014-2018 Road Improvement Plan
- 10:40 Break

**ADJOURNED MEETING OF THE  
COUNTY BOARD OF COMMISSIONERS  
November 12, 2013 – BOARD AGENDA**

- 10:50**    **5) Board Discussion**  
Mark Wedel – Historical Society, Airport  
Laurie Westerlund – Onanegozie, HRA, Park Board  
Don Niemi – Library  
Brian Napstad – BWSR, Shamrock Twp  
Anne Marcotte – Ordinance Committee, Economic Tour, Mine Tour
- 6) Committee Updates**  
Upcoming Meetings:  
Lakes & Pines – November 18  
ARDC – November 21  
Snake River Watershed – November 25  
CMCC Advisory – November 14  
Forest Advisory/Land Classification – November 12
- 11:55**    **Adjourn**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of October, 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 Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the October 22, 2013 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
October 22, 2013**

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

**I. Attendance**

The Aitkin County Board of Commissioners met this 22<sup>nd</sup> day of October, 2013, at 9:04 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, H&HS Advisory Member; Aileen DeMenge & Kari Paulsen, Workforce Center; Osten Berg, FPI Investigator; Janet Hatfield & Brenda Butterfield, H&HS Staff; and Nanci Sauerbrei, Aitkin Independent Age.

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

Motion by Commissioner Napstad, seconded by Commissioner Marcotte, and carried; the vote was to approve the Agenda as mailed/posted.

**III. Review September 24, 2013 Health & Human Service Board Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve the September 24, 2013, Health & Human Services Board Minutes.

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

- A. MFIP Plan for Board Approval** – Eileen Foss - Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the 2014-2015 County MFIP Biennial Service Agreement (January 1, 2014-December 31, 2015) with DHS.
- B. MFIP/Fraud Discussion** – Eileen Foss, Workforce Center Staff (Kari Paulsen & Aileen DeMenge) & Fraud Investigator (Osten Berg). Eileen discussed the caseloads and the assistance provided by the folks at the Workforce Center and the fact that there is just a certain population that will never be able to secure a job that pays a livable wage. Osten Berg discussed Fraud Prevention Investigation noting there was another component that needed to be addressed whereby they created a program back in February 2013 for questionable job searches. A job log gets filled out by individuals applying for

jobs. If it is determined they did not apply at locations listed, they may be presented with an Administration Disqualification Waiver Violation rather than bringing them to court. If waiver is signed by client, they will be removed from cash and/or food for a minimum of one year. Within 30 days, each one of the three examples given had gotten jobs and became gainfully employed. Osten prefers to educate and inform people that truth and honesty will bring your just reward – all depending on how much the folks try to find employment. The program in Aitkin County caught the attention of folks at the State level and they are looking to model other counties after Aitkin.

- C. **PH Nuisance – Eleanor Olson Property** – Tom Burke (Photos were passed around.) Motion by Commissioner Marcotte, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize Tom Burke, ACH&HS Designated Agent to proceed with the abatement of the PH Nuisance located at 47519 – 188<sup>th</sup> Avenue, McGregor, MN 55760, located at Parcel # 29-1-266400, Lot 6, Block 28, Sheshebe Point Third Addition and assess all charges for removal of the house and garage structures to the property taxes of said property.

**VI. Contracts**

- A. **WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.** Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the WIC Agreement – Malmo between Aitkin County Health & Human Services and Bethesda Lutheran Church to provide space to Administer the WIC Program for the period January 1, 2014 to December 31, 2014.
- B. **Administration Agreements for Purchase of Supplies and Equipment between ACH&HS and:**
  - 1. **Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Mayo Clinic Health System, Rochester, for the period September 24, 2013 to June 30, 2015.
  - 2. **United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.** Motion by Commissioner Westerlund, seconded by Commissioner Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the United Seating and Mobility dba Numotion, Fridley, for the period August 30, 2013 to June 30, 2015.
- C. **Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.** Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and CORE Professional Services, P.A., Brainerd, for the period January 1, 2014 to December 31, 2014.
- D. **An Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act.** Motion by Commissioner Westerlund, seconded by Commissioner Marcotte, and carried, the vote was to approve and authorize the Board Chair to sign the Agreement Creating the Aitkin, Itasca and Koochiching County Community Health Board and Establishing Participation Under the Local Public Health Act.

**E. Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.** Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Amendment to FY 13 MNCRE Contract to process MinnesotaCare applications through December 31, 2013.

**VII. Administrative Reports:**

**A. Financial & Transportation Reports** – Kathy Ryan reviewed & discussed these reports.

**VIII. Joint Powers Board Reports:**

**A. Tri-County Community Health Services Board (CHS)** – Commissioner Westerlund / Tom Burke – Oct. 10<sup>th</sup>, 2013 Meeting Minutes were reviewed & discussed with the Board. Next meeting is December 12, 2013.

**IX. Committee Reports from Commissioners**

**A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Member: Roberta Elvecrog Draft minutes of the September 4, 2013 meeting. It was noted that a similar discussion as today regarding MFIP and the role the Workforce Center plays in working with the public was held at the last meeting along with the fact that the Task Forces are moving forward.

**B. AEOA / NEMOJT Committee Updates** – Commissioner Napstad updated the Board that they discussed and reviewed grants and demographics at their last meeting. He spoke about Career “Adventure” which is an outreach program to the schools regarding life after school (jobs/careers). He also noted a Grant addressing dust explosions will be awarded to wood product industries. Tom Burke suggested that folks from the Workforce Center, School Superintendents, and a couple Commissioners meet with him to discuss a more vocational approach to classes being offered at the schools. (Commissioner Napstad & Wedel volunteered to attend that meeting.)

**C. CJI (Children’s Justice Initiative)** – Commissioner Westerlund – No Report.

**Next Meeting – November 26, 2013**

Break: 10:27 a.m. to 10:48 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 8, 2013 – October 21, 2013; B) Approve County Board Minutes: October 8, 2013; C) Approve Commissioner Warrants: General Fund \$182,223.63, Road & Bridge \$49,915.73, Health & Human Services \$970.82, State \$390.00, Trust \$1,510.44, Forest Development \$11,115.53, Long Lake Conservation Center \$7,470.96, Parks \$6,568.41 for a total of \$260,165.52; D) Approve September Manual Warrants: General Fund \$18,067.35, Road & Bridge \$2,917,784.41, Health & Human Services \$1,689.09, State \$64,492.65, Trust \$7,380.59, Long Lake Conservation Center \$1,030.50, Parks \$181.76 for a total of \$3,010,626.35; E) Approve Auditor Warrants – September Sales & Use Tax: General Fund \$920.62, Road & Bridge \$2,251.03, State \$7,350.50, Trust \$8.35, Forest Development \$17.50, Long Lake Conservation Center \$32.58, Parks \$112.20 for a total of \$10,692.78; F) Approve Affidavit of Lost Warrant – Health & Human Services: Dept. of Human Services -

**HHS BOARD  
ADJOURNED**

**BREAK**

**CONSENT  
AGENDA**

SWIFT \$3426.44 – Warrant #89676; G) Approve Resolution – Final Payment Contract No. 20127; H) Approve Resolution – Final Payment Contract No. 20129

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20127:

**WHEREAS**, Contract No. 20127 – Project No. SAP 001-599-034 –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 Gladen Construction in the amount of \$8,916.11 as specified herein.

Under the consent agenda, motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Final Payment Contract No. 20129:

**WHEREAS**, Contract No. 20129 – Project No. SP 001-601-019, etc. – 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 Dechantal Excavating, LLC in the amount of \$23,918.65 as specified herein.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (3-2 Niemi/Wedel), to approve purchase of Jaguar Automated Tax Payment Processing System from GIRARD'S Business Solutions at a cost of \$14,793.98, which includes the first year's annual maintenance fee of \$1,840.98 – Treasurer's Office. This is an unbudgeted expense and will be funded using reserves.

Patrick Wussow, County Administrator presented Personnel Committee recommendation to the Board.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve filling FT Network/Application Support Specialist – IT Department. This is a budgeted position which is open due to resignation.

Patrick Wussow, County Administrator reviewed the 3<sup>rd</sup> Quarter Revenue & Expenditure Report with the Board.

Patrick Wussow, County Administrator and the Board discussed the remaining 2013 County Board meeting dates.

**RESOLUTION  
102213-089  
FINAL PAYMENT  
CONTRACT NO.  
20127**

**RESOLUTION  
102213-090  
FINAL PAYMENT  
CONTRACT NO.  
20129**

**AUTOMATED TAX  
PAYMENT  
PROCESSING  
SYSTEM**

**PERSONNEL  
COMMITTEE**

**FT NETWORK/  
APPLICATION  
SUPPORT  
SPECIALIST**

**3<sup>RD</sup> QUARTER  
REVENUE &  
EXPENDITURES**

**BOARD MEETING  
DATES**

The Board scheduled a Closed Session on November 26, 2013 from 1:00 p.m. to 2:00 p.m. for Union Negotiations under MN Statute 13D.03 Subd. 1(b) Labor Negotiations.

**SCHEDULE  
CLOSED  
SESSION**

Patrick Wussow, County Administrator discussed 2014 Legislative Priorities with the Board.

**2014  
LEGISLATIVE  
PRIORITIES**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- **Forest Advisory** – Met at LLCC. Discussed Land Classification.
- **MHB** – Met October 18<sup>th</sup>. Was unable to attend AMC District 1 meeting because of conflict with MHB meeting.
- **NEWAC** – Met in Duluth. Talked about recycling.
- **Facilities** – Met October 8<sup>th</sup> and discussed space needs.
- **EQB** – Discussed Silica Sand Mining

Commissioner Don Niemi

- **ARDC** – Attended October 17<sup>th</sup>. Levy amount will stay the same.
- **AMC** – Attended October 18<sup>th</sup> meeting in Duluth. Legislative priorities were discussed.

Commissioner Anne Marcotte

- **MRCC** – Attended meeting in Alexandria.
- **ACA** – Attended meeting.
- **AMC** – Attended October 18<sup>th</sup>. Discussed CSAH Policy Paper. Legislative Conference will be held February 26<sup>th</sup> and 27<sup>th</sup> rather than in March.
- **Forest Advisory** – Attended meeting at LLCC, along with Commissioner Napstad.

Commissioner Laurie Westerlund

- **CMCC** – Attended meeting with Commissioner Wedel.
- **Park Board** – Attended meeting. There are many improvements at LLCC.
- **Planning Commission** – Attended October 21<sup>st</sup>.

Commissioner J. Mark Wedel

- **CMCC** – Attended meeting. 2012 Audit was completed.
- **ARMER site system** – Completion anticipated by mid-December.
- **Facilities** – Attended meeting with Commissioner Napstad.
- **Personnel** – Was addressed earlier in meeting.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to adjourn the meeting at 1:24 p.m. until Tuesday, November 12, 2013 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator



DKB1  
10/22/13 3:44PM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

October/November  
School Advance

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

DKB1  
 10/22/13 3:44PM  
 12 Agency

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
932	DEPT			Schools		
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		316,382.18	Oct/November Advance		Appropriations
393	Isd 1 Aitkin- Treasurer		316,382.18		1 Transactions	
1985	Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		20.29	Oct/November Advance		Appropriations
1985	Isd 182 Crosby- Treasurer		20.29		1 Transactions	
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		124,582.08	Oct/November Advance		Appropriations
392	Isd 2 Hill City- Treasurer		124,582.08		1 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		55,876.01	Oct/November Advance		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		55,876.01		1 Transactions	
1979	Isd 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		18,686.63	Oct/November Advance		Appropriations
1979	Isd 2580 East Central- Treasurer		18,686.63		1 Transactions	
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		505,499.74	Oct/November Advance		Appropriations
395	ISD 4 McGregor- Treasurer		505,499.74		1 Transactions	
1982	Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		89,705.57	Oct/November Advance		Appropriations
1982	Isd 473 Isle- Treasurer		89,705.57		1 Transactions	
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		3,871.53	Oct/November Advance		Appropriations
1981	Isd 577 Willow River- Treasurer		3,871.53		1 Transactions	
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		1,733.08	Oct/November Advance		Appropriations
394	Isd 698 Floodwood- Treasurer		1,733.08		1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		21.82	Oct/November Advance		Appropriations

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
10/22/13 3:44PM  
12 Agency

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
1984	Isd 95 Cromwell- Wright- Treasurer		21.82			
				1 Transactions		
932	DEPT Total:		1,116,378.93	Schools	10 Vendors	10 Transactions
12	Fund Total:		1,116,378.93	Agency		10 Transactions
	Final Total:		1,116,378.93	10 Vendors	10 Transactions	

DKB1  
10/22/13

3:44PM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	1,116,378.93	Agency
All Funds	1,116,378.93	Total

Approved by,

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.....

# Aitkin County

## WARRANT REGISTER



Manual Warrants  
*October*

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
930	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	4,924.28	CLAIMS PAID	01-044-904-0000-6360		
		<b>Warrant # 930 Total</b>	<b>4,924.28</b>	<b>Date 10/2/13</b>		9/23/13	9/27/13
931	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	46.00	NSF CHECK- MERKEL	01-100-000-0000-5529		
		<b>Warrant # 931 Total</b>	<b>46.00</b>	<b>Date 10/8/13</b>			
932	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	25.00	SPECIAL FUEL LICENSE	03-303-000-0000-6513		
		<b>Warrant # 932 Total</b>	<b>25.00</b>	<b>Date 10/9/13</b>			
933	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431	26,594.82	SEPT DEED TAX	09-000-000-0000-2025		
			19,193.80	SEPT MORTGAGE REGISTRY	09-000-000-0000-2026		
		<b>Warrant # 933 Total</b>	<b>45,788.62</b>	<b>Date 10/9/13</b>			
934	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	925.43	CLAIMS PAID	01-044-904-0000-6360		
		<b>Warrant # 934 Total</b>	<b>925.43</b>	<b>Date 10/9/13</b>			
935	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431	169.00	Capital Report Subscription	01-001-000-0000-6405		
			35.00	MEHA renewal- Leitinger	01-390-000-0000-6240		
			18.64	Meals/MFWCAA conference	05-420-600-4800-6330		
			30.00	Reg- Deconstructing Baby Veronic	05-430-700-4800-6208		
			70.00	(2) Reg- Lets talk sex training	05-430-700-4800-6208		
			64.70	Meals/MN Conf.Duluth	05-430-700-4800-6330	9/30/13	9/30/14

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
			194.14	Hotel/MH Conf. Duluth	05- 430- 700- 4800- 6330		
						9/25/13	9/27/13
			75.00	UMN Workshop- Parkin	11- 934- 000- 0000- 6208		
			75.00	UMN Workshop- Kangas	11- 934- 000- 0000- 6208		
			75.00	UMN Workshop- Gordon	11- 934- 000- 0000- 6208		
			55.49	lancets	01- 252- 000- 0000- 6262	Amazon	
			115.80	glucose test strips	01- 252- 000- 0000- 6262	Amazon	
			30.00	critter food	19- 522- 000- 0000- 6416	Bug company	
			43.60	hotel&meals/MACSSA conference	05- 400- 440- 0410- 6333	Burke	
						10/2/13	10/4/13
			110.46	hotel&meals/MACSSA conference	05- 420- 600- 4800- 6333	Burke	
						10/2/13	10/4/13
			136.62	hotel&meals/MACSSA conference	05- 430- 700- 4800- 6333	Burke	
						10/2/13	10/4/13
			18.86	meals/Financ.workers conf.	05- 420- 600- 4800- 6330	DeAnne L	
						9/25/13	9/27/13
			101.65	ladder & hardware	19- 524- 000- 0000- 6422	FleetFarm	
						9/25/13	9/25/13
			89.99	ladder	19- 524- 000- 0000- 6422	FleetFarm	
						9/25/13	9/25/13
			72.77	- return first ladder	19- 524- 000- 0000- 6422	FleetFarm	
						9/25/13	9/25/13
			257.73	Blue Flagging	11- 924- 000- 0000- 6406	forestrysuppli	
			135.00	2 educational kits	19- 521- 000- 0000- 6400	forestrysuppli	
			617.06	12 Compasses	19- 522- 000- 0000- 6416	forestrysuppli	
			79.00	microsoft Excell - Jamie ander	01- 052- 000- 0000- 6241	Fred Pryor	
			17.78	Meals/MFWCAA conf.	05- 420- 600- 4800- 6330	Ganz	
			177.56	Hotel/MFWCAA conf.	05- 420- 600- 4800- 6330	Ganz	
			90.00	gas cards- SA#50783170	05- 430- 710- 3160- 6020	Holiday	
			177.56	Hotel/MFWCAA conference	05- 420- 600- 4800- 6330	Kelly Inn	
			15.09	Meals/MFWCAA conf.	05- 420- 600- 4800- 6330	Kelsey	
			79.00	Reg- Understnding the Gut Brain	05- 430- 700- 4800- 6208	Leslie C	
						10/21/13	10/21/13
			215.91	hotel&meals/MFWCAA Conf.	05- 420- 600- 4800- 6330	Niky Laird	
						9/25/13	9/27/13
			61.12	Meals/MH Conf.Duluth	05- 430- 700- 4800- 6330	R.Person	
						9/25/13	9/27/13

# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			10.00	MACA/MCHRMA Reg.Fee	01-052-000-0000-6241	Ruttgers	
			18.89	Meals/MACA/MCHRMA	01-052-000-0000-6340	Ruttgers	10/3/13
			16.70	Meals/MFWCAA conf.	05-420-600-4800-6330	Schneider	10/3/13
			23.90	worms	19-522-000-0000-6416	Uncle Jims	10/3/13
			59.20	Stamps	01-252-252-0000-6405	USPS	
			108.63	OTC Meds	01-252-000-0000-6262	Walmart	
						9/24/13	9/24/13
			146.21	Groceries	01-252-000-0000-6418	Walmart	
						9/24/13	9/24/13
			76.73	Bath Towels	01-252-000-0000-6424	Walmart	
						9/25/13	9/25/13
			68.44	Puzzles	01-252-252-0000-6405	Walmart	
						9/24/13	9/24/13
			32.85	3 Thermometers	19-522-000-0000-6416	WeatherShack	
			3,920.54	Date 10/10/13			
	<b>Warrant #</b>	<b>935</b>	<b>Total</b>				
936	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			120.59	CREDIT CARD FEE	19-522-000-0000-6217		
			120.59	Date 10/10/13			
	<b>Warrant #</b>	<b>936</b>	<b>Total</b>				
937	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			457.02	Claims Paid	01-044-904-0000-6360		
						10/7/13	10/9/13
	<b>Warrant #</b>	<b>937</b>	<b>Total</b>	457.02	Date 10/16/13		
938	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			408.00	NSF T. Downer	01-390-000-0000-5136		
			408.00	Date 10/21/13			
	<b>Warrant #</b>	<b>938</b>	<b>Total</b>				
939	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			737.00	NSF 18-1-063101 per 2	13-943-000-0000-2001	Graff	

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# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>			<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
	939	<b>Total</b>	737.00	Date 10/21/13			
940	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Total</b>	1,134,662.73	State General Tax	09-000-000-0000-2058		
	940	<b>Total</b>	1,134,662.73	Date 10/23/13			
941	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
		<b>Total</b>	1,438.60	Claims Paid	01-044-904-0000-6360		
	941	<b>Total</b>	1,438.60	Date 10/23/13		10/14/13	10/18/13
942	5462	Bremer Bank (Elan ACH)  ELAN ACH AITKIN, MN 56431					
			25.00	monthly data plan	01-049-000-0000-6231		
			29.07	Plantron. headset bundle Extra	05-400-440-0410-6405		
			73.63	Plantron. headset bundle Extra	05-420-600-4800-6405		
			193.77	Plantronics headset bundle ST	05-430-700-4800-6405		
			91.07	Plantron. headset bundle Extra	05-430-700-4800-6405		
			200.00	MSBA 2014 booth deposit	19-521-000-0000-6230		
			10.62	Address/Phone Pages	05-430-700-4800-6405	62707638	
			10.62	Address/Phone Pages	05-430-700-4800-6405	62716091	
			1,100.00	RBC- 7100 cash counter	01-042-000-0000-6405	AceDepot	
			10.68	maintenance supplies	19-524-000-0000-6422	AceHardware	
			46.94	zip line construction guide	19-522-000-0000-6416	Amazon	
			51.07	ropes course manual	19-522-000-0000-6416	Amazon	
			30.00	critter food	19-522-000-0000-6416	bug company	
			95.00	yrs of serv. gift card- Thornbl	01-044-000-0000-6299	Cabela's	
			98.88	dust masks,padlocks,boxes	19-524-000-0000-6422	fleet farm	
			50.00	yrs of serv. gift card- Sanbeck	01-044-000-0000-6299	FleetFarm	
			8.67	education supplies	19-522-000-0000-6416	FleetFarm	
			48.93	padlocks	19-524-000-0000-6422	FleetFarm	
			28.31	gluten free spaghetti & flour	19-523-000-0000-6418	grammas pantry	
			104.39	Hotel/MRCC- Marcotte	01-001-000-0000-6332	Hampton	
						10/13/13	10/13/13
			355.86	SELF Supplies	05-430-710-3460-6065	NRCYS	



# Aitkin County

## WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On-Behalf-of-Name</u>	<u>From Date</u>	<u>To Date</u>
			198.13	Hotel&Meals/Get your shots	05-400-400-0402-6330	Ramada	10/10/13
			366.72	Hotel/NW Training	05-420-600-4800-6330	Roseville	10/10/13
			46.60	gas #220	01-200-000-0000-6511	Sunny's	10/7/13
			425.00	sewer design cours- Turnock	01-122-000-0000-6208	U of M	10/10/13
			465.00	design course & manual	01-391-000-0000-6208	U of M	10/25/13
			5.80	priority mail	19-521-000-0000-6207	USPS	10/22/13
			37.68	coffee for crew	01-253-000-0000-6405	Walmart	10/25/13
	<b>Warrant #</b>	<b>942</b>	<b>Total</b>	<b>4,207.44</b>	<b>Date 10/24/13</b>		
943	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	<b>Warrant #</b>	<b>943</b>	<b>Total</b>	<b>3,129.00</b>	<b>56-1-018200 NSF per 2</b>	<b>13-943-000-0000-2001</b>	<b>Sylvia Allen</b>
				<b>3,129.00</b>	<b>Date 10/29/13</b>		
944	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
	<b>Warrant #</b>	<b>944</b>	<b>Total</b>	<b>911.70</b>	<b>Claims Paid</b>	<b>01-044-904-0000-6360</b>	<b>10/21/13</b>
				<b>911.70</b>	<b>Date 10/30/13</b>		<b>10/25/13</b>
44477	5556	Board Of Water & Soil Resources 520 LAFAYETTE RD N ST PAUL, MN 55155					
	<b>Warrant #</b>	<b>44477</b>	<b>Total</b>	<b>295.16</b>	<b>WETLAND CREDITS</b>	<b>03-307-000-0000-6260</b>	
				<b>295.16</b>	<b>Date 10/2/13</b>		
44478	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
	<b>Warrant #</b>	<b>44478</b>	<b>Total</b>	<b>5,071.10</b>	<b>PARTIAL PAYMENT</b>	<b>03-307-000-0000-6262</b>	<b>20131</b>
				<b>5,071.10</b>	<b>Date 10/9/13</b>		
44479	12150	Eagle Construction Inc. 515 9th Avenue NW  Little Falls, MN 56345					
				<b>5,449.69</b>	<b>PARTIAL PAYMENT</b>	<b>03-307-000-0000-6262</b>	<b>001-090-002</b>

# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>OBO#</u>	<u>On- Behalf- of- Name</u>		<u>From Date</u>	<u>To Date</u>
		Warrant # 44479	5,449.69	Date 10/9/13			
44480	9026	MI Life/Select Account P.O. BOX 64193  SAINT PAUL, MN 55164- 0193					
		Warrant # 44480	300.12	OCT.PARTICIPANT FEES Date 10/9/13	01- 044- 904- 0000- 6231	959558	
44481	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735					
		Warrant # 44481	24,237.33	Partial Payment Date 10/14/13	03- 307- 000- 0000- 6262	001- 604- 010	
44487	8194	Gladen Construction Inc 40739 US 71 LAPORTE, MN 56461					
		Warrant # 44487	8,916.11	Final Payment Date 10/23/13	03- 307- 000- 0000- 6262	001- 599- 034	
44488	12282	Dechantal Excavating, LLC 12209 State Highway 18  Brainerd, MN 56401					
		Warrant # 44488	23,918.65	Final Payment Date 10/23/13	03- 307- 000- 0000- 6262	20129	
44489	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
		Warrant # 44489	22,479.53	Contract Payment Date 10/24/13	03- 307- 000- 0000- 6262	CP 01- 60- 02	
44490	2344	I.U.O.E. Local 49 Fringe Benefit Fund PO BOX 313 MINNEAPOLIS, MN 55440- 0313					
		Warrant # 44490	962.00	Wilke Dec.Payment Date 10/24/13	03- 303- 000- 0000- 6150		
44491	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
			910,089.17	Contract Payment	03- 307- 000- 0000- 6262	001- 612- 014	

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# Aitkin County

## WARRANT REGISTER



### Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
	<u>Warrant #</u>		<u>910,089.17</u>	<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		<u>Total</u>		<u>Date 10/28/13</u>			
44492	48	Aitkin Co Abstract Company 112 3RD ST NW AITKIN, MN 56431					
	<u>Warrant #</u>	<u>44492</u>	<u>Total</u>	<u>11,832.41</u>	<u>Right of Way acquisition- Olds</u>	<u>03- 307- 000- 0000- 6362</u>	<u>Estate of Olds</u>
				<u>11,832.41</u>	<u>Date 10/28/13</u>		
44493	12805	Telecom Product Profiles, LLC 711 9th Ave SE, #107 Watertown, SD 57201					
	<u>Warrant #</u>	<u>44493</u>	<u>Total</u>	<u>6,750.00</u>	<u>concrete shelter balance</u>	<u>01- 044- 000- 0000- 6600</u>	<u>ARMER</u>
				<u>6,750.00</u>	<u>Date 10/29/13</u>		
44494	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
	<u>Warrant #</u>	<u>44494</u>	<u>Total</u>	<u>28,772.92</u>	<u>Contract Payment</u>	<u>03- 307- 000- 0000- 6262</u>	<u>20131</u>
				<u>28,772.92</u>	<u>Date 10/30/13</u>		
85369	90847	State Fire Marshall SUITE 145 444 CEDAR ST ST PAUL, MN 55101- 5145					
	<u>Warrant #</u>	<u>85369</u>	<u>Total</u>	<u>50.00</u>	<u>- redep.check- inpection not done</u>	<u>05- 430- 710- 3980- 6020</u>	<u>ck 85369</u>
				<u>50.00</u>	<u>- Date 10/14/13</u>		
90047	87577	Praught/Angus c/o Wadena MSHS 240 Shady Lane Drive Wadena, MN 56482					
	<u>Warrant #</u>	<u>90047</u>	<u>Total</u>	<u>200.00</u>	<u>- vendor refused check</u>	<u>05- 430- 700- 4800- 6810</u>	
				<u>200.00</u>	<u>- Date 10/25/13</u>		

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# Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	2,250,526.14	99	Transactions		

# Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	19,452.21	General Fund
3	1,042,049.07	Road & Bridge
5	2,617.23	Health & Human Services
9	1,180,451.35	State
11	482.73	Forest Development
13	3,866.00	Taxes & Penalties
19	1,607.55	Long Lake Conservation Center
	2,250,526.14	TOTAL

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



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

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Fire Protection Contract with Ball Bluff Township

Requested Meeting Date: November 12 Estimated Presentation Time: n/a

Presenter: Kirk Peysar

**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  Other (attach explanation)
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: 04-422-6801

**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) contract

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

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

October 22, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor



Re: 2014 Fire Protection contract with Ball Bluff Township

Ball Bluff Township has submitted a renewal contract to provide fire protection to the 3 neighboring unorganized townships. The allocation of fire protection costs are as follows: 51-22 \$143.77; 52-22 \$8,452.75; and 52-24 \$1,345.21

Request to authorize signatures to the 2014 Fire Protection contract with Ball Bluff Township for the unorganized townships.

**Jacobson Volunteer Fire Department  
Fiduciary Agent: Ball Bluff Township  
Fire Protection Agreement  
with Aitkin County Fiduciary Agent for:  
Unorg. Townships: 51-22, 52-22, 52-24  
Effective January 1, 2014**

This agreement made and entered into by and between the Jacobson Volunteer Fire Department, in the Township of Ball Bluff, in the County of Aitkin in the State of Minnesota and the Townships of 51-22, 52-22, 52-24, a township of the County of Aitkin in the State of Minnesota.

**WHEREAS**, the Townships of 51-22, 52-22, 52-24 desires the services of the Jacobson Volunteer Fire Department in case of fires occurring in 51-22, 52-22, 52-24 Townships as well as the emergency medical services of the Jacobson Volunteer Fire Department 1st Responders in case of a medical emergency, and

**WHEREAS**, the Township of Ball Bluff maintains a volunteer fire department with emergency medical response capability, which department is available to provide fire protection and emergency medical response services to properties located in the Townships of 51-22, 52-22, 52-24, and

**THEREFORE**, it is agreed by and between said parties as follows:

1. The Jacobson Volunteer Fire Department shall provide fire protection and emergency medical response services to those properties in 51-22, 52-22, 52-24 Township lying within the areas outlined in red on the attached map. Such fire protection and emergency medical response services shall be provided from January 1, 2014 through December 31, 2014 with the existing and any newly-obtained fire, medical equipment, apparatus and with members of the Jacobson Volunteer Fire Department.
2. Jacobson Volunteer Fire Department agrees to provide fire protection and emergency medical response services as described above to 51-22, 52-22, 52-24 Township in exchange for payment of the portion of the budget that would be equal to the portion of 51-22, 52-22, 52-24's tax capacity in relation to the tax capacity of the fire departments total coverage area. **The portions are as follows 51-22 \$143.77, 52-22 \$8,452.75, 52-24 \$1,345.21, which will provide coverage from January 1, 2014 to December 31, 2014.** Payment arrangements should be made with the clerk of Ball Bluff Township (fiduciary agent of the Jacobson Volunteer Fire Department), 68368 198<sup>th</sup> Ave., Jacobson, MN 55752.
3. The Jacobson Volunteer Fire Department's obligation to provide fire protection service and emergency medical response shall be subject to the following:
  - a. If road and weather conditions at the time of the call are such that the fire/medical run cannot be made with reasonable safety to men and equipment, and the decision of the Fire Chief or his Assistant or Captains in charge shall be final in such matter, no obligation arises under this agreement on the part of the Jacobson Volunteer Fire Department to answer such call.
  - b. In the event that a sufficient amount of the fire fighting/medical equipment and number of volunteer firemen, or both, are committed at the time of which another fire call comes in from the dispatcher of Aitkin County, in the sole judgment of the Fire Chief, his Assistant or Captains, to fighting pre-existing fires or attending pre-existing medical emergencies, so as to render the available equipment and manpower inadequate to answer a fire or medical call from the dispatcher of Aitkin County, no obligation shall arise under this agreement to answer such call. A pre-existing fire/medical emergency for the purposes of this agreement shall be a fire/medical emergency to which the Jacobson Volunteer Fire Department is called previous to receiving the call from the dispatcher of Aitkin County and which fire is still being fought or medical emergency is still being attended to by the Jacobson Volunteer Fire Department at the time the call from the dispatcher of Aitkin County is received.



- c. In the event a fire call is answered by the Jacobson Volunteer Fire Department, but before the fire in question is extinguished, the fire fighting equipment or volunteer firemen, or both are needed to fight another fire in the Jacobson Fire Departments fire district to protect property in the Jacobson Fire Departments fire district from a fire, the Chief or his Assistant Chief or Captains without liability therefore to any person or to the Jacobson Volunteer Fire Department or Township of Ball Bluff under this agreement, may in their judgment recall the fire equipment and firemen to another emergency for the purpose of fighting the fire in the fire district. The judgment of the Fire Chief, Assistant Chief or Captains shall be final and no person or party shall have recourse against the Townships or fire department for any damages or losses resulting from such action or decision.
  - d. The first Responder's protocols for medical response units receiving medical direction from Med-1 Ambulance Service Inc., Minnesota Emergency Medical Services Regulatory Board, Minnesota Statutes 144E.27 subd. 5: The 1st responders from the Jacobson area and of the Jacobson Volunteer Fire Department responds in the geographical are licensed to Med-1 Inc. and their mutual aid area.
4. The parties acknowledge the fact that the Jacobson Volunteer Fire Department may enter into similar contracts with other townships, and acknowledge that the Jacobson Volunteer Fire Department has entered into mutual aid contracts with other Fire Departments in other municipalities, and that a fire call under any such contract preceding a call in the Township could be a valid and reasonable basis for the decision of the Fire Chief, Assistant Chief or Captains in refusing to answer a fire call in the Township.
  5. Because the Jacobson Volunteer Fire Department has heretofore entered into mutual assistance fire fighting agreements with other municipalities possessing fire fighting equipment and firemen, which equipment and firemen could be called by the Chief, Assistant Chief or Captains to a fire in the Township, the Township agrees to pay such additional cost as may be incurred thereby if the sole judgment of the Chief, or his Assistant Chief or Captains, such additional fire fighting equipment and firemen are needed to fight a fire in the Township and are in fact called to such fire by the Chief, or his Assistant Chief or Captains.
  6. Ball Bluff Township shall appoint one person from its board to sit on the Jacobson Volunteer Fire Department Budget Committee to assist in preparing the following year's fire department budget and attend their monthly fire department meetings.
  7. Townships contracted with the Jacobson Volunteer Fire Department is invited to send representatives to the Jacobson Volunteer Fire Department meetings and Ball Bluff Township meetings. The Jacobson Volunteer Fire Department business meeting is held the first Thursday of each month. The Township of Ball Bluff meets the second Tuesday of each month.

IN WITNESS WHEREOF, the parties have hereunto set their hands and seals this 10<sup>th</sup> day of October, 2013.

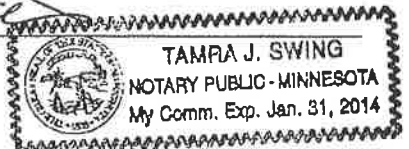
Township of Ball Bluff Township  
by Steven J. Seani  
Chairman

Township of Unorganized 51-22, 52-22, 52-24  
by \_\_\_\_\_  
Chairman

Attest: Samuel Suig  
Township Clerk

Attest: \_\_\_\_\_  
Township Clerk

by Dale [Signature]  
Fire Chief



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10/22/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 11/12/2013      Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

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

**MEMO**

TO: Board of Commissioners      DATE: October 22, 2013  
FROM: Sheriff Scott Turner      RE: STS Donation

---

Aitkin County resident Elaine Kienitz has made a generous donation of \$50 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10/23/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item:

Bloodborne Pathogen Policy

Requested Meeting Date: 11/12/13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Bobbie Danielson, HR Manager

**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) \_\_\_\_\_

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


# AITKIN COUNTY HUMAN RESOURCES

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To: County Commissioners  
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager 

Date: October 23, 2013

Subject: Safety Committee Recommendation / Bloodborne Pathogens Exposure Control Plan

## Background

The Safety Committee is currently working on developing and/or updating a number of safety policies and procedures, seeking input from department heads and staff. The first one adopted was the Emergency Action Plan for Employees, adopted in August 2013. The next one, Bloodborne Pathogens Exposure Control Plan, is attached for your review.

We're asking that any prior "county-wide" versions be replaced by this new plan. It should be noted that a couple offices (sheriff's office and public health) already have departmental bloodborne pathogens policies. Per the policy manual, department heads may establish departmental rules provided they do not conflict with the county rules and are filed with and approved by the County Board.

## Action Requested

Motion to adopt the attached "county-wide" Bloodborne Pathogens Exposure Control Plan, effective November 12, 2013, noting upon approval by the Board, this Plan shall replace and supersede all prior "county-wide" Bloodborne Pathogens Exposure Control Plans.

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

**AITKIN COUNTY**  
**BLOODBORNE PATHOGEN**  
**EXPOSURE CONTROL PLAN**

Implemented [insert date] –*Board action pending, 11/12/2013*

Employees who work in the Aitkin County Jail, please refer to the Jail Bloodborne Pathogens Exposure Control Plan for work practice controls and information.

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## INTRODUCTION

### Purpose

The purpose of the Aitkin County Bloodborne Pathogen Exposure Control Plan is to comply with the Occupational Safety and Health Administration's (OSHA) Bloodborne Pathogens Standard, 29 CFR 1910.1030, and to eliminate or minimize employee occupational exposure to blood, certain other body fluids, or other potentially infectious materials as defined below:

- A. Blood means human blood, human blood components, and products made from human blood.
- B. Bodily fluids means semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, saliva in dental procedures, any body fluid that is visibly contaminated with blood, and all body fluids in situations where it is difficult or impossible to differentiate between body fluids.
- C. Other potentially infectious materials means any unfixed tissue or organ (other than intact skin) from a human (living or dead), and human immunodeficiency virus (HIV)-containing cell or tissue cultures, organ cultures, and HIV- or hepatitis B virus (HBV)-containing culture medium or other solutions.

### BACKGROUND

OSHA requires employers to identify situations and job classifications in which employees may be exposed to blood or other potentially infectious materials, and to provide protection to these employees in the form of engineering controls, personal protective equipment, training, and risk reduction.

### TRAINING IS AVAILABLE YEAR ROUND AND REQUIRED ANNUALLY

An online Bloodborne Pathogens training session is available year round by contacting the Human Resources Department. Employees may take this session at their workstation or in HR. This session trains the employee to identify bloodborne pathogens that might be present in the workplace, to understand how certain diseases are transmitted through blood, to determine their risk of exposure, protect themselves from exposure, respond appropriately if they are exposed to bloodborne pathogens, and to understand their right to medical evaluations. Duration: 24 minutes.

The Department Head or designee shall ensure that training is provided at the time of initial assignment to tasks where occupational exposure to blood or other potentially infectious materials may occur. **Training should be repeated every 12 months**, or when there are any changes to tasks or procedures affecting an employee's occupational exposure. Training should be tailored to the education level and language of the affected employees, and offered during the normal work shift. Training should include:

- A. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard;
- B. a discussion of the epidemiology and symptoms of bloodborne diseases;
- C. an explanation of the modes of transmission of bloodborne pathogens;
- D. an explanation of Aitkin County's Bloodborne Pathogen Exposure Control Plan, and how employees can obtain a copy of the plan;



- E. a description and recognition of tasks that may involve exposure;
- F. an explanation of the use and limitations of the methods employed by Aitkin County to reduce exposure (such as engineering controls, work practices, and personal protective equipment);
- G. information about the types, use, location, removal, handling, decontamination, and disposal of personal protective equipment;
- H. an explanation of the basis of selection of personal protective equipment;
- I. information about the Hepatitis B vaccination (including efficacy, safety, method of administration, and benefits), as well as an explanation that the vaccination will be provided at no charge to the employee;
- J. instruction on the appropriate actions to take and persons to contact in an emergency involving blood or other potentially infectious materials;
- K. an explanation of the procedures to follow if an exposure incident occurs, including the method of reporting and medical follow up;
- L. information on the post-incident evaluation and follow up required for all exposure incidents; and
- M. an explanation of signs, labels, and color-coding systems.

The person conducting the training should be knowledgeable in the subject matter.

#### **ASSIGNMENT OF RESPONSIBILITY**

The Bloodborne Pathogen Exposure Control Plan shall be administered on a departmental basis and each department head shall maintain staff records relevant to this plan. Supervisors will follow the plan and ensure that their employees are trained in and use proper work practices, universal precautions, personal protective equipment (PPE), and proper cleanup and disposal techniques.

The employer will provide adequate controls and equipment that, when used properly, will minimize or eliminate risk of occupational exposure to blood or other potentially infectious materials. These will be provided at no cost to the employees. The employer will ensure proper adherence to this plan through periodic audits conducted by the Safety Committee.

Employees are responsible for employing proper work practices, universal precautions, personal protective equipment and cleanup and disposal techniques as described in this plan. Employees are also responsible for reporting all exposure incidents to the HR Department immediately or within the time frame otherwise specified.

Contracted employees are also responsible for complying with this plan, and should be provided the training described herein by the applicable department.

## EXPOSURE DETERMINATION

The following job classifications and locations have been identified by the employer to be those in which employees may be expected to incur occupational exposure to blood or other potentially infectious materials, based on the nature of the job or collateral duties. Exposure determination has been made without regard to the use of personal protective equipment as employees are considered to be exposed even if they wear personal protective equipment.

Incumbents of the following job classes may encounter blood, urine, feces, vomitus, wounds, saliva, and other bodily fluids on the job. Incumbents may perform tasks such as, but not limited to, providing emergency aid, nursing care, obtaining lab specimens, conducting sewer inspections, assessing of garbage, collecting contaminated water samples, working in tile and culvert conduits, mopping/cleaning, plumbing repairs, emptying trash, cleaning urinals, toilets, and drinking fountains, conducting pat and cell searches, responding to disturbances and fights, cleanup of blood/body fluid specimens, administering medication, chainsaw usage, and litter pickup.

Category I, high risk, these job classifications are expected to incur occupational exposure to blood or other possibly infectious materials.

Category II, possible risk, these job classifications may incur occupational exposure to blood or other possibly infectious materials during certain tasks or procedures.

<b>Department</b>	<b>Job Classification (Category I or II)</b>
Administration	Building and Grounds Supervisor (I) Utility Maintenance Custodian (I) Maintenance Custodian (I)
Environmental Services Dept.	Environmental Services Director (II) Assistant Zoning Administrator (II) Environmental Health Specialist (I) Compliance Officer/Wetlands Specialist (I) Zoning Technician (I) Contracted Sewer Inspector (I)
HHS Department	Public Health Supervisor (I) Public Health Nurse (I) Health Educator (II) Nursing Student Intern (I) WIC Staff (I)
Highway Department	Heavy Equipment Operator (II) Highway Maint. Foreman (II) Asst. Hwy. Maint. Foreman (II) Mechanic/Chief Mechanic (II)
Land Department	Park Foreman (I) Recreation Specialist (I) Forestry/Parks Technician (I) Seasonal Park Laborer (I) Maintenance Custodian, LLCC (I)

Land Department (continued)

Maintenance Coordinator, LLCC (I)  
Instruction Coordinator (II)  
Instructor/Naturalist (II)  
Seasonal Naturalists (II)

Sheriff's Department

All Jail Staff (I)  
All Licensed Peace Officers (I)

## **IMPLEMENTATION SCHEDULE AND METHODOLOGY**

### **Compliance Methods**

#### 1. Universal Precautions (aka Standard Precautions)

The term, "universal precautions," refers to a concept of bloodborne disease control which requires that all human blood and certain human body fluids be treated as if known to be infectious for HIV, HBV or other bloodborne pathogens. Universal precautions shall be used at Aitkin County to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious materials shall be considered infectious, regardless of the perceived status of the source individual.

#### 2. Engineering Controls (aka Work Practice Controls)

The term, "engineering controls," refers to controls that isolate or remove the bloodborne pathogens hazard from the workplace. The engineering and work practice controls listed below should be used to minimize or eliminate exposure to employees at Aitkin County. Where occupational exposure remains after institution of these controls, personal protective equipment (PPE) shall also be used.

Employees who work in the Aitkin County Jail, please refer to the Jail Bloodborne Pathogens Exposure Control Plan for work practice controls and information.

Department heads and supervisors will review the effectiveness of the work practice controls on an annual basis or as often as deemed necessary, and also when new equipment and/or technologies are brought into the workplace. Departments heads may implement additional controls as deemed necessary. Forward copies of additional work practice controls to the Human Resources Manager to be included in the Plan's next update.

##### a. Sharps Containers

Contaminated sharps should be placed immediately, or as soon as possible, after use into appropriate sharps containers. All sharps containers should be puncture resistant, labeled with a biohazard label, and leak-proof.

Sharps containers should be checked twice per week or as otherwise deemed appropriate by the Department Head.

##### b. Sharps Injury Log

Needlestick and sharps injuries shall be reported to Human Resources on a First Report of Injury form and recorded on applicable OSHA logs, and should include the following information for each incident:

- a. period of time the log covers;
- b. date incident is reported;
- c. date of incident;
- d. type and brand of device involved;
- e. department or area of incident; and
- f. description of incident.

The log should be retained for five years after the end of the log year.

c. Hand Washing Facilities

Hand washing facilities are typically available and readily accessible to all employees who may incur exposure to blood or other potentially infectious materials. Where hand washing facilities are not feasible, the employer will provide an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes. Employees who work off-site are responsible for keeping an adequate supply of antiseptic cleanser, paper towels, or antiseptic towelettes in their work vehicle(s) and/or equipment.

When these alternatives are used, employees should wash their hands with soap and running water as soon as feasible.

d. Work Area Restrictions

In work areas where there is a reasonable risk of exposure to blood or other potentially infectious materials, employees shouldn't eat, drink, apply cosmetics or lip balm, smoke, or handle contact lenses. Food and beverages shouldn't be kept in refrigerators, freezers, shelves, cabinets, or on counter tops or bench tops where blood or other potentially infectious materials may be present.

Mouth pipetting or suctioning of blood or other potentially infectious materials is prohibited.

All processes and procedures should be conducted in a manner that will minimize splashing, spraying, splattering, and generation of droplets of blood or other potentially infectious materials.

e. Specimens

Each specimen of blood or other potentially infectious material should be placed in a container that will prevent leakage during the collection, handling, processing, storage, and transport of the specimen.

Specimen containers should be labeled or color-coded in accordance with the requirements of the OSHA standard. *(Department Heads should note that the OSHA standard provides for an exemption to specimen container labeling/color coding if a facility uses universal precautions in handling of ALL specimens AND the containers are easily recognized as containing specimens. This exemption applies only while the specimens remain in the facility. If a department chooses to use this exemption, it must notify the Human Resources Manager so that can be included in the Plan's next update.)*

Any specimens that could puncture a primary container should be placed within a secondary puncture-resistant container. If outside contamination of the primary container occurs, the primary container should be placed within a secondary container that will prevent leakage during handling, processing, storage, transport, or shipping of the specimen.

f. Contaminated Equipment

Supervisors shall ensure that equipment that has become contaminated with blood or other potentially infectious materials is examined prior to servicing or shipping. Contaminated equipment should be decontaminated, unless decontamination is not feasible. Contaminated equipment should be tagged and labeled as such.

3. Personal Protective Equipment (PPE)

Department Heads shall ensure that the provisions regarding personal protective equipment described in this plan are met and maintained.

Personal protective equipment should be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment should be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach an employees' clothing, skin, eyes, mouth, or other mucous membranes under normal and proper conditions of use and for the duration of time that the equipment will be used.

The Department Head or designee shall list the personal protective equipment to be used within the department for specified tasks (see Appendix A). When unspecified or if uncertain, employees shall contact their supervisor to verify what PPE is required.

a. PPE Use

Department Heads and supervisors shall ensure that employees use appropriate PPE. In cases where an employee temporarily and briefly declines to use PPE because, in the employee's professional judgement, its use may prevent delivery of healthcare or pose an increased hazard to the safety of the worker or co-worker, then the supervisor should investigate and document the situation to determine whether changes can be instituted to prevent such occurrences in the future.

b. PPE Accessibility

Department Heads and supervisors shall ensure that appropriate PPE in the necessary sizes is readily accessible at the worksite or is issued at no cost to employees. Hypoallergenic gloves, glove liners, powderless gloves, or other similar alternatives will be made available to those employees who are allergic to the gloves normally provided.

c. PPE Cleaning, Laundering and Disposal

All PPE should be cleaned, laundered, and disposed of by the employer at no cost to the employee. The employer will also make necessary repairs and replacements at no cost to the employee.

All garments penetrated by blood or other potentially infectious materials should be removed immediately or as soon as feasible. All PPE should be removed before leaving the work area.

When PPE is removed, it should be placed in appropriately designated areas or containers for storage, washing, decontamination, or disposal.

d. Types of PPE

i. Gloves

Disposable gloves are not to be washed or decontaminated for re-use, and are to be replaced as soon as possible when they become contaminated. Gloves that become torn or punctured (or their ability to function as a barrier is otherwise compromised) should be replaced immediately or as soon as feasible.

Utility gloves may be decontaminated for re-use if the integrity of the glove is uncompromised. Utility gloves should be disposed of properly if they are cracked, peeling, torn, punctured, or they exhibit other signs of deterioration or inability to function as a barrier without compromise.

ii. Eye and Face Protection

Masks worn in combination with eye protection devices (such as goggles or glasses with solid side shield, or chin-length face shields) are required when the occurrence of splashes, splatters, or droplets of blood or other potentially infectious materials can reasonably be anticipated to contaminate an employee's eye, nose, or mouth.

iii. Other PPE

Additional protective clothing (such as lab coats, gowns, aprons, clinic jackets, or similar outer garments) should be worn in instances when gross contamination can reasonably be expected.

**Housekeeping**

The worksite should be cleaned and decontaminated regularly and as needed in the event of a gross contamination. All contaminated work surfaces, bins, pails, cans, and similar receptacles should be inspected and decontaminated regularly.

Any potentially contaminated glassware shouldn't be picked up directly with the hands. Reusable sharps that are contaminated with blood or other potentially infectious materials shouldn't be stored or processed in a manner that requires employees to reach by hand into the containers where sharps are placed.

**Regulated Waste Disposal**

Disposal of all regulated waste shall be in accordance with applicable federal, state, and local regulations.

**Sharps**

Contaminated sharps should be discarded immediately or as soon as feasible in containers that are closable, puncture resistant, leak proof on sides and bottom, and labeled or color-coded.

During use, containers for contaminated sharps should remain upright throughout use, should be easily accessible to employees, and should be located as close as feasible to the immediate area where

sharps are used or can be reasonably anticipated to be found (including laundry areas). The Building Maintenance Supervisor or designee shall replace sharps containers routinely and not allow them to overfill.

When moving sharps containers from the area of use, the containers should be closed immediately prior to removal or replacement to prevent spillage or protrusion of contents during handling, storage, transport, or shipping. Sharps containers should be placed in a secondary container if leakage of the primary container is possible. The second container should be closeable, constructed to contain all contents, and should prevent leakage during handling, storage, transport, or shipping. The secondary container should be labeled or color-coded to identify its contents.

Reusable containers shouldn't be opened, emptied, or cleaned manually or in any other manner that would expose employees to the risk of percutaneous injury. Medical waste must be handled in accordance with all applicable state and federal regulations.

### **Other Regulated Waste**

Other regulated waste should be placed in containers that are closeable, constructed to contain all contents, and will prevent leakage of fluids during handling, storage, transportation, or shipping.

All waste containers should be labeled or color-coded and closed prior to removal to prevent spillage or protrusion of contents during handling, storage, transport, or shipping.

### **Laundry**

Laundry contaminated with blood or other potentially infectious materials should be handled as little as possible. Such laundry should be placed in appropriately marked bags (biohazard labeled or color-coded bags) at the location where it was contaminated. Contaminated laundry shouldn't be sorted or rinsed in the area of contamination.

The laundry at Aitkin County shall be cleaned at the Village Laundromat in Aitkin or at another off-site location that uses Universal Precautions in the handling of all laundry.

### **Hepatitis B Vaccines and Post-Exposure Evaluation and Follow Up**

#### **General**

The employer will make the Hepatitis B vaccine and vaccination series available to all employees who have the potential for occupational exposure, as well as post-exposure follow up to employees who have experienced an exposure incident.

The Department Head, in conjunction with the Human Resources Department, shall ensure that all medical evaluations and procedures involved in the Hepatitis B vaccine and vaccination series and post-exposure follow up, including prophylaxis are:

1. made available at no cost to the employee;
2. made available to the employee at a reasonable time and place;
3. performed by or under the supervision of a licensed physician or other licensed healthcare professional; and
4. provided in accordance with the recommendations of the United States Public Health Service.

An accredited laboratory should conduct all laboratory tests at no cost to the employee.

## **Hepatitis B Vaccination**

The Department Head shall oversee the departmental Hepatitis B vaccination program. Generally, the series of shots service will be provided by Aitkin County Public Health or the Riverwood Healthcare Center.

### **Category I Employees**

The Hepatitis B vaccination should be made available to an affected Category I employee after he or she has received training in occupational exposure and within 10 working days of initial assignment to job duties that involve exposure. Exceptions to the administration of the Hepatitis B vaccination include situations where an employee has previously received the complete Hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons (i.e. should not be used in the case in question).

Participation in a pre-screening program shouldn't be a prerequisite for an affected employee to receive the Hepatitis B vaccination. If an employee initially declines the Hepatitis B vaccination, but later decides to accept the vaccination and is still covered under the OSHA standard, the vaccination shall then be made available.

All employees who decline the Hepatitis B vaccination should sign a waiver indicating their refusal (see Appendix B), as required by OSHA. If the United States Public Health Service recommends a routine booster dose of Hepatitis B vaccine, this shall also be made available free of charge to affected employees.

### **Category II Employees**

The Hepatitis B vaccination series should be made available and administered to Category II employees no later than 24 hours after an exposure incident (as per OSHA Letter of Interpretation, November 1, 2000). All employees who decline the Hepatitis B vaccination should sign a waiver indicating their refusal (see Appendix B).

### **Post-Exposure Evaluation and Follow Up**

All employees must immediately report exposure incidents to their supervisor and to the Human Resources Department for a First Report of Injury form be completed; incidents shall be recorded on applicable OSHA logs. The Department Head or designee shall investigate and document each exposure incident. Following a report of an exposure incident, the exposed employee should immediately receive a confidential post-exposure evaluation and follow up, to be provided by Riverwood Healthcare Center. The post-exposure evaluation and follow up should include the following elements, at a minimum:

1. Documentation of the route of exposure, and the circumstances under which the exposure occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is infeasible or prohibited by state or local law.



3. The source individual's blood should be tested and documented as soon as feasible and after consent is obtained (if consent is required) in order to determine HBV and HIV infectivity. If consent cannot be obtained, the supervisor should establish and document that legally required consent cannot be obtained.
4. When the source individual is already known to be infected with the Hepatitis B virus (HBV) or human immunodeficiency virus (HIV), testing for the source individual's known HBV or HIV status need not be repeated.
5. Results of the source individual's testing should be made available to the exposed employee, and the employee should be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.
6. The exposed employee's blood should be collected as soon as feasible and tested after consent is obtained.
7. The exposed employee should be offered the option of having their blood tested for HBV and HIV serological status. The blood sample should be preserved for up to 90 days to allow the employee to decide if their blood should be tested for HBV and HIV serological status.

Names of employees that contract HIV, Hepatitis, or tuberculosis shall not be recorded on the OSHA 300 log.

#### **Information Provided to the Healthcare Professional**

After an exposure incident occurs, the Department Head should ensure that the healthcare professional responsible for the exposed employee's Hepatitis B vaccination, as well as the healthcare provider providing the post-exposure evaluation, if different, are provided with the following:

1. a copy of 29 CFR 1910.1030, OSHA's Bloodborne Pathogen Standard, with emphasis on the confidentiality requirements contained therein;
2. a written description of the exposed employee's duties as they relate to the exposure incident;
3. written documentation of the route of exposure and circumstances under which the exposure occurred;
4. results of the source individual's blood testing, if available; and
5. all medical records relevant to the appropriate treatment of the employee, including vaccination status.

#### **Healthcare Professional's Written Opinion**

The Department Head or designee should obtain and provide the exposed employee a copy of the evaluating healthcare professional's written opinion within 15 days of completion of the evaluation.

The healthcare professional's written opinion for HBV vaccination should be limited to whether HBV vaccination is indicated for the employees, and if the employee has received said vaccination.

The healthcare professional's written opinion for post-exposure follow up should be limited to ONLY the following information:

1. a statement that the employee has been informed of the results of the evaluation; and

2. a statement that the employee has been told about any medical conditions resulting from exposure to blood or other potentially infectious materials that require further evaluation or treatment.

Other findings or diagnosis resulting from the post-exposure follow up should remain confidential and shouldn't be included in the written report.

## **Labels and Signs**

The Department Head or designee shall ensure that biohazard labels are affixed to containers of regulated waste, refrigerators, and freezers containing blood or other potentially infectious materials. Labels should also be affixed to any other containers used to store, transport, or ship blood or other potentially infectious materials.

The labels should be fluorescent orange or orange-red, and should include the universal biohazard symbol. Red bags or containers with the universal biohazard symbol may be substituted for labels. However, regulated wastes must be handled in accordance with the rules and regulations of the entity with jurisdiction. Blood products that have been released for transfusion or other clinical use are exempted from these labeling requirements.



Image of biohazard label:

## **RECORDKEEPING**

### **Medical Records**

All records shall be kept confidential and will be retained for at least the duration of employment plus 30 years. The Department Head shall maintain bloodborne pathogen records on active employees and will forward these records to the Human Resources Department for retention following the employee's date of termination. Department Heads shall also ensure that records with Public Health and the Riverwood Healthcare Center for Hepatitis B vaccinations and post-exposure evaluations and follow ups stipulate these OSHA recordkeeping and retention requirements.

Medical records should include:

1. name and social security number of the employee;
2. a copy of the employee's HBV vaccination status, including the dates of vaccination;
3. a copy of all results of examinations, medical testing, and follow-up procedures; and
4. a copy of the information provided to the healthcare professional, including a description of the employee's duties as they relate to an exposure incident, and documentation of the routes and circumstances of an exposure.

## **Training Records**

Department Heads shall maintain training records for three years from the date of training. Records should be kept in a secure location (i.e. locked office, desk drawer, or filing cabinet), and shall include:

1. the dates of the training sessions;
2. an outline describing the material presented;
3. the names and qualifications of persons conducting the training; and
4. the names, job titles, and signatures of all persons attending the training sessions.

## **Availability of Records**

When an employee (or designated representative) requests access to a training record, the employer shall provide access to said employee's records in a reasonable time, place, and manner in accordance with 29 CFR 1910.1020(e). An employee (or designated representative) will only be given access to his or her own records.

## **Evaluation and Review**

Department Heads and Supervisors, in cooperation with the Human Resources Department, shall review this Bloodborne Exposure Control Plan for effectiveness at least annually and as needed to incorporate changes to the standard or changes in the workplace.

**Appendix A**

**Personal Protective Equipment/Task List**

*Department:* \_\_\_\_\_

<b>Job Classification</b>	<b>Task/Procedure</b>	<b>Type of PPE to be Used</b>	<b>PPE to be Issued By</b>

**Appendix B**

**Hepatitis B Immunization Consent/Refusal Form**

Please check one:

**Yes, I want to receive the Hepatitis B vaccine.**

I read the information given to me about Hepatitis B virus and Hepatitis B vaccine and I had the opportunity to ask questions. My questions were answered. I want to participate in the vaccination program. I understand this includes three injections at prescribed intervals over a 6-month period. I understand that there is no guarantee that I will become immune to Hepatitis B and that I might experience an adverse side effect as the result of the vaccination.

<u>Date Given</u>	<u>Lot#</u>	<u>Administered By</u>	<u>Next Date Due</u>
-------------------	-------------	------------------------	----------------------

1st Dose

2nd Dose

3rd Dose

**No, I don't want to receive the Hepatitis B Vaccine.**

I understand that due to my occupational exposure to blood or other potentially infectious material, I may be at risk of acquiring Hepatitis B Virus (HBV). I was given the opportunity to be vaccinated with Hepatitis B vaccine at no charge to me. However, I **decline** Hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at an increased risk of acquiring Hepatitis B, a serious disease. If in the future I want to be vaccinated with the Hepatitis B vaccine, I understand that I can receive the vaccine series at no charge to me.

\_\_\_\_\_  
Employee Name

\_\_\_\_\_  
Job Title and Department

\_\_\_\_\_  
City, State, Zip Address

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Privacy Act Statement:**

This information is sensitive and is protected by the Privacy Act of 1974 (5 U.S.C. 552a). The records will be stored in locked file cabinets or locked rooms. Access to records will be strictly limited to department staff with a bona fide need for the records. These records are considered to be part of the employee's medical file.

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



To: Chairperson, Aitkin County Board of Commissioners Date: October 29, 2013

Via: Patrick Wussow, County Administrator

From: Kirk Peysar, County Auditor

Title of Item:  
Property Record Information System of Minnesota (PRISM) grant application

Requested Meeting Date: Nov 12 Estimated Presentation Time: \_\_\_\_\_

Presenter: Kirk Peysar

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

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

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



**Supporting Attachment(s)**


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

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

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

October 29, 2013

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Property Record Information System and Minnesota (PRISM) grant application

The Minnesota Legislature has authorized a grant to help counties implement PRISM. The total grant is \$300,000 to be divided equally among approved grantees. If all 87 counties apply the grant amount would be \$3,448 per county.

The PRISM Project is a modernization of the processes and systems in property tax. Currently, counties make 9 unique file format submissions of data throughout a valuation/taxation cycle to MN Revenue. PRISM will reduce that to a single standard format, submitted twice a year.

# MINNESOTA · REVENUE



## PRISM Implementation Grant Application

The Minnesota Legislature has authorized a grant to help counties pay their costs to implement PRISM. The total grant amount is \$300,000, to be equally divided among the approved grantees. [Minnesota Laws 2013, Chapter 142, Section 14]

### To qualify for the grant your county must:

- Complete the form below, signed by the county's board chairperson.
- Return the completed application to [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us) by Dec. 20, 2013. (We will not accept, or consider, late applications for this grant.)
- Be current on all property tax data submissions at the time of application.

If you have questions, contact us at [PRISM.mdor@state.mn.us](mailto:PRISM.mdor@state.mn.us) or call 651- 556-6091.

County Name: Aitkin County  
Contact Person: Kirk Peysar  
Title/Position: County Auditor  
Phone Number: 218-927-7354  
Email: kpeysar@co.aitkin.mn.us

### Describe how you plan to use these funds to implement PRISM.

The funds will be directed to Minnesota Counties information Systems (MCIS), the joint powers organization that supports the property tax system in use by Aitkin County, to offset the costs of implementing system enhancements necessitated by the PRISM project. Based on the best estimated costs at this time, the grants will cover about 37 percent of the actual cost, not including the time spent to date for MCIS to function as the lead contact for our group. Implementation costs include: design, programming, quality assurance. Timelines for the project are: the valuation/assessment side by August 2015 and the property tax side by March 2016.

County Board Chairperson

Signature

Print Name

Date



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



To: Chairperson, Aitkin County Board of Commissioners Date: 10-15-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Final Contract Payment – Contract No. 20128

Requested Meeting Date: 11-12-13 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
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Routine Business
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

**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: 5848, 5850
- Expenditure line account # for this item is: 6262

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

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



**Supporting Attachment(s)**

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

## AITKIN COUNTY COMMISSIONER'S MEMO

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

**FROM:** John Welle

**DATE:** November 5, 2013

### **Consent Agenda Item:**

Final Contract Payment – Contract 20128

#### **Summary:**

Authorization by the enclosed resolution is requested to make final payment to Dallco, Inc. in the amount of \$11,519.12 for construction of the bridge on CSAH 4 over the Rice River earlier this year under contract No. 20128. The final contract amount of \$575,956.09 is approximately 1% less than the bid amount of \$580,037.42

#### **Draft Resolution:**

WHEREAS, Contract No. 20128 – Project No. SAP 001-604-010 –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 Dallco, Inc. in the amount of \$11,519.12 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: 11-7-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Update

Requested Meeting Date: 11-12-13 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)
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- 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 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)**

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- 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: Legislative Update**

**DATE: November 6, 2013**

Representative Radinovich will be attending the November 12<sup>th</sup> Aitkin County Board meeting to discuss the upcoming legislative session. Because of scheduling conflict Senator Ruud will be attending the November 26<sup>th</sup> County Board meeting.

Both of our legislators have agreed to conduct the monthly call in meetings during the legislative session. Today's discussion is intended to provide an overview of what we are expecting to happen in the 2014 legislative session.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-7-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 Legislative Priorities

Requested Meeting Date: 11-12-13 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)
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- 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: \_\_\_\_\_
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**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

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



**Supporting Attachment(s)**

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# **AITKIN COUNTY ADMINISTRATION**

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

**TO: Aitkin County Board**

**FROM: Patrick Wussow, County Administrator**

**RE: 2014 Legislative Priorities**

**DATE: November 6, 2013**

The County Board discussed the 2014 legislative priorities at their October 22 meeting. The attached list is provided as a starting point, based upon those conversations. Department Heads, employees, and citizens are encouraged to share their ideas prior to and throughout the legislative session.

# Aitkin County 2014 Legislative Platform

## Top Priorities

### **State of MN to Collect its share of Property tax**

The County Board and AMC both would like the State of MN to collect the State General Tax through an electronic process that it has in place with the collection of sales tax, while the tax remains in place. The **objective** is to eliminate the State General Tax.

### **PILT**

With recent downturn in timber markets and property values PILT is important to the County's ability to provide the benefits of public land.

1. Maintain (important)
2. Increase (Inflationary adjustments)

### **Magic Act**

Much of MS 282 and other statutes that apply to County land are outdated; but there is no consensus among Counties to do any overhauling. Currently most interpretations of statute lean toward prohibiting a practice if not specifically allowed by statute. Elements of the "magic act" would increase flexibility in providing benefits from County Administered lands by allowing projects/practices not specifically addressed by statute.

### **WCA Wetland Banking**

Aitkin County supports legislative efforts to create recommendations for the development of a fee program, administrated by BWSR, which will allow for maximum public value for wetland mitigation projects by giving developers the opportunity to purchase credits (that BWSR could use to recreate wetlands anywhere in the state) in lieu of acre for acre replacement within the county.

### **Appraisers Licensure Requirements - Unintended Mandates**

Aitkin County seeks legislation to be fully funded, repealed or modified. Legislation approved in 2013 requires that every individual who appraises property for tax purposes, be certified at a level of Accredited Assessor or Senior Accredited Assessor by 2019. In counties that have adopted county-wide-assessors, all employees maintain at least a Certified MN Assessor licenses. The new legislation will require an additional certificate which will require excessive licensure and added expense of approximately \$5,000 and 5-6 weeks of training for each employee to attain the necessary training in just Aitkin County. This will be similar for most counties in Minnesota. Aitkin County is acutely aware of this expense as we have a retired County Assessor on the County Board who can provide additional details.

### **Transportation Funding and Distribution**

Aitkin County supports sustainable annual increases in gas tax and motor vehicle registration fees to keep pace with annual construction inflation. Aitkin County supports the current constitutional formula for distribution of the highway user tax distribution fund.

# Legislative Positions by Department

## Road & Bridge

### **Transportation Cost Control**

Aitkin County supports efforts at the local, state, and federal level to control the rapidly increasing cost of road of bridge construction through the re-examination of mandates that currently apply to transportation projects.

### **Bonding Programs**

Aitkin County supports continuing state funding for local roads and bridges through Local Bridge Bonding and the Local Road Improvement Program.

### **Wetland Mitigation**

Aitkin County supports continuing state funding from non-transportation funding sources for wetland mitigation of county highway projects as provided by the 1996 amendments to the Wetland Conservation Act.

### **Road Construction Permitting**

Aitkin County supports the efforts of state and federal regulatory agencies to streamline current environmental permit requirements for road construction projects.

### **Aid for Beaver Damage and Containment**

Aitkin County supports funding for counties with large beaver control issues to preserve and protect county roads and property owners by funding damage caused by beavers and by funding county containment programs for beavers.

### **Ten Ton Roads**

Aitkin County supports a statewide initiative that will build a comprehensive statewide system of 10-ton local roads to connect to major transportation routes. The system will provide greater transportation efficiencies for farm and forest-to-market roads.

### **Eminent Domain**

Aitkin County supports the current balance in statutes between landowner rights and public agency eminent domain rights as those rights relate to transportation projects.

Aitkin County does not support statutory changes that require public agency reimbursement of landowner attorney fees in eminent domain proceedings.

### **Great River Road Bonding**

Aitkin County supports state financial assistance to complete the third and final phase of the Great River Road National Scenic Byway Improvements on Aitkin County State-Aid Highway 21.

## Health & Human Services

### **Simplifying Health & Human Services Programs**

Administrative simplification has the potential to dramatically improve efficiency and effectiveness. It is a critical component to creating a more sustainable health & human services system.



### **Aligning Funding with Outcomes for Vulnerable Populations**

Achieving expected outcomes has become increasingly difficult due to an unsustainable rate of growth in health care and long term care spending combined with decreasing State revenues. Investments must be strategically re-focused in programs that cost-effectively achieve desired outcomes.

### **Tribal Court Ordered Child Placements**

The Agreement on Indian Child Welfare dated February 22, 2007 obligates local social service agencies (counties) to pay for the cost of foster care of Indian children who are placed by tribal court order. Aitkin County supports legislative action to remove the costs of tribal court ordered child placements from the property tax levies of Minnesota counties as it creates disproportionate property tax impacts on Minnesota counties.

### **Promote Health in all Minnesota Counties through Statewide, Stable Funding for SHIP**

The Statewide Health Improvement Program (SHIP) was launched in 2008 to reduce health care costs and chronic disease rates through local partnerships led by public health. Funding for SHIP was cut by 70% in 2011. For the program to help all Minnesotans live healthier, longer lives SHIP needs to be funded statewide again from a stable source.

**Preventing disease** is the most common sense and cost-effective way to improve health outcomes and reduce health care costs.

**Making healthy choices easier** related to smoking, activity levels and nutrition will impact rates of cancer, heart disease, diabetes and other chronic and expensive-to-treat conditions.

### **Jail Health Care Costs**

Make the appropriate statutory changes to allow for inpatient treatment for inmates to be covered by MA. This is allowable under the federal rules and other states are doing this, but a statute change is required to do it in Minnesota. Also allow for public health care program eligibility to continue when an inmate is in custody but not yet convicted of a crime (this change was made for the GAMC program, but change over the last few years mean GAMC essentially no longer exists and other public programs do not allow for this, they end when a person is incarcerated).

## **Environmental Services/Planning & Zoning**

### **Environment and Natural Resources**

#### **Chapter 394 Planning and Zoning Laws**

In order to promote the health, safety, morals, and general welfare of the counties within the State of Minnesota, Aitkin County supports legislation that would prevent any changes or legislative acts that alter or change any section, subdivision or subitem of Minnesota Statutes Chapter 394 without going through the rule making process and having support of the Minnesota Association of Planning and Zoning Administrators.

#### **Inverse Condemnation**

Aitkin County opposes any legislation which would further restrict, hinder or impair a local unit of government's ability to contract for services, or which would require a local unit of government to compensate a private business/contractor for claimed lost business due to a local unit of government's decision to contract for services.

#### **Program Administration**

Aitkin County opposes any state statute, policy or rule changes that result in increased County workload or program costs without commensurate increases in state funding.

### **Vacation Rental by Owner**

In order to protect the public health, safety, neighboring property values, and conserve the economic and natural environmental values of shorelands, Aitkin County opposes any legislation which would restrict, hinder or impair a local unit of government's ability to establish regulations on the use of vacation/private homes as rental property to a transient population.

## **Land**

### **Forest Land Taxation Policy**

Lower timber prices have reduced timber volume from private lands impacting loggers and forest industry – tax policies that encourage active, sustainable forestry practices could provide incentives to good stewardship

1. Remove cap on SFIA payments
2. Look at alternative strategies such as WI MFL program

### **Land Exchanges**

Streamline the process for administrative land exchanges (between Co & State) especially those involving Trust Fund lands. The current laws are extremely cumbersome and add to the cost. These swaps could increase efficiency and reduce costs for all by consolidating areas of fragmented ownership.

## **Administration**

### **Remove Fiscal Disparities**

Aitkin County would like the current Fiscal Disparities aid program (for the taconite relief area) to be eliminated.

### **Taxation of Local Governments Purchases**

Aitkin County and AMC support the exemption of local government purchases from the state and local sales and use taxes.

### **Open Meeting Law**

Aitkin County and AMC support more effective and efficient public notice alternatives and authority to utilize technological tools to conduct needed business; examples include delinquent taxation notices, publication of minutes, etc.

### **Mandate Reform and Removal**

Aitkin County and AMC oppose the implementation of mandates and costs on counties without full and stable funding from the federal or state government. If mandates are not accompanied with commensurate funding, they must be removed in order to prevent property tax increases.

## Economic Development

### **Statewide Property Tax**

Aitkin County is concerned with the ever increasing Commercial State property tax on our businesses. Many businesses in Aitkin County pay significantly more to the State Property tax than they do to the local jurisdictions. Not only does this property tax continue to increase but there does not seem to be any accountability for this tax. The State does not hold a Truth in Taxation or similar type hearing nor does the state collect the tax. The State requires the county to collect the tax then turn the collected money over to the State, reducing any accountability on a significant amount of the property tax our businesses are paying. At the very least, the State should collect their own tax and be subject to the same standards that Counties and Cities are in informing the tax payers on their property taxes.

### **Fiscal Disparities**

Aitkin County commercial properties located in the Taconite Relief Area (TRA) are subject to the Fiscal Disparity Tax. Similar to the Commercial State Property Tax, this tax has been increasing disproportionately more than what the local jurisdictions property taxes are. Businesses that are subject to the Fiscal Disparity Tax feel the formula used to distribute the tax should re-examined to determine if it is fair to all jurisdictions in the TRA and if the formula reflects today's current economy and conditions.

## Assessors

### **Property Tax Working Group**

Support the recommendations of the Property Tax Working Group, especially the idea of reducing the number of classifications. Everyone who contacts the Property Tax System would appreciate a simpler system for a variety of reasons, including cost of administration. It takes more time to properly classify a property with 55 choices versus the 4 choices that the Group recommends. Consider opposing the Group's idea of a statewide computer system which would decrease local control, potentially increase cost through decreased competition among the computer cooperatives, and cause increased costs through the data conversion process. Also consider opposing the Group's recommendation to switch away from a tax capacity based system since it works and people are used to the system. Changing tax capacity to mill rates would cause lots of confusion for a minimal benefit.

### **State Funded High Quality Aerial Photography Program**

Provide a state funded high quality aerial photography program such as Pictometry. The State already funds the purchase of aerial photography for forestry programs. They also have funded the LIDAR program for all to use. The majority of Minnesota counties already have Pictometry. State funding would shift the burden off the local taxpayers for a program that benefits the public as well as State and local government agencies. The benefits of a product such as Pictometry include greater public safety efficiency, assessment efficiency, as well as permitting and compliance efficiency. Anyone would have an easier time navigating and recreating in the outdoors with such a product available.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-6-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Draft Newspaper Bid Specifications for 2014

Requested Meeting Date: 11-12-13 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

_____ HR Review
--------------------

**Supporting Attachment(s)**

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

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# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

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

**RE: Draft Newspaper Bid Specifications for 2014**

**DATE: November 6, 2013**

Attached is a proposed draft bid specification document that would be used to obtain bids for Aitkin County's "official newspaper." In 2008 the County Board revised the process for obtaining bids by incorporating surrounding counties bid forms into Aitkin County's process.

The following time line is suggested:

November 12th – The County Board reviews and approves a form to obtain bids.

November 13th – County Staff mails out bid specifications to *Newshopper*, *Aitkin Independent Age*, and *Voyager Press*.

December 27th – bids are received and tabulated.

January 7th – County Board designates the County's Official Publication (Newspaper) at the organizational meeting in January 2014.

Please review the proposed document and contact me with questions.

# AITKIN COUNTY ADMINISTRATION

**Patrick Wussow, County Administrator**

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

November 13, 2013

Aitkin Independent Age  
213 Minnesota Avenue N.  
Aitkin, MN 56431

Voyageur Press  
PO Box 59  
McGregor, MN 55760

NewsHopper  
2215 South 6<sup>th</sup> Street  
Brainerd, MN 56401

Re: 2014 Newspaper Bid Specifications

Please see the attached information requesting 2014 newspaper advertising bids.

The deadline for submitting your bid is Noon on Friday, December 27th. We look forward to receiving your bid.

Please contact Patrick Wussow at 927-7276 or Kirk Peysar at 927-7354 if you have any questions or concerns.

Sincerely,

Sue Bingham  
Administrative Assistant

(Draft for discussion Only)  
**CALENDAR YEAR 2014 BID SPECIFICATIONS  
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

Aitkin County is requesting bids for newspaper publication of the following County legal notices for 2014:

1. Official Proceedings (in Summary form)
2. Legal Notices
3. Delinquent Real Estate Notice and List
4. First Publication of the Financial Statement
5. Second Publication of the Financial Statement

This bid package contains the following:

- I. General Information for Bidders (page 2)
- II. Specific Requirements for Bidders (pages 2-3)
- III. Bid Award Criteria (page 3)
- IV. Bid Form (page 4)

County Contact Person: Patrick Wussow, Aitkin County Administrator  
(218) 927-7276

(Draft for discussion Only)

## CALENDAR YEAR 2014 BID SPECIFICATIONS NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES

### I. GENERAL INFORMATION FOR BIDDERS

- A. Sealed bids for newspaper publication of Aitkin County legal notices for 2014 will be received in the **Aitkin County Administrator's Office**, 217 2<sup>nd</sup> Street NW - Room 130, Aitkin, MN 56431, until **Noon on Friday, December 27, 2013** at which time they will be opened, read and tabulated.
- B. All bids must be typewritten or written legibly in ink, sealed in an envelope, and bear the inscription "2014 NEWSPAPER PUBLISHING BID" together with the name and address of the publisher.
- C. Bidders must use the attached form when submitting a bid.
- D. Bids received after the time set for bid opening will be returned to the bidder unopened.
- E. Bids will be considered at the Aitkin County Board of Commissioners meeting on **January 7, 2014**.
- F. Copies of all bids received will be available for inspection in the Aitkin County Administrator's Office at Noon on Friday, December 27, 2013.
- G. Aitkin County will send written notice of bid awards to the successful publishers.
- H. Aitkin County reserves the right to waive any irregularities in the bids, to reject any or all bids and to make any award which it considers to be in the best interest of the County.
- I. Aitkin County does not discriminate on the basis of disability, race, color, national origin, sex, religion, age or handicapped status in employment or the provision of services. If you need assistance due to disability or language barrier please call (218) 927-7276.

### II. SPECIFIC REQUIREMENTS FOR BIDDERS

- A. Separate bids are required for each type of publication notice.
- B. Bids must be submitted using the attached form.
- C. Types of legal notices to which bids are requested.
  - (1) **PUBLICATION OF OFFICIAL PROCEEDINGS IN SUMMARY FORM:** (Minnesota Statute 375.12 refers.) The County will provide all official proceedings in digital format and may specify font, point size and leading.
  - (2) **PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS:** (Minnesota Statute 331A.01 subd. 7 and 331A.05 - .07 refer.) The County will provide all legal notices and miscellaneous advertisements in digital format and may specify font, point size and leading.



(Draft for discussion Only)

**CALENDAR YEAR 2014 BID SPECIFICATIONS  
NEWSPAPER PUBLICATION OF AITKIN COUNTY LEGAL NOTICES**

(3) **PUBLICATION OF DELINQUENT REAL ESTATE NOTICE AND LIST:** Minnesota Statute 279.08 refers.) The list of real estate taxes remaining delinquent on the first Monday of January 2014 shall be published once in each of two non-consecutive weeks. The county will provide the Real Estate List in digital format and may specify font, point size and leading.

(4) **FIRST PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication to be done in a newspaper located in a different municipality. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit, and first publisher may be asked to provide copies of Financial Statement **insert** for second publication. The County will provide the Financial Statement in camera ready format.

(5) **SECOND PUBLICATION OF FINANCIAL STATEMENT:** (Minnesota Statute 375.17 refers.) State Statute requires the County Financial Statement to be published twice, with the second publication of the financial statement to be done in one other newspaper, if one of general circulation is located in a different municipality in the county than the official newspaper. Per MN statute the county board shall call for separate bids for each publication. The Financial Statement must be arranged in the newspaper so as to be pulled out or inserted as a unit. To be considered for award of the bid for second publication of the financial statement, bidders must include a specific bid for the second publication of the Financial Statement. The County will provide the Financial Statement in camera ready format.

**III. BID AWARD CRITERIA**

- A. A successful bidder will be designated by the County Board as the "Official County Newspaper" for calendar year 2014 and will be required to publish all legal notices and advertisements as required by law to be published in the official newspaper.
- B. A successful bidder will be designated by the County Board for publication of the "Second Publication of the County Financial Statement." That bidder must be other than the bidder designated as the official county newspaper and located in a municipality other than the official newspaper per MN Statute 375.17 subd. 3.
- C. Bidder must certify by signature they meet the requirements of a qualified newspaper pursuant to MN Statute Chapter 331A.
- D. In determining the lowest bidder, the cost per media impression provided to the public within the boundaries of Aitkin County will be considered.
- E. The board may reject any offer if, in its judgment, the public interests require, and may then designate a newspaper without regard to any rejected offer.
- F. Bidder's adherence to all bid submission instructions and requirements. Failure to properly fill out the bid form may result in that bid being disqualified. Failure to enter a bid amount for each of item designated as "Official Newspaper" (Items 1-4) on the bid form may result in rejection of the entire bid with respect to designation the official newspaper.

# AITKIN COUNTY - BID FORM PRINTING & PUBLISHING SERVICES CALENDAR YEAR 2014

Refer to Page 2 for general printing and publication requirements and Pages 2-3 for details on each specific type of publication.

- (1) PUBLICATION OF OFFICIAL PROCEEDINGS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (2) PUBLICATION OF LEGAL NOTICES & MISC. ADVERTISEMENTS (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (3) PUBLICATION OF DELINQUENT REAL ESTATE NOTICE & LIST (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- (4) FIRST PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch
- 5) SECOND PUBLICATION OF FINANCIAL STATEMENT (Official Newspaper)  
\$ \_\_\_\_\_ per column inch

Size in inches of newspaper single page sheet = \_\_\_\_\_ by \_\_\_\_\_

Maximum number of columns per page in legal notice section = \_\_\_\_\_

Newspaper circulation within the boundaries of Aitkin County = \_\_\_\_\_

Weekly circulation within the boundaries of Aitkin County = \_\_\_\_\_

Subscription cost per individual customer within Aitkin County for 1 year = \_\_\_\_\_

**(Please Print Clearly)**

Name of Bidding Newspaper: \_\_\_\_\_

Official Address: \_\_\_\_\_

\_\_\_\_\_

Printed Name of Submitter \_\_\_\_\_ Title \_\_\_\_\_

Phone: \_\_\_\_\_

The undersigned certifies that the newspaper listed above meets the requirements for a qualified newspaper pursuant to Minnesota State Statute 331A.

\_\_\_\_\_  
Signature in Ink of Submitter

\_\_\_\_\_  
Date

copy

**JAMES P. RATZ**  
AITKIN COUNTY ATTORNEY  
217 SECOND STREET N.W.  
AITKIN, MINNESOTA 56431

TELEPHONE (218) 827-7347  
TOLL FREE 1-888-422-7347  
FAX (218) 827-7366

SENIOR ASSISTANT COUNTY ATTORNEY  
LISA ROGGENKAMP RAKOTZ

ASSISTANT COUNTY ATTORNEYS  
SARAH WINGE  
BENJAMIN M. SMITH  
REBECCA A. TRAPP

PARALEGALS  
MICHELE J. MOTHERWAY  
TAMMY K. SPELDRICH

CRIME VICTIM COORDINATOR  
JESSICA L. SUNDQUIST  
TELEPHONE (218) 827-7448

### MEMORANDUM

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

**FROM:** James P. Ratz, Aitkin County Attorney *JPR*

**DATE:** 12/29/2009

**RE:** Newspaper Bids for 2010

In response to your December 29, 2009 memorandum, inquiring as to whether the NewsHopper is a qualified newspaper, the short answer is yes. The NewsHopper has a court judgment stating it is a qualified newspaper. To my knowledge, no other qualified newspaper or interested person has subsequently challenged the NewsHopper's status as a qualified newspaper.

Two further questions of equal or greater importance focus on the issue of priority of designation and if there is a valid exception to the designation priority. Minn.Stat. §331A.04.

First, if the NewsHopper does not have a known or secondary office in the County, it appears it would a qualified newspaper of general circulation in the County. Other qualified newspapers in the county with a known office or a secondary office would have priority (in that order) over one that does not have an office in the County.

Minnesota Statutes section 331A.04, subdivision 6, does provide for an exception to the designation priority upon the fulfillment of four conditions. The four conditions that must be met are as follows:

- (1) the newspaper is a qualified medium of official and legal publication;
- (2) it must have circulation of not fewer than 75 percent of the households in the County;
- (3) it must provide regular coverage of County Board hearings and meetings; and
- (4) the County Board votes unanimously to designate the newspaper.

If you have any questions, please feel free to contact my office.

## 2013 Minnesota Statutes

### 331A.01 DEFINITIONS.

Subdivision 1. **Scope.** As used in sections 331A.01 to 331A.11, the terms defined have the meanings given them except as otherwise expressly provided or indicated by the context.

Subd. 2. **Known office of issue.** "Known office of issue" means the newspaper's principal office devoted primarily to business related to the newspaper, whether or not printing or any other operations of the newspaper are conducted at or from the office. A newspaper may have only one known office of issue.

Subd. 3. **Political subdivision.** "Political subdivision" means a county, municipality, school district, or any other local political subdivision or local or area district, commission, board, or authority.

Subd. 4. **Municipality.** "Municipality" means a home rule charter or statutory city or town.

Subd. 5. [Repealed, 2004 c 182 s 33]

Subd. 6. **Proceedings.** "Proceedings" means the substance of all official actions taken by the governing body of a political subdivision at any regular or special meeting, and at minimum includes the subject matter of a motion, the persons making and seconding a motion, the roll call vote on a motion, the character of resolutions or ordinances offered, including a brief description of their subject matter, and whether defeated or adopted.

Subd. 7. **Public notice.** "Public notice" means every notice required or authorized by law or by order of a court to be published by a qualified newspaper, and includes:

(1) every publication of laws, ordinances, resolutions, financial information, and proceedings intended to give notice in a particular area;

(2) every notice and certificate of election, facsimile ballot, notice of referendum, notice of public hearing before a governmental body, and notice of meetings of private and public bodies required by law;

(3) every summons, order, citation, notice of sale or other notice which is intended to inform a person that the person may or shall do an act or exercise a right within a designated period or upon or by a designated date; and

(4) this subdivision contains no independent requirement for the publication of any public notice.

Subd. 8. **Qualified newspaper.** "Qualified newspaper" means a newspaper which complies with all of the provisions of section 331A.02. The following terms, when found in laws referring to the publication of a public notice, shall be taken to mean a qualified newspaper: "qualified legal newspaper," "legal newspaper," "official newspaper," "newspaper," and "medium of official and legal publication."

Subd. 9. **Secondary office.** "Secondary office" means an office established by a newspaper in a community other than that in which its known office of issue is located, in the same or an adjoining county, open on a regular basis to gather news and sell advertisements and subscriptions, whether or not printing or any other operations of the newspaper are conducted at or from the office.

Subd. 10. **Summary.** "Summary" means an accurate and intelligible abstract or synopsis of the essential elements of proceedings, ordinances, resolutions, financial statements, and other official actions. It shall be written in a clear and coherent manner, and shall, to the extent possible, avoid the use of technical or legal terms not generally familiar to the public. When a summary is published, the publication shall clearly indicate that the published material is only a summary and that the full text is available for public inspection at a designated location or by standard or electronic mail. A summary published in conformity with this section shall be deemed to fulfill all legal publication requirements as completely as if the entire matter which was summarized had been published. No liability shall be asserted against a political subdivision in connection with the publication of a summary or agenda.

Subd. 11. **Recognized industry trade journal.** "Recognized industry trade journal" means a printed or digital publication or Web site that contains building and construction news of interest to contractors in this state, or that publishes project advertisements and bids for review by contractors or other interested bidders in its regular course of business.

**History:** 1984 c 543 s 20; 1986 c 444; 2004 c 182 s 3-7; 2013 c 46 s 1

## 2013 Minnesota Statutes

### 331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

(a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 1,000 square inches, or 800 square inches if the political subdivision the newspaper purports to serve has a population of under 1,300 and the newspaper does not receive a public subsidy;

(b) if a daily, be distributed at least five days each week. If not a daily, the newspaper may be distributed twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;

(c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest to the community which it purports to serve. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;

(d) be circulated in the political subdivision which it purports to serve, and either have at least 400 copies regularly delivered to paying subscribers, or 250 copies delivered to paying subscribers if the political subdivision it purports to serve has a population of under 1,300, or have at least 400 copies regularly distributed without charge to local residents, or 250 copies distributed without charge to local residents if the political subdivision it purports to serve has a population of under 1,300;

(e) have its known office of issue established in either the county in which lies, in whole or in part, the political subdivision which the newspaper purports to serve, or in an adjoining county;

(f) file a copy of each issue immediately with the State Historical Society;

(g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;

(h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;

(i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from the date of the filing described in paragraph (j) through December 31 of that year; and

(j) after publication, submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2. [Repealed, 2004 c 182 s 33]

Subd. 3. **Publication; suspension; changes.** The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue from one county to another, or failure to maintain its known office of issue in the county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

**Subd. 4. Declaratory judgment of legality.** A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

**Subd. 5. Posting notices on Web site.** If, in the normal course of its business, a qualified newspaper maintains a Web site, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its Web site at no additional cost. The notice must remain on the Web site during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's Web site does not affect the validity of the public notice.

**History:** 1984 c 543 s 21; 1985 c 174 s 1; 1Sp1985 c 13 s 315; 1987 c 30 s 1; 1987 c 286 s 1; 1988 c 682 s 42; 1990 c 395 s 1; 1991 c 205 s 17; 1997 c 137 s 13; 2001 c 38 s 1; 2004 c 182 s 8-11; 2009 c 152 s 5

## 2013 Minnesota Statutes

### 331A.03 WHERE NOTICE PUBLISHED.

Subdivision 1. **Generally.** Except as provided in subdivision 2, a public notice shall be published in a qualified newspaper, and except as otherwise provided by law, in one that is likely to give notice in the affected area or to whom it is directed. When a statute or other law requires publication in a newspaper located in a designated political subdivision or area and no qualified newspaper is located there, publication shall be made in a qualified newspaper likely to give notice unless the particular statute or law expressly provides otherwise. If no qualified newspaper exists, then publication is not required.

Subd. 2. **Exception; certain cities of the fourth class.** A public notice required to be published by a statutory or home rule charter city of the fourth class located in the metropolitan area defined in section 473.121, subdivision 2, is not required to be published in a qualified newspaper if there is no qualified nondaily newspaper of general circulation in the city, provided the notice is printed in a newsletter or similar printed means of giving notice that is prepared by the city and either mailed or delivered to each household in the city.

Subd. 3. **Alternative dissemination of bids and requests.** (a) In addition to or as an alternative to the statutory requirements for newspaper publication, a political subdivision may disseminate solicitations of bids, requests for information, and requests for proposals by a means authorized in paragraph (b), if the political subdivision simultaneously publishes, either as part of the minutes of a regular meeting of the governing body or in a separate notice published in the official newspaper, a description of all solicitations or requests so disseminated, along with the means by which the dissemination occurred.

(b) A political subdivision may use its Web site or recognized industry trade journals as an alternative means of dissemination. A dissemination by alternative means must be in substantially the same format and for the same period of time as a publication required by this chapter.

(c) For the first six months after a political subdivision designates an alternative means of dissemination, it must continue to publish solicitation of bids, requests for information, and requests for proposals in the official newspaper in addition to the alternative method. The publication in the official newspaper must indicate where to find the designated alternative method. After the expiration of the six-month period, an alternative means of dissemination satisfies the publication requirements of law for solicitation of bids, requests for information, and requests for proposals.

**History:** 1984 c 543 s 22; 1991 c 53 s 1; 2004 c 182 s 12, 13

## 2013 Minnesota Statutes

### 331A.04 DESIGNATION OF A NEWSPAPER FOR OFFICIAL PUBLICATIONS.

Subdivision 1. **Priority.** The governing body of a political subdivision, when authorized or required by statute or charter to designate a newspaper for publication of its public notices, shall designate a qualified newspaper in the following priority.

Subd. 2. **Known office in locality.** If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.

Subd. 3. **Secondary office in locality.** When no qualified newspaper has a known office of issue located in the political subdivision, but one or more qualified newspapers maintain a secondary office there, one of them shall be designated.

Subd. 4. **General circulation in locality.** When no qualified newspaper has its known office of issue or a secondary office located within the political subdivision, then a qualified newspaper of general circulation there shall be designated.

Subd. 5. **Other situations.** If a political subdivision is without an official newspaper, or if the publisher refuses to publish a particular public notice, matters required to be published shall be published in a newspaper designated as provided in subdivision 4. The governing body of a political subdivision with territory in two or more counties may, if deemed in the public interest, designate a separate qualified newspaper for each county.

Subd. 6. **Exception to designation priority.** (a) Notwithstanding subdivisions 1 to 3, the governing body of a political subdivision may designate any newspaper for publication of its official proceedings and public notices, if the following conditions are met:

(1) the newspaper is a qualified medium of official and legal publication;

(2) the publisher of the newspaper furnishes a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year ending no earlier than 60 days before designation of the newspaper, stating that the newspaper's circulation reaches not fewer than 75 percent of the households within the political subdivision;

(3) the newspaper has provided regular coverage of the proceedings of the governing body of the political subdivision and will continue to do so; and

(4) the governing body votes unanimously to designate the newspaper.

(b) If the circulation of a newspaper designated under this subdivision falls below 75 percent of the households within the political subdivision at any time within the term of its designation as official newspaper, its qualification to publish public notices for the political subdivision terminates.

Subd. 7. **Joint bidding.** A bid submitted jointly by two or more newspapers for the publication of public notices must not be considered anticompetitive or otherwise unlawful if the following conditions are met:

(1) all of the qualified newspapers in the political subdivision participate in the joint bid;

(2) the existence of the joint bid arrangement is disclosed to the governing body of the political subdivision before or at the time of submission of the joint bid; and

(3) the board is free to reject the joint bid and, if it does, individual qualified newspapers do not refuse to submit separate bids owing to the rejection of the joint bid.

**History:** 1984 c 543 s 23; 2003 c 59 s 1; 2004 c 182 s 14



## 2013 Minnesota Statutes

### 331A.05 FORM OF PUBLIC NOTICES.

Subdivision 1. **English language.** All public notices shall be printed or otherwise disseminated in the English language.

Subd. 2. **Time of notice.** Unless otherwise specified by law, or by order of a court, publication of a public notice shall be as follows:

(a) the notice shall be published once;

(b) if the notice is intended to inform the public about a future event, the last publication shall occur not more than 30 days and not less than seven days before the event;

(c) if the notice is intended to inform the public about a past action or event, the last publication shall occur not more than 45 days after occurrence of the action or event.

Subd. 3. **Type face.** Except as otherwise directed by a particular statute requiring publication of a public notice or by order of a court, a public notice shall be printed in a type face no smaller than six point with a lowercase alphabet of at least 90 points. Larger type faces may be used.

Subd. 4. **Title or caption.** Every public notice shall include a bold face title or caption in a body type no smaller than brevier or eight point referring to the content of the notice. Larger type faces may be used.

Subd. 5. **Local options.** The governing body of a political subdivision may, to better inform the public, increase the frequency of publication of a public notice beyond the minimum required by a particular statute. It may use forms and styles for the notice as it deems appropriate, including the use of display advertisements and graphics. In addition to publication in the newspaper required to be designated under section 331A.04, it may publish or disseminate the notice in other newspapers and by means of standard and electronic mail. Regardless of whether a particular statute specifies "legal notice," "public notice," "notice," or uses similar terms, the governing body may use whatever form for the published notice that it deems appropriate in order to adequately inform the public, subject to the requirements of sections 331A.01 to 331A.11. Nothing in the foregoing provisions of this subdivision shall require the governing body of a political subdivision to use the options described.

Subd. 6. **Conflict of laws.** Nothing in this section shall invalidate or affect any statutory or charter provision imposing additional or special qualifications for publication of particular notices or proceedings.

Subd. 7. **Errors in publication.** If through no fault of the political subdivision, an error occurs in the publication of a public notice, the error shall have no effect on the validity of the event, action, or proceeding to which the public notice relates.

Subd. 8. **Notice regarding published summaries.** If a political subdivision elects to publish a summary of the political subdivision's financial statement or proceedings as authorized by other law, it must include with the published summary a notice stating that a copy of the full version of the financial statement or proceedings other than attachments to the minutes is available without cost at the offices of the political subdivision or by means of standard or electronic mail.

**History:** 1984 c 543 s 24; 1997 c 56 s 1; 2004 c 182 s 15-19; 2008 c 154 art 10 s 4

## 2013 Minnesota Statutes

### 331A.06 RATES FOR PUBLICATION.

Subdivision 1. **Maximum rate.** The maximum rate charged for publication of a public notice shall not exceed the lowest classified rate paid by commercial users for comparable space in the newspapers in which the public notice appears, and shall include all cash discounts, multiple insertion discounts, and similar benefits extended to the newspaper's regular customers.

Subd. 2. **Rate increases.** Notwithstanding subdivision 1, no newspaper may increase its rates for publication of public notices by more than ten percent per year, as compared to the maximum rate actually charged by the newspaper in the previous year for publication of public notices, and in any case the new rate shall not exceed the rate described in subdivision 1. Nothing in this section shall be interpreted to mean that such an increase is required.

Subd. 3. **Rate from competitive bidding.** When the governing board of a political subdivision awards a contract for the publication of public notices based on competitive bidding, the rate established by the competitive bidding shall be the rate charged for publication of the public notices.

Subd. 4. **Publication at legal rate.** When a statute refers to publication of a public notice at the legal rate the maximum rate shall be as provided in this section.

Subd. 5. **Multiyear publication contracts.** Notwithstanding other law, a political subdivision may enter into multiyear contracts with a qualified newspaper for publication of the political subdivision's public notices. No multiyear contract may be for a term longer than three years.

**History:** *1984 c 543 s 25; 1985 c 174 s 2; 1994 c 465 art 2 s 18; 2004 c 182 s 20,21*

## 2013 Minnesota Statutes

### 331A.12 WEB SITE ADVERTISEMENT FOR BIDS.

Subdivision 1. **Definitions.** (a) The terms defined in this subdivision and section 331A.01 apply to this section.

(b) "Web site" means a specific, addressable location provided on a server connected to the Internet and hosting World Wide Web pages and other files that are generally accessible on the Internet all or most of the day.

Subd. 2. **Designation.** At the meeting of the governing body of the local public corporation at which the governing body must designate its official newspaper for the year, the governing body may designate in the same manner publication of transportation projects on the local public corporation's Web site. Publication on the Web site may be used in place of or in addition to any other required form of publication. Each year after designating publication on the Web site for transportation projects, the local public corporation must publish in a qualified newspaper in the jurisdiction and on the Web site, notice that the local public corporation will publish any advertisements for bids on its Web site.

Subd. 3. **Form, time for publication same.** A local public corporation that publishes on its Web site under this section must post the information in substantially the same format and for the same period of time as required for publication in an official newspaper or other print publication.

Subd. 4. **Record retention.** A local public corporation that publishes notice on its Web site under this section must ensure that a permanent record of publication is maintained in a form accessible by the public.

**History:** *1Sp2003 c 19 art 2 s 56*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-4-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Arrowhead Regional Development Commission (ARDC)

Requested Meeting Date: 11-12-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, County Administrator**

**RE: Arrowhead Regional Development Commission (ARDC)**

**DATE: November 4, 2013**

Attached is a letter from ARDC to Commissioner Wedel requesting the Aitkin County Board recommend an Aitkin County Board member to serve on the Arrowhead Regional Development Commission. They have asked that a letter naming the County Board member be sent to them by December 20<sup>th</sup>.

At this time staff asks that the Board make their nomination. We will then send a letter to ARDC informing them of the decision.



## ARROWHEAD REGIONAL DEVELOPMENT COMMISSION

Leading • Planning • Connecting in the counties of Aitkin • Carlton • Cook • Itasca • Koochiching • Lake • St. Louis

October 31, 2013

Mr. J. Mark Wedel, Chair  
Aitkin County Board of Commissioners  
515 6<sup>th</sup> Ave. SE  
Aitkin, MN 56431

Dear Commissioner Wedel:

The Arrowhead Regional Development Commission has in its membership, as specified by Article III, Section 3.1(b) of its bylaws, one representative from each county board in the region with a population under 100,000. The term for your representative, Commissioner Don Niemi, will expire in January, 2014. This letter is a request for the Aitkin County Board to recommend the name of one of its members to serve on the Arrowhead Regional Development Commission. Mr. Niemi may be recommended for another term.

**Please send a letter by December 20, 2013, to Mary Zanoni, Board Coordinator, appointing your county's representative for the Arrowhead Regional Development Commission.** The Commissioner appointed will serve a three-year term from January, 2014 to January 2017. This appointment will be ratified by the ARDC at its Annual Meeting on January 16, 2014 in Duluth.

ARDC's mission is to serve the people of the Arrowhead Region by providing local units of government and citizen groups a means to work cooperatively in identifying needs, solving problems, and fostering local leadership. Your County Board's participation is vital to carrying out our agency's mission.

If you have any question concerning the position or nomination process, please contact Mary Zanoni at 218-529-7543, 800-232-0707 X543 or [mzanoni@ardc.org](mailto:mzanoni@ardc.org). Thank you.

Sincerely,

Pat Henderson  
Executive Director

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 11-5-13  
Via: Patrick Wussow, County Administrator  
From: Patrick Wussow, County Administrator and Bobbie Danielson, HR Manager  
Title of Item:

Personnel Committee Recommendation

Requested Meeting Date: 11-12-13 Estimated Presentation Time: 5-10 minutes

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

**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: salaries and wages, fringe benefits

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY 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: Personnel Committee Recommendation**

**DATE: November 5, 2013**

Richard Hejny, Parks Foreman, Land Department, resigned effective November 12, 2013. His position was a level "P" position, step 11, at \$21.94 per hour and eligible for overtime.

The Personnel Committee met on November 4, 2013, and unanimously recommends the following:

1. Fill the currently vacant full-time position as Parks Custodian, Land Department, and any subsequent vacancy created if the position is filled internally by transfer or promotion. At staff's recommendation, this position is being changed to a level "R" position. The 2013 wage chart is attached showing that for 2013 the pay range is from \$11.97 to \$21.56. Additional information is attached, including the original staff request.

## Action Requested

Motion to fill the full-time Parks Custodian position and to authorize filling any subsequent vacancy created if the Parks Custodian is filled internally by transfer or promotion.

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



# Aitkin County

2013 Start	6 Mnths	1 Year	2 Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
	+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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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
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

County Board adopted 4/9/2013

**Mark Jacobs  
Aitkin County  
Land Commissioner**



**To: Personnel Committee**  
**CC: County Administrator, Human Resource Mgr**  
**Date: 10/25/2013**  
**Re: Richard Hejny (Park Foreman) retirement**

---

I've been notified that Richard Hejny - Aitkin County Park Foreman is retiring effective 11/12/2013.

This position is responsible for general maintenance of campgrounds (4), public water accesses (21), maintains/grooms ski trails (3), and snowplows the County Park shop, ski trail parking areas, and in the past two-years snowplows the Court House parking lot.

The position is a job class "P" and Mr. Hejny was at the upper end of the scale (based on 42-years experience).

I would like to start the process of filling this position ASAP so someone is in-place for the winter season.

Thank you.



## **PARKS CUSTODIAN - DRAFT**

**Department** Land Department  
**DBM/Grade** To be determined  
**Reports to** Land Commissioner  
**FLSA Status** Grade R  
**Union Status** AFSCME Courthouse Unit

### **Final Appointing Authority**

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

### **Job Summary**

To oversee the maintenance of parks and recreation facilities and select tax-forfeited parcels, including custodial, maintenance, and groundskeeping services.

### **Supervision Received**

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

This position reports to the Land Commissioner, but also receives limited work direction from the Recreation Specialist.

### **Supervision Exercised**

Serves as a work leader for the seasonal park crew leader and laborers. Elements of direct control over these positions include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

### **Essential Functions**

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

1. Assists in directing and assigning groundskeeping and maintenance tasks to the seasonal park crew leader and laborers. Provides safety information, and personal protective equipment to seasonal workers. Documents hours and creates work schedules to assist in timely completion of workloads for the Land Department. Provides input to Land Commissioner on employee performance.
2. Performs maintenance, cleaning, improvement, and development of recreational facilities and tax-forfeited structures using a variety of tools and basic carpentry, plumbing, and heating skills.



## ***Position Description***

3. Performs maintenance on department equipment such as tractors, mowers, grass whips, ATV's, snowmobiles, chainsaws, brush cutters, trail groomers, trucks, graders, etc. so safe and proper working conditions are maintained.
  4. Performs groundskeeping tasks on County fee and tax-forfeited lands to maintain an attractive appearance. Responsible for the mowing, trimming and raking of lawns; shoveling and plowing snow from sidewalks and park areas; and pick-up and removal of trash.
  5. Performs maintenance on forest roads, ATV, snowmobile, hiking and cross-country ski trails assuring safe recreation use during all seasons.
  6. Builds, replaces, or repairs information signs for parks, picnic areas, trails, beaches, accesses and forest roads as needed.
  7. Secures public recreational areas, campgrounds, beaches, waysides and public accesses to assure safety, cleanliness and security.
  8. Collects campground fees.
  9. Makes occasional court appearances regarding ordinance violations.
  10. Assures on-site deliveries of culverts, dirt, lumber etc. as needed for department projects.
  11. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly.
  12. Attends educational and training meetings and classes.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

High school diploma or GED, plus five years experience in repair and maintenance work, at least two of which have been with a park system, or an equivalent combination of education and experience sufficient to perform the essential functions of the position.

U.S. Citizenship required. Employment reference checks, a criminal background check, and pre-employment physical will be performed as part of the pre-employment process.

Valid Minnesota driver's license required.

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, state and local laws as related to the department, including OSHA requirements and the proper wearing, use and maintenance of personal safety equipment.
3. Considerable knowledge of equipment, materials, and supplies used in trail, building, and grounds maintenance. Working knowledge of equipment and supplies used to do repairs.
4. Basic mechanical, carpentry and welding principles sufficient to build, improve, repair and maintain equipment, facilities, and property.
5. Working knowledge of first aid and applicable safety precautions.



## ***Position Description***

6. Knowledge of proper procedures and safety rules when using and applying herbicides and pesticides.
7. Turf, trees, flowers and shrubs.
8. Rules and regulations to maintain correct and accurate signage and placement of signage for trail and other recreational facilities.

### **Skill in:**

1. Written and oral communication skills sufficient to communicate the policies and procedures of the department to staff, contractors, other agencies, customers and the public.
2. Skill in the operation of job-related tools and equipment.
3. Proficient GPS and compass orienteering.
4. Basic computer skills.
5. Reading, writing, and speaking English proficiently.
6. Effectively organizing and prioritizing workload.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Establish and maintain effective working relationships with supervisors, co-workers, other county employees, contractors, and the general public.
3. Precisely follow oral and written instructions, develop and follow detailed work plans, maintain a safe work environment, and promote county resources.
4. Read and understand legal descriptions and several different types of maps.
5. Work in all types of weather and conditions
6. Demonstrate a high degree of self-motivation and the ability to work independently
7. Endure hazardous insect, animals, and plants.
8. Maintain accurate daily logs.
9. Motivate and direct seasonal staff as they work.
10. Use equipment and tools properly and safely.
11. Lift heavy objects, walk and stand for long periods of time, and to perform strenuous physical labor under adverse field conditions.

### **Language Skills**

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

### **Mathematical Skills**

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



## ***Position Description***

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, and other job-related software.

### **Ability to Travel**

Daily travel required, approximately 100 miles per day on highways to campground and other locations.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually loud.

The work may be dirty and hazardous at times. At times is subject to poor atmospheric conditions such as fumes, odors, dusts, solvents, gases, to hazardous materials such as chemicals for sanitation or body fluids when cleaning restrooms, to annoying and hazardous insects and animals, to hazardous physical conditions such as mechanical parts, electrical currents, vibrations, etc. It is also subject to heavy physical labor, at times working in confined areas with poor lighting, and to working in very hot summer and very cold winter temperatures. Manual dexterity and motor coordination are required for the majority of the duties.

### **Equipment and Tools**

Personal protective equipment, lawn and landscaping equipment including tractors, mowers, ATVs, snowmobiles, chain saw, edgers, weed trimmers, electric motors, sprinklers, sprayer, fertilizer hopper, seeder, carpentry, painting, plumbing, electrical, and cement finishing tools, washers, pumps, boilers, valves, filtration devices, gauges, mobile radios, trail grooming equipment, computer, copier, fax, telephone, printer, power tools, hand tools, welder, woodworking equipment, measuring and metering devices, bobcats, county-owned vehicles, and other job-related tools and equipment.



## ***Position Description***

### **Physical Activities/Requirements**

While performing the duties of this job, the employee typically performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects. The employee is regularly required to reach with hands and arms. The employee frequently is required to stand; walk; and use hands to finger, handle, feel or operate objects, tools, or controls. The employee is occasionally required to sit; climb or balance; stoop, kneel, crouch, or crawl; and talk or hear.

The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move, with assistance, more than 80 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

While performing the duties of this job, the employee regularly works near moving mechanical parts and in outside weather conditions. The employee frequently works in high, precarious places and is frequently exposed to wet and hot and cold weather conditions; fumes or airborne particles, toxic or caustic chemicals, and vibration. The employee is occasionally exposed to risk of electrical shock.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

11/2013

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10-15-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Equipment Purchase – Tractor Loader/Backhoe

Requested Meeting Date: 11-12-13      Estimated Presentation Time: 10 minutes

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

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

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

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

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



**Supporting Attachment(s)**

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



## AITKIN COUNTY COMMISSIONER'S MEMO

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

**FROM:** John Welle

**DATE:** November 5, 2013

### **Regular Agenda Items:**

Equipment Purchase – Tractor Loader Backhoe

#### **Summary:**

The proposed 2014 Capital Equipment Budget contains \$33,000 for replacement of the loader at the Swatara Area Maintenance Facility. The machine being replaced is a 1980 Clark Michigan Loader with approximately 3,200 hours. This machine is essentially at the end of it's service life with major repairs needed to keep it serviceable.

Nortrax from Grand Rapids, MN currently has a used 2000 John Deere 410E with approximately 4,000 hours for \$28,500 plus tax. A picture of this machine is shown below. Zeigler does not currently have any suitable machines in the budgeted price range.

Authorization is therefore requested to purchase the John Deere 410E from Nortrax for the stated price. Authorization is also requested to sell the Clark Michigan loader through an online auction.



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



To: Chairperson, Aitkin County Board of Commissioners      Date: 10-15-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: 2013 Construction Update/Proposed 2014 Construction Program

Requested Meeting Date: 11-12-13      Estimated Presentation Time: 15 minutes

Presenter: NA

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

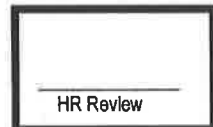
- For info only, no action requested       Approve under Routine Business
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt 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: 5001,5841, 5842, 5846, 5850, 5854.
- Expenditure line account # for this item is: 6600

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- Original bid spec or quote request (excluding complex construction projects)
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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:** November 5, 2013

### **Regular Agenda Items:**

2013 Construction Update/Proposed 2014 Construction Program

### **Summary:**

Attached is a summary of the final 2013 construction and maintenance project listing. Status updates will be given for the various projects on this list.

Also attached for discussion and approval is the 2014 Summary of Construction and Maintenance Projects which lists the various projects proposed for the 2014 construction season.

**2013 Summary of Contracts  
for Construction and Maintenance Projects**

Contract	Project Number	Project Description	Project Length (miles)	Letting Date	Budgeted Cost Estimate	Current Cost Estimate	Actual Bid	Comments
1	Calcium Chloride	County-wide application of calcium chloride on specific roads		03/25/13	\$ 266,800	\$ 269,272	\$ 274,973.72	
2	Pavement Marking	County-wide application of pavement markings on specific roads		03/25/13	\$ 53,500	\$ 54,243	\$ 50,860.67	
3	Gravel Crushing			03/25/13	\$ 120,000	\$ 52,500	\$ 71,100.00	
4	C.P. 01-60-02	Bituminous Paving on CR 60 from Kanabec County line to TH 18	3.98	4/29/2013	\$ 1,000,000	\$ 1,101,511	\$ 978,200.60	
5	C.P. 01-54-01	Bituminous mill and overlay CSAH 1 to 7th Ave NE with full-depth patch	0.47	5/20/2013		\$ 68,944.50		
	C.P. 01-54-02	Bituminous mill, reclaim and pavement from CR 83 to end of pavement	0.5			\$ 187,954.10		
	C.P. 01-66-01	Bituminous mill and overlay from 0.26 miles east of US Hwy 169 to US Hwy 169	0.82			\$ 109,437.50		
	C.P. 01-77-01	Bituminous pavement reconstruction	0.54		\$ 75,000	\$ 147,099.70		
	C.P. 01-82-01	Bituminous mill, reclaim, and pavement	1.04			\$ 129,625.00		
	C.P. 01-83-01	Bituminous pavement reconstruction	0.61			\$ 187,303.35		
	C.P. 01-85-01	Bituminous mill and overlay	1.15		\$ 85,000	\$ 157,230.75		
	C.P. 01-090-25	Bituminous patches and Aitkin Maintenance Facility Lot Paving				\$ 133,770.85		
	Total:					\$ 1,121,365.75	\$ 1,174,255.10	
6	S.A.P. 001-612-014	Grading, egg, base and bit. pavement on CSAH 12 from TH 47 to CSAH 39	2.57	6/10/2013	\$ 1,400,000	\$ 2,500,000	\$ 3,228,811.48	
7	S.A.P. 001-628-013	Culvert Replacement in Ripple River on CSAH 28	0.1		\$ 150,000	\$ 255,000		Deferred to 2014
<b>Total:</b>						\$ 6,475,257	\$ 5,776,202	

**2014 Summary of Contracts  
for Construction and Maintenance Projects**

<b>Contract</b>	<b>Project Number</b>	<b>Project Description</b>	<b>Project Length (miles)</b>	<b>Tentative Letting Date</b>	<b>Budgeted Cost Estimate</b>	<b>Current Cost Estimate</b>	<b>Actual Bid</b>	<b>Comments</b>
1	Calcium Chloride	County-wide application of calcium chloride on specific roads		03/24/14	\$ 265,500			
2	Pavement Marking	County-wide application of pavement markings on specific roads		03/24/14	\$ 60,000			
3	Gravel Crushing			03/24/14	\$ 170,000			
4	S.P. 001-610-022	Grading and Bituminous Paving	7.1	3/31/2014	\$ 3,725,000	\$ 4,500,000		
5	Culvert Replacement	Culvert Replacements on various CSAH routes		4/7/2014		\$ 800,000.00		
6	S.A.P. 001-628-013	Culvert Replacement in Ripple River on CSAH 28	0.1	4/7/2014	\$ 150,000	\$ 255,000		
7	S.A.P. 001-599-035	Box Culvert (bridge) in Sissabagamah Creek on Spencer Township Road	0.1	4/7/2014		\$ 150,000		
8	S.A.P. 001-600-017	Grading on Aggregate Surface on Hazelton Township Road	2.8	4/28/2014		\$ 286,000		
<b>Total:</b>						\$ 5,991,000	\$ -	

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 11-7-13

Via: Patrick Wussow, County Administrator

From: John Welle, County Engineer

Title of Item:

2014-2018 Road Improvement Plan

Requested Meeting Date: 11-12-13      Estimated Presentation Time: 15 minutes

Presenter: John Welle, County Engineer

**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) Project listing, financial worksheet

**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 COMMISSIONER'S MEMO

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

**FROM:** John Welle

**DATE:** November 5, 2013

### **Regular Agenda Items:**

2014-2018 Road Improvement Plan

### **Summary:**

To resume discussions regarding the Aitkin County 2014-2018 Road Improvement Plan, I have attached a spreadsheet showing the list of projects recommended to be considered for inclusion in this 5-year plan. The first category of projects listed is the remaining projects from the 2007-2011 plan. The second and third categories of projects listed are the bridges and segments of pavements that are nearing the end of their design life and should have construction work scheduled within the next five years. The fourth category is proposed to resume improvements on low volume gravel roads that are need of work. Although this fourth category of work would be funded locally, it would involve improvements to both state-aid and county road routes.

From the totals listed at the bottom of the sheet, after subtracting project-specific grants/funds available, \$18.172 million is needed for improvements on state-aid routes and \$3 million is needed for improvements on county road routes. The attached financial worksheet shows anticipated revenues available for construction in the five-year period from 2014 to 2018. With an estimated \$10.595 million available for construction on state-aid routes, there is a shortfall of \$7.577 million to deliver the listed projects. Proposed construction on county road routes will be funded if \$600,000 per year continues to be levied from 2014-2018.

Discussion of these worksheets is requested to give further direction on the development of the 2014-2018 Road Improvement Plan.

# Financial Analysis of Potential 2014-2018 Project List

## County State-aid Highways:

### Estimated Revenues:

State-Aid Revenue available for construction:			
2012	\$		
2013	\$		
2014	\$		
2015	\$	1,200,000	
2016	\$	2,500,000	
2017	\$	2,550,000	
2018	\$	2,600,000	
Commitment to match Great River Road High Priority Funds with local funds:	\$	745,000	
Anticipated Federal Funding:	\$	1,000,000	
<b>Total:</b>	<b>\$</b>	<b>10,595,000</b>	
<b>Estimated Additional Funds Needed:</b>	<b>\$</b>	<b>18,172,000</b>	
<b>Estimated Shortage of Funds for CSAH projects:</b>	<b>\$</b>	<b>7,577,000</b>	

## County Roads:

### Estimated Revenues:

County Levy:			
2012			
2013			
2014	\$	600,000	
2015	\$	600,000	
2016	\$	600,000	
2017	\$	600,000	
2018	\$	600,000	
<b>Total:</b>	<b>\$</b>	<b>3,000,000</b>	
<b>Estimated Additional Funds Needed:</b>	<b>\$</b>	<b>3,000,000</b>	
<b>Estimated Shortage of Funds for County Road Projects:</b>	<b>\$</b>		



**Potential Projects for 2014 - 2018 Capital Road Improvement Program (all costs shown as estimated 2016 costs)**

**1. Remaining Projects from 2006 - 2011 Program and Trunk Highway Turnback projects:**

Project	Length	Location	Current Cost Estimate	Grants Available		Additional Funds Needed		Notes
				State-Aid	County	State-Aid	County	
County State-Aid Highway:								
CSAH 3 Grading/Paving	6	CSAH 5 to 6 miles east	\$ 4,500,000	\$ 4,500,000				Turnback Funds
CSAH 9 Grading/Paving	3.56	6 miles east of CSAH 5 to TH 65	\$ 3,500,000	\$ 3,500,000				Turnback Funds
CSAH 10 Grading/Paving	7.1	US Hwy 169 to CSAH 3	\$ 4,500,000	\$ 3,621,000	\$ 879,000			\$2,875,951 Federal high priority/scenic byways grant, \$745,000 GRR local commitment
CSAH 10 Paving	6.8	TH 232 to 6.8 miles north	\$ 952,000		\$ 952,000			
CSAH 12 Shoulder Widening/Paving	2	CSAH 39 to Oriole Avenue	\$ 2,000,000		\$ 2,000,000			
CSAH 25 Grading	3.3	Kanabec County Line to CSAH 23	\$ 1,600,000		\$ 1,600,000			
CSAH 25 Paving	3.3	Kanabec County Line to CSAH 23	\$ 960,000		\$ 960,000			
CSAH 28 Bridge Replacement	0.1	CSAH 28 over Ripple River	\$ 255,000	\$ 90,000	\$ 165,000			Anticipated \$90,000 state bond grant - bridge replacement
CSAH 32 Paving	3.3	CSAH 6 to CSAH 31	\$ 960,000		\$ 960,000			
County Road:								
CR 53 Grading	2.3	1 mile north of CSAH 4 to CSAH 5	\$ 1,200,000		\$ 1,200,000			funds provided by anticipated levy 2014-2015
CR 53 Paving	2.3	1 mile north of CSAH 4 to CSAH 5	\$ 700,000		\$ 700,000			funds provided by anticipated levy 2016

**2. Bridges that need to be added to Program:**

County State-Aid Highway:								
CSAH 4 Bridge Replacement	0.2	CSAH 4 over Rice River	\$ -	\$ -	\$ -			Project complete
CSAH 14 Bridge Replacement	0.2	CSAH 14 over Savanna River	\$ 450,000	\$ 150,000	\$ 300,000			Anticipated \$150,000 state bond grant - bridge replacement
CSAH 15 Bridge Replacement	0.2	CSAH 15 over Cedar Brook	\$ 800,000	\$ 360,000	\$ 440,000			Anticipated \$360,000 state bond grant - bridge replacement
County Road:								
CR 54 Bridge Replacement	0.2	CR 54 over Sissabagamah River	\$ 200,000	\$ 120,000	\$ 80,000			Anticipated \$120,000 state bond grant - bridge replacement

**3. Existing Paved Roads that need to be added to Program:**

County State-Aid Highway:								
CSAH 1 Overlay	3.6	CSAH 22 to 3.6 miles north	\$ 540,000		\$ 540,000			
CSAH 2 Overlay	12.4	TH 47 to TH 65	\$ 1,736,000		\$ 1,736,000			
CSAH 6 Overlay	5.1	TH 65 to 5.1 mile east	\$ 1,100,000		\$ 1,100,000			
CSAH 12 Overlay	0.6	TH 210/US Hwy 169 to TH 47	\$ 250,000		\$ 250,000			
CSAH 13 Overlay	9.6	TH 47 in Glen to Oriole Avenue	\$ 1,750,000		\$ 1,750,000			
CSAH 15 Overlay	5.2	TH 65 to CSAH 16	\$ 880,000		\$ 880,000			
CSAH 16 Overlay	8.9	Crow Wing Co. Line to 7th Ave NW	\$ 1,000,000		\$ 1,000,000			
CSAH 28 Overlay	8	US Hwy 169 to TH 210	\$ 2,000,000	\$ 840,000	\$ 1,160,000			
CSAH 41 Overlay	1.08	TH 210 to TH 210	\$ 250,000		\$ 250,000			
County Road:								
CR 54/CR 63 Overlay	1.64	TH 210 to end of pavement	\$ -		\$ -			Project complete
CR 66 Overlay	0.82	Water Street to US Hwy 169	\$ -		\$ -			Project complete
CR 74 Overlay	1.53		\$ 220,000		\$ 220,000		\$ 220,000	
CR 82 Overlay	1.04	US Hwy 169 to 1.04 mile east	\$ -		\$ -			Project complete
CR 85 Overlay	1.15	US Hwy 169 to US Hwy 169	\$ -		\$ -			Project complete

**4. Gravel Road Improvement**

\$400,000 per year on undetermined roads beginning in 2017			\$ 800,000		\$ 800,000			
<b>Total:</b>			\$ 36,353,000	\$ 13,181,000	\$ 18,172,000	\$ 3,000,000		