

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 26, 2013 – BOARD AGENDA**

- 9:00 1) J. Mark Wedel, County Board Chairperson**  
A) Call to Order  
B) Pledge of Allegiance  
C) Board of Commissioners Meeting Procedure  
D) Approval of Agenda
- 9:05 E) Health & Human Services (see separate HHS agenda)**
- 9:45 Break**
- 10:00 F) 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 November 12, 2013 – November 25, 2013  
B) Approve 11/12/13 County Board Minutes  
C) Approve Auditor Warrants – October Sales & Use Tax  
D) Schedule Additional December County Board Meetings  
E) Accept Leo Snow Plow Donation to Long Lake Conservation Center from the Long Lake Foundation  
F) Accept \$1,000.00 Donation to STS – McGregor Lions Club  
G) Approve Resolution – All Terrain Vehicle Trail Funding  
H) Approve Resolution – Form LG214 Minnewawa Sportsmen Club  
I) Approve Resolution – Form LG220 Jacobson Landing
- 10:05 3) Patrick Wussow, County Administrator**  
A) Legislative Discussion with Senator Carrie Ruud
- 10:30 4) Kirk Peysar, County Auditor**  
A) 2012 Audit Review
- 11:00 5) Patrick Wussow, County Administrator**  
A) Sandpiper Project Discussion  
B) Approve Planning & Zoning Remodel & Equipment Purchase – Building Maintenance

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 26, 2013 – BOARD AGENDA

- 11:30 6) John Welle, County Engineer  
A) Approve Resolution – CSAH 12 Speed Zone Study
- 11:45 7) Bobbie Danielson, Human Resources Manager  
A) Approve Personnel Committee Recommendations –  
Health & Human Services:  
1. Case Aide, Accounting/Child Support  
2. Social Worker, Child Welfare/Child Protection  
3. Public Health Nurse (PHN) or Social Worker, Community Based Case  
Manager  
4. Public Health Nurse (PHN)/Health Educator
- 12:00 Break
- 12:30 8) Board Discussion  
Mark Wedel – CMCC, Airport  
Laurie Westerlund – CMCC, Mille Lacs Watershed, P&Z, HRA, DAC  
Don Niemi – ARDC, Lakes & Pines, Snake River  
Brian Napstad – Ordinance Committee, EQB  
Anne Marcotte – Forest Advisory, Arrowhead ACA
- 9) Committee Updates  
Upcoming Meetings:  
Lakes & Pines – December 16  
MRCC – December 2  
ARDC – December 19
- 1:00 10) Patrick Wussow, County Administrator  
A) Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- TBD Adjournment time to be determined.

No other Public business will be discussed after the Closed Session.

# AITKIN COUNTY BOARD

November 12, 2013

The Aitkin County Board of Commissioners met this 12<sup>th</sup> day of November, 2013 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to approve the November 12, 2013 agenda.

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 22, 2013 – November 11, 2013; B) Approve County Board Minutes: October 22, 2013; C) Approve Auditor Warrants – October/November School Advance: Agency \$1,116,378.93; D) Approve October Manual Warrants: General Fund \$19,452.21, Road & Bridge \$1,042,049.07, Health & Human Services \$2,617.23, State \$1,180,451.35, Forest Development \$482.73, Taxes & Penalties \$3,866.00, Long Lake Conservation Center \$1,607.55 for a total of \$2,250,526.14; E) Approve Fire Protection Contract with Ball Bluff Township; F) Accept \$50 Donation to STS – Elaine Kienitz; G) Approve Safety Committee Recommendation - Bloodborne Pathogens Exposure Control Plan; H) Approve Property Record Information System of Minnesota (PRISM) Grant Application – Auditor's Office; I) Approve Resolution – Final Payment Contract No. 20129; a) Approve Annual Emergency Management Planning Grant; b) Approve Commissioner Warrants: General Fund \$178,244.04, Road & Bridge \$52,368.97, Health & Human Services \$1,779.91, Trust \$1,427.23, Forest Development \$3,371.64, Long Lake Conservation Center \$14,463.53, Parks \$1,826.11 for a total of \$253,481.43

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt "county-wide" Bloodborne Pathogens Exposure Control Plan, effective November 12, 2013.

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. 20128:

**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.

Under the consent agenda, motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve 2013 Emergency Management Performance Grant in the amount of \$21,073.00 – Sheriff's Department.

Representative Joe Radinovich discussed legislative updates and legislative priorities with the Board.

**CALL TO ORDER**

**APPROVED  
AGENDA**

**CONSENT  
AGENDA**

**BLOODBORNE  
PATHOGENS  
EXPOSURE  
CONTROL PLAN**

**RESOLUTION  
111213-091  
FINAL PAYMENT  
CONTRACT NO.  
20128**

**2013  
EMERGENCY  
MGMT GRANT**

**LEGISLATIVE  
UPDATES &  
PRIORITIES**

<p>Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve 2014 newspaper bid specifications and to mail to the appropriate parties.</p>	<p><b>NEWSPAPER BID SPECIFICATIONS</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to appoint Commissioner Don Niemi as Aitkin County representative for the Arrowhead Regional Development Commission (ARDC), and to send letter of support to ARDC.</p>	<p><b>ARDC</b></p>
<p>Patrick Wussow, County Administrator discussed Personnel Committee recommendation with the Board.</p>	<p><b>PERSONNEL COMMITTEE</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve filling FT Parks Custodian position – Land Department, and to authorize filling any corresponding vacancy if this position is filled internally. This is a budgeted, non-levy position which is open due to resignation.</p>	<p><b>FT PARKS CUSTODIAN</b></p>
<p>Motion by Commissioner Niemi, seconded by Commissioner Napstad and carried, all members voting to approve purchase of a used 2000 John Deere 410E Tractor Loader Backhoe at a cost of \$28,500 plus tax, and to authorize sale of 1980 Clark Michigan Loader – Road &amp; Bridge Department.</p>	<p><b>EQUIPMENT PURCHASE – HWY DEPT</b></p>
<p>John Welle, County Engineer gave a summary of the final 2013 construction and maintenance projects, and reviewed the proposed 2014 construction and maintenance projects with the Board.</p>	<p><b>2013 &amp; 2014 CONSTRUCTION &amp; MAINTENANCE PROJECTS – HWY DEPT</b></p>
<p>John Welle, County Engineer discussed the proposed Highway Department's 2014-2018 Road Improvement Plan with the Board.</p>	<p><b>2014-2018 ROAD IMPROVEMENT PLAN</b></p>
<p>The Board reported on the following:</p>	<p><b>BOARD DISCUSSION</b></p>
<p>Commissioner Anne Marcotte</p> <ul style="list-style-type: none"> <li>• <b>Ordinance</b> – Discussed ordinance for shooting ranges</li> <li>• <b>Economic Development</b> – Toured Floe International</li> <li>• <b>Mine Tour</b> – Toured mine site in Ladysmith, Wisconsin</li> </ul>	
<p>Commissioner Don Niemi</p> <ul style="list-style-type: none"> <li>• <b>Mine tour</b> – Toured mine site in Ladysmith, Wisconsin</li> </ul>	
<p>Commissioner Marcotte left at 11:57 a.m.</p>	<p><b>MARCOTTE LEFT</b></p>

Commissioner Brian Napstad

- **BWSR** – Met last week. Discussed Watersheds.
- **Shamrock Township** – Discussed Road Plans.
- **McGregor Airport Commission** – Updating job description for Airport Coordinator.

Commissioner Laurie Westerlund

- **Onanegozie** – Is disbanding. Last meeting will be in January. Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), to distribute Aitkin County's share of funds to Aitkin County Soil & Water, giving the County Administrator authorization to determine most appropriate way to dispense them.

Commissioner J. Mark Wedel

- **Historical Society** – Barn books will be completed December 1<sup>st</sup> or 2<sup>nd</sup>.
- **Labor Management Committee** – Met last week. Discussed by-laws.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Marcotte absent), to adjourn the meeting at 12:19 p.m. until Tuesday, November 26, 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  
11/13/13 11:40AM

# 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 Sales & Use Tax

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT		Auditor		
	89991 Bremer Bank				
1	01-040-000-0000-5517		0.19 Receipt Nbr 1032 10/03/2013		Fees For Services
2	01-040-000-0000-5517		0.19 Receipt Nbr 1033 10/08/2013		Fees For Services
3	01-040-000-0000-5517		0.19 Receipt Nbr 1034 10/11/2013		Fees For Services
4	01-040-000-0000-5517		0.19 Receipt Nbr 1035 10/25/2013		Fees For Services
5	01-040-021-0000-5840		2.57 Receipt Nbr 876 10/07/2013		Misc Receipts
6	01-040-021-0000-5840		1.25 Receipt Nbr 880 10/21/2013		Misc Receipts
98	01-040-000-0000-6405		1.00 October sales tax adjustment		Office & Computer Supplies
	89991 Bremer Bank		5.58	7 Transactions	
40	DEPT Total:		5.58 Auditor	1 Vendors	7 Transactions
42	DEPT		Treasurer		
	89991 Bremer Bank				
7	01-042-000-0000-5840		0.06 Receipt Nbr 3154 10/01/2013		Misc Receipts
8	01-042-000-0000-5840		0.13 Receipt Nbr 3156 10/04/2013		Misc Receipts
9	01-042-000-0000-5840		0.13 Receipt Nbr 3159 10/07/2013		Misc Receipts
10	01-042-000-0000-5840		0.03 Receipt Nbr 3163 10/09/2013		Misc Receipts
11	01-042-000-0000-5840		0.13 Receipt Nbr 3164 10/09/2013		Misc Receipts
12	01-042-000-0000-5840		2.19 Receipt Nbr 3167 10/11/2013		Misc Receipts
13	01-042-000-0000-5840		0.32 Receipt Nbr 3168 10/14/2013		Misc Receipts
14	01-042-000-0000-5840		0.13 Receipt Nbr 3169 10/14/2013		Misc Receipts
15	01-042-000-0000-5840		0.13 Receipt Nbr 3171 10/15/2013		Misc Receipts
16	01-042-000-0000-5840		0.13 Receipt Nbr 3172 10/15/2013		Misc Receipts
17	01-042-000-0000-5840		0.26 Receipt Nbr 3173 10/16/2013		Misc Receipts
18	01-042-000-0000-5840		0.13 Receipt Nbr 3174 10/16/2013		Misc Receipts
19	01-042-000-0000-5840		0.19 Receipt Nbr 3177 10/18/2013		Misc Receipts
20	01-042-000-0000-5840		0.13 Receipt Nbr 3178 10/18/2013		Misc Receipts
21	01-042-000-0000-5840		0.13 Receipt Nbr 3183 10/23/2013		Misc Receipts
22	01-042-000-0000-5840		0.13 Receipt Nbr 3187 10/28/2013		Misc Receipts
23	01-042-000-0000-5840		0.16 Receipt Nbr 3188 10/28/2013		Misc Receipts
78	01-042-000-0000-6405		75.63 Warr Nbr 942 10/24/2013		Office & Computer Supplies
	89991 Bremer Bank		80.14	18 Transactions	
42	DEPT Total:		80.14 Treasurer	1 Vendors	18 Transactions
43	DEPT		Assessor		

# Aitkin County



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DKB1  
11/13/13 11:40AM  
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
89991	Bremer Bank				
24	01-043-000-0000-5840		0.51	Receipt Nbr 760 10/09/2013	Misc Receipts
25	01-043-000-0000-5840		1.61	Receipt Nbr 760 10/09/2013	Misc Receipts
89991	Bremer Bank		2.12	2 Transactions	
43	DEPT Total:		2.12	Assessor	1 Vendors 2 Transactions
49	DEPT			Information Technologies	
89991	Bremer Bank				
26	01-049-000-0000-5525		1.72	Receipt Nbr 551 10/18/2013	Label & Listing Sales
89991	Bremer Bank		1.72	1 Transactions	
49	DEPT Total:		1.72	Information Technologies	1 Vendors 1 Transactions
90	DEPT			Attorney	
89991	Bremer Bank				
27	01-090-000-0000-5840		2.57	Receipt Nbr 1312 10/01/2013	Misc Receipts
28	01-090-000-0000-5840		1.50	Receipt Nbr 1317 10/08/2013	Misc Receipts
29	01-090-000-0000-5840		1.93	Receipt Nbr 1319 10/11/2013	Misc Receipts
30	01-090-000-0000-5840		0.64	Receipt Nbr 1320 10/14/2013	Misc Receipts
31	01-090-000-0000-5840		0.64	Receipt Nbr 1322 10/18/2013	Misc Receipts
32	01-090-000-0000-5840		1.93	Receipt Nbr 1325 10/22/2013	Misc Receipts
33	01-090-000-0000-5840		0.64	Receipt Nbr 1327 10/23/2013	Misc Receipts
34	01-090-000-0000-5840		0.64	Receipt Nbr 1328 10/23/2013	Misc Receipts
35	01-090-000-0000-5840		1.93	Receipt Nbr 1329 10/23/2013	Misc Receipts
36	01-090-000-0000-5840		0.64	Receipt Nbr 1330 10/28/2013	Misc Receipts
37	01-090-000-0000-5840		2.57	Receipt Nbr 1331 10/28/2013	Misc Receipts
89991	Bremer Bank		15.63	11 Transactions	
90	DEPT Total:		15.63	Attorney	1 Vendors 11 Transactions
100	DEPT			Recorder	
89991	Bremer Bank				
85	01-100-000-0000-6311		127.37	October sales tax	Sales Tax
86	01-100-000-0000-6312		0.37-	sales tax adjustment	Sales Tax Adjustment
89991	Bremer Bank		127.00	2 Transactions	



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
100	DEPT Total:		127.00	Recorder	1 Vendors	2 Transactions
200	DEPT			Enforcement		
	89991 Bremer Bank					
38	01- 200- 000- 0000- 5840		0.06	Receipt Nbr 2292 10/25/2013		Misc Receipts
	89991 Bremer Bank		0.06	1 Transactions		
200	DEPT Total:		0.06	Enforcement	1 Vendors	1 Transactions
206	DEPT			Forfeitures		
	89991 Bremer Bank					
39	01- 206- 000- 0000- 5840		9.06	Receipt Nbr 2290 10/22/2013		Revenue/Forfeitures
40	01- 206- 000- 0000- 5840		73.02	Receipt Nbr 2292 10/25/2013		Revenue/Forfeitures
	89991 Bremer Bank		82.08	2 Transactions		
206	DEPT Total:		82.08	Forfeitures	1 Vendors	2 Transactions
252	DEPT			Corrections		
	89991 Bremer Bank					
41	01- 252- 252- 0000- 5872		48.89	Receipt Nbr 2285 10/15/2013		Phone Card Prisoner Welfare(Taxable)
42	01- 252- 252- 0000- 5872		109.46	Receipt Nbr 2292 10/25/2013		Phone Card Prisoner Welfare(Taxable)
43	01- 252- 252- 0000- 5885		18.82	Receipt Nbr 2285 10/15/2013		Commissary Sales Taxable
	89991 Bremer Bank		177.17	3 Transactions		
252	DEPT Total:		177.17	Corrections	1 Vendors	3 Transactions
257	DEPT			Sobriety Court		
	89991 Bremer Bank					
84	01- 257- 022- 0000- 6406		29.65	Warr Nbr 56372 10/25/2013		Sobriety Crt Expenses
	89991 Bremer Bank		29.65	1 Transactions		
257	DEPT Total:		29.65	Sobriety Court	1 Vendors	1 Transactions
1	Fund Total:		521.15	General Fund		48 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
89991	Bremer Bank				
44	03-000-000-0000-5855		Receipt Nbr 730 10/01/2013		Charges- Individuals
45	03-000-000-0000-5855		Receipt Nbr 730 10/01/2013		Charges- Individuals
46	03-000-000-0000-5855		Receipt Nbr 730 10/01/2013		Charges- Individuals
47	03-000-000-0000-5855		Receipt Nbr 730 10/01/2013		Charges- Individuals
48	03-000-000-0000-5855		Receipt Nbr 1725 10/02/2013		Charges- Individuals
49	03-000-000-0000-5855		Receipt Nbr 1726 10/02/2013		Charges- Individuals
50	03-000-000-0000-5855		Receipt Nbr 1730 10/04/2013		Charges- Individuals
51	03-000-000-0000-5855		Receipt Nbr 1731 10/04/2013		Charges- Individuals
52	03-000-000-0000-5855		Receipt Nbr 1734 10/07/2013		Charges- Individuals
53	03-000-000-0000-5855		Receipt Nbr 1735 10/07/2013		Charges- Individuals
54	03-000-000-0000-5855		Receipt Nbr 733 10/08/2013		Charges- Individuals
55	03-000-000-0000-5855		Receipt Nbr 736 10/17/2013		Charges- Individuals
56	03-000-000-0000-5855		Receipt Nbr 736 10/17/2013		Charges- Individuals
57	03-000-000-0000-5855		Receipt Nbr 736 10/17/2013		Charges- Individuals
58	03-000-000-0000-5855		Receipt Nbr 1744 10/22/2013		Charges- Individuals
59	03-000-000-0000-5855		Receipt Nbr 738 10/31/2013		Charges- Individuals
60	03-000-000-0000-5855		Receipt Nbr 738 10/31/2013		Charges- Individuals
89991	Bremer Bank		46.86	17 Transactions	
0	DEPT Total:		46.86	Undesignated	1 Vendors 17 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
90	03-303-000-0000-6513		1,776.69	October Diesel Tax	Motor Fuel & Lubricants
8410	Bremer Bank		1,776.69	1 Transactions	
89991	Bremer Bank				
89	03-303-000-0000-6513		583.00	October sales tax	Motor Fuel & Lubricants
89991	Bremer Bank		583.00	1 Transactions	
303	DEPT Total:		2,359.69	R&B Highway Maintenance	2 Vendors 2 Transactions
3	Fund Total:		2,406.55	Road & Bridge	19 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
5 Health & Human Services

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
400 DEPT			Public Health Department	
89991 Bremer Bank				
79 05- 400- 440- 0410- 6405		2.00	Warr Nbr 942 10/24/2013	Supplies- Computer/Office/Meeting
89991 Bremer Bank		2.00	1 Transactions	
400 DEPT Total:		2.00	Public Health Department	1 Vendors 1 Transactions
420 DEPT			Income Maintenance	
89991 Bremer Bank				
80 05- 420- 600- 4800- 6405		5.06	Warr Nbr 942 10/24/2013	Supplies- Computer/Office/Meeting
89991 Bremer Bank		5.06	1 Transactions	
420 DEPT Total:		5.06	Income Maintenance	1 Vendors 1 Transactions
430 DEPT			Social Services	
89991 Bremer Bank				
81 05- 430- 700- 4800- 6405		13.32	Warr Nbr 942 10/24/2013	Supplies- Computer/Office/Meeting
82 05- 430- 700- 4800- 6405		6.26	Warr Nbr 942 10/24/2013	Supplies- Computer/Office/Meeting
83 05- 430- 710- 3460- 6065		24.47	Warr Nbr 942 10/24/2013	Self Funds - Adolescent Life Skills
89991 Bremer Bank		44.05	3 Transactions	
430 DEPT Total:		44.05	Social Services	1 Vendors 3 Transactions
5 Fund Total:		51.11	Health & Human Services	5 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
91	09-000-000-0000-2022		96.00	October Birth	Birth/Death Surcharges
92	09-000-000-0000-2022		416.00	October Death	Birth/Death Surcharges
93	09-000-000-0000-2024		72.00	October childrens	St Share Of Birth Cert.- Children
94	09-000-000-0000-2031		27.00	October Torrens	Real Estate Assurance (Was 5874 And 627
95	09-000-000-0000-2036		6,016.50	Oct.State General Fund	Recording Surcharges (Was 5871 & 6281)
96	09-000-000-0000-2036		240.00	Oct. State Gen.Fund surcharge	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		6,867.50	6 Transactions	
	3375 Mn Dept Of Health				
97	09-000-000-0000-2027		1,190.00	October State Well	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,190.00	1 Transactions	
0	DEPT Total:		8,057.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		8,057.50	State	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
10 Trust

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
921	DEPT		Co. Development		
	89991 Bremer Bank				
61	10-921-000-0000-5840		Receipt Nbr 1727 10/02/2013		Misc Receipts
62	10-921-000-0000-5840		Receipt Nbr 1733 10/07/2013		Misc Receipts
63	10-921-000-0000-5840		Receipt Nbr 1746 10/28/2013		Misc Receipts
	89991 Bremer Bank			3 Transactions	
921	DEPT Total:		Co. Development	1 Vendors	3 Transactions
923	DEPT		Forfeited Tax Sales		
	89991 Bremer Bank				
87	10-923-000-0000-6311		October sales tax on gravel		Sales Tax
	89991 Bremer Bank			1 Transactions	
923	DEPT Total:		Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		Trust		4 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
11 Forest Development

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
924	DEPT		Forest Resource		
	89991 Bremer Bank				
77	11-924-000-0000-6406	17.72	Warr Nbr 935 10/10/2013		Field Supplies
	89991 Bremer Bank	17.72	1 Transactions		
924	DEPT Total:	17.72	Forest Resource	1 Vendors	1 Transactions
925	DEPT		Reforestation		
	89991 Bremer Bank				
88	11-925-000-0000-6312	0.24-	sales tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank	0.24-	1 Transactions		
925	DEPT Total:	0.24-	Reforestation	1 Vendors	1 Transactions
11	Fund Total:	17.48	Forest Development		2 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
64	19- 521- 000- 0000- 5885		63.15 Receipt Nbr 899 10/07/2013		Commissary Sales Taxable
65	19- 521- 000- 0000- 5885		53.40 Receipt Nbr 901 10/14/2013		Commissary Sales Taxable
66	19- 521- 000- 0000- 5885		92.00 Receipt Nbr 903 10/30/2013		Commissary Sales Taxable
	89991 Bremer Bank		208.55	3 Transactions	
521	DEPT Total:		208.55	LLCC Administration	1 Vendors 3 Transactions
19	Fund Total:		208.55	Long Lake Conservation Center	3 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
11/13/13 11:40AM  
21 Parks

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520	DEPT		Parks		
89991	Bremer Bank				
67	21-520-000-0000-5510		Receipt Nbr 1728 10/02/2013		Co. Parks Campground Fees
68	21-520-000-0000-5510		Receipt Nbr 1729 10/03/2013		Co. Parks Campground Fees
69	21-520-000-0000-5510		Receipt Nbr 1729 10/03/2013		Co. Parks Campground Fees
70	21-520-000-0000-5510		Receipt Nbr 1729 10/03/2013		Co. Parks Campground Fees
71	21-520-000-0000-5510		Receipt Nbr 1732 10/07/2013		Co. Parks Campground Fees
72	21-520-000-0000-5510		Receipt Nbr 1737 10/09/2013		Co. Parks Campground Fees
73	21-520-000-0000-5510		Receipt Nbr 1742 10/16/2013		Co. Parks Campground Fees
74	21-520-000-0000-5510		Receipt Nbr 1743 10/17/2013		Co. Parks Campground Fees
75	21-520-000-0000-5510		Receipt Nbr 1743 10/17/2013		Co. Parks Campground Fees
76	21-520-000-0000-5510		Receipt Nbr 1743 10/17/2013		Co. Parks Campground Fees
89991	Bremer Bank		10 Transactions		
520	DEPT Total:		67.39	Parks	1 Vendors 10 Transactions
21	Fund Total:		67.39	Parks	10 Transactions
	Final Total:		11,381.19	24 Vendors	98 Transactions



# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



**Recap by Fund**

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	521.15	General Fund
3	2,406.55	Road & Bridge
5	51.11	Health & Human Services
9	8,057.50	State
10	51.46	Trust
11	17.48	Forest Development
19	208.55	Long Lake Conservation Center
21	67.39	Parks
<b>All Funds</b>	<b>11,381.19</b>	<b>Total</b>

Approved by, .....

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-14-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Board Meeting Schedule for December 2013

Requested Meeting Date: 11-14-13 Estimated Presentation Time: n/a

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

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

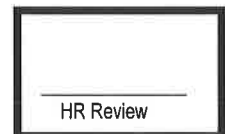
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

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

**RE: County Board Meeting Schedule for December 2013**

**DATE: November 14, 2013**

The County Board needs to officially schedule the following two additional County Board meetings:

The County Board will hold a special meeting on December 3<sup>rd</sup> in the County Board room located at 217 2<sup>nd</sup> street NW, Aitkin MN. The meeting will start at 4:00 p.m.

The County Board will hold a special meeting on December 17<sup>th</sup> in the County Board room located at 217 2<sup>nd</sup> street NW, Aitkin MN. The meeting will start at 9:00 a.m.

Please contact me with questions.

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



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

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Accept Donation of Leo Snow Plow to Long Lake Conservation Center

Requested Meeting Date: 11-26-13 Estimated Presentation Time: n/a

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

28952 - 438TH LANE PALISADE, MINNESOTA 56469  
(218)768-4653 - (800)450-LLCC  
FAX (218)768-2309 WWW.LLCC.ORG



## LONG LAKE CONSERVATION CENTER

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

FROM: Scott Rian, Business and Marketing Manager

RE: Leo Snow plow donation from The Long Lake Foundation to Aitkin County

DATE: November 13, 2013

Staff is requesting from the Aitkin County Board of Commissioners the acceptance of the donation of a 7 foot Leo Hydro turn snow plow to be mounted on the LLCC Chevrolet pickup at LLCC from the Long Lake Foundation.

The snow plow will be mounted By John Summers from J&L Auto for a cost of around \$400.00 to be paid for by the foundation.

This donation will allow us to plow our own snow and save approximately \$3000.00 per year in outside costs.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 11/15/13

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 11/26/2013 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

**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)      **Consent Agenda**

**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: November 15, 2013  
FROM: Sheriff Scott Turner      RE: STS Donation

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The McGregor Lions Club has made a generous donation of \$1,000 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: 11/19/13

Via: Patrick Wussow, County Administrator

From: Land Department

Title of Item: Apply for ATV grant-in-aid funding – Northwoods ATV trail

Requested Meeting Date: 11/26/13      Estimated Presentation Time: n/a

Presenter: Mark Jacobs

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

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

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

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

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

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

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

**Supporting Attachment(s)**

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

**Provide 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)**



By Commissioner: xx

112613-0xx

**All Terrain Vehicle Trail Funding**

**WHEREAS**, local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

**WHEREAS**, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

**WHEREAS**, Clubs wish to contract with the County for maintaining these trails, and

**WHEREAS**, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County.

**NOW THEREFORE, BE IT RESOLVED**, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail and Solana ATV trails.

**BE IT FURTHER RESOLVED**, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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

**FIVE MEMBERS PRESENT**

**All Members Voting Yes**

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26<sup>th</sup> day of November A.D., 2013, and that the same is a true and correct copy of the whole thereof.

**WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 26<sup>th</sup> day of November A.D. 2013**

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/20/2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta

Title of Item:

LG214 – Application for Premises Permit – Minnewawa Sportsmen Club

Requested Meeting Date: 11/26/2013 Estimated Presentation Time: N/A

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

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

- For info only, no action requested
- Approve under Consent Agenda
- For discussion 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)
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- 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

**CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA**  
ADOPTED ; November 26, 2013

---

By Commissioner:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Minnewawa Sportsmen Club, at Minnewawa Sportsmen Club – Spalding Township. This establishment has an address of 20322 Goshawk Street, McGregor, MN 55760.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/20/2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta

Title of Item:

LG220 – Application for Exempt Permit – Jacobson Landing

Requested Meeting Date: 11/26/2013 Estimated Presentation Time: N/A

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA  
ADOPTED: November 26, 2013

---

1. By Commissioner:

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the Application for Exempt Permit – Form LG220 – of the Jacobson Landing Recreation Area, at the following location – Forestry Station Bar & Grill, which has an address of 67791 State Hwy 65, Jacobson, MN 55752 – Ball Bluff Township. (Note: Date of activity for Raffle – February 15, 2014)

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Legislative Discussion

Requested Meeting Date: 11-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

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

**RE: Legislative Update**

**DATE: November 20, 2013**

Senator Ruud will be attending the November 26<sup>th</sup> Aitkin County Board meeting to discuss the upcoming legislative session.

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.

The Senator will be provided a copy of the County's Legislative priorities that was provided to Representative Radinovich on November 12<sup>th</sup>.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2012 Audit Review

Requested Meeting Date: 11-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Kirk Peysar, County Auditor and Chuck Knandel, State Auditor's Office

**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)
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- 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) 2012 Audit (On-line)

**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: 2012 Audit Review**

**DATE: November 18, 2013**

Earlier this fall each of the Commissioners received a copy of the 2012 Aitkin County Audit. At Tuesday's County Board meeting we will call Chuck Kandel, State Auditor's Office and review the audit.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 11-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Sandpiper Project Discussion

Requested Meeting Date: 11-26-13      Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

**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)**

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- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Copy of previous minutes related to this issue
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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: Sandpiper Project Discussion**

**DATE: November 20, 2013**

The attached information is being provided to Commissioners to aid in the discussion related to the proposed Sandpiper pipeline project



## Sandpiper Project

Enbridge Pipelines (North Dakota) LLC is proposing to build the Sandpiper Pipeline Project – an approximately 610-mile interstate crude oil pipeline originating at our Beaver Lodge Station south of Tioga, North Dakota. The Project will bring growing supplies of North Dakota crude oil to an existing terminal owned by an Enbridge affiliate in Superior, Wisconsin.

From Superior, the oil will be transported by Enbridge and other interconnected pipelines to refinery hubs in the United States and eastern Canada. The Sandpiper Pipeline Project will provide a long-term, stable and reliable source of crude oil for the U.S. and its refineries that supply the petroleum products we rely upon. The Project will reduce reliance on crude oil imports from countries that are often unstable or unfriendly to U.S. interests and move North America towards energy security and independence.

At a local level, communities located along the Sandpiper route will benefit in the long-term from taxes associated with the pipeline and related facilities during the life of the pipeline. Communities will also enjoy potential high-paying construction and manufacturing jobs, increased retail sales, food and lodging purchases, and equipment and materials purchases during construction.

Since installing its first pipeline more than 60 years ago, Enbridge has been committed to safe and reliable operation of its facilities. This commitment continues with the design, construction and operation of the Sandpiper Pipeline Project.

### Information Materials:

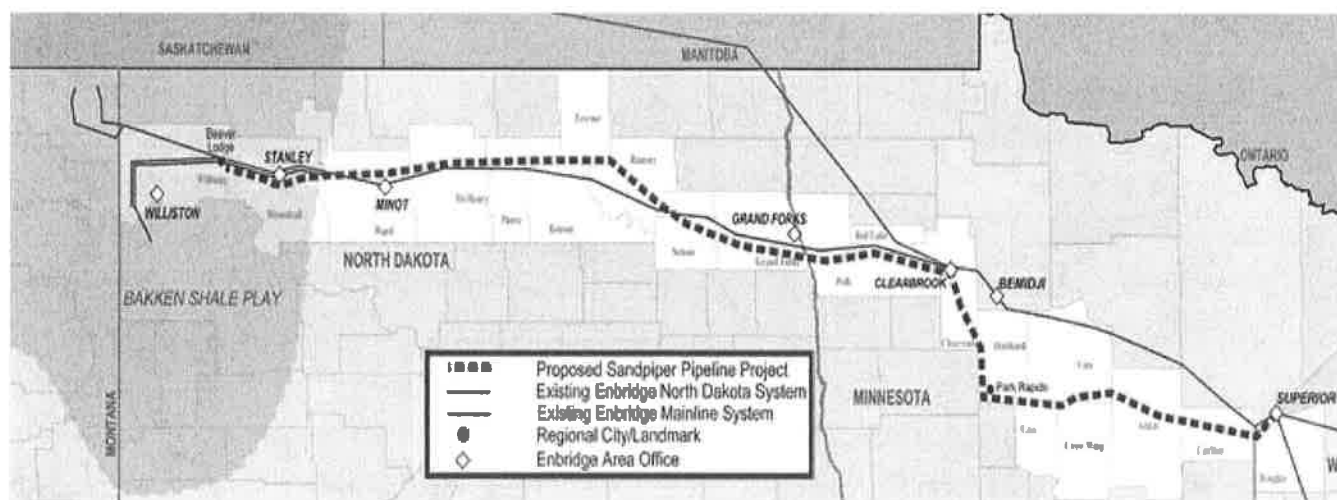
- [Project fact sheet](#) (PDF 853 KB)
- [Survey brochure](#) (PDF 1.81 MB)



## Maps

### Maps

Enbridge is working to determine the Sandpiper Pipeline route, but expects much of the pipeline to generally follow Enbridge's existing pipeline in North Dakota, Minnesota and Wisconsin, as well as other existing utilities. This map shows the start and end points and the direction of the pipeline flow. However, the blue line is only a rough depiction – portions of the proposed route. For the next several months, Enbridge will be surveying and confirming the route of the planned project and provide more detailed route maps as we establish a final proposed route. The new line could be on either the southern or northern side of the existing pipeline(s) and in some cases will deviate away from the existing pipeline corridor.



Additional detailed maps of the preliminary route in Minnesota can be viewed on the [Sandpiper regulatory page](#).



## Timeline

Planning, design, landowner outreach and permitting – 2013 to late-2014

Construction – late-2014 to 2016

Restoration – 2016 until complete

In-service – 2016

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11-20-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Planning & Zoning Remodel & Equipment Purchase – Building Maintenance

Requested Meeting Date: 11-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator & Bill Thompson, Bldg Maintenance Supervisor

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

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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

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## **AITKIN COUNTY BUILDINGS & MAINTENANCE**

**Bill Thompson, Supervisor  
Aitkin County Courthouse  
209 2nd St. N.W., Rm 115  
Aitkin, MN 56431  
Phone: (218) 927-7363  
Fax: (218) 927-7374**

**TO: Patrick Wussow, County Administrator**

**FROM: Bill Thompson, Building Maintenance Supervisor**

**RE: Remodeling project for Planning and Zoning and  
Snow Removal Equipment for Building Maintenance**

**DATE: November 20th, 2013**

Terry Neff, Environmental Services Director, requested quotes for remodeling the zoning office. This construction will be two window accesses into the hallway with a countertop for the employees and public to exchange information which will provide better service.

I have contacted Paquette Construction of McGregor, Rolf Construction of Aitkin and Hytec Construction of Brainerd. Hytec Construction and Grandt Builders met with Terry Neff and myself. Hytec Construction responded with a quote of \$23,950.00. The other contractors did not respond.

The remodeling would come out of department 111 2014 expenditures.

The 2005 Cub Cadet used for blowing snow is out of service due to a cracked and leaking rear axle casing. Current repairs estimate is \$2,602.23. The replacement equipment would come out of department 111 expenditures.

Our commercial John Deere tractor is equipped with a mower deck and broom only.

I have contacted Dotzler Implement, Aitkin Implement and Northwood Equipment for replacement quotes. Northwood Equipment is the only one with a used John Deere lawn and snow tractor for a total of \$4,804.03. This includes a 47" snow blower, a 62" mower deck, and a cab.



The purchase of this used John Deere, along with our current equipment, will allow us to maintain our sidewalks as needed.

I am requesting approval to purchase this used equipment from Northwood Equipment.

Another option is to purchase a new snow blower for our existing equipment for a total of \$4,590.28.

The equipment purchase and remodeling is a total of \$29,334.03.

Please see attached quotes.

November 5, 2013

Bill Thompson  
Building Maintenance supervisor  
209 2<sup>nd</sup> St. N.W. Room 115  
Aitkin, MN 56431

RE: New interior window opening in existing clay tile/plaster wall

Dear Bill:

We hereby submit our cost proposal to demo two new openings in the existing clay tile/plaster walls for access windows for the sum of \$23,950.00

Included in this proposal:

- On site supervision, demo, and clean-up
- Dust proof shelter for cutting clay tile and plaster
- Patch plaster as needed
- Wood trim to match existing
- 2 Operable double hung windows for office use (Lockable)(Match the Assessor window down the hall)
- New lower cabinets (Deduct \$4,000 to use existing cabinets)
- New Granite counter top (included allowance \$4,500)
- Night work figured

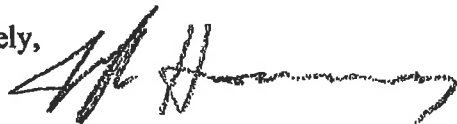
Not included in this proposal:

- Unforeseen conditions
- Testing plaster for Asbestos
- Electrical, plumbing, HVAC
- Building Permit

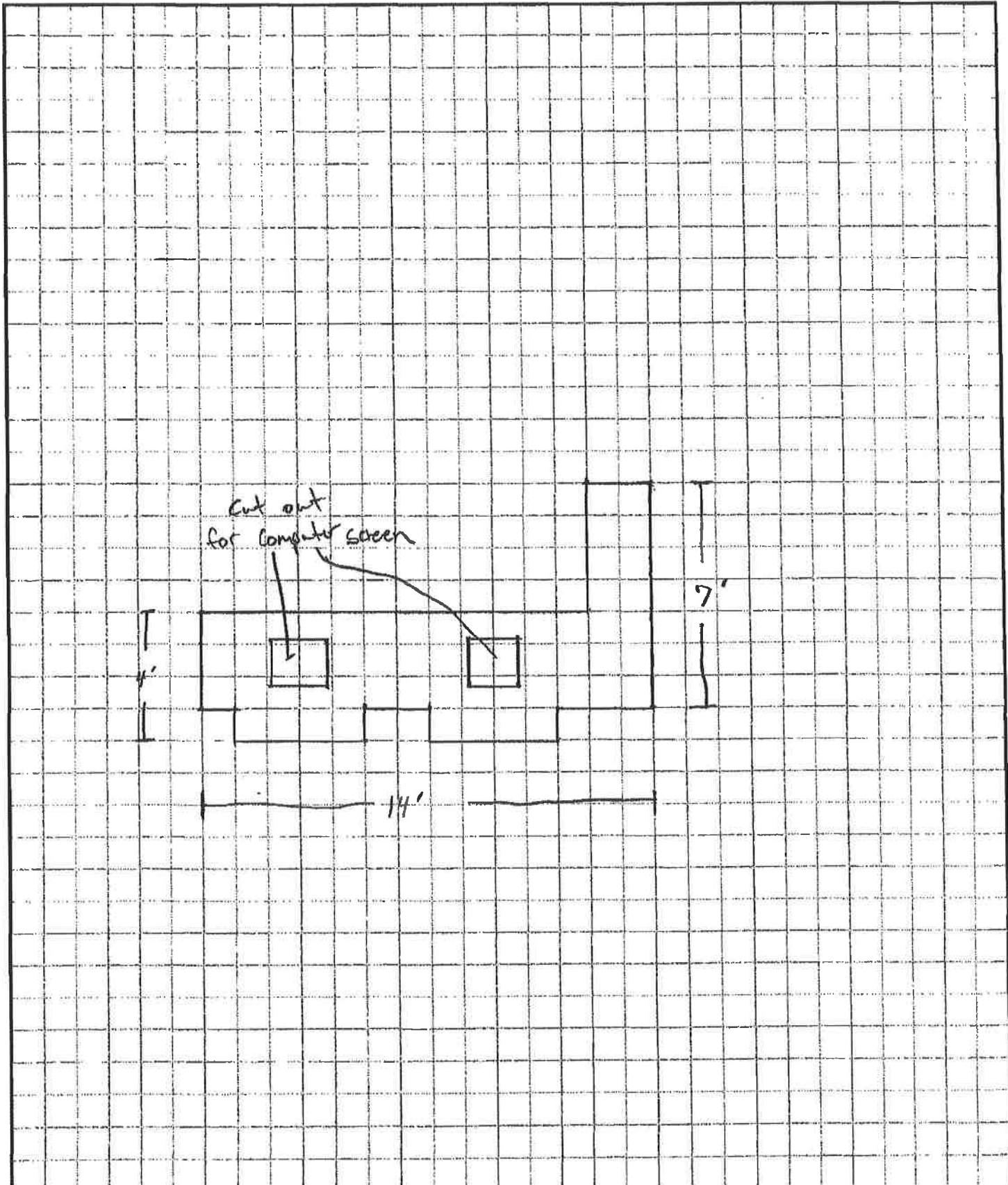
Thank you for the opportunity to present this proposal for your consideration. If you have any questions, please contact me.

Due to our current work load we are 10 to 12 weeks out.

Sincerely,



Jeff Hanson  
Project Manager  
HY-TEC CONSTRUCTION  
OF BRAINERD, INC.





***Proposal***  
***Dutch's Electric, Inc.***

27208 Highway 210  
Aitkin, MN 56431  
Phone 218/927-2213  
Fax 218/534-3063  
[dutch@dutchselectric.com](mailto:dutch@dutchselectric.com)

November 20, 2013

Bill Thompson  
Aitkin County Court House  
Aitkin, MN 56431

**Moving the desk in the zoning office**

- ✓ Move 2 existing lights 1 tile to the South
- ✓ Demo the current conduit connecting the counter to the wall
- ✓ Install a new quad on the wall next to the new desk location
- ✓ Connect the new quad to the existing wiring in the desk
- ✓ Move 2 data lines (C13, C16) to the new desk location
- ✓ State Electrical Inspection fees included

**Total: \$580**

Shawn Hasskamp  
Dutch's Electric

Signature of acceptance \_\_\_\_\_ Date \_\_\_\_\_



**JOHN DEERE**



Quote Id: 8797204

**Quote Summary**

<b>Prepared For:</b> AITKIN COUNTY COURTHOUSE , MN	<b>Prepared By:</b> SCOTT BOYD MIDWEST MACHINERY CO. 1120 2nd Street NW Aitkin, MN 56431 Phone: 218-927-2140 sboyd@mmcj.com	<b>Quote Id:</b> 8797204 <b>Created On:</b> October 21, 2013 <b>Last Modified On:</b> November 04, 2013 <b>Expiration Date:</b> November 28, 2013
--	---	--

<b>Equipment Summary</b>	<b>Selling Price</b>	<b>Qty</b>	<b>Extended</b>
JOHN DEERE X485 LIQ COOL EFI 25HP L&GT WITH CAB/47" SNOW BLOWER/62" MOWER DECK	\$ 4,495.00 X	1 =	\$ 4,495.00
<b>Equipment Total</b>			<b>\$ 4,495.00</b>

<b>Quote Summary</b>	
Equipment Total	\$ 4,495.00
SubTotal	\$ 4,495.00
Sales Tax - (6.875%)	\$ 309.03
<b>Total</b>	<b>\$ 4,804.03</b>
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 4,804.03</b>



**JOHN DEERE**



Quote Id: 8456355

**Quote Summary**

bill.thompson@co.aitkin.mn.us

**Prepared For:**  
AITKIN COUNTY COURTHOUSE  
, MN  
Home: 218-9277363

**Prepared By:**  
SCOTT BOYD  
MIDWEST MACHINERY CO.  
1120 2nd Street NW  
Aitkin, MN 56431  
Phone: 218-927-2140  
sboyd@mmcj.com

**Quote Id:** 8456355  
**Created On:** July 31, 2013  
**Last Modified On:** November 20, 2013  
**Expiration Date:** August 30, 2013

Equipment Summary	Suggested List	Selling Price	Qty	Extended
JOHN DEERE 60 In. Heavy-Duty Two-Stage Snow Blower (For 1400/1500 Series II and Non-Series II Front Mowers)	\$ 5,204.00	\$ 4,295.00 X	1 =	\$ 4,295.00
<b>Equipment Total</b>				<b>\$ 4,295.00</b>

**Quote Summary**

Equipment Total	\$ 4,295.00
SubTotal	\$ 4,295.00
Sales Tax - (6.875%)	\$ 295.28
Total	\$ 4,590.28
Down Payment	(0.00)
Rental Applied	(0.00)
<b>Balance Due</b>	<b>\$ 4,590.28</b>

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 11-20-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: CSAH 12 Speed Zone Study

Requested Meeting Date: 11-26-13      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: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
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- 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 20, 2013

### **Regular Agenda Item:**

CSAH 12 Speed Zone Study

### **Summary:**

Authorization by the enclosed resolution is requested to make a formal request to MnDOT for a speed zone study on the 0.6-mile segment of CSAH 12 from TH 47 to US Hwy 169/TH 210.

### **Draft Resolution:**

WHEREAS, Aitkin County State-Aid Highway 12 from TH 47 to US Hwy 169/TH 210 is an 0.6 mile road segment that lies on the east line of the Aitkin City limits, and

WHEREAS, due to urban development, the Burlington Northern Santa Fe Railroad crossing, and the short length of this highway segment, traffic is not able to safely drive at the statutory 55 mile per hour speed limit, and

WHEREAS, TH 47 has a reduced regulatory speed zone that begins immediately west of the CSAH 12 intersection, and

WHEREAS, US Hwy 169/TH 210 has a reduced regulatory speed zone at the CSAH 12 intersection.

NOW THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation is hereby requested to make a traffic engineering study on the 0.6 mile segment of CSAH 12 from TH 47 to US Hwy 169/TH 210.

BE IT FURTHER RESOLVED, that the Commissioner of Transportation is also requested to study the existing reduced speed zone on TH 47 to determine whether this zone should be extended east approximately 1,300 feet past the newly constructed intersection of CSAH 12.

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

**7A**  
Agenda Item #

**1-4**

To: Chairperson, Aitkin County Board of Commissioners

Date: 11/13/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager



Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 11/26/2013 Estimated Presentation Time: 20 Minutes

Presenter: Patrick Wussow or Bobbie Danielson

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

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

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

Is this item in the current approved budget? Yes \_\_\_ No

All positions were discussed 8/20/2013 during the 2014 budget presentations.

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 & 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 (TBD, combined AT/CSEA)

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

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

BJD  
\_\_\_\_\_  
HR Review

**Supporting Attachment(s)**

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- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Job descriptions, pay scale, and memos from HHS Director Burke, etc.

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**

# AITKIN COUNTY HUMAN RESOURCES

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

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

To: County Commissioners and County Administrator Patrick Wussow

From: Bobbie Danielson, HR Manager



Date: November 12, 2013

Subject: Personnel Committee Recommendations

## Background

The Personnel Committee met on November 12, 2013, and unanimously recommends the following:

## HHS Department

**1 – Case Aide, Accounting/Child Support**, full-time, Grade P, \$13.79 - \$24.47/hour. Barb Dobson, Child Support Enforcement Aide, retired 12/14/2012. Janice Fairchild, Accounting Technician, retired 2/28/2013. This Case Aide position combines the most important aspects of each position and blends the two full-time positions into one position. Est. 20% revenue off-set. Additional details are attached.

**1 – Social Worker, Child Welfare/Child Protection**, full-time, Grade L, \$19.45 - \$34.75/hour. Donna Peterson, Social Worker, resigned 9/30/2011 and the position was not refilled. A 50% minimum funding reimbursement is anticipated with this position. Additional details are attached.

**1 – Public Health Nurse (PHN) or Social Worker, Community Based Case Manager**, full-time, Grade L, \$19.45 - \$34.75/hour. This position relates to the MnChoices program (not to be confused with MNsure which is different and relates to health insurance coverage). From the DHS website: MnChoices is one of three DHS initiatives to improve the dignity, health and independence of people with disabilities and older Minnesotans. The other two initiatives center on Home and Community-Based Services (HCBS) Waiver Provider Standards and the Disability Waivers Rate System. The system is being implemented in March 2014, staff training and testing is required prior to implementation. A 50% minimum funding reimbursement is anticipated with this position, up to as high as 90%, per HHS Director Burke. Additional details are attached.

**1 – Public Health Nurse (PHN)/Health Educator**, full-time, Grade L, \$19.45 - \$34.75/hour. Lynn Kellerman, part-time PHN, resigned in January 2010, and the position was not refilled. From 2009-2011, Amy Wyant, (0.6 FTE), coordinated Phase I of the Statewide Health Improvement Program (SHIP) grant. Emergency Preparedness duties have grown as well. From the MN Dept of Health website: SHIP works to prevent disease before it starts by helping create healthier communities that support individuals seeking to make healthy choices in their daily lives. Est. 40-60% revenue off-set. Additional details are attached.

If the positions are filled internally by transfer or promotion, staff is also seeking permission to fill any corresponding vacancies.

Action Requested

1. Motion to fill one full-time Case Aide position.<sup>1</sup>
2. Motion to fill one full-time Social Worker (Child Welfare/Child Protection) position.<sup>1</sup>
3. Motion to fill one full-time PHN or Social Worker position (Community Based Case Manager).<sup>1</sup>
4. Motion to fill one full-time PHN/Health Educator position.<sup>1</sup>

<sup>1</sup>Includes authorization to fill any corresponding vacancy if the position is filled internally.

If you have any questions or require additional information prior to the meeting, please feel free to contact Tom Burke or the Personnel Committee members.

# Aitkin County Health & Human Services

204 First St. NW  
AITKIN, MINNESOTA 56431  
PHONE 1-800-328-3744 or 1-218-927-7200 - FAX # 927-7210

DATE: October 30, 2013  
TO: Personnel Committee  
Patrick Wussow, County Administrator  
FROM: Tom Burke, Director  
SUBJECT: Request for Staff

In assessing the needs of our agency, we have identified the four attached positions as necessary. Our case loads and work requirements have stretched us as far as we can go without breaking. We are utilizing over-time to assist in covering our protection needs, however the extra work and strain on staff is causing a serious degree of burn out. I feel it is in the best interest of those we serve and to our very skilled staff to seek some support in managing the complex cases we have.

Our budget will easily support the positions being requested. In fact two of the positions we are requesting will bring in revenue that will cover at least 50% of what the position costs. It is possible we will see an even higher return on these case manager positions.

Our agency is facing up to a dozen retirements within the next 2-3 years. It is imperative that we get staff on board to transition the working knowledge our staff has. If we see that the added staff is not needed, we will have ample opportunity to reduce through attrition. We have an opportunity to address immediate needs, to be proactive so as to prevent high end cost placements and provide education and finally, prepare for our senior staff retiring.

## Child Welfare/Child Protection Social Worker October 2013

In September 2011 we had a retirement in our child welfare/protection program area. It was decided at that time to not fill this position which left us with three case managers/assessment workers instead of four. Two years have now elapsed and we would like to have that fourth child protection social worker replaced.

While we feel we have been able to manage the activities of this busy program area during these two years, we believe continued effective management of this program area will be difficult to maintain without the re-addition of this fourth social worker. It is becoming increasingly difficult to maintain the pace that is necessary to manage this program area. The signs of strain and fatigue that lead to worker "burn out" are recognizable in our talented workers.

During this two-year period we have seen the number of out-of-home placements of children decrease, and we are enjoying the accompanying drop in the impact out-of-home placements have on the county budget. It is certainly because of the diligent and dedicated case work in this program area that we are seeing this decrease. However, the front loading of cases is time intensive. Without relief, staff will not be able to maintain the same level of preventative and rehabilitative case work.

We are also concerned about the liability issues that can be caused by a child protection staff that is understaffed and fatigued. These workers are serving a very vulnerable population and it is this Agency's responsibility to assess and assure the safety of children. Also, even when fully staffed, there is a high overtime accrual due to the need to meet on client schedules and at the clients' homes. Travel is a necessity for home and child placement visits.

The State of Minnesota for 2014 and beyond has provided funding to all of the counties for Parent Support Outreach Program (PSOP). This is to be offered to families who may be struggling with some issues to whom the agencies can offer prevention services and support before child protection and out-of-home placement needs arise. As our staffing pattern stands now, we are concerned that we will not be able to take full advantage of this funding stream and service array. Our workers' time at the present is mostly taken up with abuse and neglect issues that need response and assessment, and with service to children that are already in out-of-home placement. We are just ending a PSOP granting period that we have shared with Mille Lacs Band of Ojibwe. This was a very specialized, competitive grant that served only Native American families. We had opportunity to serve only a few families with this program area during the life of the grant. However, we are pleased to report that none of the families we served with this prevention program came into the child protection program area with need to respond to abuse or neglect or to place children away from their parents. As PSOP now expands to include all families in Aitkin County, we do not have the 'staff power' to expand with this opportunity.

This is a program area that has a high degree of state and federal mandates and is rigidly regulated by state and federal laws and time lines. We have presented in the past the complexities of the child welfare/protection program area. As a reminder, some of the requirements of a case load are: the federal mandate that each foster child must be

visited by the placing social worker every month and often our children are placed in facilities or with relatives at significant distances; there are state and federal mandated response times of only a few days for establishing child safety; lengthy case plans, standardized tools, computer-based documentation, reports to court, and other written work have deadlines of a few days to a few weeks; social workers must prepare court cases and testify in court; files (paper and electronic) must be maintained in audit-ready condition; social workers must remain current on direct practice issues, changes to statutes, and the complexities of revenue enhancement; workers must be able to partner effectively with other county departments such as law enforcement, county attorney and the tri-county community corrections.

A child welfare/protection social worker position is funded by revenues of different sources, and it is the work done by the employee that either draws down funding or creates the reimbursement from federal or state dollars. Not having a social worker does not mean we save those revenues. The revenues don't come in to the Agency unless we have the social worker doing the work and documenting 'billable time.' The funding streams for this position are: Child Welfare Targeted Case Management (CW-TCM), Family Assessment Response (FAR), Parent Support Outreach Program (PSOP), Social Services Time Study (SSTS), Vulnerable Children & Adult Act (VCAA), and Title XX funds.

### CHILD WELFARE WORKER SALARY CHART W/BENEFITS

2014 Wage Scale	2014 Start	0.5	1	2	3	4	6
	Minimum	+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6
<b>CLASS L</b>	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42
<b>FICA</b>	\$ 1.49	\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.78	\$ 1.86	\$ 1.94
<b>PERA</b>	\$ 1.41	\$ 1.47	\$ 1.54	\$ 1.61	\$ 1.68	\$ 1.76	\$ 1.84
<b>Health/Life Single</b>	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30
<b>Total Hourly</b>	\$ 26.65	\$ 27.67	\$ 28.74	\$ 29.85	\$ 31.00	\$ 32.21	\$ 33.51
<b>Total Salary</b>	\$ 55,427.94	\$ 57,554.97	\$ 59,777.60	\$ 62,095.82	\$ 64,485.74	\$ 66,995.16	\$ 69,695.77
CW-TCM Revenue	\$ 229.00	per hit/per month (Federal Share)					
	* 10	est. hits per month					
	\$ 2,290.00						
Monthly CW-TCM	\$ 2,290.00						
Yearly CW-TCM	\$ 27,480.00						

\*\*Worker will also bring in SSTS Admin revenue and help keep placement costs lower.

**Community Based Case Manager**  
**October 2013**

It is highly expected that we will be experiencing a rise in case load associated with the advent of MnChoices. We had expected to request 2 additional case management positions; however in looking at the most recent numbers, we feel we should request one position (either a PHN or Social Worker) at this time. Our anticipated need will be in completing assessments, case management and other general duties associated with this program.

**COMMUNITY BASED CASE MANAGER**  
**SALARY CHART W/BENEFITS**

2014 Wage Scale	2014 Start	0.5	1	2	3	4	6
		+6 Mnths Step 1	+6 Mnths Step 2	+1 yr Step 3	+1 yr Step 4	+1 yr Step 5	+2 yr Step 6
CLASS L	\$ 19.45	\$ 20.34	\$ 21.27	\$ 22.24	\$ 23.24	\$ 24.29	\$ 25.42
FICA	\$ 1.49	\$ 1.56	\$ 1.63	\$ 1.70	\$ 1.78	\$ 1.86	\$ 1.94
PERA	\$ 1.41	\$ 1.47	\$ 1.54	\$ 1.61	\$ 1.68	\$ 1.76	\$ 1.84
Health/Life Single	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30	\$ 4.30
<b>Total Hourly</b>	<b>\$ 26.65</b>	<b>\$ 27.67</b>	<b>\$ 28.74</b>	<b>\$ 29.85</b>	<b>\$ 31.00</b>	<b>\$ 32.21</b>	<b>\$ 33.51</b>
<b>Total Salary</b>	<b>55,427.94</b>	<b>57,554.97</b>	<b>59,777.60</b>	<b>62,095.82</b>	<b>64,485.74</b>	<b>66,995.16</b>	<b>69,695.77</b>
CW-TCM Revenue	\$ 229.00	per hit/per month (Federal Share)					
	* 10	est. hits per month					
Monthly CW-TCM	\$ 2,290.00						
Yearly CW-TCM	\$ 27,480.00						

\*\*Worker will also bring in SSTS Admin revenue and help keep placement costs lower.



**Public Health Nurse/Educator**  
**October 2013**

During the past several years, the Public Health Unit has relinquished 1.5 nursing positions due to changing policies, requirements and in an effort to save county dollars. Since that time, duties and obligations have significantly grown in the Emergency Preparedness and State Health Improvement Program (SHIP) areas.

From 2009 -2011, there was a .6 FTE employee executing the duties of the SHIP funding grant. Because of the uncertainty of the continuity of SHIP funding the employee ended her service after the two year grant was concluded and in 2012 .6 FTE was absorbed by the Public Health Educator to work on the State Health Improvement Project. At that time, it was not known how long this funding would be maintained. During the last legislative session, a five year commitment was made to continue local SHIP initiative which necessitates the continued focus in the SHIP area.

In addition, Emergency Preparedness has progressively required more time commitment as duties have grown. Grant duties have become complicated and time consuming. Preparing for and assuring that our agency can respond to the community in a time of disaster necessitates extreme coordination and manpower as we learned from the flood response the summer of 2012. Public Health Emergency Preparedness activities meet the requirement of the *Essential Public Health Area: Prepare for and Respond to Disasters and Assist Communities in Recovery*.

The Public Health Unit is no longer able to absorb the additional requirements or reassign work tasks to assure that duties are concluded. We are no longer able to provide many of the services that were previously offered or limited time has been designated that minimally meets requirements. Examples of such services include, but are not limited to: teaching STDs/STIs, HIV/AIDS, and Family Planning classes in Aitkin County schools, general/seasonal health campaigns, health promotion, meetings with hospital and clinical staff for child and teen checkup, WIC, MCH, outreach to daycares, Head Start, and school nurses.

We respectfully request the addition of one full time Nurse/Educator.

## PUBLIC HEALTH NURSE SALARY CHART W/BENEFITS

	2014 Start	0.5 +6 Mnths Step 1	1 +6 Mnths Step 2	2 +1 yr Step 3	3 +1 yr Step 4	4 +1 yr Step 5	6 +2 yr Step 6
2014 Wage Scale	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	\$	\$	\$	\$	\$	\$	\$
CLASS L	19.45	20.34	21.27	22.24	23.24	24.29	25.42
	\$	\$	\$	\$	\$	\$	\$
FICA	1.49	1.56	1.63	1.70	1.78	1.86	1.94
	\$	\$	\$	\$	\$	\$	\$
PERA	1.41	1.47	1.54	1.61	1.68	1.76	1.84
	\$	\$	\$	\$	\$	\$	\$
Total Hourly	22.35	23.37	24.44	25.55	26.70	27.91	29.21
	\$	\$	\$	\$	\$	\$	\$
Total Salary	23,241.97	24,305.49	25,416.80	26,575.91	27,770.87	29,025.58	30,375.88

\*\*\*Based on Step Scale - not S & P

	2014 Start	Middle	End
2014 Wage Scale			
	\$	\$	\$
CLASS L	19.45	25.42	34.75
	\$	\$	\$
FICA	1.49	1.94	2.66
	\$	\$	\$
PERA	1.41	1.84	2.52
	\$	\$	\$
Total Hourly	22.35	29.21	39.93
	\$	\$	\$
Total Salary	23,241.97	30,375.88	41,524.86

\*\*\*Based on S & P  
Scale

8/16/2013

# SHIP

works to prevent disease before it starts by helping create healthier communities that support individuals seeking to make healthy choices in their daily lives.



## minnesota statewide health improvement program

In Minnesota and nationally, the two largest causes of chronic disease and premature death are obesity, caused by poor nutrition and insufficient physical activity, and commercial tobacco use. We **MUST** do something to address these problems as individuals, as communities, and as a state.



### reducing health care costs

To really make a dent in health care costs, we must think in terms of preventing illness, not just treating it. In Minnesota, adult obesity-attributable medical expenses are approximately **\$1.3 billion** (2003) and direct medical costs due to tobacco use are almost **\$2.9 billion** (2007).



working to make the healthy choice the easy choice

health reform  
 MINNESOTA

# SHIP



## sustainable solutions

SHIP works on the areas of community, school, workplace and health care toward sustainable, systemic changes that create widespread, lasting results.

Instead of focusing on individual behavior change that may be hard to maintain over time, SHIP makes sustainable changes that support individual choices about health.

For example,

- Rather than only try to convince people to walk more, with SHIP local communities may see the need for more sidewalks so that people CAN walk more.
- Rather than asking people to eat healthier, with SHIP a school may decide to work with local farmers to bring in fresh produce for the students.
- Rather than only asking people to quit smoking, with SHIP more owners of multi-unit housing may make their buildings smoke-free.



## meeting local needs

MDH supports local public health agencies by gathering together science-based best practices, offering technical assistance, and assisting in evaluation. Local public health professionals can choose what will work best for them from a menu of proven strategies.

## leading the nation

Through SHIP, MDH has taken a national leadership role in transforming public health. The Centers for Disease Control and Prevention (CDC) looks to SHIP as they work to improve health a national scale.

## building a healthier community together

health reform  
MINNESOTA

**Accounting/Child Support Case Aide**  
**October 2013**

**Accounting Staffing Concerns:**

Over the past two years, the Accounting and Child Support units have each lost one full time position. We would like to combine the most important aspect of each position and blend this into one position.

The Account Technician position was vacated in February 2013 due to a retirement. The duties were split up between the Accounting Supervisor and the Account Tech. As the agency realized the ever increasing importance of managing complicated funding streams/formulas; the supervisor and account tech have become intricate participants in many of the ongoing agency meetings that impact budget issues. In addition, the duties related to county recoveries have been taken over by the accounting supervisor. This involvement has lead towards the agency being more efficient and has enhanced our ability to draw down state and federal funding. At the same time, it has stretched the staff to the point they are maxed out with their time commitments.

Due to other positions opening in our agency, we are seeing the opportunity to utilize the skills of our accounting supervisor in other areas of our business. Because of the complexity of the budget monitoring in the area of the DD waiver, and contract supervision, we would like to have accounting supervisor cover these program duties. (Previously covered by adult social services supervisor) We believe this is a good business decision to see if we can manage these duties in a new manner. However in order to attempt this, the agency will need some additional help in accounting so we can slide some day to day duties (such as processing claims, issuance of payments, and increased third party contacts) away from the supervisor.

**Child Support staffing concerns:**

1) Our numbers are declining in some of the areas in which our performance is measured.

- a) establishment    -1.23
- b) collection of current support    -5.68
- c) collection of arrears    -2.88
- d) paternity establishment OK still but time for completion is lengthening.

2) Our response times are lengthening, both for responding/preparing for legal actions and for responding to customers.

3) A significant delay (several days to a week or more) of tasks delegated to the remaining SEA. And part of the ability to improve performance on the above factors involves being able to delegate time consuming data collection tasks to someone else, allowing the CSO to focus on obligor contact and enforcement methods.

4) We are also not meeting other performance standards on which we are audited which could lead to future reductions in incentives as we relegated those reports/items to a low priority status.

5) Lack of sufficient back-up when staff are absent. Between March and August, supervisor averaged over 20% of time on non-caseload duties such as meetings, contacts with DHS, evals, etc. [It's probably actually more than that as I often did not remember to add in the various problem solving consults with staff which happen multiple times per week in short amounts of time.] In the past, with 2 SEA (Support Enforcement Aide) positions, supervisor was better able to delegate more caseload duties out to the SEAs.

Lastly, by providing some relief to these program areas, the supervisors will be able to participate in both regional and state planning meetings that are critical to attend in order to gain knowledge of state and federal legislative changes.

**ACCOUNTING TECH / CHILD SUPPORT CASE AIDE  
SALARY CHART W/BENEFITS**

	<b>2013 Start</b>	<b>0.5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6</b>
		<b>+6 Mnths</b>	<b>+6 Mnths</b>	<b>+1 yr</b>	<b>+1 yr</b>	<b>+1 yr</b>	<b>+2 yr</b>
<b>2010 Wage Scale</b>	<b>Minimum</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>CLASS P</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
<b>Total Hourly</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
<b>Total Salary</b>	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

	<b>2013 Start</b>	<b>0.5</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>6</b>
		<b>+6 Mnths</b>	<b>+6 Mnths</b>	<b>+1 yr</b>	<b>+1 yr</b>	<b>+1 yr</b>	<b>+2 yr</b>
<b>2010 Wage Scale</b>	<b>Minimum</b>	<b>Step 1</b>	<b>Step 2</b>	<b>Step 3</b>	<b>Step 4</b>	<b>Step 5</b>	<b>Step 6</b>
<b>CLASS P</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
<b>Total Hourly</b>	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48
<b>Total Salary</b>	\$ 27,747.20	\$ 29,016.00	\$ 30,326.40	\$ 31,761.60	\$ 33,238.40	\$ 34,736.00	\$ 36,358.40

# Pay Scale and Job Descriptions

# Aitkin County

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

County Board adopted 4/9/2013





## *Position Description*

### **SOCIAL WORKER**

**Department** Health and Human Services Department  
**DBM/Grade** To be determined  
**Reports to** Social Services Supervisor  
**FLSA Status** To be determined by Fox Lawson  
**Union Status** AFSCME HHS Unit

#### **Final Appointing Authority**

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

#### **Job Summary**

To assist individuals and families in the areas of adult and child protection, mental health, chemical health, developmental disability, foster care licensing, TBI, elderly services by providing direct services, community referrals, case mgmt, supportive services and service coordination, including assessment of need, care planning/implementation, budget authorization and quality assurance.

#### **Supervision Received**

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

#### **Supervision Exercised**

No formal supervisory authority.

#### **Essential Functions**

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

1. Assess client's needs, develops treatment plans, coordinates with other agencies and professionals, and provides ongoing evaluations of progress.
2. Conducts investigations of maltreatment for children and adults, develops plans for the safety of these populations, and responds to crises after normal business hours if necessary.
3. Provides counseling and crisis intervention to families and individuals, in and out of the office.
4. Conducts direct service duties in residents' homes or community settings in which the conditions may be hostile and/or unsanitary, using critical thinking skills to respond to situations that may be volatile or harmful. Transports clients who may be hostile or uncooperative.
5. Maintains case records and documentation so they are in state/federal audit-ready condition.
6. Advises the Court through written reports and expert testimony on the matters of protection, custody, adoption, guardianship, pre-petition screenings, civil commitment and visitation.



## *Position Description*

7. Monitors the spending of significant county, state and federal program dollars to ensure the prudent and most efficient use of those funding streams.
8. Monitors the provision of services by professionals and para professionals, including adult and child foster care providers, home care providers and community support providers.
9. Appointment as legal guardians or custodians for specific clients, adults and children, and in those roles, accepts responsibility for making decisions regarding living arrangements, education, employment and medical needs.
10. Acts as representative payee or authorized representative with legal authority to manage and direct the use of clients' personal funds.
11. Ensures the confidentiality of client records.
12. Conducts training to the community, specialized service providers and special groups regarding social service programs.
13. Presents information and training to ensure competency in current practice standard and job skills.
14. Attends training and meetings as needed.
15. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

Requires a Bachelor's degree from an accredited four-year college or university with a major in social work, psychology, sociology or closely related field.

Must obtain pertinent CEU's required for assigned position.

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

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

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Current principles and practices of social work case management as they apply to the treatment of human behavior problems/disabilities..
3. Causative factors leading to social maladjustment.
4. Socio-economic factors which promote stable family life and an understanding of the elements which affect family security.
5. State and Federal laws and rules relating to relating to the protection of vulnerable consumers
6. Court procedures including due process of law, rules of evidence and testimony.
7. Requirements of permanency and or reunification as it apply to the consumers being served.
8. Case planning.
9. Principles and techniques of interviewing and recording in social work and the ability to apply them.
10. Dynamics of physical and mental illness, chemical dependency and domestic violence and their effects of functioning within social systems.



## *Position Description*

11. Family systems and community organization and the availability and utilization of appropriate local resources and services..
12. Computer systems and electronic record keeping.
13. Knowledge of, and sensitivity to cultural differences and laws. i.e. Tribal laws.
14. Vocational and Avocational skills eligibility criteria for services funded by waiver programs, public assistance programs and associated health plans.
15. Guardianship/Conservatorship duties and responsibilities.
16. Diagnostic testing modalities.
17. Data Privacy Rights and HIPPA requirements.

### Skill in:

1. Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Skill in reading, writing, and speaking English proficiently.
4. Skill in organizing and prioritizing work.
5. Detecting non-verbal communication.
6. Interviewing clients and collaterals.
7. De-escalation of angry individuals and hostile situations.
8. Self defense techniques.
9. Analytical and deductive reasoning.
10. Advocacy on behalf of clients.
11. Assessment and coordination of client needs/services.
12. Collaboration with service providers.
13. Maintaining professionalism in a variety of situations.
14. Negotiating with service providers.
15. Quick-thinking and reactions to situations in the field.
16. Technology skills sufficient to operate computers, copiers, cameras and recording equipment

### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate with diverse populations in order to advocate effectively on their behalf.
4. Testify in court under hostile cross examination.
5. Motivate the most disadvantaged segment of the community.
6. Develop and maintain effective working relationships with clients, relatives, the Courts, local law enforcement, schools and the public to enhance safety, efficiency and knowledge base.
7. Analyze complex situations and evaluate potential for improvement.
8. Manage time productively, meet deadlines and comply with state and federal law to enhance improved outcomes..
9. Effectively apply casework knowledge and skills to maximize the client's benefit.
10. Work creatively within an agency in the community setting and in effectively utilizing appropriate community resources and services toward self sufficiency.



## *Position Description*

11. De-escalate hostile situations to enhance safety of clients and staff.
12. Productively and respectfully confront issues in families and individuals to promote personal growth and mastery of skills necessary for consumer safety, independence and a higher level of functioning.
13. Effectively access, navigate and manage complex computer data systems
14. Ability to drive a vehicle, and navigate through urban and rural areas, often in inclement weather, for the purpose of transporting clients, home visiting and providing assessments and services.
15. Work independently, and make critical decisions in the field with limited direction.
16. Travel and work in excess of standard hours when necessary.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, PowerPoint, SSIS, MMIS, and Internet.

### **Ability to Travel**

Frequent travel is required to family residences, facilities, jails, foster homes, hospitals, Indian Reservations throughout the State of MN for meetings, trainings, staffings, court hearings and assessments/investigations.

### **Competencies**

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

Ethics, attendance/punctuality, safety and security, dependability, analytical, design, problem solving, project management, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, change management, leadership, quality management, business acumen,



## *Position Description*

cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, innovation, flexibility, and crisis management.

### **Work Environment**

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including unclean houses, potential for walking into drug lab sites, unstable structures, snowy/icy roads, rotting garbage, insect infestations, dangerous dogs, sewage, disease, volatile clients, and remote locations without cell phone service.

Susceptible to worker burn-out and compassion fatigue.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

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

While performing the duties of this job, the employee 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.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/2013



***Position Description***

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



## *Position Description*

### **PUBLIC HEALTH NURSE**

**Department** Health and Human Services Department, Public Health Division  
**DBM/Grade** To be determined  
**Reports to** Public Health Nursing Supervisor  
**FLSA Status** To be determined by Fox Lawson  
**Union Status** Non-union

#### **Final Appointing Authority**

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

#### **Job Summary**

To perform professional public health nursing services to ensure proper administration and coordination of established public health programs. To prevent disease and promote health and wellness to individuals, families, groups and all citizens of Aitkin County.

#### **Supervision Received**

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

#### **Supervision Exercised**

No formal supervisory authority.

#### **Essential Functions**

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

1. Researches, assesses and makes recommendations concerning a diverse population of clients and families in a variety of settings by conducting health assessments in client homes and at public health clinics. Utilizes comprehensive assessment techniques to include a review of physical, functional, mental and socioeconomic status; family dynamics, roles and support systems; and educational needs. Interprets health screening findings to the client and or/family. Makes or assists with referrals to local health providers and community agencies.
2. Performs ongoing evaluation of client and family status and meets public health nursing care needs of a selected case load. Provides comprehensive case management and coordinates services provided through a multidisciplinary approach collaborating extensively with multiple community agencies.



## *Position Description*

3. Provides public health education in the community. Meets with physicians, school personnel, Health & Human Services personnel and other interested parties to promote optimum health practices and develops health education classes and programs throughout the county for various community groups and public health programs.
4. Reviews documentation in charts to ensure compliance with federal, state and contracted provider rules and regulations for the specific program area. Initiates, maintains and updates various records and prepares reports of work activities, communicable diseases and other subjects for physicians and department, grant and program administrators at a county and/or state level.
5. Investigates and monitors reports of communicable diseases and undertakes disease prevention and control activities in accordance with public health policies, including adult and child immunization clinics. Coordinates efforts with physicians, school personnel and others regarding spread and treatment of the disease.
6. Participates with other members of the community in assessing, planning, implementing and evaluating health services including the promotion of a broad continuum of primary, secondary and tertiary prevention of illness. Represents the department on various advisory committees and at community activities throughout the county to determine community needs and assist with goal implementation and activities related to the promotion of health and the prevention of disease.
7. Ensures that clinical documentation and department billing, such as vouchering, invoicing and time recording, is timely, accurately completed, kept secure and confidential and maintained consistent with Public Health policies and procedures.
8. Pursues professional growth experiences, opportunities and trainings.
9. Participates in the development, planning, reassessing, implementation and evaluation of an emergency preparedness plan for the county. May be required to report for specialized assigned duties or perform emergency response roles.
10. Attends training and meetings as needed.
11. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree from an accredited school of Nursing, Registered Nurse License and Public Health Nurse Certificate, both issued by the Minnesota Board of Nursing, and CPR Certification.

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

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

Knowledge of:

1. Knowledge of County and departmental policies, procedures, and practices.
2. Public health nursing and case management practices.
3. Current medical trends and evidence based nursing practice.
4. Emergency procedures.
5. Family and group dynamics.
6. Community resources and referral processes.





## *Position Description*

7. Federal, state, county and contracted provider health-related laws and regulations of various program areas.
8. The role of Health & Human Services workers in the population served.
9. The Public Health Division's mission, policies and procedures.
10. Legal responsibility for the standards of practice in the area of public health nursing.
11. The third-party payer system.

### Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Computer and typing skill sufficient to complete 60 net words per minute without errors.
3. Reading, writing, and speaking English proficiently.
4. Organizing and prioritizing work.
5. Use and operation of a variety of medical and laboratory tools and equipment.
6. Operating modern office equipment.
7. Operating a motor vehicle safely.
8. Weighing and measuring adults and children accurately.

### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Communicate effectively, both verbally and in writing with clients, families, physicians and other professionals and coworkers.
4. Implement plans of care, evaluate and revise the plans on an ongoing basis.
5. Make independent decisions in altering plans of care to fit individual situations.
6. Advocate for and make care plan recommendations to clients, families and professionals based on the client's and/or family's needs and characteristics.
7. Establish and maintain effective and supportive public relations sufficient to interpret and convey information, policies and legal requirements to inquiring individuals and organizations.
8. Integrate knowledge of public policy and resource management into program development.
9. Determine applicant eligibility based on demographics & health status.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

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



## *Position Description*

### **Reasoning Skills**

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, PowerPoint, Public Health Activity Tracking (PHAT), SSIS, MMIS, HuBERT, MIIC, FAP, and Internet.

### **Ability to Travel**

Frequent travel is required to client home visits, public health clinics, trainings, and meetings throughout the county, region and state.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate.

While traveling and making home visits, may be exposed to a variety of situations including deteriorating housing, aggressive and/or threatening clients, unrestrained and/or aggressive animals and pets, infection and chronic disease exposure, and inadequate and/or poorly maintained roadways / driveways.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, lab and clinical equipment, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

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



### *Position Description*

While performing the duties of this job, the employee 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.

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

#### **Disclaimer**

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#### **Reasonable Accommodation Notice**

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



## Position Description

### **PUBLIC HEALTH EDUCATOR / EMERGENCY PREPAREDNESS COORDINATOR**

*2/3 of this position involves public health education and outreach, and the administration/grant duties necessitated thereby; 1/3 of the position involves planning and preparing for public health emergencies or other emergencies to which public health has a response role and the administration/grant duties necessitated thereby.*

**Department** Health and Human Services Department, Public Health Division  
**DBM/Grade** To be determined  
**Reports to** Public Health Nursing Supervisor  
**FLSA Status** To be determined by Fox Lawson  
**Union Status** Non-union

#### **Final Appointing Authority**

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

#### **Job Summary**

To assess, analyze and evaluate community health status and related data; to facilitate/collaborate with community partners to meet public health goals; to prepare for, plan for, respond to (24/7) and assist in recovery of any emergency that impacts the health of the public; to assess, analyze, evaluate and report on actions taken in health education or emergency preparedness; to educate the public.

#### **Supervision Received**

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

#### **Supervision Exercised**

No formal supervisory authority.

#### **Essential Functions**

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

1. Develops, maintains, and updates County All-Hazard Public Health Emergency Plan to mitigate, prepare for, respond to, and recover from natural or man-made disasters that effect the health of the public and/or disease outbreaks that impact the county and/or its communities.
2. Devises and defines strategies, resources, contingencies in Emergency Preparedness planning, protocol, exercise development, staff and just-in-time training.



## *Position Description*

3. Plans, formulates, implements and oversees specific programs, activities, policies, and procedures, ensuring the use of best practices, program quality and efficiency, and compliance with federal, state, county and grant rules and regulations.
4. Coordinates staff activities to meet Health Education and Emergency Preparedness objectives and facilitate, analyze, and evaluate implementations.
5. Conducts research into and determines the specific services in and the gaps of services in county/communities and provides consultation to unit, department, organizations, agencies and elected officials to develop goals and objectives based on public health principals and best practices.
6. Serves on various local, regional and state working and/or advisory committees to provide input and coordinate or develop public health information, outreach, programs, activities or exercises.
7. Develops and maintains working relationships with, consults with and collaborates with a wide array of organizations to address community health concerns and/or enhance the community capacity for emergency response.
8. Prepares administrative and statistical reports and oral presentations on public health and emergency preparedness issues, initiatives, programs, exercises and events.
9. Plans and prepares program grant plans, reports, budgets and evaluations; directs and monitors activities and expenditures.
10. Develops educational materials such a brochures, booklets, calendars, power points, web sites, public service announcements, news releases, billboards, theatre ads, and social media.
11. Serves as communications and outreach specialist for Public Health and regional groups, coordinating Public Health initiatives such as electronic communications and information systems, maintenance of web sites.
12. Promotes general community understanding and acceptance of the area of health concerns and Public Health Emergency Preparedness.
13. Researches potential funding sources to support public health program needs and prepares and submits grant applications to appropriate funding sources.
14. Attends training and meetings as needed.
15. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Bachelor's degree from an accredited college/university with a major in public health education, community health education or a related field.

Experience in the following areas preferred:

- writing, designing and producing public health informational materials including fact sheets, reports, articles and pamphlets;
- researching, designing and writing public health training manuals and other training materials;
- organizing and presenting workshops or recruiting, organizing and coordinating the training of community groups;
- researching, writing, producing and distributing newsletters;
- designing and maintaining a clearinghouse of public health education materials.



## *Position Description*

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

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

Knowledge of:

1. County and departmental programs, policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Considerable knowledge of the principles of Public Health.
4. Considerable knowledge of the principles of Emergency Management, National Incident Management and ICS.
5. Considerable knowledge of Public Health Emergency Management
6. Public health programs, goals and philosophies
7. Federal, state, and county mandates, grant requirements, grant restrictions and Public Health law for program areas.
8. Knowledge and understanding of marketing to public / target marketing.
9. Concepts of population education
10. Public Health Protocols.
11. The available sources of public health information.

Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, coworkers, and the general public sufficient to exchange or convey information and to receive work direction.
2. Organizing and prioritizing work.
3. Computer skills and typing skill sufficient to complete 60 net words per minute without errors.
4. Preparing and making presentations to groups / public speaking.
5. Reading, writing, and speaking English proficiently.
6. Establishing, developing and facilitating effective interpersonal relationships, workgroups, and collaboratives.
7. Understanding, analyzing, and interpreting current health data, behavior trends, research, and best practices
8. Research, documentation, citation procedure and law.
9. Desktop design, photo editing, and publishing.
10. Working with businesses, agencies, and organizations to coordinate multifaceted activities.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisor, and subordinates with respect, honesty, and consideration.
2. Analyze, interpret and explain complex data and to develop and implement program, protocols, plans and policies on the basis thereof.
3. Present information and ideas accurately, verbally or in writing, for public, clients and/or partners.
4. Work independently and manage multiple activities and tasks.
5. Write, design, produce and utilize mass media tools to capture, inform and educate.



## *Position Description*

6. Work under stressful conditions, to implement plans, and to act according to Incident Command Structure in various command roles.
7. Be flexible and adjust quickly to changing status quo.
8. Interpret and convey information, policies, and legal requirements regarding Public Health to local citizens, organizations, or elected officials.
9. Ability to work well with the public.

### **Language Skills**

Very High Skills – Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from customers, regulatory agencies, or members of the business community. Ability to write speeches and articles for publication that conform to prescribed style and format. Ability to effectively present information to top management, public groups, and/or governing boards.

### **Mathematical Skills**

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

### **Reasoning Skills**

High Skills – Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

### **Computer Skills**

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Public Health Activity Tracking (PHAT), Catch3, MDH Workspace, Adobe Photoshop & Acrobat Pro, Turning Point Technology, and Internet.

### **Ability to Travel**

Ability to travel around county and region to attend meetings and provide education. Ability to travel and stay overnight for conferences throughout the state and, rarely, out of state.

### **Competencies**

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

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



## *Position Description*

### **Work Environment**

The noise level in the work environment is usually quiet.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, presentation equipment, projector, Turning Point hardware, portable PA system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

### **Physical Activities/Requirements**

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

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

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

### **Disclaimer**

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### **Reasonable Accommodation Notice**

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05/2013

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





## Position Description

### CASE AIDE

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

*It is important to note that case aides do not have to know all that is in this description nor is this description inclusive of all possible duties. This is an example of what duties may be performed in order to show level of responsibilities.*

#### 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 provide paraprofessional support to administration and line staff.

#### Supervision Received

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

#### Supervision Exercised

No formal supervisory authority.

#### Essential Functions

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

1. Determines eligibility of clients for state and federal programs, both initially and ongoing, and maintains complete and accurate records on client eligibility. Ensures the delivery of services meets county, state, and federal laws, mandates, policy requirements and/or standards.
2. Creates, monitors, processes, and maintains case records/charts with required documentation. Reviews case records for completion of required agency forms.
3. Explains social service, income maintenance, public health, and other community programs and services to individuals or groups.
4. Explains services and application procedures to individuals or groups and assists individuals in completing social service application forms.



## *Position Description*

5. Interviews clients to obtain and verify necessary factual information. Monitors and reports to appropriate staff the behavior of clients and their families during assigned visits and contacts. Investigates/obtains additional information from the applicant/client or collateral source when required through phone calls, correspondence, or personal contact in order to clarify or obtain necessary facts on applications and forms.
6. Makes appropriate referrals to the agency and/or other community resources.
7. Makes contact with community resources as assigned.
8. Informs clients of the right to appeal and of other rights.
9. Performs clerical functions as assigned.
10. Performs statistical operations relevant to social service program procedures, such as collecting data and generating reports required to meet state and federal requirements.
11. Assists professional staff and supervisors in processing and monitoring purchase of service contracts.
12. Composes correspondence and constructs reports as needed.
13. Assists other agency staff with client groups, day care, foster care, and volunteers. Assists staff with direct client services, such as visitation, transportation, and budgeting.
14. Manages data exchanges between county and state information systems.
15. Maintains state program equipment inventory.
16. Attends training and meetings as needed. Participates in meetings, committees, new staff orientations, workshops, training sessions, special projects and program development/evaluation.
17. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

High school diploma, plus three years of successful clerical experience and/or experience working with the public, or the equivalent.

or

Two years of successful clerical experience in a social services/human services agency.

or

Two years of experience as a Community Service Aide or similar experience in a private non-profit agency or other public agency.

or

Two years of study at an accredited two or four year college/university or similar institution, with emphasis in the behavioral sciences (at least 23 quarter credits or 16 semester credits).

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



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

#### Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Interviewing techniques and skills in conducting interviews.
4. Human behavior.
5. Agency programs, operations, policies and procedures.
6. Available community resources.
7. Basic mathematics.
8. Advanced office principles and procedures, accounting, and recordkeeping skills.
9. Working knowledge of the methods and techniques for a multitude of state and federal Health and Human Service programs.

#### Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.

#### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Relate to people in an appropriate manner.
3. Organize and coordinate job activities.
4. Gather and interpret facts relating to eligibility.
5. Accurately and rapidly process detailed information.
6. Make decisions.
7. Remain objective and make sound decisions.
8. Establish and maintain effective working relationships with clients, public, co-workers, and agency administration.
9. Establish and maintain accurate and systematic records.
10. Express ideas clearly.
11. Comprehend written and verbal instructions.
12. Communicate effectively, both orally and in writing.
4. Accurately enter data on departmental systems.
5. Maintain confidentiality.
6. Drive safely while traveling and transporting passengers.
7. Assess possible problems during visitations/client appointments and take appropriate actions.
8. Maintain composure under stressful situations.
9. Read and interpret court orders, legal documents and state statutes.



## *Position Description*

### **Language Skills**

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

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software E-time, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Follow Along Program, PHAT, MMIS, MN-ITS, CATCH3, MAXIS, PRISM, SSIS, SMI/SIR, HUBERT, Odessey, Adobe, Internet and other job-related software.

### **Ability to Travel**

Regularly travel to various clinic sites, mandatory trainings, client transports and visits.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

Computer or laptop, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, Cat 5 network cables, USB flash drives, Kensington locks, router, signature pad, air card, digital camera, digital scales, county-owned vehicles and personal vehicle (requires proof of insurance on file).



## *Position Description*

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 30 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 30 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

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



## *Position Description*

# ACCOUNTING TECHNICIAN

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

### **Final Appointing Authority**

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

### **Job Summary**

To receive, sort, correct, and reconcile a variety of accounting documents such as invoices, payment vouchers, and billings. Posts data to appropriate accounts, reviews and codes financial information, disburses funds, makes deposits and prepares financial reports. Work is performed by applying knowledge of accounting terminology and through the use of spreadsheets, database software and/or complex computer systems. There is a large emphasis in recognizing errors and/or problems, recommending alternative solutions, and implementing these procedures independently.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Collects and verifies all the required documentation and client data and submits for reimbursement. Confirms receipt of claims submitted, investigates any discrepancies and resubmits when necessary. MMIS (on-line State system): enters and updates service agreements for eligibility; enters Medical Assistance recoveries for Federal & State reimbursement. Prepares and submits Case Management (Waiver, TCM) & other miscellaneous claims by following State and Federal legislation: monitors client eligibility, validates staff time entries, and manages rate file. Prepares and submits claims billable to Third Party Liabilities: flu shots, Rule 25 assessments, immunizations, PCA assessments, Mental Health TCM, etc.



## *Position Description*

2. Audits, confirms and processes payments to clients, providers, and outside vendors using many different payment systems, but always following accounting standards. Maintains agency vendor payment systems: continuous update of current vendors and entry of new vendors."Friday Checks" and Board Bills issuance: verifies coding, attache's payment documentation, dates of service, units, and etc., enters all vouchers into either IFSpi or SSIS, and completes processing steps. Verifies Foster Care placements (dates, time frames, homes or facilities), approves service arrangements for payment, and enters accurate information into SSIS, issues payments for foster care placements. Manages the Social Welfare program (Rep Payee): receipts and disburses monies from Social Security, SSI and any settlements for clients. Verifies and enters payments into on-line State Systems (MEC2): payments issued directly to clients and/or providers at the state level.
3. Receipts, records and verifies client information for all recoveries and collections made to the agency. Posts, adjusts and balances client accounts as payments are received and new charges are added. Manages the ACS (Agency Collection System): sets up the Control File, Transaction Type File, Client File, and Account File and maintains accurate information into each file which includes continual updates of new releases and new information as it comes into the Agency. Receipts and records recoveries into the proper claim system (ACS, MAXIS, MEC2, MN DOR-Revenue Recapture) and into the correct agency revenue accounts. Maintains Client Claims: enters adjustments, charges and payments. Prepares and mails monthly statements from ACS. Some of the charges entered in ACS include: Waiver Service Obligations, MA Spenddowns, Detoxifications and Elderly Respite Services. Maintains the Revenue Recapture (MN DOR) program: enters Revenue Recapture information using State mandated rules, regulations, and procedures on all clients from the ACS & MAXIS systems.
4. Maintains accurate financial records so data may be collected and compiled in to financial and statistical reports to County, State & Federal officials. Completes steps to send Child Support monies to the State when received at the County. Foster Care State Report: reports to the State Department on a quarterly basis, all activity in IV-E and Administrative Foster Care. Completes miscellaneous financial and statistical reports as required.
5. Attends training and meetings as needed.
6. Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Must be eligible for appointment by the MN Merit System.

High school diploma, or the equivalent, and two years of experience involving a combination of office support and bookkeeping responsibilities.

Or

Completion of college coursework, vocational school, or business school in accounting may be substituted on a year-for-year basis for the experience involving a combination of office support and bookkeeping responsibilities.

Upon hire, must have the ability to obtain a Certificate of Understanding issued by DHS for Maxis, Prism, and Mec2, HIPAA Certificate, and Registered Log-on ID issued by DHS and DOR.



## *Position Description*

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

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

#### Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Accounting terminology and practices.
4. Principles of governmental accounting.
5. Business math.
6. Spreadsheets and database software.
7. The automated accounting system used in the work area.
8. General record keeping and filing systems.
9. Techniques used in locating errors.
10. Office terminology, procedures, and equipment.
11. Uses and applications of computer systems.

#### Skill in:

1. Communication and interpersonal skills as applied to interaction with supervisors, staff, and the general public sufficient to exchange or convey information and to receive work direction.
2. Typing skill sufficient to complete 60 net words per minute without errors.
3. Skill in organizing and prioritizing work.

#### Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Analyze, plan, organize and perform detailed bookkeeping procedures rapidly and accurately.
3. Analyze financial records and reports, locate errors and provide solutions.
4. Initiate departmental procedures sufficient to train or lead new workers in office practices.
5. Exercise independent judgment, initiative and discretion in developing work methods and operating procedures in order to implement departmental activities and policies.
6. Understand and carry out detailed written and oral instructions.
7. Reconcile and/or balance financial transactions and accounts.
8. Perform basic arithmetical computations (addition, subtraction, multiplication and division).
9. Compare data from a variety of sources for accuracy and completeness.
10. Interpret accounting records and documents and prepare information in summary form.
11. Work under pressure and willingness to accept responsibility for meeting deadlines.
12. Maintain effective working relationships with supervisors, co-workers, and the public.
13. Perform detailed work with speed and accuracy.





## *Position Description*

### **Language Skills**

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### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

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

County Financial System (IFS), County Payroll Software E-time, Microsoft Word, Excel, Outlook, MAXIS, MMIS, Mec2, SSIS, Prism, ACS, SWS, MN DOR, MN-ITS, Office Ally, PC-ACE Pro32, Internet and other job-related software.

### **Ability to Travel**

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

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, county-owned vehicles, and personal vehicle (requires proof of insurance on file).



## *Position Description*

### **Physical Activities/Requirements**

Climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, carrying, use of fingers, grasping, talking, hearing, seeing, and repetitive motions. Must have the ability to lift and/or carry up to 20 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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*"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: 11-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

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

Requested Meeting Date: 11-26-13 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 13D.03 Subd. 1 (b) Labor Negotiations
- Approve under Consent Agenda
- Adopt Ordinance Revision
- Approve/adopt proposal by resolution (attach draft resolution)
- Other (please list) \_\_\_\_\_

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

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

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

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



**Supporting Attachment(s)**

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

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