

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: 1. Remodeling Project for Planning and Zoning
2. Snow Removal Equipment Purchase for Building Maintenance
DATE: November 21, 2013

Item One:

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. This was brought to the Facilities Committee in June 2013 and unanimously approved.

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 was the only contractor to respond.

The projected costs for completing this project are:

\$23,950.00 – Hytec Construction
\$ 580.00 - Dutch's Electric
\$ 547.33 - Building Permit
\$25,077.33

The funds for this project will come out of 2014 Department 111, Buildings budget.

Motion requested: Approve \$25,077.33 for remodeling Planning & Zoning Office, using funds from 2014 Department 111 expenditures.

Item Two:

The 2005 Cub Cadet used for blowing snow is out of service due to a cracked and leaking rear axel casing. I have estimates for the cost of repairing the Cub Cadet, for purchasing a snow blower attachment for our existing commercial John Deere tractor, and for purchasing a used John Deere tractor from Midwest Machinery (Northwoods Equipment) to replace the Cub Cadet. Quotes are attached.

\$2,602.23 is the estimated cost to repair the 2005 Cub Cadet.

\$4,590.28 is the estimate for a new snow blower attachment for our existing tractor.

\$4,804.03 is the quote for purchasing a used John Deere lawn and snow tractor.

I recommend purchasing the used John Deere lawn and snow tractor. The funds for this tractor will come out of 2014 Department 111, Buildings budget.

Motion requested: Approve purchase of used John Deere lawn and snow tractor from Midwest Machinery at a cost of \$4,804.03, using funds from 2014 Department 111 expenditures.

November 20, 2013

Bill Thompson
Building Maintenance supervisor
209 2nd 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 base bid 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 from the above base bid to use existing cabinets)
- New Granite counter top (included allowance \$4,500)
- Night work figured
- All sales tax

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

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 _____

CITY OF AITKIN BUILDING PERMIT APPLICATION

DATE: 11/21/13

PROPERTY OWNER'S NAME Aitkin County
PROPERTY ADDRESS 209-2nd St NW
PHONE # 927-7363 BT 218-838-9323

For Office use only:	
Permit No.:	<u>2013-64</u>
Appl. Rec'd.:	
Zoning:	

CHECKLIST

- NA Is property located in either **Flood Zone A or B**?
- NA Determine property lines (responsibility of the property owner). Show % of impervious coverage before project & % of impervious coverage after project. **Provide Site Sketch.**
- NA Check the Zoning Ordinance for specifications and proper use of the property. **This property is zoned _____.**
- NA Present **two sets of plans** of the proposed project, to scale, indicating the direction 'north' and the number of feet from the property lines and any other required information.
- NA Will this improvement involve a new connection to City sewer or **water**? If so, **Building Permit will not be issued until the sewer or water design approved.** (Sewer Hook up Permit)
- NA If property is serviced by an **individual sewage treatment system** Certificate of Compliance may be required. (See Individual Sewage Treatment System form)
- NA If your project will disturb more than 1 acre of land, a permit is required from the **PCA** before the building permit will be issued.
- NA If your project involves **wetlands**, the building permit will not be issued until the project has been approved by the Aitkin County Technical Evaluation Panel (TEP).
- NA If your project will require access off of **Hwys. 210/169/47** a permit is required from **MN DOT** OR if your project will require access off a **County Road** a permit is required from the **COUNTY HIGHWAY DEPT.** before the building permit will be issued.
- NA Restaurants/Food Service or Service Garages require a **Grease/Sand Trap** (provide a Grease/Sand Trap Form)
- NA If your project will require **Obstruction or Excavation** of a **City Right-of-Way** a **Registration Form** and **Right-of-Way Permit Application** form must be submitted.

For Office use only:	
FEES	
Permit Valuation Amt:	<u>23,000-</u>
Permit Fee:	<u>324.75</u>
Plan Check Fee:	<u>211.03</u>
Penalty Fee:	
Plumbing Fee:	
Mechanical Fee:	
MN Surcharge Fee:	<u>11.50</u>
Zoning Fee:	
Total	<u>547.33</u>

TYPE OF WORK	
Commercial Project	<u>X</u>
Residential Project	
Addition	
Alterations	<u>X</u>
Garage	
New construction	
Reroofing	
Residing	
Windows	
Sign	
Electrical	<u>see below</u>
Other	

PROJECT DESCRIPTION AND/OR TYPE OF CONSTRUCTION Remodeling zoning office
to create two customer windows.

ANTICIPATED START DATE: December 2013 COMPLETION DATE: January 2014

CONTRACTORS NAME & LICENSE NO: _____ Telephone # _____

If homeowner is doing the work themselves 'HOMEOWNER' form needed _____ If electrical work is being done a Req. for **Electrical** Inspection (REI) Permit needed _____

BUILDER NAME, ADDRESS _____

ARCHITECT NAME, ADDRESS _____

PROJECT COST		FIRE SPRINKLERS REQ'D?		SIZE OF STRUCTURE	
Material		Yes	No	Height	
Value of Labor		Use of Building		Width	
Total Cost	23,952.00	Occupancy Group		Depth	
		Occupancy Load		No. of stories	

I certify that I have completed the steps as outlined in the above procedure. I understand that I cannot start work on this project until receiving authorization and all charges for said permit are paid. Starting work prior to this or providing false information can result in a fine of \$500.00 or a 90-day sentence or both. I understand that the enforcement and administration of the Minnesota State Building Code is a public service and is of necessity limited in nature. Consequently, this building permit and the subsequent building inspection(s) are not to be construed or relied upon as any type of warranty, guarantee or representation on the part of the City that the plans, construction or finished product are necessarily in conformance with the provisions of the Minnesota State Building Code or other applicable construction standards. Further, the City assumes no responsibility or liability for damages of any nature allegedly arising out of the issuance of this permit or subsequent inspections.

ANY PERSON WHO SHALL VIOLATE ANY OF THE PROVISIONS OF THE CITY ZONING ORDINANCE OR WHO SHALL FAIL TO COMPLY WITH ANY OF THE PROVISIONS OF THE CITY ZONING ORDINANCE OR WHO SHALL MAKE ANY FALSE STATEMENT IN ANY DOCUMENT REQUIRED TO BE SUBMITTED UNDER THE PROVISIONS OF THE CITY ZONING ORDINANCE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHED BY A FINE NOT TO EXCEED FIVE HUNDRED DOLLARS (\$500.00) OR BY IMPRISONMENT FOR A PERIOD NOT TO EXCEED NINETY (90) DAYS OR BOTH, AND IN ADDITION SHALL PAY ALL COURT COSTS. EACH DAY THAT SUCH VIOLATION CONTINUES SHALL CONSTITUTE A SEPARATE OFFENSE.

Date: 11/21/13 Signature of Applicant: [Signature] Date: _____ Approved by Building Inspector: _____

For Building Inspector Official

Required Inspections	Date Inspection Done
_____ Site Inspection (staked out) City Clerk 927-2627	_____
_____ Footings	_____
_____ Free Floating Slab (formed & ready to pour)	_____
_____ Poured Walls (before pouring concrete)	_____
_____ Framing	_____
_____ Insulation	_____
_____ Re-Roof (Inspection required after tear off of old roof)	_____
_____ Sheet Rock	_____
_____ Plumbing	_____
_____ Fireplace	_____
_____ Decks	_____
_____ Final Inspection	_____
_____ Other	_____

KEEP THIS INVOICE AS IT IS YOUR ONLY COPY.

AITKIN CO COURTHOUSE
209 2ND STREET NW
AITKIN, MN 56431

AITKIN CO COURTHOUSE
209 2ND STREET NW
AITKIN, MN 56431

9277363

TERMINAL: 20

BRAINERD COUNTRY POWER EQUIPMENT
13380 Hwy 25, Brainerd, MN 56401
www.brainerdcountrypower.com
PH. (218) 829-4699 FAX. (218) 825-9475

RECEIPT REQUIRED ON ALL RETURNS/25% RESTOCKING-FEE
NO RETURNS AFTER 20 DAYS

Work Order #: 28695
SHIPPED VIA: CUSTOMER PICKUP

9277363	1/28/13	132235	041/018	1	0028695-54	9:39:46	PAGE 1 OF 2
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1	1	110918-3214	CUB CADET-TRACTOR SER NUM 6T3200 TRACTOR STOPPED MOVING, NO. STEERING, NO HYDRAULICS FOR SWEEPER PUMP HYD BDU 21L 5	1404.311043.26	1043.26
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RECD BY

It is indicated as part of this communication that the use of a Canon printer for the goods and services listed herein is subject to the terms and conditions of the Canon printer lease program. The lease program is a three-year program with a 30-day trial period. The lease program is available to all Canon printer users who are currently using a Canon printer. The lease program is available to all Canon printer users who are currently using a Canon printer. The lease program is available to all Canon printer users who are currently using a Canon printer.

Repair
of 2



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@mmcjd.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
Equipment Total				\$ 4,295.00

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)
Balance Due	\$ 4,590.28

Salesperson : Y

Accepted By : Y



Quote Id: 8797204

Quote Summary

Prepared For:
AITKIN COUNTY COURTHOUSE
, MN

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

Quote Id: 8797204
Created On: October 21, 2013
Last Modified On: November 04, 2013
Expiration Date: November 28, 2013

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

Quote Summary

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

Salesperson - Y

Accepted By - Y

Handout

Printed Date:11/04/2013 02:43 PM

Probation Survey Report for Aitkin

Reporting Period: Jan thru Sept 2013

Report Date: 10/01/2013

	Prior Year End	Entries	Removals	Period Ending Total
Felony	159	70	51	179
Gross Misdemeanor	201	69	50	220
Misdemeanor	139	67	67	138
Juvenile	41	29	20	50
Totals	540	235	188	587

	Male	Female	Hispanic	Non-Hispanic / Unknown
Felony	131	48	1	178
Gross Misdemeanor	173	47	1	219
Misdemeanor	107	31	3	135
Juvenile	32	18	1	49
Totals	443	144	6	587

	White	Black	American Indian	Asian	Other
Felony	150	5	20	0	4
Gross Misdemeanor	187	4	16	1	12
Misdemeanor	117	2	13	1	5
Juvenile	29	1	4	0	16
Totals	483	12	53	2	37

	Felony	Gross Misd.	Misdemeanor	Juvenile	Total
Arson	3	0	0	0	3
Assault	10	1	3	5	19
Assault-Domestic	6	2	12	0	20
Against Family	0	3	0	0	3
Against Justice	4	3	0	0	7
Against Government	1	3	1	3	8
Burglary	18	1	0	6	25
Counterfeiting / Fraud	12	4	1	1	18
Crim Sexual Conduct	14	0	0	3	17
Crim Vehicle Oper Harm	0	0	0	0	0
Crim Vehicle Oper Death	4	7	0	0	11
Disturbing Peace	1	2	10	11	24
Drugs	54	1	1	7	63
DWI	17	174	92	0	283
Escape Flight	8	1	1	0	10
Gambling	0	0	0	0	0
Harassment / Stalking	2	6	2	0	10
Homicide	0	0	0	0	0
Kidnapping	0	0	0	0	0
Misc / Juv / Fed	1	2	2	9	14
Obscenity	0	0	2	0	2
Other Person	0	0	0	0	0
Property Damage	1	7	3	0	11
Robbery	0	0	0	0	0
Sex Related	1	0	0	1	2
Stolen Property	10	3	0	2	15
Theft	20	8	8	13	49
Traffic	0	18	17	5	40
Vehicle Theft	2	0	4	3	9
Weapons	6	0	2	1	9
[Unknown/NA]	1	0	0	0	1

**Probation and Supervised Release Summary
Aitkin County Probation**

11/01/2013

Active Client Breakdown by Age*

Adult	566
Juvenile	48
Total	614

Active Client Breakdown by Gender*

Female	148
Male	466
Total	614

Active Client Breakdown by Offense*

Unknown	1
Felony	241
Gross Misdemeanor	223
Misdemeanor	142
Petty Misdemeanor	7
Total	614

Active Client Breakdown by Race*

American Indian or Alaskan Native	58
Asian or Pacific Islander	2
Black	13
Unknown	40
White	501
Total	614

**Note: This report includes active probation and supervised release clients.
This report does not include pre-trial or pre-sentence clients.*

also

Diversion/Restorative Justice - 23
Supervised Release - 27
Files transferred to another county - 116



2013 ASSOCIATION OF MINNESOTA COUNTIES AWARDS

**Hyatt Regency - Nicollet Ballroom
1300 Nicollet Mall, Minneapolis MN 55403**

Awards Banquet

**Tuesday, December 10, 2012
6:00 p.m.**

Awards Banquet Attendance Form:

Please list below *all* names of the people who will be joining your county at the Awards Banquet on Tuesday, December 10th. Your county will be billed \$30 for each person attending the Banquet who is *not* registered for the conference. Non-registered Banquet guests need to pick up their meal ticket at the AMC registration desk on Tuesday, December 10th. Tables will be reserved in the front of the Banquet room for award winners. There is room for ten people at one table.

County: Aitkin

County contact: Sue Bingham

Name	Registered for Conference? (Y/N)	Not Registered/Bill \$30
Laurie Westerland	Y	
Don Niemi	Y	
Brian Napstad	Y	
Patrick Wussow	Y	
Terry Neff	Y	
Anne Marcotte	Y	

Please complete this form and return to
Suzanne LaPalm
Association of Minnesota Counties
Fax: 651-224-6540 or email: <mailto:lapalm@mncounties.org>
Information must be received at AMC no later than
Monday, November 25, 2013
Questions? Call Suzanne LaPalm at AMC (651-789-4333)

*emailed
11-22-13*



Minnesota Counties Intergovernmental Trust

100 Empire Drive, Suite 100
St. Paul, MN 55103-1885
www.mcit.org

Phone: 651-209-6400
Toll Free: 866-547-6516
Fax: 651-209-6496

Nov. 15, 2013

NOV 18 2013

Patrick Wussow
Aitkin County Administrator
209 2nd St. N.W.
Aitkin, MN 56431

Dear Mr. Wussow:

Congratulations! Aitkin County has been selected as the county with Outstanding Performance in the Property and Casualty Division for 2013. Aitkin County has distinguished itself in the areas of loss control, risk management, claims administration and responsiveness to MCIT. MCIT commends the county's commitment to managing exposures that jeopardize employees and citizens of the county to loss.

Our award winners will be announced during the MCIT Annual Meeting on Monday, Dec. 9 at 4 p.m. in the St. Croix Room (2nd floor) of the Hyatt Regency in Minneapolis.

The presentation of the MCIT awards will be made at the AMC Awards Banquet the evening of Dec. 10. The banquet will begin at 6 p.m., and the awards will be presented immediately following dinner. People not registered for the conference but interested in attending the banquet are encouraged to share a table at the banquet. **To ease facilitation, please complete the enclosed banquet attendance form (include the names of all people who will share your table) and return to Suzanne LaPalm at AMC no later than Monday, Nov. 25.** Note that anyone attending the banquet who is not registered for the conference will be a guest of the county, and there will be a \$30 per person meal ticket charge. Tables will be reserved in front of the banquet room for award recipients and their guests.

In addition, Aitkin County will be acknowledged in the MCIT 2013 Annual Report to Members. Hundreds are distributed annually, and it's a wonderful opportunity for us to recognize your accomplishments across the state.

Once again, congratulations. MCIT is very pleased to be able to present this important award to Aitkin County in recognition of the outstanding work its elected officials and employees performed in 2013.

Sincerely,

Robyn M. Sykes
Executive Director

AITKIN COUNTY ADMINISTRATION

Patrick Wussow, County Administrator

Aitkin County Courthouse

217 Second Street N.W.

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

November 13, 2013

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

Voyageur Press
PO Box 59
McGregor, MN 55760

NewsHopper
2215 South 6th Street
Brainerd, MN 56401

Re: 2014 Newspaper Bid Specifications

Please see the attached information requesting 2014 newspaper advertising bids.

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

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

Sincerely,



Sue Bingham
Administrative Assistant

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

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

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

This bid package contains the following:

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

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

(Draft for discussion Only)

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

I. GENERAL INFORMATION FOR BIDDERS

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

II. SPECIFIC REQUIREMENTS FOR BIDDERS

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

(Draft for discussion Only)

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

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

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

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

III. BID AWARD CRITERIA

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

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

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

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

Size in inches of newspaper single page sheet = _____ by _____

Maximum number of columns per page in legal notice section = _____

Newspaper circulation within the boundaries of Aitkin County = _____

Weekly circulation within the boundaries of Aitkin County = _____

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

(Please Print Clearly)

Name of Bidding Newspaper: _____

Official Address: _____

Printed Name of Submitter _____ Title _____

Phone: _____

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

Signature in Ink of Submitter

Date

AITKIN COUNTY ADMINISTRATION

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

November 13, 2013

Pat Henderson, Executive Director
Arrowhead Regional Development Commission
221 West First Street
Duluth, MN 55802

COPY

Dear Pat:

At the November 12, 2013 Aitkin County Board meeting Commissioner Don Niemi was reappointed the Aitkin County representative for ARDC.

If there is anything else you need, please let me know.

Sincerely,



Patrick Wussow
Aitkin County Administrator



Minnesota Pollution Control Agency

520 Lafayette Road North | St. Paul, Minnesota 55155-4194 | 651-296-6300

800-657-3864 | 651-282-5332 TTY | www.pca.state.mn.us | Equal Opportunity Employer

October 29, 2013

Commissioner J. Mark Wedel, Chair
515 6th Avenue SE
Aitkin MN 56431

**RE: FISCAL YEAR 2014 (FY 14) FIRST HALF SCORE BLOCK GRANT
AITKIN COUNTY: NOTICE OF CONDITIONAL DISBURSEMENT STATUS**

Dear Commissioner Wedel:

I am pleased to inform you that your county has met the requirements for distribution of the First Half of FY14 SCORE block grants. Electronic payment representing the First Half of your county's total FY 14 SCORE disbursement will be processed to the county treasurer.

However, it has been brought to my attention that your county's solid waste management plan is no longer current. Therefore, I must also inform you that, as required by law, all future SCORE block grants will be withheld until all of the following requirements are satisfied:

- establish a separate general fund account for the grant,
- match the grant with at least 25 percent local funds,
- spend the grant funds and matching funds only on eligible programs,
- submittal of an annual report on county expenditures and resulting improvements in waste management, and
- have in place an approved county solid waste management plan and required updates.**

We look forward to assisting your county in the implementation and operation of SCORE programs, and we will continue to provide assistance to the county during the update/approval process of its Solid Waste Management Plan to ensure continued timely disbursement of SCORE funds.

If you have any questions regarding the disbursement of SCORE funds, please contact Mary Baker at 1-800-657-3864.

Sincerely,

A handwritten signature in black ink, appearing to read "David J. Benke".

David J. Benke
Division Director
Resource Management and Assistance

cc: Scott Collins, County SCORE Contact

SCORE Block Grants to Counties

Fiscal Year 2014

Organization	2012 Population	Fall Payment	Spring Payment	Total Amount
		October 2013	April 2014	
Anoka County	336,748	\$409,183	\$409,182	\$818,365
Carver County	93,584	\$113,714	\$113,714	\$227,428
Dakota County	404,493	\$491,500	\$491,499	\$982,999
Hennepin County	1,180,138	\$1,433,986	\$1,433,986	\$2,867,972
Ramsey County	517,399	\$628,692	\$628,691	\$1,257,383
Scott County	133,326	\$162,005	\$162,004	\$324,009
Washington County	243,313	\$295,650	\$295,649	\$591,299
Metro	2,909,001	\$3,534,730	\$3,534,725	\$7,069,455
Aitkin County	15,919	\$27,975	\$27,975	\$55,950
Becker County	32,973	\$40,066	\$40,065	\$80,131
Beltrami County	45,325	\$55,075	\$55,074	\$110,149
Benton County	38,861	\$47,220	\$47,220	\$94,440
Big Stone County	5,164	\$27,975	\$27,975	\$55,950
Blue Earth County	65,089	\$79,090	\$79,089	\$158,179
Brown County	25,559	\$31,057	\$31,056	\$62,113
Carlton County	35,404	\$43,020	\$43,019	\$86,039
Cass County	28,350	\$34,448	\$34,448	\$68,896
Chippewa County	12,181	\$27,975	\$27,975	\$55,950
Chisago County	53,576	\$65,100	\$65,100	\$130,200
Clay County	60,118	\$73,050	\$73,049	\$146,099
Clearwater County	8,713	\$27,975	\$27,975	\$55,950
Cook County	5,190	\$27,975	\$27,975	\$55,950
Cottonwood County	11,592	\$27,975	\$27,975	\$55,950
Crow Wing County	62,876	\$76,401	\$76,400	\$152,801
Dodge County	20,237	\$27,975	\$27,975	\$55,950
Douglas County	36,412	\$44,244	\$44,244	\$88,488
Faribault County	14,280	\$27,975	\$27,975	\$55,950
Fillmore County	20,837	\$27,975	\$27,975	\$55,950
Freeborn County	31,027	\$37,701	\$37,701	\$75,402
Goodhue County	46,331	\$56,297	\$56,297	\$112,594
Grant County	5,950	\$27,975	\$27,975	\$55,950
Houston County	18,839	\$27,975	\$27,975	\$55,950
Hubbard County	20,359	\$27,975	\$27,975	\$55,950
Isanti County	38,235	\$46,460	\$46,459	\$92,919
Itasca County	45,199	\$54,922	\$54,921	\$109,843
Jackson County	10,279	\$27,975	\$27,975	\$55,950
Kanabec County	16,011	\$27,975	\$27,975	\$55,950
Kandiyohi County	42,315	\$51,417	\$51,417	\$102,834
Kittson County	4,496	\$27,975	\$27,975	\$55,950
Koochiching County	13,208	\$27,975	\$27,975	\$55,950
Lac qui Parle County	7,109	\$27,975	\$27,975	\$55,950
Lake County	10,815	\$27,975	\$27,975	\$55,950
Lake of the Woods County	3,976	\$27,975	\$27,975	\$55,950
Le Sueur County	27,673	\$33,626	\$33,625	\$67,251
Lincoln County	5,816	\$27,975	\$27,975	\$55,950
Lyon County	25,667	\$31,188	\$31,188	\$62,376
Mahnomen County	5,504	\$27,975	\$27,975	\$55,950
Marshall County	9,445	\$27,975	\$27,975	\$55,950
Martin County	20,477	\$27,975	\$27,975	\$55,950

Monday, October 21, 2013

Organization	2012 Population	Fall Payment October 2013	Spring Payment April 2014	Total Amount
McLeod County	36,104	\$43,870	\$43,870	\$87,740
Meeker County	23,056	\$28,016	\$28,015	\$56,031
Mille Lacs County	25,743	\$31,281	\$31,280	\$62,561
Morrison County	33,049	\$40,158	\$40,158	\$80,316
Mower County	39,314	\$47,771	\$47,770	\$95,541
Murray County	8,573	\$27,975	\$27,975	\$55,950
Nicollet County	33,018	\$40,120	\$40,120	\$80,240
Nobles County	21,474	\$27,975	\$27,975	\$55,950
Norman County	6,656	\$27,975	\$27,975	\$55,950
Olmsted County	147,123	\$178,769	\$178,769	\$357,538
Otter Tail County	57,297	\$69,622	\$69,621	\$139,243
Pennington County	14,075	\$27,975	\$27,975	\$55,950
Pine County	29,248	\$35,539	\$35,539	\$71,078
Pipestone County	9,394	\$27,975	\$27,975	\$55,950
Polk County	31,429	\$38,190	\$38,189	\$76,379
Pope County	10,897	\$27,975	\$27,975	\$55,950
Red Lake County	4,086	\$27,975	\$27,975	\$55,950
Redwood County	15,842	\$27,975	\$27,975	\$55,950
Renville County	15,389	\$27,975	\$27,975	\$55,950
Rice County	64,747	\$78,674	\$78,674	\$157,348
Rock County	9,567	\$27,975	\$27,975	\$55,950
Roseau County	15,484	\$27,975	\$27,975	\$55,950
Sherburne County	89,457	\$108,699	\$108,699	\$217,398
Sibley County	15,118	\$27,975	\$27,975	\$55,950
St. Louis County - partial	80,610	\$114,650	\$114,650	\$229,300
Stearns County	151,591	\$184,198	\$184,198	\$368,396
Steele County	36,299	\$44,107	\$44,107	\$88,214
Stevens County	9,751	\$27,975	\$27,975	\$55,950
Swift County	9,609	\$27,975	\$27,975	\$55,950
Todd County	24,526	\$29,802	\$29,801	\$59,603
Traverse County	3,471	\$27,975	\$27,975	\$55,950
Wabasha County	21,482	\$27,975	\$27,975	\$55,950
Wadena County	13,778	\$27,975	\$27,975	\$55,950
Waseca County	19,229	\$27,975	\$27,975	\$55,950
Watsonwan County	11,188	\$27,975	\$27,975	\$55,950
Western Lake Superior Sanitary District	119,414	\$128,399	\$128,399	\$256,798
Wilkin County	6,586	\$27,975	\$27,975	\$55,950
Winona County	51,563	\$62,654	\$62,654	\$125,308
Wright County	127,133	\$154,480	\$154,479	\$308,959
Yellow Medicine County	10,214	\$27,975	\$27,975	\$55,950
Greater	2,459,971	\$3,590,281	\$3,590,264	\$7,180,545
Totals	5,368,972	\$7,125,011	\$7,124,989	\$14,250,000

Sue Bingham

From: Donna Boyer [dboyer@co.aitkin.mn.us]
Sent: Tuesday, November 12, 2013 2:32 PM
To: Sue Bingham
Subject: for 11/19/13 board consensus

Follow Up Flag: Follow up
Flag Status: Flagged

Commissioner Warrants.

Thanks!

November 19
consensus

Aitkin County Board of Commissioners Board Meeting Attendance Record

Date: November 26, 2013

Name	Please check the boxes that apply.			Company Representative -- please list.
	Aitkin County Citizen	Aitkin County Employee		
Jane Lambertini	✓			Aitkin Age
Bob Alarant	✓			MYSELF
John Welke		✓		Highway Department
Keluevrog	X			
Barry Hinowson				ENBRIDGE
CHRISTINE DAVIS				ENBRIDGE
Sara Floetz				Enbridge
JEN MALEITZKE				ENBudge
Mike Braburn				Enbridge
Brenda Butterfield	✓			
Rae Zahn		✓		