

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 17, 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)**
- 9:30** Break
- 9:40** 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 December 4, 2013 – December 16, 2013
 - B) Approve 12/3/13 County Board Special Meeting Minutes
 - C) Approve 12/3/13 Budget Hearing Minutes
 - D) Approve November Manual Warrants
 - E) Approve Auditor Warrants – Tax Overpays
 - F) Approve Commissioner Warrants
 - G) Authorize County Administrator to Approve Year-End Matters
 - H) Approve Reserving Budgeted Funds
 - I) Approve Resolution – 2014 Liquor License Renewals
 - J) Approve Affidavit for Duplicate of Lost Municipal Order or Warrant
 - K) Ratify Teamsters Non-Licensed Essential Unit Collective Bargaining Agreement, 2013 Reopener
 - L) Approve Policy Update 8.5 Job Classification
 - M) Approve Medical Examiner Contract
- 9:45** 3) **Patrick Wussow, County Administrator**
- A) Sustainable Forests Incentive Program – Aitkin County Soil & Water
 - B) Approve Request to Fill Committee Vacancies
 - 1. Park Commission
 - 2. Forest Advisory
 - 3. Board of Adjustment
 - 4. Planning Commission
 - 5. Extension Committee
 - C) Set 2014 Board Meeting Schedule

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 17, 2013 – BOARD AGENDA

- 10:45 4) Bobbie Danielson, Human Resources Manager**
A) Approve 2011-2013 Nurses Settlement & Transfer to Non-union Group
B) Approve 2014 Non-union Compensation Guidelines
C) Set by Resolution the 2014 Salaries of Elected Officials
1. County Attorney
2. County Sheriff
3. County Auditor
4. County Treasurer
5. County Recorder
- 11:15 5) Kirk Peysar, County Auditor**
A) Adopt Final Property Tax Levy
a. Adopt Resolution – 2013 Ditch Fund Budgets
b. Adopt Resolution – 2014 Unorganized Township Budgets
c. Adopt Resolution – 2014 Non-Levy Budgets
d. Adopt Resolution – 2014 Levy
e. Adopt Resolution – 2014 Budgets
f. Adopt Resolution – 2014 ECRL Levy
g. Adopt Resolution – 2014 Boat & Water Safety Budget
h. Adopt Resolution – 2014 Appropriations to ASCS & Snake River Watershed
i. Acknowledge Resolution – 2013 Arrowhead Regional Development Commission Levy
j. Adopt Resolution – Unorganized Road & Bridge Transfers
k. Adopt Resolution – County Ditch & County Development Transfers
- 11:45 Lunch**
- 12:45 6) John Welle, County Engineer**
A) 2014-2018 Road Improvement Plan
B) Discuss and Possibly Approve Resolution Relating to Wetland Mitigation Bank Siting
- 1:30 7) Board Discussion**
Mark Wedel – Airport
Laurie Westerlund – AMC, CHS-SCHAC
Don Niemi – Library
Brian Napstad – AMC, NEMOJET, MHB
Anne Marcotte – AMC, Economic Development
- 2:15 Adjourn**

AITKIN COUNTY BOARD Special Meeting December 3, 2013

The Aitkin County Board of Commissioners met this 3rd day of December, 2013 at 4:00 p.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.

CALL TO ORDER

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the December 3, 2013 amended agenda. Item 5A) DNR Discussion of Strategic Land Asset Management was postponed due to weather.

APPROVED AGENDA

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: November 26, 2013 – December 3, 2013; B) Approve County Board Minutes: November 26, 2013; C) Approve Auditor Warrants – Tax Settlement Payments: Agency \$2,734,598.16; D) Approve Commissioner Warrants: General Fund \$138,337.04, Road & Bridge \$52,332.75, Health & Human Services \$636.66, Trust \$38,605.32, Forest Development \$3,202.25, Long Lake Conservation Center \$12,274.92, Parks \$319.11 for a total of \$245,753.05; E) Accept \$1,000.00 Donation to Sobriety Court – McGregor Area Lions Club

CONSENT AGENDA

Motion for a resolution by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Corner Club Liquor License:

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2013:

**RESOLUTION
120313-096
CORNER CLUB
LIQUOR LICENSE**

“ON”, “OFF” and “SUNDAY” Sale:

Stansberry LLC. d/b/a **Corner Club** - Macville Township

This establishment has an address of 60967 U.S. Hwy 169, Hill City, MN 55748

Terry Neff, Environmental Services Directors reviewed the process for updating and adopting Aitkin County’s Solid Waste Management Plan with the Board. The final update will be brought to the Board in early 2014 for adoption.

**SOLID WASTE
MANAGEMENT
PLAN UPDATE**

The Board reported on the following:

**BOARD
DISCUSSION**

Commissioner Brian Napstad

- **Ordinance Committee** – Attended two meetings. One at the courthouse, and one at the Minnewawa Gun Range
- **EQB** – Attended. Left early to attend BWSR meeting.
- **BWSR** – Met same day as EQB.
- **Joint Powers Natural Resource** – Met in Bemidji November 25th.
- **McGregor Airport Commission** – Met November 6th.
- **Forest Advisory Committee** – Met November 12th.

AITKIN COUNTY BOARD Special Meeting December 3, 2013

Commissioner Don Niemi

- **ARDC** – Met November 21st.
- **Lakes & Pines** – Attended November 18th.
- **Snake River** – Attended.

Commissioner Anne Marcotte

- **Arrowhead ACA** – Attended.
- **Forest Advisory** – Attended November 12th.
- **Itasca County, DNR** – Attended with Mark Jacobs.
- **CMCC Joint Powers Board** – Attended.

Commissioner Laurie Westerlund

- **CMCC Advisory** – Met week before Joint Powers Board.
- **CMCC Joint Powers Board** – Attended.
- **P&Z** – Attended.
- **HRA** - Annual meeting was at Fireside in McGregor.
- **Extension** – Attended.

Commissioner J. Mark Wedel

- **CMCC Joint Powers Board** – Attended.
- **CMCC Executive Committee** – Attended.
- **Airport** – Attended.
- **Historical Society** – Attended.
- **Water Planning Task Force** – Attended.
- **Radio Board** – Attended.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 5:42 p.m. until Tuesday, December 17, 2013 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

AITKIN COUNTY BOARD – BUDGET HEARING

December 3, 2013

The Aitkin County Board of Commissioners met this 3rd day of December, 2012 at 6:11 p.m. in Courtroom One of the Aitkin County Courthouse with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, and Anne Marcotte. Also present were County Administrator Patrick Wussow, County Auditor Kirk Peysar, Environmental Services Director Terry Neff, Sheriff Scott Turner, County Treasurer Lori Grams, IT Director Steve Bennett, County Attorney Jim Ratz, Economic Development Coordinator Ross Wagner, County Recorder Diane Lafferty, County Engineer John Welle, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Kirk Peysar, County Auditor presented information on Aitkin County's 2013 budget, including:

**BUDGET AND
LEVY
PRESENTATION**

- Programs and changes from 2013 to 2014
- Proposed revenues
- Proposed expenditures
- Proposed effects on fund balance
- Costs of wages and benefits
- Reasons why taxes vary from year to year
- Comparison of levies for pay 2013 and pay 2014 taxes

Galen Tveit, resident voiced his opinion on valuations and the complexity of the tax system.

PUBLIC COMMENT

Kirk Peysar, County Auditor announced that the County Board will adopt the final levy at the December 17, 2013 County Board meeting.

**ADOPTION OF
FINAL LEVY**

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 6:40 pm.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Patrick Wussow, County Administrator

DKB1
12/03/2013 9:14AM

Aitkin County

WARRANT REGISTER



November Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
945	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	1,648.66	Claims Paid out	01- 044- 904- 0000- 6360	10/28/13	11/1/13
		Warrant # 945 Total	1,648.66	Date 11/6/13			
946	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431	97.79	Hotel/MCIS mtg- Karen	01- 043- 000- 0000- 6332	10/23/13	10/23/13
			85.50	Standards of appraisal practic	01- 043- 000- 0000- 6405		
			97.79	Hotel/MCIS mtg- Cindy	01- 049- 000- 0000- 6332	10/23/13	10/23/13
			334.77	hotel&meals/WIC conference	05- 400- 410- 0413- 6330	10/27/13	10/30/13
			466.04	Hotel & Meals/WIC conference	05- 400- 410- 0413- 6330	10/27/13	10/30/13
			6.36	- returned phone pag	05- 430- 700- 4800- 6405		
			10.00	gas from Petro Plus	01- 253- 000- 0000- 6511	10/17/13	
			27.00	gas/EC Dev Committee trip	01- 711- 000- 0000- 6511	10/24/13	
			20.67	gas/EC Dev Committee trip	01- 711- 000- 0000- 6511	10/24/13	
			246.06	Hotel/St Louis Co Conf.	05- 430- 700- 4800- 6330	2 rooms, 4empl 10/17/13	10/17/13
			122.32	20 Golden Pond Life Books	19- 521- 000- 0000- 6400	Acorn Naturali	
			101.87	Pathogen Clean up Kits	01- 043- 000- 0000- 6405	Amazon	
			36.52	match holder & pellets	19- 522- 000- 0000- 6416	Amazon	
			47.82	cold packs & sting swabs	19- 522- 000- 0000- 6430	Amazon	
			16.50	bandaids	19- 522- 000- 0000- 6430	Amazon	
			78.15	12 serving bowls	19- 523- 000- 0000- 6420	Amazon	
			30.00	critter food 10/28	19- 522- 000- 0000- 6416	bug company	
			3.20	super glue	19- 522- 000- 0000- 6416	CVS	
			213.60	Hotel/AMC conf- Marcotte	01- 001- 000- 0000- 6332	Duluth 10/16/13	10/18/13
			16.97	Em Mgmt trng meal- Karla	01- 280- 003- 0000- 6340	Duluth 10/29/13	10/29/13
			34.09	gas for motor pool vehicle	19- 524- 000- 0000- 6511	kwik trip	
			85.20	replace AC Adapter- EM	05- 400- 440- 0410- 6405	Lenovo	

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
			12.05	Meal/St Louis Co Conf.	05-430-700-4800-6330	Leslie	
			74.85	meals/WIC conference	05-400-410-0413-6330	Lois P	
						10/27/13	10/30/13
			61.04	Meals/WIC conference	05-400-410-0413-6330	Naomi	
						10/27/13	10/30/13
			39.99	Handset Lifter- Kaycie	05-420-600-4800-6405	Plantronics	
			16.95	meals/St Louis Co Conference	05-430-700-4800-6330	Rebecca	
						10/17/13	10/18/13
			27.48	reflective tape for gate	19-524-000-0000-6422	Rileys	
			129.96	PSOP- outdoor clothing	05-430-710-3670-6020	SA 51017380	
			83.10	inmate supplies	01-252-000-0000-6424	Walmart	
		Warrant # 946 Total	2,610.92	Date 11/7/13			
947	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			75.74	Credit Card Fee	19-522-000-0000-6217	October	
		Warrant # 947 Total	75.74	Date 11/12/13			
948	780	Bremer Bank MORTGAGE- DEED TAX AITKIN, MN 56431					
			25,891.40	October Deed Tax	09-000-000-0000-2025		
			23,793.83	October Mtg Registry	09-000-000-0000-2026		
		Warrant # 948 Total	49,685.23	Date 11/12/13			
949	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			293.80	Claims Paid	01-044-904-0000-6360		
		Warrant # 949 Total	293.80	Date 11/13/13		11/4/13	11/8/13
950	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			46.00	NSF check- Huntley	01-100-000-0000-5529	doc#420363	
		Warrant # 950 Total	46.00	Date 11/20/13			
951	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431					
			19,815.37	State General Tax	09-000-000-0000-2058		

Aitkin County

WARRANT REGISTER



Manual Warrants

Warr #	Vendor #	Vendor Name	Warrant #	951	Total	Description		Account Number	Invoice #	PO #
						Amount	OBO#	On- Behalf- of- Name	From Date	To Date
						19,815.37	Date 11/20/13			
952	8410	Bremer Bank 101 MINNESOTA AVENUE NORTH AITKIN, MN 56431								
						610.94	Claims Paid	01- 044- 904- 0000- 6360		
									11/11/13	11/15/13
						610.94	Date 11/20/13			
953	5462	Bremer Bank (Elan ACH) ELAN ACH AITKIN, MN 56431								
						350.00	NADA renewal	05- 420- 600- 4800- 6231		
						90.00	gas Cards SA#51028685	05- 430- 710- 3160- 6020		
						90.00	gas Cards SA#51028698	05- 430- 710- 3160- 6057		
						7.53	Postage	19- 521- 000- 0000- 6205		
						220.00	exhibit booth fee- MSBA	19- 521- 000- 0000- 6230		
						25.00	monthly date plan renewal	01- 049- 000- 0000- 6231	11/6/13	
						125.00	Reg/Midwest Symposium	01- 052- 000- 0000- 6241	224233861	
									11/21/13	11/21/13
						47.50	safety lancets	01- 252- 000- 0000- 6262	Amazon	
						119.96	diabetes test strips	01- 252- 000- 0000- 6262	Amazon	
						89.31	MCH- CAR SEAT	05- 400- 430- 0408- 6405	AMAZON	
						201.00	APPRAISAL INSTITUTE	01- 043- 000- 0000- 6405	APPRAISAL BOOK	
						30.00	critter food 11/11/13	19- 522- 000- 0000- 6416	bug company	
						70.00	essay contest gift certs	01- 391- 036- 0000- 6416	DQ	
						213.60	hotel/Em management trng	01- 280- 003- 0000- 6332	Duluth	
									10/28/13	10/29/13
						28.62	2 first aid kits	01- 043- 000- 0000- 6405	J & J	
						5.23	Antibiotic ointment for kits	01- 043- 000- 0000- 6405	Life Force	
						31.01	craftsman parts	01- 253- 000- 0000- 6405	Sears	
						7.12	med supplies	19- 522- 000- 0000- 6430	Super One	
						8.06	groceries	19- 523- 000- 0000- 6418	Super One	
						26.29	Air purifier filters	01- 052- 000- 0000- 6405	Target	
						37.68	coffee	01- 253- 000- 0000- 6405	Walmart	
						40.35	gas #220	01- 200- 000- 0000- 6511	Westerlunds	
						1,863.26	Date 11/22/13			
954	8410	Bremer Bank								

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		101 MINNESOTA AVENUE NORTH AITKIN, MN 56431	40.32	Claims Paid	01-044-904-0000-6360	11/18/13	11/21/13
		Warrant # 954 Total	40.32	Date 11/27/13			
44495	9026	MII Life/Select Account P.O. BOX 64193 SAINT PAUL, MN 55164-0193	298.29	Novemb.Participant Fees	01-044-904-0000-6231	965700	
		Warrant # 44495 Total	298.29	Date 11/6/13			
44496	4258	St Louis County Auditor 100 N 5th Avenue W. Room 214 DULUTH, MN 55802	151,212.57	2013 2nd 1/2 FD	13-943-000-0000-2068		
		Warrant # 44496 Total	151,212.57	Date 11/8/13			
44497	5748	Purchase Power PO BOX 371874 PITTSBURGH, PA 15250	5,000.00	Postage	01-044-048-0000-6205	44465268	
		Warrant # 44497 Total	5,000.00	Date 11/13/13			
44498	9208	Dallco, Inc PO BOX 38 FINLAYSON, MN 55735	11,519.12	Final Payment	03-307-000-0000-6262	SAP 001-604-01	
		Warrant # 44498 Total	11,519.12	Date 11/13/13			
44499	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345	2,460.27	Partial Payment	03-307-000-0000-6262	CP 01-60-02	
		Warrant # 44499 Total	2,460.27	Date 11/14/13			
44500	8445	Nortrax Equipment Company 34316 US HIGHWAY 2 GRAND RAPIDS, MN 55744	30,459.38	JD 410E Wheel loader Backhoe	03-308-000-0000-6600	410E2013	
		Warrant # 44500 Total	30,459.38	Date 11/20/13			
44501	5748	Purchase Power					

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u> <u>OBO#</u>	<u>Account Number</u> <u>On- Behalf- of- Name</u>	<u>Invoice #</u> <u>From Date</u>	<u>PO #</u> <u>To Date</u>
		PO BOX 371874 PITTSBURGH, PA 15250					
	Warrant #	44501	Total	5,000.00 Postage 5,000.00 Date 11/20/13	01-044-048-0000-6205	8000499	
44502	12937	Alden Development Inc 23247 480th Street McGregor, MN 55760					
	Warrant #	44502	Total	2,008.00 Tax court refunds per 2 2,008.00 Date 11/26/13	13-943-000-0000-2001	Alden	
44503	12885	Bank of America c/o CoreLogic Services LLC PO Box 853919 Richardson, TX 75085					
	Warrant #	44503	Total	91.00 10-0-050006 overpay per 2 91.00 10-0-050006 overpay per 2 87.00 10-0-050006 overpay per 2 269.00 Date 11/26/13	13-943-000-0000-2001 13-943-000-0000-2001 13-943-000-0000-2004	Wilson Wilson Wilson	
44504	4867	Tri- City Paving Inc BOX 326 LITTLE FALLS, MN 56345					
	Warrant #	44504	Total	577,265.77 Partial Payment 577,265.77 Date 11/27/13	03-307-000-0000-6262	001-612-014	
56127	89203	Core Professional Services, Pa 617 OAK STREET BRAINERD, MN 56401					
	Warrant #	56127	Total	600.00- redeposit # 56127- dup pymt 600.00- Date 11/13/13	01-012-000-0000-6252		
56341	10632	McGrath Historical Committee PO BOX 216 MCGRATH, MN 56350					
	Warrant #	56341	Total	650.00- redeposit # 56341- dup pymt 650.00- Date 11/4/13	01-700-909-0000-6801	tourism grant	

DKB1
12/03/2013

9:14AM

Aitkin County

WARRANT REGISTER



Manual Warrants

<u>Warr #</u>	<u>Vendor #</u>	<u>Vendor Name</u>	<u>Amount</u>	<u>Description</u>	<u>Account Number</u>	<u>Invoice #</u>	<u>PO #</u>
				<u>OBO#</u>	<u>On- Behalf- of- Name</u>	<u>From Date</u>	<u>To Date</u>
		Final Total...	860,932.64	75	Transactions		

Aitkin County



Warr # Vendor #

RECAP BY FUND

<u>FUND</u>	<u>AMOUNT</u>	<u>NAME</u>
1	13,413.54	General Fund
3	621,704.54	Road & Bridge
5	2,079.86	Health & Human Services
9	69,500.60	State
13	153,489.57	Taxes & Penalties
19	744.53	Long Lake Conservation Center
	860,932.64	TOTAL

DKB1
12/11/13 8:35AM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

Tax Overpays

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



DKB1
12/11/13 8:35AM
13 Taxes & Penalties

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
943	DEPT			Taxes And Penalties		
12225	AgStar Financial Services 13- 943- 000- 0000- 2001		353.00	14- 1- 078000 overpay per 2	Hietalati	Cur - Property Taxes
	13- 943- 000- 0000- 2001		95.00	11- 0- 021101 overpay per 2	Wasserzeiher	Cur - Property Taxes
12225	AgStar Financial Services		448.00	2 Transactions		
48	Aitkin Co Abstract Company 13- 943- 000- 0000- 2001		866.00	24- 1- 096900 overpay per 2	Pearson	Cur - Property Taxes
48	Aitkin Co Abstract Company		866.00	1 Transactions		
12813	Aitkin Mini Storage 13- 943- 000- 0000- 2001		40.00	56- 0- 170100 overpay per 2		Cur - Property Taxes
12813	Aitkin Mini Storage		40.00	1 Transactions		
12932	Anderson/Daniel 13- 943- 000- 0000- 2001		18.42	07- 0- 069500 overpay per 2	Anderson	Cur - Property Taxes
12932	Anderson/Daniel		18.42	1 Transactions		
12814	Anderson/Kelly 13- 943- 000- 0000- 2001		4.96	31- 0- 052400 overpay per 2	Anderson	Cur - Property Taxes
12814	Anderson/Kelly		4.96	1 Transactions		
12815	Andreasen/Clayton 13- 943- 000- 0000- 2001		17.00	11- 0- 064304 overpay per 2	Andreasen	Cur - Property Taxes
12815	Andreasen/Clayton		17.00	1 Transactions		
12816	Bailey/Terry 13- 943- 000- 0000- 2001		62.00	08- 0- 053800 overpay per 2	Bailey	Cur - Property Taxes
12816	Bailey/Terry		62.00	1 Transactions		
12404	Becker/Sharon 13- 943- 000- 0000- 2001		263.00	29- 1- 465700 overpay per 2	Becker	Cur - Property Taxes
12404	Becker/Sharon		263.00	1 Transactions		
12886	Bies/Joseph 13- 943- 000- 0000- 2001		7.00	29- 1- 225800 overpay per 2	Bies	Cur - Property Taxes
12886	Bies/Joseph		7.00	1 Transactions		
12348	Bigaouette/Edward & Kathryn					

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
12/11/13 8:35AM
13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	
				<u>On Behalf of Name</u>	
12348 Bigaouette/Edward & Kathryn		45.54	29- 1- 477500 overpay per 2	Bigaouette	Cur - Property Taxes
			1 Transactions		
12817 Biskey/John		434.00	20- 1- 061001 overpay per 2	Biskey	Cur - Property Taxes
			1 Transactions		
12887 Blaeser/Leonard		19.08	34- 1- 070200 overpay per 2	Blaeser	Cur - Property Taxes
			1 Transactions		
12933 Bredeson/Audrey		82.34	29- 1- 333300 overpay per 2	Bredeson	Cur - Property Taxes
			1 Transactions		
12233 Bremer Bank		274.00	23- 1- 066902 overpay per 2	Huggins	Cur - Property Taxes
			1 Transactions		
12888 Bremer Bank NA		144.96	39- 0- 057800 overpay per 2	Bremer	Cur - Property Taxes
			1 Transactions		
12890 Brooks/Jeannette		7.68	21- 0- 003702 overpay per 2	Brooks	Cur - Property Taxes
		67.84	21- 0- 002900 overpay per 2	Brooks	Cur - Property Taxes
		44.08	21- 0- 004900 overpay per 2	Brooks	Cur - Property Taxes
		25.32	09- 1- 084100 overpay per 2	Brooks	Cur - Property Taxes
		7.00	09- 1- 084000 overpay per 2	Brooks	Cur - Property Taxes
		7.40	09- 1- 083900 overpay per 2	Brooks	Cur - Property Taxes
		3.32	09- 0- 067202 overpay per 2	Brooks	Cur - Property Taxes
		162.64	7 Transactions		
12819 Carlson/Jason		7.44	21- 7- 050805 overpay per 2	Carlson	Cur - Property Taxes
			1 Transactions		
12820 Carlstrom/Anton		111.00	18- 0- 050400 overpay per 2	Carlstrom	Cur - Property Taxes

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
12820 Carlstrom/Anton		111.00	1 Transactions	
11472 Corelogic Real Estate Tax Service				
13- 943- 000- 0000- 2001		0.04	13- 0- 048804 overpay per 2	Hardy Cur - Property Taxes
13- 943- 000- 0000- 2001		1,337.00	29- 1- 477600 overpay per 2	Mahler Cur - Property Taxes
13- 943- 000- 0000- 2001		0.06	29- 1- 083200 overpay per 2	Marsyla Cur - Property Taxes
13- 943- 000- 0000- 2001		0.07	56- 1- 171700 overpay per 2	Olson Cur - Property Taxes
13- 943- 000- 0000- 2001		125.00	56- 1- 173900 overpay per 2	Wold Cur - Property Taxes
11472 Corelogic Real Estate Tax Service		1,462.17	5 Transactions	
12821 Coskran/Kathleen				
13- 943- 000- 0000- 2001		363.00	16- 1- 057800 overpay per 2	Coskran Cur - Property Taxes
12821 Coskran/Kathleen		363.00	1 Transactions	
9629 Cu Mortgage Services				
13- 943- 000- 0000- 2001		843.00	29- 0- 025100 overpay per 2	Drahota Cur - Property Taxes
13- 943- 000- 0000- 2001		98.00	20- 0- 031700 overpay per 2	Enyart Cur - Property Taxes
9629 Cu Mortgage Services		941.00	2 Transactions	
1201 Cummings/William				
13- 943- 000- 0000- 2001		158.20	35- 0- 004900 overpay per 2	Cummings Cur - Property Taxes
1201 Cummings/William		158.20	1 Transactions	
12822 Czajkowski/Ronald				
13- 943- 000- 0000- 2001		9.48	12- 0- 020502 refund pen. per 2	Czajlowski Cur - Property Taxes
13- 943- 000- 0000- 2001		4.88	12- 1- 072700 refund pen. per 2	Czajlowski Cur - Property Taxes
12822 Czajkowski/Ronald		14.36	2 Transactions	
8707 Dalzell/ Kim				
13- 943- 000- 0000- 2001		274.00	30- 0- 042700 overpay per 2	Dalzell Cur - Property Taxes
8707 Dalzell/ Kim		274.00	1 Transactions	
12891 Decora/Abel				
13- 943- 000- 0000- 2001		11.84	16- 1- 087700 overpay per 2	Decora Cur - Property Taxes
12891 Decora/Abel		11.84	1 Transactions	
12823 Degonda/Paul				
13- 943- 000- 0000- 2001		14.40	38- 0- 005000 overpay per 2	Degonda Cur - Property Taxes

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12823 Degonda/Paul		14.40	1 Transactions	
12825 Deutsch/Laurie				
13- 943- 000- 0000- 2001		295.59	07- 1- 150600 overpay per 2	Deutsch Cur - Property Taxes
12825 Deutsch/Laurie		295.59	1 Transactions	
12826 Duong/Vong				
13- 943- 000- 0000- 2001		9.00	34- 0- 032800 overpay per 2	Duong Cur - Property Taxes
12826 Duong/Vong		9.00	1 Transactions	
12892 Ecklund/Julie				
13- 943- 000- 0000- 2001		4.23	11- 0- 062501 overpay per 2	Ecklund Cur - Property Taxes
12892 Ecklund/Julie		4.23	1 Transactions	
12934 Edina Realty Title				
13- 943- 000- 0000- 2001		106.14	16- 0- 011300 overpay per 2	O'Meara Cur - Property Taxes
12934 Edina Realty Title		106.14	1 Transactions	
9461 Ekelund/Steven R				
13- 943- 000- 0000- 2001		20.00	14- 0- 017900 overpay per 2	Ekelund Cur - Property Taxes
9461 Ekelund/Steven R		20.00	1 Transactions	
12827 Ellingsen/Douglas				
13- 943- 000- 0000- 2001		6.62	11- 1- 173600 overpay per 2	Ellingsen Cur - Property Taxes
12827 Ellingsen/Douglas		6.62	1 Transactions	
12828 Enberg/Stacey				
13- 943- 000- 0000- 2001		68.00	01- 1- 169802 overpay per 2	Enberg Cur - Property Taxes
12828 Enberg/Stacey		68.00	1 Transactions	
12893 Evans/Deanna				
13- 943- 000- 0000- 2001		12.70	14- 0- 021400 overpay per 2	Evans Cur - Property Taxes
12893 Evans/Deanna		12.70	1 Transactions	
12829 Feltman/Pam				
13- 943- 000- 0000- 2001		51.00	39- 0- 000305 overpay per 2	Feltman Cur - Property Taxes
12829 Feltman/Pam		51.00	1 Transactions	
12830 Ferrell/Elizabeth				

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12830 Ferrell/Elizabeth		3.36	04-0-041000 overpay per 2	Ferrell Cur - Property Taxes
		3.36	1 Transactions	
12629 First National Bank of Moose Lake				
13-943-000-0000-2001		64.00	29-0-049912 overpay per 2	Cur - Property Taxes
13-943-000-0000-2001		333.00	29-1-484300 overpay per 2	Cur - Property Taxes
12629 First National Bank of Moose Lake		397.00	2 Transactions	
12894 Frelander/Wallace				
13-943-000-0000-2001		12.52	15-0-060601 overpay per 2	Frelander Cur - Property Taxes
12894 Frelander/Wallace		12.52	1 Transactions	
12736 Gardas/Renee				
13-943-000-0000-2001		169.00	39-0-000408 overpay per 2	Gardas Cur - Property Taxes
12736 Gardas/Renee		169.00	1 Transactions	
12831 Glassing/James				
13-943-000-0000-2001		4.00	05-0-051200 overpay per 2	Glassing Cur - Property Taxes
12831 Glassing/James		4.00	1 Transactions	
12895 Glenna/Howard				
13-943-000-0000-2001		92.00	59-6-000400 overpay per 2	Glenna Cur - Property Taxes
12895 Glenna/Howard		92.00	1 Transactions	
12835 Graff/Eric				
13-943-000-0000-2001		47.28	32-0-030302 overpay per 2	Graff Cur - Property Taxes
12835 Graff/Eric		47.28	1 Transactions	
12896 Gray/David				
13-943-000-0000-2001		7.82	01-1-096901 overpay per 2	Gray Cur - Property Taxes
12896 Gray/David		7.82	1 Transactions	
12836 Gustafson/Arvis				
13-943-000-0000-2001		32.18	29-1-425400 overpay per 2	Gustafson Cur - Property Taxes
12836 Gustafson/Arvis		32.18	1 Transactions	
12897 Gustafson/Gregory				
13-943-000-0000-2001		20.00	24-0-004200 overpay per 2	Gustafson Cur - Property Taxes

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12897	Gustafson/Gregory		20.00		1 Transactions	
12935	Haines Revocable Trust/Grace 13- 943- 000- 0000- 2004		524.00	29- 1- 414302 tax refund per 2	Haines	Del - Property Taxes
12935	Haines Revocable Trust/Grace		524.00		1 Transactions	
12837	Hanson/Timothy E. 13- 943- 000- 0000- 2001		18.00	09- 0- 019900 overpay per 2	Hanson	Cur - Property Taxes
12837	Hanson/Timothy E.		18.00		1 Transactions	
12838	Harstad/Martin N. 13- 943- 000- 0000- 2001		2,639.00	29- 0- 019820 overpay per 2	Harstad	Cur - Property Taxes
12838	Harstad/Martin N.		2,639.00		1 Transactions	
12839	Herbst/George 13- 943- 000- 0000- 2001		198.00	18- 0- 042500 OVERPAY PER 2	Herbst	Cur - Property Taxes
12839	Herbst/George		198.00		1 Transactions	
12840	Hillsheimer/Linda 13- 943- 000- 0000- 2001		109.00	26- 0- 041601 overpay per 2	Hillsheimer	Cur - Property Taxes
12840	Hillsheimer/Linda		109.00		1 Transactions	
12841	Hutchings/Lori 13- 943- 000- 0000- 2001		202.00	11- 1- 096100 overpay per 2	Hutchings	Cur - Property Taxes
12841	Hutchings/Lori		202.00		1 Transactions	
12842	Jackman/Paula 13- 943- 000- 0000- 2001		13.00	07- 1- 080309 overpay per 2	Jackman	Cur - Property Taxes
12842	Jackman/Paula		13.00		1 Transactions	
12843	Jahr/Dorothy 13- 943- 000- 0000- 2001		222.00	10- 1- 061400 overpay per 2	Jahr	Cur - Property Taxes
12843	Jahr/Dorothy		222.00		1 Transactions	
12737	John Ackin Inc 13- 943- 000- 0000- 2001		96.00	09- 1- 080202 adjust. per 2	Ackin	Cur - Property Taxes
12737	John Ackin Inc		96.00		1 Transactions	
12847	Johnson- Lembke/June					

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12847 Johnson-Lembke/June		06-0-008200 overpay per 2	Johnson	Cur - Property Taxes
		1 Transactions		
12845 Johnson/Edieth		07-0-077000 overpay per 2	Johnson	Cur - Property Taxes
		1 Transactions		
12846 Johnson/Margie		04-0-043100 overpay per 2	Johnson	Cur - Property Taxes
		1 Transactions		
12936 Jorgenson/Shawn		21-0-004506 adjustment per 2	Jorgenson	Cur - Property Taxes
		21-0-004506 adjust. per 2- 2012	Jorgenson	Del - Property Taxes
		21-0-004506 adjust. per 2- 2011	Jorgenson	Del - Property Taxes
		3 Transactions		
12848 K- Realty		24-0-013901 overpay per 2	K- Realty	Cur - Property Taxes
		1 Transactions		
12849 Kadlec/Darrell		38-0-009900 adjustment per 2	Kadlec	Cur - Property Taxes
		1 Transactions		
12898 Karel/Richard		34-1-080900 overpay per 2	Karel	Cur - Property Taxes
		1 Transactions		
12850 Kurth/Tineka		31-0-065400 overpay per 2	Kurth	Cur - Property Taxes
		1 Transactions		
12851 Larson/Paul		11-0-002400 overpay per 2	Larson	Cur - Property Taxes
		1 Transactions		
12852 Liberty Savings Bank		36-0-045000 overpay per 2	Liberty	Cur - Property Taxes

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12852 Liberty Savings Bank		589.00	1 Transactions	
12853 Malmo Storage LLC				
13- 943- 000- 0000- 2001		575.00	16- 0- 007001 overpay per 2	Malmo Storg Cur - Property Taxes
12853 Malmo Storage LLC		575.00	1 Transactions	
9711 Melsha/Charles P				
13- 943- 000- 0000- 2001		19.72	35- 0- 010807 overpay per 2	Melsha Cur - Property Taxes
9711 Melsha/Charles P		19.72	1 Transactions	
11706 Members Coop Credit Union				
13- 943- 000- 0000- 2001		129.00	35- 0- 020201 overpay per 2	Members Cur - Property Taxes
11706 Members Coop Credit Union		129.00	1 Transactions	
12661 Merchants Bank				
13- 943- 000- 0000- 2001		2,142.00	11- 0- 025603 overpay per 2	Wilson Cur - Property Taxes
12661 Merchants Bank		2,142.00	1 Transactions	
12854 Mickley/Todd				
13- 943- 000- 0000- 2001		151.00	20- 1- 061001 overpay per 2	Mickley Cur - Property Taxes
12854 Mickley/Todd		151.00	1 Transactions	
12855 Morris/Michelle				
13- 943- 000- 0000- 2001		254.00	02- 0- 035100 overpay per 2	Morris Cur - Property Taxes
12855 Morris/Michelle		254.00	1 Transactions	
12856 Nedland/Paul				
13- 943- 000- 0000- 2001		3.96	41- 0- 044501 overpay per 2	Nedland Cur - Property Taxes
12856 Nedland/Paul		3.96	1 Transactions	
12857 Nelson/James				
13- 943- 000- 0000- 2001		20.00	07- 0- 011703 overpay per 2	Nelson Cur - Property Taxes
12857 Nelson/James		20.00	1 Transactions	
3596 Nistler/Leroy				
13- 943- 000- 0000- 2001		25.02	59- 0- 007200 overpay per 2	Nistler Cur - Property Taxes
3596 Nistler/Leroy		25.02	1 Transactions	
12203 Northview Bank				

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12203 Northview Bank		26- 0- 040400 overpay per 2	Farah	Cur - Property Taxes
		1 Transactions		
12859 O'Konek/Donald & Jennifer		24- 1- 087400 overpay per 2	O'Konek	Cur - Property Taxes
		1 Transactions		
12858 Olson/Marilyn		07- 1- 108200 overpay per 2	Olson	Cur - Property Taxes
		1 Transactions		
12860 Othoudt/Dawn		09- 0- 022700 overpay per 2	Othoudt	Cur - Property Taxes
		1 Transactions		
12862 Paine/Bruce		36- 0- 037002 overpay per 2	Paine	Cur - Property Taxes
		1 Transactions		
12863 Pearson/Judy		24- 0- 006503 overpay per 2	Pearson	Cur - Property Taxes
		1 Transactions		
12864 Pepera/Dennis		10- 0- 050909 overpay per 2	Pepera	Cur - Property Taxes
		1 Transactions		
12865 Petersen/Rachael		29- 1- 147400 overpay per 2	Petersen	Cur - Property Taxes
		1 Transactions		
12866 Pixley/Beverly		09- 1- 093900 overpay per 2	Pixley	Cur - Property Taxes
		1 Transactions		
12867 Pounder/Christopher		38- 0- 005300 overpay per 2	Pounder	Cur - Property Taxes
		1 Transactions		

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12261 Privette/David 13- 943- 000- 0000- 2001		8.88	20- 0- 024002 overpay per 2	Privette Cur - Property Taxes
12261 Privette/David		8.88	1 Transactions	
12868 Prosser/Thomas 13- 943- 000- 0000- 2001		53.08	11- 1- 078402 overpay per 2	Prosser Cur - Property Taxes
12868 Prosser/Thomas		53.08	1 Transactions	
12869 Quale/Charles 13- 943- 000- 0000- 2001		64.00	29- 0- 044600 overpay per 2	Quale Cur - Property Taxes
12869 Quale/Charles		64.00	1 Transactions	
12899 Residential Credit Solutions 13- 943- 000- 0000- 2001		101.00	19- 0- 031400 overpay per 2	Reed Cur - Property Taxes
12899 Residential Credit Solutions		101.00	1 Transactions	
12900 RIA 13- 943- 000- 0000- 2001		51.84	34- 0- 031700 overpay per 2	Pagen Cur - Property Taxes
12900 RIA		51.84	1 Transactions	
12901 Rising/Joshua A 13- 943- 000- 0000- 2001		673.26	29- 1- 473400 overpay per 2	Rising Cur - Property Taxes
12901 Rising/Joshua A		673.26	1 Transactions	
12902 Robinson/Robert 13- 943- 000- 0000- 2001		133.00	15- 0- 006700 overpay per 2	Robinson Cur - Property Taxes
12902 Robinson/Robert		133.00	1 Transactions	
12870 Rogowski/Patricia 13- 943- 000- 0000- 2001		131.00	16- 1- 093300 overpay per 2	Rogowski Cur - Property Taxes
12870 Rogowski/Patricia		131.00	1 Transactions	
12871 Royal Credit Union 13- 943- 000- 0000- 2001		62.00	16- 0- 044925 overpay per 2	Wikre Cur - Property Taxes
12871 Royal Credit Union		62.00	1 Transactions	
12872 Running/Jeff 13- 943- 000- 0000- 2001		300.00	07- 0- 048600 overpay per 2	Running Cur - Property Taxes

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12872 Running/Jeff		300.00	1 Transactions	
12873 Ryan/Nancy Ruth				
13- 943- 000- 0000- 2001		5.66	56- 0- 125600 overpay per 2	Ryan Cur - Property Taxes
12873 Ryan/Nancy Ruth		5.66	1 Transactions	
12874 Savanna Ridge Development Inc				
13- 943- 000- 0000- 2001		557.00	29- 1- 473910 overpay per 2	Jurgensen Cur - Property Taxes
13- 943- 000- 0000- 2001		213.00	29- 1- 473800 overpay per 2	Jurgensen Cur - Property Taxes
13- 943- 000- 0000- 2001		955.00	29- 1- 532500 overpay per 2	Savanna Cur - Property Taxes
13- 943- 000- 0000- 2001		556.00	29- 1- 532300 overpay per 2	Savanna Cur - Property Taxes
12874 Savanna Ridge Development Inc		2,281.00	4 Transactions	
12818 Schieber Busch/Denise				
13- 943- 000- 0000- 2004		37.43	11- 1- 182300 overpay per 2	Busch Del - Property Taxes
12818 Schieber Busch/Denise		37.43	1 Transactions	
12903 Schneider/Mark				
13- 943- 000- 0000- 2001		15.22	35- 0- 045000 overpay per 2	Schneider Cur - Property Taxes
12903 Schneider/Mark		15.22	1 Transactions	
12875 Service Link				
13- 943- 000- 0000- 2001		619.00	29- 1- 503100 overpay per 2	Service Link Cur - Property Taxes
12875 Service Link		619.00	1 Transactions	
12876 Sherman/Robert				
13- 943- 000- 0000- 2001		25.96	11- 0- 022301 overpay per 2	Sherman Cur - Property Taxes
12876 Sherman/Robert		25.96	1 Transactions	
10515 Smith/Danny G				
13- 943- 000- 0000- 2001		44.90	10- 0- 040900 overpay per 2	Smith Cur - Property Taxes
10515 Smith/Danny G		44.90	1 Transactions	
6140 Smith/Erica				
13- 943- 000- 0000- 2001		47.00	56- 1- 161700 overpay per 2	E Smith Cur - Property Taxes
6140 Smith/Erica		47.00	1 Transactions	
12877 Smith/Phillip				
13- 943- 000- 0000- 2001		10.00	13- 0- 005801 overpay per 2	P Smith Cur - Property Taxes

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12877 Smith/Phillip		10.00	1 Transactions	
12878 Soltau/Debra				
13- 943- 000- 0000- 2001		11.44	29- 1- 087700 overpay per 2	Soltau Cur - Property Taxes
13- 943- 000- 0000- 2001		4.16	29- 1- 088500 overpay per 2	Soltau Cur - Property Taxes
12878 Soltau/Debra		15.60	2 Transactions	
12879 Sonstebey/Larry				
13- 943- 000- 0000- 2001		8.00	28- 0- 001102 overpay per 2	Sonstebey Cur - Property Taxes
12879 Sonstebey/Larry		8.00	1 Transactions	
12880 Starcznski/Dr Kenneth J				
13- 943- 000- 0000- 2001		213.00	52- 0- 011402 overpay per 2	Starcznski Cur - Property Taxes
12880 Starcznski/Dr Kenneth J		213.00	1 Transactions	
12881 Starr/Pamela				
13- 943- 000- 0000- 2001		19.38	29- 1- 477900 overpay per 2	Starr Cur - Property Taxes
12881 Starr/Pamela		19.38	1 Transactions	
12904 Sunderman/Lori				
13- 943- 000- 0000- 2001		26.44	29- 0- 057500 overpay per 2	Sunderman Cur - Property Taxes
12904 Sunderman/Lori		26.44	1 Transactions	
9478 Thompson Farms				
13- 943- 000- 0000- 2001		766.00	56- 1- 134300 overpay per 2	Thompson Cur - Property Taxes
9478 Thompson Farms		766.00	1 Transactions	
12905 Vanslooten/Stacy				
13- 943- 000- 0000- 2001		20.58	24- 1- 082100 overpay per 2	Vanslooten Cur - Property Taxes
12905 Vanslooten/Stacy		20.58	1 Transactions	
12297 Victorson/Barbara				
13- 943- 000- 0000- 2001		30.00	34- 1- 081800 overpay per 2	Victorson Cur - Property Taxes
12297 Victorson/Barbara		30.00	1 Transactions	
12908 Vruno/Carol				
13- 943- 000- 0000- 2001		5.08	16- 0- 011100 overpay per 2	Vruno Cur - Property Taxes
12908 Vruno/Carol		5.08	1 Transactions	

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
12/11/13 8:35AM
13 Taxes & Penalties

<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>					
12906 Wachter/Geraldine 13-943-000-0000-2001		6.16	13-0-013602 overpay per 2	Wachter	Cur - Property Taxes
12906 Wachter/Geraldine		6.16	1 Transactions		
12907 Wagner/Margaret 13-943-000-0000-2001		40.00	38-1-058800 overpay per 2	Wagner	Cur - Property Taxes
12907 Wagner/Margaret		40.00	1 Transactions		
12882 Walt Investments LLC 13-943-000-0000-2001		20.36	26-0-030202 overpay per 2	Walt Investmen	Cur - Property Taxes
12882 Walt Investments LLC		20.36	1 Transactions		
5703 Wells Federal Bank 13-943-000-0000-2001		77.00	07-1-088200 overpay per 2	Wells Federal	Cur - Property Taxes
5703 Wells Federal Bank		77.00	1 Transactions		
12883 Wilson/Sherrie 13-943-000-0000-2001		494.00	29-0-019508 overpay per 2	Wilson	Cur - Property Taxes
12883 Wilson/Sherrie		494.00	1 Transactions		
12884 Woodland Bank 13-943-000-0000-2001		118.00	20-1-061000 overpay per 2	Doree	Cur - Property Taxes
12884 Woodland Bank		118.00	1 Transactions		
12889 Woodlands National Bank 13-943-000-0000-2001		10.40	31-1-084400 overpay per 2	Woodlands	Cur - Property Taxes
12889 Woodlands National Bank		10.40	1 Transactions		
943 DEPT Total:		24,595.30	Taxes And Penalties	118 Vendors	138 Transactions
13 Fund Total:		24,595.30	Taxes & Penalties		138 Transactions
Final Total:		24,595.30	118 Vendors	138 Transactions	

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12/11/13 8:35AM

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	13	24,595.30	Taxes & Penalties
All Funds		24,595.30	Total

Approved by,

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

	<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>
			<u>Amount</u>		
1	DEPT		Commissioners		
	86222 Aitkin Independent Age		59.81	1479	Printing, Publishing & Adv
	01-001-000-0000-6230				
	86222 Aitkin Independent Age		59.81	1 Transactions	
	9048 Napstad/Brian		50.95		Telephone
	01-001-000-0000-6250				
				11/16/2013 12/15/2013	
	01-001-000-0000-6330		226.00	400@.565	Transportation & Travel & Parking
	9048 Napstad/Brian		276.95	2 Transactions	
	3590 Niemi/Donald		117.52	208@.565	Transportation & Travel & Parking
	01-001-000-0000-6330				
	3590 Niemi/Donald		117.52	1 Transactions	
	10895 Westerlund/Laurie Ann		463.30	820@.565	Transportation & Travel & Parking
	01-001-000-0000-6330				
	10895 Westerlund/Laurie Ann		463.30	1 Transactions	
1	DEPT Total:		917.58	4 Vendors	5 Transactions
12	DEPT				Court Administration
	2810 Larson/Shari S		1,043.75	Nov 13	Attorney Services
	01-012-000-0000-6232				
	2810 Larson/Shari S		1,043.75	1 Transactions	
12	DEPT Total:		1,043.75	1 Vendors	1 Transactions
40	DEPT				Auditor
	86222 Aitkin Independent Age		360.00	1014	Printing, Publishing & Adv
	01-040-000-0000-6230				
	01-040-021-0000-6230		32.00	1014	Printing, Publishing & Adv
	86222 Aitkin Independent Age		392.00	2 Transactions	
	2214 Holder/Maryann		750.00	Jan 2014	Rentals
	01-040-021-0000-6301				
	2214 Holder/Maryann		750.00	1 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
6108	MACO				
	01-040-000-0000-6241		MACO Winter Conf Reg - Peysar	6754612	Registration Fee
6108	MACO		1 Transactions		
12287	Skattum/Brett				
	01-040-021-0000-6231	8.00	Wash license ctr windows	632573	Services, Labor, Contracts
12287	Skattum/Brett	8.00	1 Transactions		
40	DEPT Total:	1,415.00	Auditor	4 Vendors	5 Transactions
42	DEPT		Treasurer		
2386	Information Systems Corp				
	01-042-000-0000-6231	495.00	12 Mo Maint Agreement	5907	Services, Labor, Contracts
			02/13/2014 02/13/2015		
2386	Information Systems Corp	495.00	1 Transactions		
4233	S & T Office Products Inc				
	01-042-000-0000-6405	2.26	INK	01QC7725	Office & Computer Supplies
4233	S & T Office Products Inc	2.26	1 Transactions		
42	DEPT Total:	497.26	Treasurer	2 Vendors	2 Transactions
43	DEPT		Assessor		
783	Canon Financial Services, Inc				
	01-043-000-0000-6231	182.87	contract copier-021	13311821	Services, Labor, Contracts
	01-043-000-0000-6231	12.83	Accessories/Print kit	13311823	Services, Labor, Contracts
783	Canon Financial Services, Inc	195.70	2 Transactions		
1570	Erickson Oil Products Inc				
	01-043-000-0000-6511	370.57	November fuel	11347	Gas And Oil
1570	Erickson Oil Products Inc	370.57	1 Transactions		
86235	The Office Shop Inc				
	01-043-000-0000-6405	2.66	halogen bulb	948541-1	Office, Film & Computer Supplies
86235	The Office Shop Inc	2.66	1 Transactions		
6128	Tire Barn				
	01-043-000-0000-6302	209.07	replace battery-2004 Trailblaz	26084	Car Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-043-000-0000-6511		41.21	oil change #2002	26224	Gas And Oil
6128	Tire Barn		250.28		2 Transactions	
6097	Verizon Wireless					
	01-043-000-0000-6250		63.66	Cell Phone	680690882	Telephone
6097	Verizon Wireless		63.66		1 Transactions	
43	DEPT Total:		882.87	Assessor	5 Vendors	7 Transactions
44	DEPT			Central Services		
90081	ARDC					
	01-044-000-0000-6240		2,000.00	2014 Assoc.Fees		Central Svcs Dues
	01-044-000-0000-6240		750.00	2014 Dues		Central Svcs Dues
90081	ARDC		2,750.00		2 Transactions	
88880	Datacomm Computers & Networks Inc					
	01-044-000-0000-6405		956.53	Computer,mouse,keyboard	7040	Office & Computer Supplies
88880	Datacomm Computers & Networks Inc		956.53		1 Transactions	
2386	Information Systems Corp					
	01-044-196-0000-6625		885.00	12 month Ricoh maintenance	5906	Recorders Equip Fund Exp. 357.18 Subd 4
				02/13/2014 02/13/2015		
2386	Information Systems Corp		885.00		1 Transactions	
3336	Office Of Enterprise Technology					
	01-044-000-0000-6231		1,300.00	November Useage	DV13110352	Services, Labor, Contracts
3336	Office Of Enterprise Technology		1,300.00		1 Transactions	
86235	The Office Shop Inc					
	01-044-000-0000-6625		319.56	Office Chair	949187-0	Office Equipment & Other Equipment
86235	The Office Shop Inc		319.56		1 Transactions	
44	DEPT Total:		6,211.09	Central Services	5 Vendors	6 Transactions
45	DEPT			Motor Pool		
6128	Tire Barn					
	01-045-000-0000-6302		57.21	Oil Change, Tire rot #1	25918	Car Maintenance
	01-045-000-0000-6302		84.22	Oil Change, wipers #64	25949	Car Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
	01-045-000-0000-6302		607.29	New Tires #64	25961	Car Maintenance
6128	Tire Barn		748.72	3 Transactions		
45	DEPT Total:		748.72	Motor Pool	1 Vendors	3 Transactions
49	DEPT			Information Technologies		
86222	Aitkin Independent Age 01-049-000-0000-6231		195.72	Network/Appl.support spec.ad	1483	Programming, Services, Contracts
86222	Aitkin Independent Age		195.72	1 Transactions		
710	Brainerd Dispatch 01-049-000-0000-6231		275.00	Ad/Network/Applic.Specialist	103444	Programming, Services, Contracts
710	Brainerd Dispatch		275.00	1 Transactions		
5398	CDW Government, Inc 01-049-000-0000-6625		1,405.06	Server Licenses	DWQQ835	As/400, Computer & Office Equip.
	01-049-000-0000-6402		403.29	Dreamweaver CS6	DWQQ934	Computer Supplies & Software
	01-049-000-0000-6402		13.40	Cables	HG86607	Computer Supplies & Software
	01-049-000-0000-6402		12.31	USB extension cables	HL57706	Computer Supplies & Software
	01-049-000-0000-6402		2,125.16	3TB Backup Drives	HM82870	Computer Supplies & Software
	01-049-000-0000-6231		5,787.28	renew Websense license	P779256	Programming, Services, Contracts
5398	CDW Government, Inc		9,746.50	6 Transactions		
12947	IBM Corporation 01-049-000-0000-6625		6,505.06	System x3550 M4 Server	6257617387	As/400, Computer & Office Equip.
12947	IBM Corporation		6,505.06	1 Transactions		
12942	jobsHQ 01-049-000-0000-6231		715.24	Ad-Network/Applic.Specialist	1326123	Programming, Services, Contracts
12942	jobsHQ		715.24	1 Transactions		
3200	Star Tribune 01-049-000-0000-6231		360.00	Ad-Network/Application Job	1000093955	Programming, Services, Contracts
3200	Star Tribune		360.00	1 Transactions		
9972	Synercomm 01-049-000-0000-6231		2,679.52	Server & Anti-virus license	22949	Programming, Services, Contracts
9972	Synercomm		2,679.52	1 Transactions		

DKB1
 12/13/13 4:39PM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
86235	The Office Shop Inc 01-049-000-0000-6405		25.63	Power strips	269311-0	Office Supplies (Non Computer)
86235	The Office Shop Inc		25.63	1 Transactions		
6097	Verizon Wireless 01-049-000-0000-6231		26.02	renewal	386695110	Programming, Services, Contracts
6097	Verizon Wireless		26.02	1 Transactions		
49	DEPT Total:		20,528.69	Information Technologies	9 Vendors	14 Transactions
52	DEPT			Administration/Personnel Dept		
4641	Holiday Credit Office 01-052-000-0000-6511		34.22	Gas-administration	1400000135194	Gas And Oil
4641	Holiday Credit Office		34.22	1 Transactions		
2386	Information Systems Corp 01-052-000-0000-6625		1,267.68	scanner install & training	23376	Office Equipment
2386	Information Systems Corp		1,267.68	1 Transactions		
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		25.00	Background screening	48374	Background Check Fee
12048	McDowell Agency, Inc./The		25.00	1 Transactions		
86235	The Office Shop Inc 01-052-000-0000-6625		35.89	1 box hanging folder/ruler 18"	269244-0	Office Equipment
	01-052-000-0000-6405		21.66	Highlighters, folders	948661-0	Office & Computer Supplies
	01-052-000-0000-6625		45.69	chair casters	949393-0	Office Equipment
86235	The Office Shop Inc		103.24	3 Transactions		
10294	Wussow/Patrick 01-052-000-0000-6330		32.00	Parking/AMC	12/10/13	Transportation & Travel & Parking
	01-052-000-0000-6332		274.42	Hotel/AMC conf.	12/10/13	Hotels / Motels
	01-052-000-0000-6511		39.49	gas for county car	12/10/13	Gas And Oil
	01-052-000-0000-6340		15.00	AMC dinner	12/8/13	Meals(Overnight)
10294	Wussow/Patrick		360.91	4 Transactions		
52	DEPT Total:		1,791.05	Administration/Personnel Dept	5 Vendors	10 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
90	DEPT			Attorney		
89471	Aitkin Co 4-H Council 01-090-000-0000-6240		160.00	(4) aitkin county plat books	4388-4391	Dues & Registration Fee
89471	Aitkin Co 4-H Council		160.00	1 Transactions		
783	Canon Financial Services, Inc 01-090-000-0000-6405		364.09	Contract charge	13311469	Office & Computer Supplies
783	Canon Financial Services, Inc		364.09	1 Transactions		
5410	Dunn County Sheriff's Department 01-090-000-0000-6234		55.90	Subpoena 01CR13688	D13-11872	Co Sheriff Services
5410	Dunn County Sheriff's Department		55.90	1 Transactions		
2140	Hennepin County Sheriff's Office 01-090-000-0000-6234		70.00	Subpoena 01cr13996	58772	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena 01cr12508	58773	Co Sheriff Services
	01-090-000-0000-6234		70.00	Subpoena 01cr13996	58778	Co Sheriff Services
2140	Hennepin County Sheriff's Office		210.00	3 Transactions		
7810	Isanti County Sheriff's Office 01-090-000-0000-6234		57.00	Subpoena 01cr13231	9028	Co Sheriff Services
7810	Isanti County Sheriff's Office		57.00	1 Transactions		
6006	Matthew Bender Co, Inc 01-090-000-0000-6406		93.08	Pretrial motions Crim 2013	53620097	Law Publ. & Subscriptions
6006	Matthew Bender Co, Inc		93.08	1 Transactions		
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		28.00	Subpoena 01cr12950	5320	Co Sheriff Services
	01-090-000-0000-6234		30.00	Subpoena 01cr12950	5321	Co Sheriff Services
3150	Mille Lacs Co Sheriff		58.00	2 Transactions		
3273	Mn Co Attorneys Assn 01-090-000-0000-6240		2,499.00	2014 MCAA dues	21059	Dues & Registration Fee
3273	Mn Co Attorneys Assn		2,499.00	1 Transactions		
6039	Motherway/Michele 01-090-000-0000-6240		85.00	MN Paralegal Assoc renewal		Dues & Registration Fee

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
				Paid On Bhf #	
6039	Motherway/Michele		85.00	1 Transactions	
3520	NDAAs				
	01-090-000-0000-6240		97.00	2014 NDAA dues	25093 Dues & Registration Fee
3520	NDAAs		97.00	1 Transactions	
5970	Pine County Sheriff's Office				
	01-090-000-0000-6234		45.00	Subpoena 01cr13536	1310979 Co Sheriff Services
5970	Pine County Sheriff's Office		45.00	1 Transactions	
4036	Ratz/James				
	01-090-000-0000-6330		61.02	Mileage MCAA District Meeting	108@.565 Transportation & Travel & Parking
4036	Ratz/James		61.02	1 Transactions	
86235	The Office Shop Inc				
	01-090-000-0000-6625		225.00	SVC Performance Guarant	268933-0 Office Equipment
	01-090-000-0000-6625		574.99	Chairs, air grid	944851-0 Office Equipment
	01-090-000-0000-6405		31.24	SPR Base File fasteners	949574-0 Office & Computer Supplies
	01-090-000-0000-6625		266.12-	Return executive chair	C942151-0 Office Equipment
86235	The Office Shop Inc		565.11	4 Transactions	
5173	West Payment Center				
	01-090-000-0000-6406		1,065.64	Information Charges	828507687 Law Publ. & Subscriptions
				11/01/2013 11/30/2013	
5173	West Payment Center		1,065.64	1 Transactions	
12938	Winona County Auditor/Treasurer				
	01-090-000-0000-6234		80.00	Subpoena Schwieder	201300001187 Co Sheriff Services
12938	Winona County Auditor/Treasurer		80.00	1 Transactions	
90	DEPT Total:		5,495.84	Attorney	15 Vendors 21 Transactions
110	DEPT			Courthouse Maintenance	
8239	Ameripride Linen & Apparel Services				
	01-110-000-0000-6422		46.57	tissue,towels,soap,mop/tool	2200455076 Janitorial Supplies
8239	Ameripride Linen & Apparel Services		46.57	1 Transactions	
12106	Antoine Electric				
	01-110-000-0000-6231		243.00	motion light-land dept.	13404 Services, Labor, Contracts

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
		68.98	13416	Services, Labor, Contracts
12106 Antoine Electric		311.98		2 Transactions
964 Chief Supply Corp				
01-110-000-0000-6422		80.79	348711	Janitorial Supplies
01-110-000-0000-6422		394.18	350542	Janitorial Supplies
964 Chief Supply Corp		474.97		2 Transactions
88628 Dalco				
01-110-000-0000-6422		223.63	2681300	Janitorial Supplies
88628 Dalco		223.63		1 Transactions
1570 Erickson Oil Products Inc				
01-110-000-0000-6511		58.08	20559	Gas And Oil
1570 Erickson Oil Products Inc		58.08		1 Transactions
1754 Garrison Disposal Company, Inc				
01-110-000-0000-6255		570.16	8174268	Garbage
1754 Garrison Disposal Company, Inc		570.16		1 Transactions
2186 Hillyard Inc - Kansas City				
01-110-000-0000-6422		368.30	600891006	Janitorial Supplies
01-110-000-0000-6422		482.73	600944297	Janitorial Supplies
2186 Hillyard Inc - Kansas City		851.03		2 Transactions
2340 Hyytinen Hardware Hank				
01-110-000-0000-6590		4.58	1147091	Repair & Maintenance
01-110-000-0000-6422		46.99	1147380	Janitorial Supplies
01-110-000-0000-6590		11.75	1147687	Repair & Maintenance
01-110-000-0000-6590		3.85	1147773	Repair & Maintenance
01-110-000-0000-6422		40.59	1148071	Janitorial Supplies
01-110-000-0000-6422		18.97	1148104	Janitorial Supplies
01-110-000-0000-6590		17.60	1149080	Repair & Maintenance
01-110-000-0000-6590		41.98	1149270	Repair & Maintenance
01-110-000-0000-6422		64.09	1150082	Janitorial Supplies
01-110-000-0000-6422		73.71	1150219	Janitorial Supplies
01-110-000-0000-6422		17.09	1150514	Janitorial Supplies
01-110-000-0000-6590		22.42	1150551	Repair & Maintenance
01-110-000-0000-6590		12.81	1150780	Repair & Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
2340	Hyytinen Hardware Hank		376.43		13 Transactions	
89765	Minnesota Elevator, Inc 01-110-000-0000-6231		151.76	December service billing	296650	Services, Labor, Contracts
89765	Minnesota Elevator, Inc		151.76		1 Transactions	
3638	Northern Air Plumbing & Heating, Inc 01-110-000-0000-6231		94.86	install ball valve in carpool	20371	Services, Labor, Contracts
3638	Northern Air Plumbing & Heating, Inc		94.86		1 Transactions	
4010	Rasley Oil Company 01-110-000-0000-6511		40.76	fuel for maintenance truck	AITCOCOHO5	Gas And Oil
4010	Rasley Oil Company		40.76		1 Transactions	
110	DEPT Total:		3,200.23	Courthouse Maintenance	11 Vendors	26 Transactions
111	DEPT			Buildings		
1010	City Of Aitkin 01-111-000-0000-6605		547.33	Building permit P&Z	2013-64	Building & Structures
1010	City Of Aitkin		547.33		1 Transactions	
11889	Honeywell International Inc. 01-111-000-0000-6231		3,947.28	Chiller Controls	5227686850	Labor, Services & Contracts
11889	Honeywell International Inc.		3,947.28		1 Transactions	
11428	Horizon Roofing 01-111-000-0000-6605		295.00	Roof Repairs	9118	Building & Structures
11428	Horizon Roofing		295.00		1 Transactions	
111	DEPT Total:		4,789.61	Buildings	3 Vendors	3 Transactions
120	DEPT			Service Officer		
86222	Aitkin Independent Age 01-120-000-0000-6230		343.00	Veteran's day ad 4-C	1783	Printing, Publishing & Adv
86222	Aitkin Independent Age		343.00		1 Transactions	
10097	Harms Monroe/Penny 01-120-000-0000-6330		21.39	McGregor AL Mtg-mileage	46@.465	Transportation & Travel

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
<u>On Behalf of Name</u>				
10097 Harms Monroe/Penny		21.39	1 Transactions	
4641 Holiday Credit Office				
01-120-000-0000-6511		471.91	November Vet Van gas	1400000136034 Gas And Oil
4641 Holiday Credit Office		471.91	1 Transactions	
3093 Jones/Stanley Carter				
01-120-000-0000-6350		50.00	Drive vet van St Cloud	11/25/13 Per Diem
3093 Jones/Stanley Carter		50.00	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-120-000-0000-6302		702.17	Oil change, new tires, brakes	15928 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		702.17	1 Transactions	
10234 Miller/Conrad				
01-120-000-0000-6350		50.00	Drive vet van St Cloud	11/15/13 Per Diem
01-120-000-0000-6350		50.00	Drive vet van St Cloud	11/21/13 Per Diem
10234 Miller/Conrad		100.00	2 Transactions	
11256 National Assoc. County Veterans Service				
01-120-000-0000-6240		30.00	2014 membership dues	Penny Harms Dues
11256 National Assoc. County Veterans Service		30.00	1 Transactions	
10677 Olsen/Gerald D				
01-120-000-0000-6350		50.00	Drive vet van St Cloud	11/7/13 Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
3912 Peterson/Richard				
01-120-000-0000-6350		50.00	Drive vet van St Cloud	11/13/2013 Per Diem
01-120-000-0000-6350		50.00	Drive vet van Mpls	11/20/2013 Per Diem
3912 Peterson/Richard		100.00	2 Transactions	
11362 Roscoe/Bernie				
01-120-000-0000-6350		50.00	Drive Vet Van Mpls	11/18/2013 Per Diem
01-120-000-0000-6350		50.00	Drive Vet van St Cloud	11/5/2013 Per Diem
11362 Roscoe/Bernie		100.00	2 Transactions	
86235 The Office Shop Inc				
01-120-000-0000-6405		20.07	Receipt book, highlighters	948620-0 Office & Computer Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		01-120-000-0000-6405		11.75	Tissue		948620-1		Office & Computer Supplies	
		01-120-000-0000-6625		298.18	Pro Grid Manager Mi-chair		948998-1		Office Equipment	
		01-120-000-0000-6405		188.09	HP Black toner		949006-0		Office & Computer Supplies	
86235	The Office Shop Inc			518.09		4 Transactions				
6097	Verizon Wireless									
		01-120-000-0000-6250		16.72	Vet Van cell phone		88069036400001		Telephone	
6097	Verizon Wireless			16.72		1 Transactions				
10882	Wark/Charles F.									
		01-120-000-0000-6350		50.00	Drive Vet Van Mpls		11/12/2013		Per Diem	
		01-120-000-0000-6350		50.00	Drive Vet Van St Cloud		11/21/2013		Per Diem	
		01-120-000-0000-6350		50.00	Drive Vet Van St Cloud		11/25/2013		Per Diem	
		01-120-000-0000-6350		50.00	Drive Vet Van St Cloud		11/29/2013		Per Diem	
10882	Wark/Charles F.			200.00		4 Transactions				
11970	Wikelius/Charles									
		01-120-000-0000-6350		50.00	Drive Vet Van St Cloud		11/19/2013		Per Diem	
		01-120-000-0000-6350		50.00	Drive Vet Van Mpls		11/26/2013		Per Diem	
11970	Wikelius/Charles			100.00		2 Transactions				
120	DEPT Total:			2,803.28	Service Officer		14 Vendors		24 Transactions	
122	DEPT				Planning & Zoning					
90510	4 Imprint, Inc.									
		01-122-000-0000-6800		250.68	300 economy pocket coolies		8548652		Misc. Promotional	
90510	4 Imprint, Inc.			250.68		1 Transactions				
86222	Aitkin Independent Age									
		01-122-000-0000-6230		94.88	BOA 12/4/13		1482		Printing, Publishing & Adv	
		01-122-000-0000-6230		49.50	PC 12/16/13		1482		Printing, Publishing & Adv	
86222	Aitkin Independent Age			144.38		2 Transactions				
734	Bright/Irene									
		01-122-000-0000-6350		35.00	BOA meeting		12/4/13		Per Diem	
		01-122-038-0000-6330		79.67	BOA mileage		141@.565		Boa/Pc Mileage	
		01-122-000-0000-6350		10.00	Onsite		Danmeier		Per Diem	
		01-122-000-0000-6350		10.00	Onsite		Louisiana		Per Diem	
		01-122-000-0000-6350		10.00	Onsite		Parks		Per Diem	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
01-122-000-0000-6350		10.00	Onsite	Per Diem
734 Bright/Irene		154.67	6 Transactions	
4641 Holiday Credit Office				
01-122-000-0000-6511		138.04	November fuel	Gas And Oil
4641 Holiday Credit Office		138.04	1 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01-122-000-0000-6302		82.40	blower motor resistor-Alero	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		82.40	1 Transactions	
5784 Lake/Robert				
01-122-038-0000-6330		59.89	BOA Mileage	Boa/Pc Mileage
01-122-000-0000-6350		35.00	BOA Meeting	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
5784 Lake/Robert		134.89	6 Transactions	
5892 McGregor Printing & Graphics, Inc				
01-122-000-0000-6230		73.74	Notice of Decision forms	Printing, Publishing & Adv
5892 McGregor Printing & Graphics, Inc		73.74	1 Transactions	
5516 Paquette/Jeremy M				
01-122-000-0000-6350		35.00	BOA Meeting	Per Diem
01-122-038-0000-6330		55.94	BOA mileage	Boa/Pc Mileage
01-122-000-0000-6350		10.00	Onsite	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
01-122-000-0000-6350		10.00	Onsite	Per Diem
5516 Paquette/Jeremy M		120.94	5 Transactions	
4010 Rasley Oil Company				
01-122-000-0000-6511		65.11	Fuel P&Z	Gas And Oil
4010 Rasley Oil Company		65.11	1 Transactions	
4400 Security State Bank				
01-122-052-0000-6304		11,930.00	Septic loan Pymt - T.Plagman	ISTS AG BMP EXPENSES

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
4400	Security State Bank			11,930.00		1 Transactions	
3479	Sovde/Becky						
	01-122-000-0000-6231			3.00	reimb./laminated map 11x17	Age	Services, Labor, Contracts, Programming
3479	Sovde/Becky			3.00		1 Transactions	
10028	Spiel/Edward						
	01-122-038-0000-6330			64.86	BOA Mileage	114.8@.565	Boa/Pc Mileage
	01-122-000-0000-6350			35.00	BOA Meeting	12/4/2013	Per Diem
	01-122-000-0000-6350			10.00	Onsite	Danmeier	Per Diem
	01-122-000-0000-6350			10.00	Onsite	Louisana	Per Diem
	01-122-000-0000-6350			10.00	Onsite	Parks	Per Diem
	01-122-000-0000-6350			10.00	Onsite	Sexton	Per Diem
10028	Spiel/Edward			139.86		6 Transactions	
10017	Tveit/Galen						
	01-122-000-0000-6350			35.00	BOA Meeting	12/4/2013	Per Diem
	01-122-038-0000-6330			23.73	BOA mileage	42@.565	Boa/Pc Mileage
10017	Tveit/Galen			58.73		2 Transactions	
122	DEPT Total:			13,296.44	Planning & Zoning	13 Vendors	34 Transactions
123	DEPT				Coroner		
3987	Ramsey County Medical Examiner						
	01-123-000-0000-6260			1,400.00	Fees	ME 13-2656	Autopsies--Pathologist, Xrays, Etc
3987	Ramsey County Medical Examiner			1,400.00		1 Transactions	
4192	Regions Hospital						
	01-123-000-0000-6260			88.00	FEES	ME 13-2656	Autopsies--Pathologist, Xrays, Etc
4192	Regions Hospital			88.00		1 Transactions	
123	DEPT Total:			1,488.00	Coroner	2 Vendors	2 Transactions
200	DEPT				Enforcement		
50	Aitkin Body Shop, Inc						
	01-200-000-0000-6302			918.63	repair #207-squad vs. deer	57730	Car Maintenance
	01-200-000-0000-6302			633.13	rocker panel # 203	57740	Car Maintenance

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
50 Aitkin Body Shop, Inc		2 Transactions		
12445 BrandI Chevrolet, Buick, GM 01-200-000-0000-6302		alternator for #206	205133	Car Maintenance
12445 BrandI Chevrolet, Buick, GM		1 Transactions		
1339 Dennis Auto Body & Auto Sales 01-200-000-0000-6359		tow K&M dirt bike #204	12/12/13	Wrecker Service
1339 Dennis Auto Body & Auto Sales		1 Transactions		
1367 Derksen/Lawrence A 01-200-003-0000-6340		Meal/Glock Armorer's course	12/10/13	Meals
1367 Derksen/Lawrence A		1 Transactions		
10405 Digital Ally, Inc. 01-200-000-0000-6610		VuVault software,WTM software	00022918	Equipment & Radios
10405 Digital Ally, Inc.		1 Transactions		
1570 Erickson Oil Products Inc 01-200-000-0000-6511		gasoline	9334	Gas And Oil
1570 Erickson Oil Products Inc		1 Transactions		
4641 Holiday Credit Office 01-200-000-0000-6511		Gas	1400000288942	Gas And Oil
4641 Holiday Credit Office		1 Transactions		
5756 KEEPRS, Inc 01-200-000-0000-6410		Uniform shirts #225	230532-01	Clothing Allowance
5756 KEEPRS, Inc		1 Transactions		
10567 Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		oil change,tire rotate-#208	15995	Car Maintenance
01-200-000-0000-6302		oil change,tire rotate #204	16049	Car Maintenance
10567 Lake Country Auto Center Of Aitkin		2 Transactions		
3100 McGregor Oil 01-200-000-0000-6511		gas-#220	AITKINSH	Gas And Oil
3100 McGregor Oil		1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
6038	Mississippi Landing				
	01-200-000-0000-6511	33.45	Gas #209	612911	Gas And Oil
	01-200-000-0000-6511	30.50	#209 gas	612912	Gas And Oil
	01-200-000-0000-6511	34.51	#209 gas	612913	Gas And Oil
6038	Mississippi Landing	98.46			3 Transactions
6057	Nate's Towing				
	01-200-000-0000-6359	224.44	tow Crown Vic 13-4877	11/27/13	Wrecker Service
	01-200-000-0000-6359	335.59	tow Buick Lesabre 13-4877	12/6/13	Wrecker Service
6057	Nate's Towing	560.03			2 Transactions
10412	O'Reilly Auto Parts				
	01-200-000-0000-6302	34.18	wiper blades for #204 squad	1878-256421	Car Maintenance
10412	O'Reilly Auto Parts	34.18			1 Transactions
4233	S & T Office Products Inc				
	01-200-000-0000-6405	51.85	office supplies	01QC5059	Office Supplies
4233	S & T Office Products Inc	51.85			1 Transactions
4761	Sysco Minnesota Inc				
	01-200-000-0000-6405	18.92	Foam cups	311210200	Office Supplies
4761	Sysco Minnesota Inc	18.92			1 Transactions
6040	Taser International				
	01-200-000-0000-6610	74.71	2 BATTERY PACK ASSEMBLY	S11341298	Equipment & Radios
6040	Taser International	74.71			1 Transactions
200	DEPT Total:	6,017.19	Enforcement	16 Vendors	21 Transactions
206	DEPT		Forfeitures		
86359	Aitkin Co Attorney				
	01-206-000-0000-6409	1,876.99	30% admin forf		Forfeiture Supplies
	01-206-000-0000-6409	5,137.51	30% Admin Forf		Forfeiture Supplies
	01-206-000-0000-6409	1,159.26	20% admin forf	12-1499	Forfeiture Supplies
86359	Aitkin Co Attorney	8,173.76			3 Transactions
12945	McDonough/Mark				
	01-206-000-0000-6409	11,500.00	patrol/narcotics canine	13-003	Forfeiture Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12945 McDonough/Mark			1 Transactions	
206 DEPT Total:	19,673.76	Forfeitures	2 Vendors	4 Transactions
252 DEPT		Corrections		
86222 Aitkin Independent Age		jail subscription 1st floor		Prisoner Welfare
01-252-252-0000-6405	30.00			
01-252-000-0000-6230	73.75	sub jail cook ad	1483	Printing, Publishing & Adv
86222 Aitkin Independent Age	103.75		2 Transactions	
12106 Antoine Electric				
01-252-000-0000-6590	132.82	light fixture in mech. room	13402	Repair & Maintenance Supplies
01-252-000-0000-6590	75.00	Hardwire air compressor	13403	Repair & Maintenance Supplies
01-252-000-0000-6590	68.00	loose terminal disconn.Air han	13420	Repair & Maintenance Supplies
12106 Antoine Electric	275.82		3 Transactions	
3393 Bruss/Cheryl				
01-252-000-0000-6231	102.00	mend/taylor uniforms	12/12/13	Services & Labor (Incl Contracts)
3393 Bruss/Cheryl	102.00		1 Transactions	
163 Charter Communications				
01-252-252-0000-6405	42.18	Cable tv	83523056600060	Prisoner Welfare
163 Charter Communications	42.18		1 Transactions	
5583 Crawford Supply Company				
01-252-252-0000-6408	105.36	Commissary Supplies	341688	Commissary Supplies
5583 Crawford Supply Company	105.36		1 Transactions	
88628 Dalco				
01-252-000-0000-6422	484.40	jail paper products	2685920	Janitorial Supplies
88628 Dalco	484.40		1 Transactions	
1880 Gravelle Plumbing & Heating, Inc				
01-252-000-0000-6590	35.00	checked Air handler #3	65213	Repair & Maintenance Supplies
1880 Gravelle Plumbing & Heating, Inc	35.00		1 Transactions	
2186 Hillyard Inc - Kansas City				
01-252-000-0000-6422	955.89	Janitorial	600944361	Janitorial Supplies
01-252-000-0000-6422	444.97	janitorial	600947104	Janitorial Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	Amount			
2186 Hillyard Inc - Kansas City		2 Transactions		
5503 Keefe Supply Company				
01-252-252-0000-6405	259.42	Commissary supplies	341744	Prisoner Welfare
5503 Keefe Supply Company	259.42	1 Transactions		
89765 Minnesota Elevator, Inc				
01-252-000-0000-6231	151.76	December service billing	296026	Services & Labor (Incl Contracts)
89765 Minnesota Elevator, Inc	151.76	1 Transactions		
11120 Nardini Fire Equipment Co.,Inc				
01-252-000-0000-6231	412.24	wire/install smoke detector	444975	Services & Labor (Incl Contracts)
11120 Nardini Fire Equipment Co.,Inc	412.24	1 Transactions		
3789 Pan-O-Gold Baking Company				
01-252-000-0000-6418	126.86	Groceries	010024332528	Groceries
01-252-000-0000-6418	154.96	Groceries	010024333123	Groceries
3789 Pan-O-Gold Baking Company	281.82	2 Transactions		
84172 Riverwood Healthcare Center				
01-252-000-0000-6262	2,500.00	NURSE VISITS	ACS	Medical Expenses & Supplies - Inmates
01-252-000-0000-6262	540.28	TB TESTS	ACS	Medical Expenses & Supplies - Inmates
84172 Riverwood Healthcare Center	3,040.28	2 Transactions		
4233 S & T Office Products Inc				
01-252-000-0000-6405	51.85	office supplies	01QC5059	Office & Computer Supplies
4233 S & T Office Products Inc	51.85	1 Transactions		
3200 Star Tribune				
01-252-252-0000-6405	691.60	Monday-Sunday annual	2155653	Prisoner Welfare
3200 Star Tribune	691.60	1 Transactions		
4761 Sysco Minnesota Inc				
01-252-000-0000-6418	2,645.32	Groceries	311210201	Groceries
01-252-000-0000-6418	1,805.12	Groceries	311270378	Groceries
01-252-000-0000-6418	85.95	Groceries	311290727	Groceries
01-252-000-0000-6418	627.32	GROCERIES	312050135	Groceries
4761 Sysco Minnesota Inc	5,163.71	4 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
11608	Thrifty White Pharmacy-Mcgregor 01-252-000-0000-6262		748.37	November Prescriptions	Sheriff	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy-Mcgregor		748.37	1 Transactions		
252	DEPT Total:		13,350.42	Corrections	17 Vendors	26 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections-DT 01-253-000-0000-6823		10,724.08	2014 Appropriation Jan		County Allocation
88879	Central Mn Community Corrections-DT		10,724.08	1 Transactions		
10567	Lake Country Auto Center Of Aitkin 01-253-000-0000-6302		711.50	Radiator, oil change, tire rot	15931	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		711.50	1 Transactions		
12927	Midwest Machinery Co. 01-253-000-0000-6405		28.96	SNOWBLOWER PARTS	772097	Operating Supplies
	01-253-000-0000-6405		2.96	SNOWBLOWER PARTS	772310	Operating Supplies
12927	Midwest Machinery Co.		31.92	2 Transactions		
6072	North Homes - Treatment Foster Care 01-253-000-0000-6204		205.50	secure Nov 3	IJC16164	Juvenile Detention
	01-253-000-0000-6204		5,959.50	secure 11/1-11-18, 11/20-30	IJC16165	Juvenile Detention
	01-253-000-0000-6204		1,233.00	SECURE 11/1-11/06	IJC16166	Juvenile Detention
	01-253-000-0000-6204		6,165.00	SECURE 11/1-11/06	IJC16167	Juvenile Detention
6072	North Homes - Treatment Foster Care		13,563.00	4 Transactions		
5551	Unclaimed Freight North 01-253-000-0000-6405		8.54	chopper mit	12/6/13	Operating Supplies
5551	Unclaimed Freight North		8.54	1 Transactions		
253	DEPT Total:		25,039.04	Aitkin Co Community Corrections	5 Vendors	9 Transactions
254	DEPT			Enhanced 911 System		
5448	Callone, Inc 01-254-000-0000-6405		796.97	headset, remote unit	465273	Office & Computer Supplies
5448	Callone, Inc		796.97	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No. Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
254 DEPT Total:		796.97	Enhanced 911 System	1 Vendors	1 Transactions
390 DEPT			Environmental Health (FBL)		
12452 Catlin/Wesley 01-390-000-0000-6820		102.00	partial FBL license refund		Refunds
12452 Catlin/Wesley		102.00		1 Transactions	
4641 Holiday Credit Office 01-390-000-0000-6511		56.53	November fuel	1400000135321	Gas And Oil
4641 Holiday Credit Office		56.53		1 Transactions	
8429 Minnesota Department Of Health 01-390-000-0000-6208		200.00	AFO training-M.Leitinger		Training/Education
			01/22/2014 01/23/2014		
8429 Minnesota Department Of Health		200.00		1 Transactions	
135 University Of Minnesota 01-390-000-0000-6208		260.00	trng-inspecting onsite systems	Leitinger	Training/Education
			06/03/2014 06/04/2014		
135 University Of Minnesota		260.00		1 Transactions	
390 DEPT Total:		618.53	Environmental Health (FBL)	4 Vendors	4 Transactions
391 DEPT			Solid Waste		
1754 Garrison Disposal Company, Inc 01-391-060-0000-6360		7,192.70	November recycling		Recycling Contract
1754 Garrison Disposal Company, Inc		7,192.70		1 Transactions	
4010 Rasley Oil Company 01-391-000-0000-6511		46.54	Fuel Env Services	AITCOZOS	Gas And Oil
4010 Rasley Oil Company		46.54		1 Transactions	
6097 Verizon Wireless 01-391-000-0000-6250		50.57	cell phone charges-Terry	2866252299	Telephone
6097 Verizon Wireless		50.57		1 Transactions	
391 DEPT Total:		7,289.81	Solid Waste	3 Vendors	3 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
392	DEPT			Water Wells		
405	A.W. Research Laboratories, Inc. 01-392-000-0000-6231		78.00	Lead, ug/l-c	10093	Services, Labor, Contracts
405	A.W. Research Laboratories, Inc.		78.00	1 Transactions		
1685	Fisher Scientific 01-392-000-0000-6405		607.60	water lab supplies	2537530	Office & Film Supplies
1685	Fisher Scientific		607.60	1 Transactions		
392	DEPT Total:		685.60	Water Wells	2 Vendors	2 Transactions
601	DEPT			Extension		
89471	Aitkin Co 4-H Council 01-601-551-0000-5840		400.00	Plat book sales Recorder R372	4125-4134	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat book sales Recorder R374	4135-4144	4-H Plat Book Sales
	01-601-551-0000-5840		80.00	Plat book Sales License R373	4170-4171	4-H Plat Book Sales
	01-601-551-0000-5840		240.00	Plat book Sales License R376	4172-4177	4-H Plat Book Sales
	01-601-551-0000-5840		80.00	Plat book Sales License R378	4178-4179	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat book sales Recorder R375	4260-4269	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat book sales Recorder R377	4270-4279	4-H Plat Book Sales
	01-601-551-0000-5840		400.00	Plat book sales Recorder R379	4281-4290	4-H Plat Book Sales
	01-601-551-0000-5840		200.00	Plat book Sales License R380	4327-4331	4-H Plat Book Sales
89471	Aitkin Co 4-H Council		2,600.00	9 Transactions		
9440	Dotzler/Sharon A 01-601-000-0000-6350		35.00	Extension committee	11/25/13	Per Diem
9440	Dotzler/Sharon A		35.00	1 Transactions		
11187	Regents Of The University of Minnesota 01-601-000-0000-6262		12,290.64	July-Sept 13 MOA Billing	0300010128	Univ Of Minn Contracts
11187	Regents Of The University of Minnesota		12,290.64	1 Transactions		
601	DEPT Total:		14,925.64	Extension	3 Vendors	11 Transactions
711	DEPT			Economic Development		
4641	Holiday Credit Office 01-711-000-0000-6511		34.96	November gas	1400000135895	Gas And Oil

DKB1
 12/13/13 4:39PM
 1 General Fund

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
4641	Holiday Credit Office		34.96	1 Transactions	
711	DEPT Total:		34.96	Economic Development	1 Vendors 1 Transactions
1	Fund Total:		153,541.33	General Fund	245 Transactions

DKB1
 12/13/13 4:39PM
 3 Road & Bridge

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
301 DEPT				R&B Administration
1160 Craguns Conference Center				
03-301-000-0000-6296		639.29	J WELLE 121013	Meeting Expense/Physicals
03-301-000-0000-6296		64.58	M QUALE 121013	Meeting Expense/Physicals
1160 Craguns Conference Center		703.87		2 Transactions
10431 Verizon Business				
03-301-000-0000-6250		18.29	HWY OFFICE 121213	4227948181310 Telephone
10431 Verizon Business		18.29		1 Transactions
6097 Verizon Wireless				
03-301-000-0000-6250		280.50	CELLS 121013	9715925393 Telephone
6097 Verizon Wireless		280.50		1 Transactions
5097 Welle/John Thomas				
03-301-000-0000-6296		9.00	PARKING 121213	43408 Meeting Expense/Physicals
5097 Welle/John Thomas		9.00		1 Transactions
301 DEPT Total:		1,011.66	R&B Administration	4 Vendors 5 Transactions
302 DEPT				R&B Engineering/Construction
9044 University Of Minnesota-Extension Serv				
03-302-000-0000-6296		145.00	ENGINEERS CONFERENCE 121213	QUALE Meeting Expense/Physicals
03-302-000-0000-6296		145.00	ENGINEERS CONFERENCE 121213	WELLE Meeting Expense/Physicals
9044 University Of Minnesota-Extension Serv		290.00		2 Transactions
302 DEPT Total:		290.00	R&B Engineering/Construction	1 Vendors 2 Transactions
303 DEPT				R&B Highway Maintenance
50 Aitkin Body Shop, Inc				
03-303-000-0000-6523		42.47	OXYGEN 110113	57724 Misc Bldg & Shop Supplies
50 Aitkin Body Shop, Inc		42.47		1 Transactions
170 Aitkin Motor Company				
03-303-000-0000-6590		42.31	STARTING 112513	238667 Repair & Maintenance Supplies
170 Aitkin Motor Company		42.31		1 Transactions
8411 American Welding & Gas, Inc.				

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No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
8411	American Welding & Gas, Inc.		59.63	OXYGEN 112613	2503468	Misc Bldg & Shop Supplies
			59.63	1 Transactions		
8239	Ameripride Linen & Apparel Services					
	03-303-000-0000-6523		44.84	SHOP LAUNDRY 121013	2200452653	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		79.38	SHOP LAUNDRY 121013	2200455096	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		124.22	2 Transactions		
12106	Antoine Electric					
	03-303-000-0000-6254		670.71	LIGHTSD 112613	13417	Utilities
12106	Antoine Electric		670.71	1 Transactions		
86467	Auto Value Aitkin					
	03-303-000-0000-6590		5.90	FILTERS 110813	40037367	Repair & Maintenance Supplies
	03-303-000-0000-6523		96.17	WIPERS 110813	40037461	Misc Bldg & Shop Supplies
	03-303-000-0000-6590		18.16	SOLENOID 110813	40037461	Repair & Maintenance Supplies
	03-303-000-0000-6590		350.72	FILTERS 110813	40037562	Repair & Maintenance Supplies
86467	Auto Value Aitkin		470.95	4 Transactions		
8674	Boyer Trucks					
	03-303-000-0000-6590		337.63	MOTOR 120413	137850	Repair & Maintenance Supplies
	03-303-000-0000-6590		201.80	HANDLE 120413	804505	Repair & Maintenance Supplies
8674	Boyer Trucks		539.43	2 Transactions		
8048	Cemstone Products Co					
	03-303-000-0000-6524		2,932.65	WINDER SAND 102613	6020351	Winter Sand
	03-303-000-0000-6524		2,812.95	WINDER SAND 102613	6020352	Winter Sand
	03-303-000-0000-6524		2,513.70	WINDER SAND 102613	6020353	Winter Sand
8048	Cemstone Products Co		8,259.30	3 Transactions		
12787	Centra Sota Cooperative					
	03-303-000-0000-6513		23,683.20	DIESEL 120813	8101187	Motor Fuel & Lubricants
12787	Centra Sota Cooperative		23,683.20	1 Transactions		
8265	Centurylink					
	03-303-000-0000-6250		46.06	PHONE HILL CITY 120513	301226554	Telephone
8265	Centurylink		46.06	1 Transactions		
1570	Erickson Oil Products Inc					

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6296		15.12-	DISCOUNT 121013	Meeting Expense/Physicals
03-303-000-0000-6513		724.24	GASOLINE 121013	Motor Fuel & Lubricants
1570 Erickson Oil Products Inc		709.12	2 Transactions	
7060 Federated Co-Ops Inc.				
03-303-000-0000-6297		805.40	MCGREGOR 121013	Shop Fuel
7060 Federated Co-Ops Inc.		805.40	1 Transactions	
8622 Frontier				
03-303-000-0000-6250		49.53	JACOBSON 120213	Telephone
03-303-000-0000-6250		61.08	MCGREGOR 120213	Telephone
03-303-000-0000-6250		46.61	PALISADE 120213	Telephone
03-303-000-0000-6250		53.60	MCGRATH 120213	Telephone
8622 Frontier		210.82	4 Transactions	
1754 Garrison Disposal Company, Inc				
03-303-000-0000-6254		20.00	GARBAGE 112513	Utilities
03-303-000-0000-6254		50.00	GARBAGE 112513	Utilities
03-303-000-0000-6254		65.00	GARBAGE 112513	Utilities
03-303-000-0000-6254		76.80	MCGREGOR SHOP 112513	Utilities
1754 Garrison Disposal Company, Inc		211.80	4 Transactions	
8844 H & R Construction Co				
03-303-000-0000-6231		2,385.00	REPAIR GUARDRAIL 120513	Services,Equip.Rental Etc.
8844 H & R Construction Co		2,385.00	1 Transactions	
4641 Holiday Credit Office				
03-303-000-0000-6513		28.59-	ADJUSTMENT 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		3.12-	REBATE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		83.40	GASOLINE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		75.00	GASOLINE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		61.30	GASOLINE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		73.80	GASOLINE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		94.50	GASOLINE 120413	Motor Fuel & Lubricants
03-303-000-0000-6513		86.00	GASOLINE 120413	Motor Fuel & Lubricants
4641 Holiday Credit Office		442.29	8 Transactions	
2340 Hyytinen Hardware Hank				
03-303-000-0000-6523		35.62	CLAMPS 113013	Misc Bldg & Shop Supplies

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6516		17.51	SIGNS 113013	1149077	Signs & Posts
	03-303-000-0000-6523		6.29	THERMOMETER 113013	114953	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		32.00	DRY 113013	1150308	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		33.11	HEAD 113013	1150512	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		8.53	DISHSOAP 113013	1150697	Misc Bldg & Shop Supplies
2340	Hyytinen Hardware Hank		133.06			6 Transactions
7705	Isle Automotive Corp					
	03-303-000-0000-6590		96.02	HY 08 110813	119035946	Repair & Maintenance Supplies
7705	Isle Automotive Corp		96.02			1 Transactions
2763	J & H Transfer Station-Lakes Sanitary					
	03-303-000-0000-6254		93.89	AITKIN 121013	72526	Utilities
	03-303-000-0000-6254		57.65	PALISADE 121013	72527	Utilities
2763	J & H Transfer Station-Lakes Sanitary		151.54			2 Transactions
91187	Lake Country Power					
	03-303-000-0000-6254		65.42	JACOBSON 120213	14000730000	Utilities
	03-303-000-0000-6254		72.45	CSAH 14 120213	141979801	Utilities
	03-303-000-0000-6254		60.80	CSAH 6 120213	141979901	Utilities
91187	Lake Country Power		198.67			3 Transactions
2941	M R Sign Co Inc					
	03-303-000-0000-6516		887.10	E911 120513	179253	Signs & Posts
	03-303-000-0000-6516		16.11	E911 120513	179254	Signs & Posts
	03-303-000-0000-6516		16.11	E911 120513	179255	Signs & Posts
	03-303-000-0000-6516		364.76	LARGE ARROW 120513	179256	Signs & Posts
	03-303-000-0000-6516		1,395.81	NO PASSING 120513	179256	Signs & Posts
	03-303-000-0000-6516		479.04	STOP SIGN 120513	179256	Signs & Posts
	03-303-000-0000-6516		861.78	8' POST 120513	179257	Signs & Posts
	03-303-000-0000-6516		955.63	9' POST 120513	179257	Signs & Posts
2941	M R Sign Co Inc		4,976.34			8 Transactions
2991	Malmo Market					
	03-303-000-0000-6513		54.06	GASOLINE 121013	22882	Motor Fuel & Lubricants
	03-303-000-0000-6513		64.43	GASOLINE 121013	30439	Motor Fuel & Lubricants
	03-303-000-0000-6513		59.06	GASOLINE 121013	31888	Motor Fuel & Lubricants
	03-303-000-0000-6513		48.27	GASOLINE 121013	32813	Motor Fuel & Lubricants
	03-303-000-0000-6513		79.76	GASOLINE 121013	33207	Motor Fuel & Lubricants

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
03-303-000-0000-6513		46.92	GASOLINE 121013	33935 Motor Fuel & Lubricants
03-303-000-0000-6513		31.04	GASOLINE 121013	34140 Motor Fuel & Lubricants
2991 Malmo Market		383.54		7 Transactions
3100 McGregor Oil				
03-303-000-0000-6513		39.55	GASOLINE 121013	49374 Motor Fuel & Lubricants
03-303-000-0000-6513		18.90	GASOLINE 121013	49375 Motor Fuel & Lubricants
03-303-000-0000-6513		21.20	GASOLINE 121013	49376 Motor Fuel & Lubricants
03-303-000-0000-6513		39.56	GASOLINE 121013	49377 Motor Fuel & Lubricants
03-303-000-0000-6513		80.36	GASOLINE 121013	49378 Motor Fuel & Lubricants
03-303-000-0000-6513		43.09	GASOLINE 121013	49379 Motor Fuel & Lubricants
03-303-000-0000-6513		70.62	GASOLINE 121013	749380 Motor Fuel & Lubricants
3100 McGregor Oil		313.28		7 Transactions
9692 Minnesota Energy Resources Corporation				
03-303-000-0000-6297		523.32	NAT GAS - SHOP 121113	42552174 Shop Fuel
9692 Minnesota Energy Resources Corporation		523.32		1 Transactions
8436 Northland Parts				
03-303-000-0000-6590		9.29	SOCKET 111213	269021 Repair & Maintenance Supplies
03-303-000-0000-6590		17.89	WASH 111213	269021 Repair & Maintenance Supplies
03-303-000-0000-6590		59.99	FLUIDS 111213	270053 Repair & Maintenance Supplies
03-303-000-0000-6590		53.43	CHAMBER 111213	270801 Repair & Maintenance Supplies
8436 Northland Parts		140.60		4 Transactions
10720 Nuss Truck & Equipment				
03-303-000-0000-6590		233.89	GLASS 120313	3116557 Repair & Maintenance Supplies
10720 Nuss Truck & Equipment		233.89		1 Transactions
3760 Palisade Cooperative Oil Assoc				
03-303-000-0000-6513		6.99	CHAINSAW GAS 112113	267964 Motor Fuel & Lubricants
03-303-000-0000-6513		26.29	GASOLINE 112113	267964 Motor Fuel & Lubricants
3760 Palisade Cooperative Oil Assoc		33.28		2 Transactions
3950 Public Utilities				
03-303-000-0000-6254		37.25	HWY 210 CR 28 112213	0200059455006 Utilities
03-303-000-0000-6254		56.89	AITKIN SHOP WATER 112213	0200063335002 Utilities
03-303-000-0000-6254		35.21	HWY 210 CR 12 112213	0200063388000 Utilities
03-303-000-0000-6254		45.59	HWY 47 CR 12 112213	0200064092005 Utilities

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Amount	Service Dates	On Behalf of Name
			Paid On Bhf #	
3950 Public Utilities		174.94	4 Transactions	
4010 Rasley Oil Company				
03-303-000-0000-6513		55.45	GAS 111513	11913 Motor Fuel & Lubricants
03-303-000-0000-6513		92.08	GAS 110113	11924 Motor Fuel & Lubricants
03-303-000-0000-6513		35.01	GAS 111813	12007 Motor Fuel & Lubricants
03-303-000-0000-6513		47.87	GAS 111313	12011 Motor Fuel & Lubricants
03-303-000-0000-6513		46.09	GAS 112513	12062 Motor Fuel & Lubricants
03-303-000-0000-6513		41.42	GAS 112713	12113 Motor Fuel & Lubricants
03-303-000-0000-6513		22.29	GAS 112713	12143 Motor Fuel & Lubricants
03-303-000-0000-6513		58.87	GAS 110513	13576 Motor Fuel & Lubricants
03-303-000-0000-6513		58.32	GAS 111313	13619 Motor Fuel & Lubricants
03-303-000-0000-6513		21.88	GAS 110813	26912 Motor Fuel & Lubricants
03-303-000-0000-6513		56.56	GAS 110113	26936 Motor Fuel & Lubricants
03-303-000-0000-6513		60.52	GAS 110113	26939 Motor Fuel & Lubricants
03-303-000-0000-6513		27.96	GAS 112213	27031 Motor Fuel & Lubricants
03-303-000-0000-6513		52.69	GAS 111313	27032 Motor Fuel & Lubricants
03-303-000-0000-6513		46.05	GAS 111513	27801 Motor Fuel & Lubricants
03-303-000-0000-6513		56.45	GAS 110613	27815 Motor Fuel & Lubricants
03-303-000-0000-6513		77.13	GAS 110813	27860 Motor Fuel & Lubricants
03-303-000-0000-6513		42.30	GAS 110813	27878 Motor Fuel & Lubricants
03-303-000-0000-6513		69.78	GAS 111213	27932 Motor Fuel & Lubricants
03-303-000-0000-6513		24.49	GAS 111213	27934 Motor Fuel & Lubricants
03-303-000-0000-6513		82.32	GAS 111313	27962 Motor Fuel & Lubricants
03-303-000-0000-6513		76.23	GAS 111313	27964 Motor Fuel & Lubricants
03-303-000-0000-6513		36.20	GAS 112113	28012 Motor Fuel & Lubricants
03-303-000-0000-6513		84.95	GAS 112013	28078 Motor Fuel & Lubricants
03-303-000-0000-6513		98.13	GAS 112113	28119 Motor Fuel & Lubricants
03-303-000-0000-6513		67.86	GAS 112113	28125 Motor Fuel & Lubricants
4010 Rasley Oil Company		1,438.90	26 Transactions	
4070 Riley Auto Supply				
03-303-000-0000-6523		106.86	HAMMER WRENCH 110413	542169 Misc Bldg & Shop Supplies
03-303-000-0000-6590		43.80	SEAL 110413	542169 Repair & Maintenance Supplies
03-303-000-0000-6590		8.51	CABLIE SPLICE 110613	542257 Repair & Maintenance Supplies
03-303-000-0000-6590		164.09	HOSE 110613	542275 Repair & Maintenance Supplies
03-303-000-0000-6590		87.68	PIPE 110713	542284 Repair & Maintenance Supplies
03-303-000-0000-6523		61.97	LIGHT 111313	542471 Misc Bldg & Shop Supplies
03-303-000-0000-6590		30.61	PLIER 111313	542471 Repair & Maintenance Supplies

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590		117.54	U JOINTS 111313	542471	Repair & Maintenance Supplies
	03-303-000-0000-6522		83.35	HELMET 111313	542487	Small Tools
	03-303-000-0000-6590		165.43	FITTINGS 111313	542487	Repair & Maintenance Supplies
	03-303-000-0000-6590		116.65	BRAKES 111313	542509	Repair & Maintenance Supplies
	03-303-000-0000-6590		52.25	FITTINGS 111413	542524	Repair & Maintenance Supplies
	03-303-000-0000-6522		333.41	HELMET 111313	542591	Small Tools
	03-303-000-0000-6523		33.63	SOCKET 112013	542720	Misc Bldg & Shop Supplies
	03-303-000-0000-6590		53.43	SPRING BRAKE 112113	542746	Repair & Maintenance Supplies
	03-303-000-0000-6590		24.23	HOSE 112213	542777	Repair & Maintenance Supplies
	03-303-000-0000-6590		106.86	SPRING BRAKE 112213	542802	Repair & Maintenance Supplies
	03-303-000-0000-6590		53.43	SPRING BRAKE 112513	542845	Repair & Maintenance Supplies
4070	Riley Auto Supply		1,643.73	18 Transactions		
10257	Sadie Llama Designs					
	03-303-000-0000-6521		1,075.59	BLACK NUMBERS 112613	83208638	Maintenance Supplies
10257	Sadie Llama Designs		1,075.59	1 Transactions		
8230	State Of Minnesota					
	03-303-000-0000-6590		48.00	DECALS 121013		Repair & Maintenance Supplies
8230	State Of Minnesota		48.00	1 Transactions		
4711	Sunnys Citgo					
	03-303-000-0000-6513		55.98	GASOLINE 110513	29561	Motor Fuel & Lubricants
	03-303-000-0000-6513		43.28	GASOLINE 111313	29562	Motor Fuel & Lubricants
	03-303-000-0000-6513		34.81	GASOLINE 111813	29563	Motor Fuel & Lubricants
	03-303-000-0000-6513		55.50	GASOLINE 111813	29564	Motor Fuel & Lubricants
4711	Sunnys Citgo		189.57	4 Transactions		
90805	Temco					
	03-303-000-0000-6590		5.34	ANGLE 111813	16585	Repair & Maintenance Supplies
	03-303-000-0000-6590		27.04	TUBE 112013	16593	Repair & Maintenance Supplies
90805	Temco		32.38	2 Transactions		
12788	Timmer Implement of Aitkin					
	03-303-000-0000-6590		53.08	FILTER 120413	1216	Repair & Maintenance Supplies
12788	Timmer Implement of Aitkin		53.08	1 Transactions		
6128	Tire Barn					
	03-303-000-0000-6590		37.41	USED TIRE 110513	12998	Repair & Maintenance Supplies

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 3 Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
6128	Tire Barn		37.41		1 Transactions	
7758	Traffic Marking Service Inc. 03-303-000-0000-6514		35.37	PAVEMENT STRIPING 120913	6897	Pavement Striping
7758	Traffic Marking Service Inc.		35.37		1 Transactions	
4867	Tri-City Paving Inc 03-303-000-0000-6521		6,990.00	PATCHING 121013	4578	Maintenance Supplies
4867	Tri-City Paving Inc		6,990.00		1 Transactions	
4988	Viking Industrial Center 03-303-000-0000-6523		314.40	STOCKING CAPS 121013	3004523	Misc Bldg & Shop Supplies
4988	Viking Industrial Center		314.40		1 Transactions	
8671	Village Laundromat & Car Wash, Inc 03-303-000-0000-6523		17.10	RAGS 110713	841466	Misc Bldg & Shop Supplies
8671	Village Laundromat & Car Wash, Inc		17.10		1 Transactions	
8605	Wayne's Sanitation Llc 03-303-000-0000-6254		26.25	GARBAGE MCGRATH 080813	234210	Utilities
	03-303-000-0000-6254		52.51	GARBAGE MCGRATH 112913	236752	Utilities
8605	Wayne's Sanitation Llc		78.76		2 Transactions	
8279	Winzer Corporation 03-303-000-0000-6523		304.90	SHOP SUPPLIES 112713	4885574	Misc Bldg & Shop Supplies
8279	Winzer Corporation		304.90		1 Transactions	
5295	Ziegler Inc 03-303-000-0000-6590		1,016.25	EDGE 120613	190033299	Repair & Maintenance Supplies
5295	Ziegler Inc		1,016.25		1 Transactions	
303	DEPT Total:		59,336.63	R&B Highway Maintenance	43 Vendors	145 Transactions
307	DEPT			R&B Capital Infrastructure		
48	Aitkin Co Abstract Company 03-307-000-0000-6260		5,325.00	603-13 120513	45584	Professional Services
48	Aitkin Co Abstract Company		5,325.00		1 Transactions	
12943	Engels/Charles A. & Pamela J.					

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Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
12943	Engels/Charles A. & Pamela J.		2,975.00	LAND ROW 121213	PARCEL 20	Right Of Way
			2,975.00			1 Transactions
12754	Proefrock/Jeffrey					
	03-307-000-0000-6362		350.00	LAND ROW 121213	PARCEL 9	Right Of Way
12754	Proefrock/Jeffrey		350.00			1 Transactions
12944	Watson/Dawn					
	03-307-000-0000-6362		3,050.00	LAND ROW 121213	PARCELS 26&27	Right Of Way
12944	Watson/Dawn		3,050.00			1 Transactions
307	DEPT Total:		11,700.00	R&B Capital Infrastructure	4 Vendors	4 Transactions
3	Fund Total:		72,338.29	Road & Bridge		156 Transactions

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 5 Health & Human Services

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
400	DEPT			Public Health Department		
86235	The Office Shop Inc 05-400-440-0410-6625		212.26	Copier & Toner	948226-0	Furniture, Fixtures, Etc.
86235	The Office Shop Inc		212.26	1 Transactions		
400	DEPT Total:		212.26	Public Health Department	1 Vendors	1 Transactions
420	DEPT			Income Maintenance		
86235	The Office Shop Inc 05-420-600-4800-6625		537.71	Copier & Toner	948226-0	Office & Other Equipment
86235	The Office Shop Inc		537.71	1 Transactions		
420	DEPT Total:		537.71	Income Maintenance	1 Vendors	1 Transactions
430	DEPT			Social Services		
86235	The Office Shop Inc 05-430-700-4800-6625		665.06	Copier & Toner	948226-0	Office & Other Equipment
86235	The Office Shop Inc		665.06	1 Transactions		
430	DEPT Total:		665.06	Social Services	1 Vendors	1 Transactions
5	Fund Total:		1,415.03	Health & Human Services		3 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

6 Debt Service

	<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		
	4178 US Bank N.A.				
	06-000-000-0000-6795		Principal 2005A	801548800	Long Term Loans
	06-000-000-0000-6796		Interest 2005A	801548800	Interest
	4178 US Bank N.A.				2 Transactions
0	DEPT Total:		Undesignated	1 Vendors	2 Transactions
6	Fund Total:		Debt Service		2 Transactions

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 12/13/13 4:39PM
 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
11252	Benson/John 10-900-000-0000-2300		501.29	bond refund R.1488	13189	Timber Permit Bonds
11252	Benson/John		501.29	1 Transactions		
11922	Guertin/Ron 10-900-000-0000-2300		344.92	bond refund R.1650	13081	Timber Permit Bonds
11922	Guertin/Ron		344.92	1 Transactions		
10764	Pisarek/John 10-900-000-0000-2300		352.00	BOND REFUND R. 1478	13334	Timber Permit Bonds
10764	Pisarek/John		352.00	1 Transactions		
11595	Scheff Logging & Trucking Inc. 10-900-000-0000-2300		2,716.50	bond refund R.1634	13209	Timber Permit Bonds
11595	Scheff Logging & Trucking Inc.		2,716.50	1 Transactions		
900	DEPT Total:		3,914.71	Timber Permit Bonds	4 Vendors	4 Transactions
921	DEPT			Co. Development		
12525	CES Imaging 10-921-000-0000-6405		55.64	plotter paper	295166	Office Supplies
12525	CES Imaging		55.64	1 Transactions		
8612	Veenker/Thomas H 10-921-000-0000-6240		215.00	MSPS 2014 Dues		Dues
8612	Veenker/Thomas H		215.00	1 Transactions		
921	DEPT Total:		270.64	Co. Development	2 Vendors	2 Transactions
923	DEPT			Forfeited Tax Sales		
783	Canon Financial Services, Inc 10-923-000-0000-6231		417.82	contract charges-022 lobby	13311822	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82	1 Transactions		
11686	Precision Thinning 10-923-000-0000-6820		84.05	overappraised refund	13421	Refunds & Reimbursements

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 10 Trust

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
11686	Precision Thinning		84.05		1 Transactions	
11595	Scheff Logging & Trucking Inc. 10-923-000-0000-6820		5,204.75	overappraised refund	13209	Refunds & Reimbursements
11595	Scheff Logging & Trucking Inc.		5,204.75		1 Transactions	
90805	Temco 10-923-000-0000-6590		300.00	repair plow & plow mounts	16658	Repair & Maintenance Supplies
90805	Temco		300.00		1 Transactions	
6097	Verizon Wireless 10-923-000-0000-6254		53.43	November Cell Phone	580683827	Utilities
6097	Verizon Wireless		53.43		1 Transactions	
923	DEPT Total:		6,060.05	Forfeited Tax Sales	5 Vendors	5 Transactions
926	DEPT			Law Library		
5173	West Payment Center 10-926-000-0000-6408		608.00	MN Practice Vol 10 & 10A	6090149749	Law Books
	10-926-000-0000-6408		1,055.92	Information charges 10/01/2013 10/31/2013	828319586	Law Books
	10-926-000-0000-6408		1,055.92	Oct.Information charges 11/01/2013 11/30/2013	828507690	Law Books
5173	West Payment Center		2,719.84		3 Transactions	
926	DEPT Total:		2,719.84	Law Library	1 Vendors	3 Transactions
10	Fund Total:		12,965.24	Trust		14 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
924	DEPT			Forest Resource		
6097	Verizon Wireless 11-924-000-0000-6250		66.48	November Cell Phone	580683827	Telephone
6097	Verizon Wireless		66.48	1 Transactions		
924	DEPT Total:		66.48	Forest Resource	1 Vendors	1 Transactions
925	DEPT			Reforestation		
195	Aitkin Tire Shop 11-925-000-0000-6590		163.52	trailer tire	52829	Repair & Maintenance Supplies
195	Aitkin Tire Shop		163.52	1 Transactions		
7628	Al's Welding & Sandblasting 11-925-000-0000-6590		2,799.10	repair goose neck felling trai	8920	Repair & Maintenance Supplies
	11-925-000-0000-6590		1,894.71	part to repair goose neck trai	8920	Repair & Maintenance Supplies
7628	Al's Welding & Sandblasting		4,693.81	2 Transactions		
1570	Erickson Oil Products Inc 11-925-000-0000-6511		959.77	November gas	9423	Gas And Oil
1570	Erickson Oil Products Inc		959.77	1 Transactions		
4641	Holiday Credit Office 11-925-000-0000-6511		130.58	November gas	1400000134961	Gas And Oil
4641	Holiday Credit Office		130.58	1 Transactions		
2340	Hyytinen Hardware Hank 11-925-000-0000-6406		3.53	carriage bolts	1146530	Field Supplies
	11-925-000-0000-6406		38.41	locks	1147582	Field Supplies
	11-925-000-0000-6406		1.59	vehicle key	1148953	Field Supplies
	11-925-000-0000-6406		145.24	padlocks	1149317	Field Supplies
	11-925-000-0000-6406		9.33	cord & weld	1150790	Field Supplies
2340	Hyytinen Hardware Hank		198.10	5 Transactions		
3100	McGregor Oil 11-925-000-0000-6511		164.68	November vehicle gas	AITKINLA	Gas And Oil
3100	McGregor Oil		164.68	1 Transactions		
4010	Rasley Oil Company 11-925-000-0000-6511		575.03	November gas	AITCOL&PS	Gas And Oil

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 11 Forest Development

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
4010	Rasley Oil Company		575.03	1 Transactions		
4135	Roadside Market					
	11-925-000-0000-6511		104.00	GAS	12835	Gas And Oil
4135	Roadside Market		104.00	1 Transactions		
4233	S & T Office Products Inc					
	11-925-000-0000-6405		374.06	laminator & 5 rolls	01QC2861	Office Supplies
4233	S & T Office Products Inc		374.06	1 Transactions		
6128	Tire Barn					
	11-925-000-0000-6590		237.61	oil changed in Piston Bully	26160	Repair & Maintenance Supplies
6128	Tire Barn		237.61	1 Transactions		
925	DEPT Total:		7,601.16	Reforestation	10 Vendors	15 Transactions
935	DEPT			Forest Road		
3760	Palisade Cooperative Oil Assoc					
	11-935-000-0000-6511		87.20	NOVEMBER GAS	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		87.20	1 Transactions		
6097	Verizon Wireless					
	11-935-000-0000-6250		100.17	November Cell Phone	580683827	Telephone
6097	Verizon Wireless		100.17	1 Transactions		
935	DEPT Total:		187.37	Forest Road	2 Vendors	2 Transactions
11	Fund Total:		7,855.01	Forest Development		18 Transactions

Aitkin County



Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
521	DEPT			LLCC Administration		
246	Brothers Fire Protection 19-521-000-0000-6231		40.09	return sales tax subtr.twice	90975	Services, Labor, Contracts
246	Brothers Fire Protection		40.09	1 Transactions		
12940	Canfield/Gregory Allen 19-521-000-0000-6231		150.00	snowplowing	12/05/13	Services, Labor, Contracts
12940	Canfield/Gregory Allen		150.00	1 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	contract charges-020	13311824	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
8622	Frontier 19-521-000-0000-6250		417.44	service & long distance	2187684653	Telephone
8622	Frontier		417.44	1 Transactions		
1829	Goble's Sewer Service Inc. 19-521-000-0000-6231		1,090.00	tank pumping	1218594	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		1,090.00	1 Transactions		
2763	J & H Transfer Station-Lakes Sanitary 19-521-000-0000-6255		92.38	garbage service	72867	Garbage
2763	J & H Transfer Station-Lakes Sanitary		92.38	1 Transactions		
9463	NMN,Inc 19-521-000-0000-6400		140.50	84 PACKS PLAYING CARDS	10047433	Commissary Items
9463	NMN,Inc		140.50	1 Transactions		
4425	Shirts Plus 19-521-000-0000-6400		238.80	24 Beanies	60624	Commissary Items
	19-521-000-0000-6400		125.10	18 T-shirts	60625	Commissary Items
4425	Shirts Plus		363.90	2 Transactions		
521	DEPT Total:		2,429.47	LLCC Administration	8 Vendors	9 Transactions
522	DEPT			LLCC Education		
86222	Aitkin Independent Age 19-522-000-0000-6230		132.06	seasonal naturalist ad	1483	Printing, Publ & Adv Promotion

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 19 Long Lake Conservation C

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
86222 Aitkin Independent Age		1 Transactions		
86235 The Office Shop Inc				
19-522-000-0000-6416	12.99	batteries for stopwatches	269034-0	Education Supplies
86235 The Office Shop Inc	12.99	1 Transactions		
522 DEPT Total:	145.05	LLCC Education	2 Vendors	2 Transactions
523 DEPT		LLCC Food		
86222 Aitkin Independent Age				
19-523-000-0000-6230	73.75	LLCC PT cook ad	1483	Printing, Publishing & Adv
86222 Aitkin Independent Age	73.75	1 Transactions		
523 DEPT Total:	73.75	LLCC Food	1 Vendors	1 Transactions
524 DEPT		LLCC Maintenance		
86467 Auto Value Aitkin				
19-524-000-0000-6302	15.98	wiper blades chevy truck	40035784	Vehicle Maintenance
19-524-000-0000-6302	89.99	snow plow light kit	40037447	Vehicle Maintenance
86467 Auto Value Aitkin	105.97	2 Transactions		
2340 Hyytinen Hardware Hank				
19-524-000-0000-6422	78.33	maintenance supplies	1149172	Janitorial Services/Supplies
2340 Hyytinen Hardware Hank	78.33	1 Transactions		
524 DEPT Total:	184.30	LLCC Maintenance	2 Vendors	3 Transactions
19 Fund Total:	2,832.57	Long Lake Conservation Center		15 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
520	DEPT			Parks		
86467	Auto Value Aitkin					
	21-520-000-0000-6590		62.63	fuel,filters,fitting,wrench	40035582	Repair & Maintenance Supplies
	21-520-000-0000-6590		10.67	bit, extractor	40035869	Repair & Maintenance Supplies
	21-520-000-0000-6590		110.07	battery	40036388	Repair & Maintenance Supplies
	21-520-000-0000-6590		42.72	fuel stabilizer,green af.	40036748	Repair & Maintenance Supplies
	21-520-000-0000-6590		5.87	hitch pin	40036750	Repair & Maintenance Supplies
86467	Auto Value Aitkin		231.96	5 Transactions		
589	Blomberg/Judith					
	21-520-000-0000-6350		35.00	Parks Meeting LLCC	12/10/13	Per Diem
589	Blomberg/Judith		35.00	1 Transactions		
1754	Garrison Disposal Company, Inc					
	21-520-000-0000-6254		46.80	November garbage pickup	8174269	Utilities
1754	Garrison Disposal Company, Inc		46.80	1 Transactions		
2448	Janzen/Carroll Mark					
	21-520-000-0000-6350		35.00	Parks Meeting LLCC	12/10/13	Per Diem
	21-520-000-0000-6330		31.64	mileage for parks mtg 12/10/13	56@.565	Transportation & Travel
2448	Janzen/Carroll Mark		66.64	2 Transactions		
5759	Kitzrow/Donald					
	21-520-000-0000-6350		35.00	Parks Meeting LLCC	12/10/13	Per Diem
	21-520-000-0000-6330		37.29	mileage for parks mtg 12/10/13	66@.565	Transportation & Travel
5759	Kitzrow/Donald		72.29	2 Transactions		
9692	Minnesota Energy Resources Corporation					
	21-520-000-0000-6254		474.81	November gas for shop	4162495-8	Utilities
9692	Minnesota Energy Resources Corporation		474.81	1 Transactions		
6097	Verizon Wireless					
	21-520-000-0000-6250		33.39	November Cell Phone	580683827	Telephone
6097	Verizon Wireless		33.39	1 Transactions		
12065	Warnest/Timothy					
	21-520-000-0000-6350		35.00	Parks Meeting LLCC	12/10/13	Per Diem
	21-520-000-0000-6330		35.60	mileage for parks mtg 12/10/13	63@.565	Transportation & Travel

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 21 Parks

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12065	Warnest/Timothy		Amount	2 Transactions	
			70.60		
520	DEPT Total:		1,031.49	Parks	8 Vendors 15 Transactions
21	Fund Total:		1,031.49	Parks	15 Transactions
	Final Total:		649,853.96	250 Vendors	468 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	153,541.33	General Fund	
	3	72,338.29	Road & Bridge	
	5	1,415.03	Health & Human Services	
	6	397,875.00	Debt Service	
	10	12,965.24	Trust	
	11	7,855.01	Forest Development	
	19	2,832.57	Long Lake Conservation Center	
	21	1,031.49	Parks	
	All Funds	649,853.96	Total	Approved by,
			
			

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-10-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

County Administrator to Approve Year-End Matters

Requested Meeting Date: 12-17-13 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 Administrator to Approve Year-End Matters

DATE: December 10, 2013

Staff is asking for Board authorization to allow the County Administrator to approve miscellaneous year-end matters. This may include trailing liquor licenses, manual warrants and other miscellaneous items.

These items will be presented to the Board at the first meeting in January for acknowledgement.

Please talk to me if you have any questions.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-12-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Reserving Budgeted Funds – Section 8.12 of Personnel Policy

Requested Meeting Date: 12-17-13 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 Commissioners
FROM: Patrick Wussow, Aitkin County Administrator
RE: Reserving Budgeted Funds - Section 8.12 of Personnel Policy
DATE: December 11, 2013

Section 8.12 of the Aitkin County Personnel Policies and Procedures Manual creates a procedure to reserve funds from the current calendar year for equipment or projects that were not completed during 2013, but will be completed during the following calendar year. A memo was sent out to Department Heads at the beginning of December and the following is a summary of the responses returned.

The following is a summary of the funds recommended to be reserved for 2014:

Assessor's office

1. \$9,000 from account 01-043-000-0000-6620, vehicle replacement
2. \$3,000 from account 01-043-000-0000-6625, computers and office equipment.

Environmental Services

1. \$7,500 from account 01-390-000-6101 for a vehicle purchase.

Sheriff

1. \$27,300 from account 01-200-000-0000-6620, vehicle replacement

The Sheriff, Attorney, and IT departments all will be maintaining some reserves again in 2014 from the 2013 reserves.

By approving this item on the consent agenda these funds will be reserved/earmarked for use in 2014 per the County's procedures.

If you have any questions please contact me at 927-7276.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.12 RESERVING BUDGETED FUNDS

Effective: 11/28/00

PURPOSE:

To set up procedures for reserving budgeted funds in the most fiscally responsible manner.

Note: In order to reserve funds during the current calendar year for equipment or projects that were not completed during that fiscal year, but will be completed during the following calendar year, those items must not be budgeted for in the following year and must not be moved from one line item to another. Additionally, the items must be for a specific use and not generalized.

PROCEDURE:

- The County Administrator will distribute a memorandum soliciting requests of reserves during the month of December.
- The Department Heads will submit an itemized list of items not completed during the current calendar year, with the budget and line item necessary to complete the project. All previously reserved monies must be included within the budget. The Department Head must certify that these requested items cannot be completed during the following fiscal year without these reserves and that the item has not been budgeted for in the following years budget.
- The County Administrator will review these requests and present the requests to the County Board prior to the end of each fiscal year.
- The County Board will act on these requests prior to the end of each fiscal year such to not hinder the fiscal health of Aitkin County and to uphold their fiscal responsibility to the taxpayers of Aitkin County.
- Any items not completed within the time period will be returned to the fund they were generated from at the end of the fiscal year they were reserved for.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 11/25/2013

Via: Patrick Wussow, County Administrator

From: Sally M. Huhta

Title of Item:

On, Off & Sunday Liquor Licenses – 2014

Requested Meeting Date: 12/17/2013 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)
- 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

121713-0xx

2014 Liquor Renewals

BE IT RESOLVED, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2014 thru December 31, 2014:

“ON”, “OFF” and “SUNDAY” Sale:

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township

This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

J & S Resort, d/b/a **Barnacles** – Wealthwood Township

This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Cuddler Enterprises Inc., d/b/a **Big Sand Bar Resort** – Workman Township

This establishment has an address of 51866 224th Place, McGregor, MN 55760

Big Sandy Lodge & Resort, Inc., d/b/a **Big Sandy Lodge & Resort** – Shamrock Township

This establishment has an address of 20534 487th Street, McGregor, MN 55760

MacDonald Ent. of Malmo Inc., d/b/a **Castaways** – Lakeside Township

This establishment has an address of 32360 215th Lane, Isle, MN 56342

Stansberry LLC, d/b/a **Corner Club** – Macville Township

This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township

This establishment has an address of 33592 300th Place, Aitkin, MN 56431

Eagle Point Lounge Inc., d/b/a **Eagle Point Lounge** – Shamrock Township

This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township

This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

C.A.T.L. Enterprises Inc., d/b/a **Growlers** – Shamrock Township

This establishment has an address of 19037 Goshawk St., McGregor, MN 55760

RIPS HLI Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township

This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township

This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township

This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Liberty Beach Bar & Café LLC, d/b/a **McGrath Bar & Cafe** – Williams Township

This establishment has an address of 14072 State Highway 65, McGrath, MN 56350

Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township
This establishment has an address of 23247 480th St., McGregor, MN 55760

Phil's Myr Mar Marina Inc., d/b/a **Phil's Myr Mar Marina** – Hazelton Township
This establishment has an address of 44033 Conifer St., Aitkin, MN 56431

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

Dagen, Inc., d/b/a **Player's Sports Bar & Grill** – Hazelton Township
This establishment has an address of 26838 U.S. Hwy. 169, Aitkin, MN 56431

Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township
This establishment has an address of 49463 202nd Place, McGregor, MN 55760

Bodway Properties Inc., d/b/a **Prairie River Retreat** – Shamrock Township
This establishment has an address of 51272 Lake Ave., McGregor, MN 55760

Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“OFF” Sale:

KLOMAR, LLC, d/b/a **Cave Liquors** – Hazelton Township
This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Star Liquor of Glen Inc., d/b/a **Glen Store & Grill** – Malmo Township
This establishment has an address of 31993 280th St., Aitkin, MN 56431

Gerald F. Olson, d/b/a **Olson's Mississippi Landing** – Ball Bluff Township
This establishment has an address of 68298 St. Hwy. 65, Jacobson, MN 55752

TJ's Liquor Inc., d/b/a **TJ's Liquor** – Malmo Township
This establishment has an address of 22039 321st Ave., Aitkin, MN 56431

Minnewawa Partners LLC, d/b/a **Willey's Sports Shop & Spirits** – Shamrock Township
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake, Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

ON Sale – CLUB:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township
This establishment has an address of 36558 410th Ave., Aitkin, MN 56431

ON Sale – WINE:

Glen Store & Grill Inc., d/b/a **Glen Grill** – Malmö Township

This establishment has an address of 31993 280th St., Aitkin, MN 56431

Frederick & Deborah Dally, d/b/a **The Red Door Resort** – Wealthwood Township

This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

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 17th day of December 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 17th day of December 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: 12-04-2013

Via: Patrick Wussow, County Administrator

From: Julie Hughes, Chief Deputy Treasurer

Title of Item:

Affidavit for Duplicate of Lost Municipal Order or Warrant

Requested Meeting Date: 12-17-2013 Estimated Presentation Time: _____

Presenter: Julie Hughes

Type of Action Requested (check all that apply)

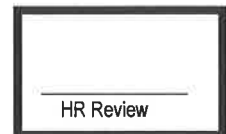
- For info only, no action requested Approve under Consent Agenda
- For discussion only with possible future action Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- 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
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Affidavit of Lost Municipal Order or Warrant

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

Approve Duplicate of Lost Warrant from Treasurer's Office:

Commissioner Warrant # 42110 dated 11-6-12 payable to AgStar Financial Service in the amount of \$ 432.00

Affidavit for Duplicate of Lost Municipal Order or Warrant

STATE OF MINNESOTA,

County of Aitkin

)
) ss Ag Star Financial Services
)

being duly sworn, on oath says; that (s)he is the owner of a certain Commissioner Warrant, dated
the Twenty-ninth of October, 2012 Numbered 42110 issued by Aitkin County to AgStar Financial Services
in the sum of 432.00 which has been Lost in the manner
("Lost" or "Destroyed")
following, to wit:

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

Carine Brin Carissa Brink

Subscribed and sworn to before me this 2nd day of December, 2013

Notary Public Traci Lynn Hays County, Minnesota

My Commission Expires January 31, 2018



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



To: Chairperson, Aitkin County Board of Commissioners Date:
12/06/2013

Via: Patrick Wussow, County Administrator

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

Title of Item:

Ratify Teamsters Non-licensed Essential Unit Collective Bargaining Agreement, 2013
Reopener

Requested Meeting Date: 12/17/2013 Est. Time: Consent Agenda

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

BJD
HR Review

Supporting Attachment(s)


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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: Aitkin County Commissioners

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

Date: December 6, 2013

Subject: Teamsters Non-licensed Essential Unit Collective Bargaining Agreement, 2013 Reopener

Background Information

Arbitrator Janis K. Frankman awarded a shift differential increase from \$.20 to \$.68 per hour and that the salary schedule set forth on APPENDIX B: 2012 Wage Schedule to the party's Contract for 2011-2013 shall be revised to provide a general wage increase of 1.8% for 2013 which shall be set forth on New APPENDIX C: 2013 Wage Schedule, both retroactive to January 1, 2013.

Action Requested

Motion to ratify the Teamsters Non-licensed Essential Unit collective bargaining agreement as required by the Arbitrator (copy attached), and authorize the Chairperson, County Administrator, and HR Manager to sign.



TEAMSTERS GENERAL LOCAL UNION No. 346

Affiliated with the International Brotherhood of Teamsters

2802 West First Street • Duluth, MN 55806
218/628-1034 • Fax: 218/628-0246
Email: teamL346@qwest.net

Mailing Address
P.O. Box 16208
Duluth, MN 55816-0208

RODERICK ALSTEAD
President
DAVID LaBORDE
Vice President
LES KUNDO
Recording Secretary
ZAK RADZAK
Business Agent/Trustee

PATRICK RADZAK
Secretary - Treasurer
December 3, 2013

Trustees
GARY BAUERS
JEFF OVESON

Ms. Bobbie Danielson
Human Resources Manager
Aitkin County Courthouse
217 Second Street NW, Room 130
Aitkin, MN 56431



Dear Ms. Danielson:

Enclosed are four (4) signed *originals* of the Agreement by and between Aitkin County Non-Licensed Essential Unit and Teamsters Local 346. We only had our Secretary-Treasurer and President sign as only two signatures are necessary for us.

Please review, sign, and return two (2) fully executed *originals* back to this office. Keep two (2) fully executed *originals* for your records.

Thank you.

Yours truly,

TEAMSTERS GENERAL LOCAL UNION NO. 346


Les Kundo
Recording Secretary

LK:jl

Enclosures

Dictated but not read.

Buy American

TEAMSTERS GENERAL LOCAL UNION No. 346: "Teamsters General, the northwestern portion of the state of Wisconsin, and the Northern Minnesota Counties of Cook, Lake, St. Louis, Carlton, Koochiching, Lake of the Woods, Itasca, Beltrami, Aitkin, Pine, Chisago, Crow Wing, Cass, Wadena, Otter Tail, Becker, Hubbard, Clearwater, Roseau, and Pennington. Construction only in the following: Polk, Marshall, Kittson, Clay, Red Lake, Norman, and Mahnomen. Pipeline: Minnesota, Wisconsin, North Dakota, South Dakota, and Iowa (excluding Scott County)."

A G R E E M E N T

By and Between

AITKIN COUNTY

and

**GENERAL DRIVERS, WAREHOUSEMEN,
HELPERS & INSIDE EMPLOYEES
LOCAL UNION NO. 346
(NON-LICENSED ESSENTIAL UNIT)**

Duluth, Minnesota

January 1, 2011 to December 31, 2013

Page 17 = Wages Article
Page 18 = Shift Dif
Page 24 = New Appendix C

TEAMSTERS LOCAL 346
NON-LICENSED ESSENTIAL UNIT CONTRACT 2011 - 2013

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New

PREAMBLE

Aitkin County, hereinafter referred to as the "Employer" and the General Drivers, Dairy Employees, Warehousemen, Helpers and Inside Employees Local Union No. 346 of Duluth, Minnesota, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, representing employees in those classifications covered by this Agreement, hereinafter referred to as the "Union", agree to the following provisions covering wages, hours and working conditions during the period of this Agreement. This Agreement shall supersede and replace all previous agreements between the parties hereto.

TERMS AND RELATIONS

This Agreement is intended to secure proper employment terms and conditions of said Employer and to advance friendly relations between the Employer and the employees. Both the Employer and the employees agree to carry it out fairly.

CONDITIONS OF EMPLOYMENT

The Employer agrees that all conditions of employment relating to wages, hours of work, overtime differentials, vacations and other benefits shall be maintained at not less than the highest minimum standard in effect at the time of signing this Agreement, and the conditions of employment shall be improved wherever specific provisions for improvement are made elsewhere in this Agreement.

ARTICLE 1.

RECOGNITION

Local Union No. 346, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen and Helpers of America, shall be recognized as the sole and exclusive collective bargaining agent for all non-licensed essential employees of the Aitkin County Sheriff's Department, Aitkin, Minnesota, whose service exceeds 67 working days in a calendar year or the lesser of 14 hours per week or 35% of the normal work week, excluding supervisory, confidential and licensed essential employees, as set forth in the Certification of Exclusive Representative, BMS Case No. 00-PCE-454, dated October 20, 1999, by the Minnesota Bureau of Mediation Services.

REPRESENTATION

The Union shall be the sole representative of all classifications of employees covered by this Agreement in collective bargaining with the Employer, and there shall be no discrimination against any employee because of non-union affiliation.

CHECK OFF

The Employer agrees to deduct from the pay of all employees covered by this Agreement, dues and initiation fees of the Local Union having jurisdiction over such employees, and agrees to remit to said Local Union all such deductions. Where laws require written authorization by the employee, the same is to be furnished in the form required. No deduction shall be made which is prohibited by applicable law. Check-off procedures and timing shall be worked out locally. If there is no agreement, the matter shall be referred to the grievance procedure.

UNION SECURITY

All new regular employees shall become a member of the Local Union on or after the 91st day of their employment. When an employee does not wish to become a member of the Local Union, they shall make arrangements with the Local Union to pay a Fair Share Fee as provided for by legislation. Each employee in the bargaining unit covered by this Agreement and certification who fails to acquire and maintain membership in the exclusive representative Union shall, beginning on the 91st day following the beginning of such employment or the effective date of this Agreement whichever is later, pay to the Union each month a Fair Share Fee for services rendered by the exclusive representative. The required contribution shall in no instance exceed a pro rata share of the specific expenses incurred for services rendered by the representative in relationship to negotiations and administration of grievance procedures. The Employer, upon notification of the exclusive representative of such employees and of the amount of the Fair Share Fee, shall check off said fee each month from the earnings of the employee and transmit the same to the exclusive representative. Students who are employed on a temporary basis shall not be subject to the Fair Share clause.

TIME OFF

The Sheriff agrees to grant reasonable and necessary time off, without discrimination or loss of seniority rights and without pay, to any employee designated by the Union to attend a labor convention or serve in any capacity or other Official Union business, provided one (1) week's written notice is given to the Sheriff by the Union, specifying length of time off. The Union agrees that in making its request for time off for Union activities, due consideration shall be given to the number of individuals affected in order that there shall be no disruption of the Sheriff's operations due to lack of available employees.

The Employer will not pay any employee to come in on their scheduled time or day(s) off for negotiations, but when on-duty, the Employer will permit the Teamsters Negotiating Committee, comprised of up to two members of the bargaining unit, to appear at all negotiation meetings with the Employer without the loss of pay.

ARTICLE 2.

VESTED RIGHT OF MANAGEMENT

The right to employ, transfer, direct and discipline employees and the management of the property and equipment of Aitkin County is reserved and shall be vested exclusively in the County Board, including the sole authority of the County Board to define "cause" for management action. The County Board through authority vested by the Minnesota State Statutes shall have the right to determine how many individuals will be employed or retained together with the right to exercise full control and discipline in the proper conduct of its operation. The County Board shall have the sole right to contract for any work it chooses, and direct employees to perform such work wherever located in its jurisdiction. The County Board shall have the exclusive right to determine the hours of employment and the length of the work week and to make changes in the detail of the employment of the various employees from time to time as is deemed necessary for the efficient operation of the Sheriff's Department, and the Union and the members agree to cooperate with the County Board in all respects to promote the efficient operation of the Sheriff's Department. The Union will be notified by the County Board of any said changes or adjustments. The provisions of this Article are subject to the procedural rights of the employees as set forth in the other Articles contained in this Agreement.

ARTICLE 3.

EMPLOYMENT STATUS

A regular employee is hereby defined as a person hired to fill a permanent position with full employment annually.

A temporary or seasonal employee is hereby defined as a person hired for a period of time not to exceed six (6) months and they shall be separated from the payroll at the end of such period. At the time of hiring, temporary and seasonal employees will be notified that their employment is temporary or seasonal and that they shall accrue no rights under this Agreement for such periods of time worked. Successive appointments to temporary or seasonal positions will not be made unless mutually agreed to between the County and the Union.

A part-time employee is hereby defined as a person hired to work less than a regular full-time employee on a regular basis.

ARTICLE 4.

PROBATION

All newly hired employees shall serve a one year probationary period of continuous service. During such probationary period they shall not accrue any seniority rights and shall be subject to dismissal for any reason without recourse to the grievance procedure. Upon completion of the one (1) year probationary period, the employee shall be granted seniority rights from the date of original hire.

During the first 90 days of the probationary period, the employee will not be entitled to any of the benefits provided by this Agreement, except Health Insurance which starts as per the plan specified in Article 21 and sick leave pursuant to Article 17. Upon satisfactory completion of the 90 day period, the employee shall be entitled to all of the benefits provided by this Agreement, except paid holidays, computed from their starting date of employment. Employees will receive only those paid holidays that occur following the completion of a 90 day period.

ARTICLE 5.

SENIORITY

The seniority of all employees covered by the terms of this Agreement shall begin with the employee's starting date of employment as a regular employee, provided, however, that no time prior to discharge or quit shall be included. The employee's seniority shall not be diminished by temporary lay-off due to lack of work, shortage of funds or any other contingency beyond the control of either party to this Agreement.

The policy of seniority shall prevail to regular full-time and part-time employees.

The seniority list shall be posted and kept up-to-date annually by the Sheriff. A copy of the list shall be made available to the Secretary of Local No. 346. Said seniority list shall contain the name and starting date of each employee. Part time employees shall be carried on the bottom of the list in proper sequence and the list shall so state that they are part time.

No seasonal employee, part-time employee, or temporary employee shall exceed in seniority a regular employee who fills a full-time position.

In the event the County decides to lay off employees, layoff shall be in the inverse order of seniority by classification. A Jailer being laid off who has greater bargaining unit seniority may bump the least senior Dispatcher. A Dispatcher being laid off who has greater bargaining unit seniority may bump the least senior Jailer. A Senior Jailer/Dispatcher being laid off who has greater bargaining unit seniority may bump the least senior employee in either the Jailer or the Dispatcher classification. An employee

TEAMSTERS LOCAL 346
NON-LICENSED ESSENTIAL UNIT CONTRACT 2011 - 2013

being laid off who exercises seniority rights to bump into another classification shall be in a probationary status as to the new position for ninety (90) days.

Seniority shall terminate if:

1. An employee quits.
2. An employee is discharged for cause and is not reinstated.
3. An employee is absent because of a layoff for a period exceeding one (1) year.

Any employees accepting a supervisory position outside of the bargaining unit contract covering Jailers and Dispatchers will be granted a leave of absence and have their seniority frozen as of the date they accepted the new position. Their sick leave benefits shall be carried forward with them to the supervisory unit.

ARTICLE 6.

SCHOOLING

All employees who are required to attend school shall be paid the straight time hourly rate for each day of attendance at school. It is further agreed that they shall be reimbursed for necessary and actual expenses in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts.

ARTICLE 7.

SAFETY EQUIPMENT

No employee shall be required to drive a vehicle that does not comply with all state and city safety regulations. All vehicles shall be equipped with adequate heaters, defrosters and matting.

EXPENSES

All employees, when away from their homes overnight because of their duty, or outside the County, shall be reimbursed for food and lodging expenses during their absence in accordance with the established policy of the County of Aitkin on presentation of expense report with receipts.

LOSS OR DAMAGE

Employees shall not be charged for loss or damage to equipment unless clear proof of negligence is shown. This Article is not to be construed as applying to charging for normal usage or wear and tear on equipment.

ARTICLE 8.

UNIFORMS

The County agrees to supply to all regular full-time employees four (4) uniforms. Replacements will be furnished when needed.

ARTICLE 9.

MEDICAL EXAMINATIONS

Physical, mental or other examinations required by the Employer shall be promptly complied with by all employees, provided, however, the Employer shall pay for all such examinations. Examinations not to exceed one in any one year, unless the employee has suffered serious injury or illness during the year. Employees shall receive their regular compensation and shall not be deducted pay for time spent during an examination required by the Employer.

If the employee disagrees with the results of the medical examination required by the Employer, the employee may be examined by a doctor chosen by the employee or the Union. The Employer shall not be required to pay for said examination. The employee and the Union shall provide the Employer with a copy of the second opinion.

If the opinions of the Employer's and the employee's or Union's physician differ, the Employer may require the employee to submit to a third examination by a physician at the Brainerd Medical Center, at the expense of the Employer. The opinion of the third physician shall be binding. Employees shall receive their regular compensation and shall not be deducted pay for time spent during this third examination.

ARTICLE 10.

WEEKLY HOURS AND OVERTIME RATES

The Sheriff's Department maintains the facilities on a twenty-four (24) hour a day basis. The Employer shall establish work schedules for its employees and shall post the schedules for one (1) week.

In an 8 hour per day schedule: All hours over eight (8) hours per day and 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay. Overtime at the rate of one and one-half (1-1/2) times the regular rate shall be paid for call out time.

In a 10 hour per day schedule: All hours over ten (10) hours per day and 40 hours per week shall be paid at one and one-half (1-1/2) times the rate of pay. Overtime at the rate of one and one-half (1-1/2) times the regular rate shall be paid for call out time.

In a 12 hour per day schedule: All hours over twelve (12) hours per day and eighty-four (84) hours per two (2) week payroll period shall be paid at one and one-half (1-1/2)

TEAMSTERS LOCAL 346
NON-LICENSED ESSENTIAL UNIT CONTRACT 2011 - 2013

times the rate of pay. Overtime at the rate of one and one-half (1-1/2) times the regular rate shall be paid for call out time.

If the needs of the service permit, all employees who are scheduled to work eight (8) and ten (10) hour shifts shall be allowed two (2) fifteen (15) minutes rest breaks in each shift, at times determined by the work load. If the needs of the service permit, all employees who are scheduled to work twelve (12) hour shifts shall be allowed three (3) fifteen (15) minute rest breaks in each shift, at times determined by the work load.

When a regular employee reports to work in accordance with the work schedule without having been previously notified not to report to work or if any employees are called back to work after completing the scheduled work day, or are called out for work during scheduled time off, they shall receive the minimum of two (2) hours pay at time and one-half (1-1/2).

ARTICLE 11.

PAY PERIOD

All employees covered by this Agreement shall be paid bi-weekly on Friday for work performed during the previous pay period. If a holiday falls on Friday, pay day will be the last workday before the holiday. Each employee shall be provided with a statement of gross earnings and an itemized statement of all deductions made for any purpose.

ARTICLE 12.

WORKERS' COMPENSATION

- A. An employee receiving workers' compensation loss of time benefits due to a work-related injury or illness has the option of using accumulated sick leave, personal leave, or vacation leave until exhausted to equal the difference between the payment received from workers' compensation and the gross amount the employee would have been paid in a normal pay period. At no time shall the combined total weekly rate of compensation exceed the average weekly wage of the employee on the date of injury. Employees shall be responsible for benefit deductions that would normally be taken out of their paycheck to the extent not covered by use of leave benefits as well as after leave balances are exhausted.
- B. The Employer will continue to contribute its portion of the medical insurance in force when the workers' compensation begins during the period an employee is receiving workers' compensation loss of time benefits due to a work-related injury or illness.
- C. In compliance with the Minnesota Workers' Compensation Act, Minn. Stat. 176.021, subd. 5, and the PERA, workers' compensation wage loss payments

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are exempt from federal, state, social security tax and PERA deductions. The check issued by the County shall have federal, state, social security tax, PERA deductions and any other deductions that would normally be taken out of the employee's paycheck.

ARTICLE 13.

PROMOTIONS

In filling job vacancies or new positions preference shall be given to those employees oldest in point of service, provided, however, that the qualifications and physical fitness of the employees being considered for the job have to be relatively equal. In judging employee's qualifications for the job, the following factors shall be considered:

1. Ability to perform related work.
2. Attitude.
3. Aptitude.
4. Versatility.
5. Efficiency.
6. Previous work record.
7. Attendance.

Where qualifications and ability are equal, then seniority shall prevail.

Promotions from part-time employment to regular full-time employment shall be made according to the above paragraph.

All job vacancies or new positions shall be posted on the bulletin board for a period of five (5) weekdays (Monday through Friday) so that the interested employees may have an opportunity to apply. Such notice shall state the requirements of the job. Employees shall apply for the vacancy or new position in writing, and only those applicants who meet the requirements shall be considered. Internal applicants from the bargaining unit who meet the requirements of the position shall be selected to fill vacancies before the County advertises the position. If there is more than one internal applicant from the bargaining unit, selection will be based upon the criteria set forth in the first paragraph of this Article 13.

The successful applicant shall have a ninety (90) calendar day trial period in which to demonstrate his or her ability to perform the job. If during such period the Employer considers the employee unqualified, they shall be returned to their former position and rate of pay without loss of seniority rights.

The Employer may make immediate temporary assignments to fill any vacancy or new position while the job posting procedures are being carried out. If there is a dispute involving the provisions of this Article it shall be referred to the grievance procedure of this Agreement for resolution.

ARTICLE 14.

LEAVE OF ABSENCE

Family and Medical Leave - Family and Medical Leave shall be granted in accordance with legal mandates and Aitkin County Policy. Attached Aitkin County Resolution #93-88.

Leave of Absence - Any employee desiring a leave of absence from his or her employment shall secure written permission from the Sheriff. The maximum leave of absence shall be two (2) thirty (30) day periods and may be extended for like periods upon approval of the County Administrator. During the period of absence, the employee shall not engage in gainful employment without prior written approval of the County Administrator. Failure to comply with this provision shall result in the complete loss of seniority rights. The employee must make suitable arrangements for continuation of health and welfare and pension payments before the leave may be approved by the Employer. The employee will provide written notice to the Union of all leaves of absence approved pursuant to this paragraph.

Temporary Lay-Off - A temporary lay-off is defined as a lay-off lasting not more than one (1) year. After such period, the employee shall be considered terminated.

Recall - Recall of an employee shall be provided for in the following manner. Initially, the County shall attempt to locate the employee by telephone. If that attempt is unsuccessful, the Employer shall post a certified or registered letter to the employee's last known address. If the employee fails to respond to said letter within a five (5) working day period from the date of receipt of the signed, requested "Return Receipt" or notification from the Post Office that said notice is undeliverable, the employee shall be considered terminated.

ARTICLE 15.

HOLIDAYS

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

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

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

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When an employee does not work on any of the above-named holidays, the holiday shall, nevertheless, count as eight (8) hours' work for the purpose of computing overtime. Employees may elect to use their accrued and unused vacation, up to the number of hours in each employee's regularly scheduled shift, to complete a holiday.

For the purpose of overtime pay, holidays shall be celebrated on the day on which the holiday falls. When a paid holiday falls during an employee's vacation, he/she shall receive holiday pay for the holiday and will not be required to use vacation for the holiday.

ARTICLE 16.

VACATIONS

All regular full-time employees shall be granted vacation as follows:

<u>Completed Years of Service</u>	<u>Working Hours Employee May Earn as Vacation Per Year</u>
0-3	96
3-5	120
5-10	144
10-15	168
15+	192

The number of hours equivalent to the employee's scheduled shift will be deducted for each day of vacation used.

For the purposes of administering an employee's vacation time earned, the accumulated time will be shown in hours earned on the employee's pay stub. An employee may accumulate vacation hours up to a maximum of 280 hours. Vacation hours over the 280 hours maximum will be forfeited as accumulated on the monthly rate until such time as the employee is below the 280 hour maximum.

Employees who have taken at least 80 hours of vacation during the calendar year may elect to take straight time pay in lieu of a maximum of 80 hours of earned vacation in December. Such vacation will not be counted as hours worked for the purpose of computing overtime.

When an employee is not working because of illness or injury and has exhausted accumulated sick leave, they will be permitted to draw earned vacation pay.

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Upon termination of employment for any cause, regular employees shall be paid for any accumulated vacation credits, including prorated payments for periods of less than one (1) year.

Probationary employees can use vacation after 6 months of employment.

ARTICLE 17.

SICK LEAVE:

Section 1.

A regular full-time employee shall be entitled to eight (8) hours of sick leave with pay for each month of continuous employment. Unused sick leave may be accumulated up to a maximum of nine hundred sixty (960) hours. Employees begin earning sick leave as of the day of employment and may use sick leave during the probationary period. The number of hours equivalent to the employee's scheduled shift will be deducted for each day of sick leave used.

Sick leave will be granted for actual sickness, temporary physical disability, serious illness, or quarantine. The Employer at its discretion, may require a doctor's certificate showing the nature of an injury or illness.

Section 2.

All regular employees of Aitkin County, who were hired on or before April 1, 2008, after completion of ten (10) years continuous service, shall be entitled to severance pay upon retirement, death, layoff, or resignation. An employee must be laid off for more than one year before being entitled to severance pay. The requirement of ten (10) years continuous service is waived as to any payment of severance pay due to death or retirement pursuant to a bona fide retirement plan. Such severance pay shall be allowed as follows:

Retirement pursuant to a bona fide retirement plan or death.	100% of unused sick leave
--	---------------------------

Retirement, resignation, or a voluntary quit with a 40 day maximum	50 %of all unused sick leave
--	------------------------------

Upon layoff for more than one year, retirement, or resignation, the severance benefit will be paid to the eligible employee. In the event of death, the severance pay shall be paid to the employee's estate. The severance pay benefit is eliminated for all employees hired after April 1, 2008.

ARTICLE 18.

PERSONAL LEAVE

A regular full-time employee shall be granted three (3) days (24 hours) personal leave each year, not to be accumulative. Employees may elect to use their accrued and unused vacation, up to the number of hours in each employee's regularly scheduled shift, to complete a personal leave day. Personal leave days shall be granted on a pro-rated basis for employees working a portion of the calendar year.

ARTICLE 19.

FUNERAL LEAVE

A maximum of three (3) days (24 hours) leave with pay will be allowed when a death occurs in a regular full-time employee's family, namely the husband, wife, son, daughter, father, mother, sister, brother, father-in-law, mother-in-law, grandparents and grandchildren. Employees may elect to use their accrued and unused sick leave, up to the number of hours in each employee's regularly scheduled shift, to complete a funeral leave day.

Two (2) additional days (16 hours) may be allowed when traveling is necessary, subject to the approval of the Employer. Additional time, if needed, may be allowed by the Employer, but such additional time in excess of five (5) days (40 hours) indicated above, shall be charged against the employee's sick leave.

ARTICLE 20.

RETIREMENT

Retirement benefits, PERA, will be provided to each employee covered by this Agreement as required by state statute.

ARTICLE 21.

INSURANCE AND BONDS

GROUP HEALTH INSURANCE

Regular full-time employees and their dependents shall be provided with group insurance through the Teamsters Local 346 Health Fund, Benefit Plan E, and effective July 1, 2000, Benefit Plan G. The Employer's contribution toward the total premium for group insurance shall be as follows:

- Effective January 1, 2011, \$770.00 per month flat dollar contribution.
- Effective January 1, 2012, \$810.00 per month flat dollar contribution.
- Effective January 1, 2013, \$855.00 per month flat dollar contribution.

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In no event will the Employer's contribution exceed the actual cost of the coverage. Any additional amount due shall be paid by the employee. Notwithstanding anything herein contained, it is agreed that in the event the County is delinquent in the payment of its contribution to the Health and Welfare Program in effect for the employees covered under this contract, the Local Union shall have the right to take such legal action as they deem necessary until such delinquent payments are made. It is further agreed that in the event that action is taken, the County shall be responsible to the employees for losses resulting therefrom.

LIABILITY INSURANCE

The County of Aitkin agrees to furnish, at no cost to the employee, liability insurance to protect employees in amounts equal to the county's statutory liability for claims where the county has a duty of indemnification pursuant to Minnesota Statute Section 466.07.

LIFE INSURANCE

The Employer agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents to age 19.

BONDS AND PREMIUMS

Should the Employer require any employee to give bond, cash bond shall not be compulsory, and any standard premium involved shall be paid by the Employer.

The primary obligation to procure the bond shall be on the Employer. If the Employer cannot arrange for a bond within ninety (90) days, he must so notify the employee in writing. Failure to so notify shall relieve the employee of the bonding requirement.

If the proper notice is given, the employee shall be allowed thirty (30) days from the date of such notice to make his/her bonding requirements. Standard premiums only on said bond to be paid by the Employer. The standard premium shall be that premium paid by the Employer for bonds applicable to all other of its employees in similar classifications. Any excess premium to be paid by the employee.

ARTICLE 22.

INDIVIDUAL AGREEMENT

The Employer agrees not to enter into any contract or agreement with any employees, individually or collectively, which in any way conflicts with the terms and provisions of this Agreement.

JOB STEWARD

Aitkin County recognizes the right of the Union to designate Job Stewards to handle such Union business as may from time to time be delegated to the Job Stewards by the

Union. The Employer shall be notified in writing of the names of the employees designated as Job Stewards.

ARTICLE 23.

GRIEVANCE PROCEDURE

23.1 Definition of a Grievance

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

23.2 Union Representatives

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

23.3 Processing of a Grievance

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

23.4 Procedure

Grievances, as defined by Article 23 shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer (Sheriff). The Employer-designated representative will discuss and give an answer to such Step 1 grievance within

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ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the Agreement allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) calendar days after the Employer-designated representative's final answer in Step 1. Any grievance not appealed in writing shall be considered waived.

Step 2. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 2 representative (Human Resources Manager). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 2 grievance. A grievance not resolved in Step 2 may be appealed to Step 3 within ten (10) calendar days following the Employer-designated representative's final answer in Step 2. Any grievance not appealed in writing shall be considered waived.

Step 3. If appealed, the written grievance shall be presented by the Union and discussed with the Employer-designated Step 3 representative (County Administrator). The Employer designated representative shall give the Union the Employer's answer in writing within ten (10) calendar days after receipt of such Step 3 grievance. A grievance not resolved in Step 3 may be appealed to Step 4 within ten (10) calendar days following the Employer-designated representative's final answer in Step 3. Any grievance not appealed in writing shall be considered waived.

Step 4. A grievance unresolved in Step 3 and appealed to Step 4 by the Union shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971 as amended. The selection of an arbitrator shall be made in accordance with the "Rules Governing the Arbitration of Grievances" as established by the Bureau of Mediation Services.

23.5 Arbitrator's Authority

A. The arbitrator shall have no right to amend, modify, nullify, ignore, or add to or subtract from the terms and conditions of this Agreement. The arbitrator shall consider and decide only the specific issue(s) submitted in writing by the Employer and the Union, and shall have no authority to make a decision on any other issue not so submitted.

B. The arbitrator shall be without power to make decisions contrary to, or inconsistent with, or modifying or varying in any way the application of laws, rules, or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) calendar days following close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be binding on both the

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Employer and the Union and shall be based solely on the arbitrator's interpretation or application of the express terms of this Agreement and to the facts of the grievance presented.

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

23.6 Waiver

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

23.7 Choice of Remedy

If, as a result of the written Employer response in Step 3, the grievance remains unresolved, and if the grievance involves the suspension, demotion, or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of Article 23 or to another procedure such as Veterans Preference. If appealed to any procedure other than Step 4, the grievance shall not be subject to the arbitration procedure provided in Step 4. The aggrieved employee shall indicate in writing which procedure is to be used – Step 4 of this grievance procedure, or an alternative procedure. The election set forth above shall not apply to claims subject to the jurisdiction of the United States Equal Employment Opportunity Commissioner unless allowed by law.

23.8 Postmark

A grievance shall be considered to have been presented within the time limits set forth in this Article if it is postmarked within the time limits specified. The Employer's written response to a grievance shall be considered to have been made within the time limits set forth in this Article if it is postmarked within the time limits specified.

ARTICLE 24.

SUSPENSION

An employee may be temporarily suspended for just cause after the investigation. The employee shall be notified of the reason for the suspension seven (7) calendar days prior to the date of suspension except in emergency. If the employee believes that the suspension is without just cause, or that the period of suspension is unwarranted, the employee shall have the right to appeal by invoking the normal grievance procedure within twenty-one (21) calendar days of the date of suspension. If it is determined without just cause, the employee shall be reinstated immediately and shall receive full pay lost as the result of the suspension.

ARTICLE 25.

DISCHARGE

This Article 25 shall pertain to discharge cases only.

An employee who has completed the required probationary period shall be discharged only for just cause after an investigation. An action to discharge an employee shall be taken by the appointing authority only after a meeting has been held between the designated Union representative and employee, and the County Administrator. The employee and the Union shall be given written notice of the charges against the employee and of the meeting date and time at least ten (10) calendar days prior to the meeting. The Union and the employee shall be present at the meeting, and the Union shall present information relevant to the proposed discharge and may present witnesses and evidence. The Sheriff and/or Human Resources Manager shall have the right to present information, witnesses and evidence at the meeting. This meeting shall be in lieu of Steps 1 and 2 of the Grievance Procedure set forth in Article 23 of this Agreement.

In the event the appointing authority proceeds to discharge, then a grievance relating to discharge shall be filed at Step 3 of the Grievance Procedure within fourteen (14) calendar days of the date of the discharge action.

ARTICLE 26.

WAGES

Employees covered by this Agreement shall be paid in accordance with Appendix A for 2011 and Appendix B for 2012. The Agreement will be reopened for negotiation of the 2013 general wage adjustment and step adjustments. The results of the 2013 wage reopener will be set forth in Appendix C and employees shall be paid in accordance with it retroactive to January 1, 2013.

added

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Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on the wage schedule on their anniversary date based upon the time interval for each step. In no event shall an employee's wage exceed the maximum of the appropriate wage schedule.

Shift Differential. Effective January 1, 2010 employees will receive shift differential of \$0.20 per hour for hours worked from 6:00 p.m. to 6:00 a.m. Effective January 1, 2013, employees will receive shift differential of \$0.68 per hour for hours worked from 6:00 p.m. to 6:00 a.m.



ARTICLE 27.

SAVINGS AND SEPARABILITY CLAUSE

If any Articles or Sections of this Agreement or any riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and any rider thereto, or the application of such Article or Section to persons or circumstances other than those to which it had been held invalid or to which compliance with or enforcement of has been restrained, shall not be affected thereby.


In the event that any Article or Section of this Agreement is held invalid or enforcement of or compliance with which has been restrained, as set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

ARTICLE 28.

EXPIRATION

The period of this Agreement shall be from the 1st day of January 2011 until the 31st day of December, 2013 and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 17th day of December, 2013.

 12.2.13

Secretary/Treasurer, Local No. 346

Chairperson,
Aitkin County Board of Commissioners

 12.2.2013

President, Local No. 346

County Administrator

Business Agent

Human Resources Manager

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Memorandum of Agreement (Teamsters Legal Defense Fund)

Employees may participate in Team Legal through payroll deductions. Employees shall pay the entire fee for participation in Team Legal, and the County's only obligation will be to process payroll deductions.


IN WITNESS WHEREOF, we have hereunto set our hands and seals this 5th day of April, 2011.


Secretary/Treasurer, Local No. 346


Chairperson,
Aitkin County Board of Commissioners


President, Local No. 346


County Administrator


Business Agent


Human Resources Manager

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Memorandum of Agreement (Permanent Part-time Employees)

This Memorandum of Agreement is entered into between Aitkin County
(hereafter "County") and the General Drivers, Warehousemen, Helpers & Inside

agreement negotiated pursuant to the Public Employment Labor Relations Act; and

FOR COUNTY OF

Secretary/Treas Local No. 346

LOCAL N

Chairperson,
Aitkin County


President, Local No


County Administrator


Business Agent


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agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2011 collective bargaining agreement, the parties agreed to meet to negotiate language concerning permanent part-time employees if the County decides to hire permanent part-time employees starting in calendar year 2011.

APPENDIX A: 2011 Wage Schedule

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2011	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

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APPENDIX B: 2012 Wage Schedule

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

TEAMSTER LOCAL 346
NON-LICENSED ESSENTIAL UNIT CONTRACT 2011 - 2013

APPENDIX C: 2013 Wage Schedule

	Start	6 Mnths	1 Year	2Years	3 Years	4 Years	6 Years	8 Years	10 Years	12 Years	16 Years	20 Years	24 Years	28 Years
		+6 Mnths	+6 Mnths	+1 yr	+1 yr	+1 yr	+2 yr	+2 yr	+2 yr	+2 yr	+4 yr	+4 yr	+4 yr	+4 yr
2013	Minimum	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13
N	\$ 15.99	\$ 16.73	\$ 17.50	\$ 18.31	\$ 19.17	\$ 20.04	\$ 20.99	\$ 21.95	\$ 22.98	\$ 24.05	\$ 25.15	\$ 26.32	\$ 27.53	\$ 28.82
O	\$ 14.74	\$ 15.40	\$ 16.11	\$ 16.88	\$ 17.66	\$ 18.48	\$ 19.32	\$ 20.23	\$ 21.16	\$ 22.16	\$ 23.18	\$ 24.25	\$ 25.40	\$ 26.57

Per Interest Arbitration Decision and Award, BMS Case No. 13-PN-0584, dated November 17, 2013

*↑
New appendix C*

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12/11/2013

Via: Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager *Bobbie Danielson*

Title of Item: Policy update 8.5 Job Classification

Requested Meeting Date: 12/17/2013 Est. Time: Consent agenda

Presenter: Bobbie Danielson

Type of Action Requested (check all that apply)

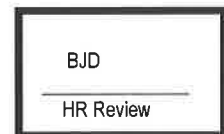
- For info only, no action requested
- Approve under Consent Agenda
- For discussion only with possible future action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes _____ No _____ (attach explanation)
- 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 HUMAN RESOURCES

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

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

To: Aitkin County Commissioners
Patrick Wussow, County Administrator

From: Bobbie Danielson, HR Manager

Date: December 11, 2013

Subject: Policy Update, section 8.5, Job Classification



Background Information

As the County transitions to the new job classification system, the personnel policy needs to be updated to reflect the new job classification plan. The impact of classification changes are bargained with the applicable exclusive representatives.

A copy of the proposed policy is attached, in addition to the policy to be replaced.

Action Requested

Motion to adopt the Job Classification policy, Section 8.5, as proposed; noting this replaces the current Section 8.5 comparable worth policy.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.5 JOB CLASSIFICATION

Effective: 1/01/2014

A. Classification Plan

These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.

The County Job Classification Plan provides a way for individual County jobs to be evaluated and classified according to their comparable work value. Each County job shall be evaluated and placed in a specific classification and pay grade to ensure compliance with pay equity requirements. The Human Resources Director shall provide a consistent format for position descriptions throughout the County, and a consistent process for evaluating jobs and assigning them to the appropriate pay grade.

It is the inherent right of management to redesign jobs, restructure jobs, and create new jobs in meeting the objectives of the County. From time to time, management will need to create new classifications to better respond to the needs and challenges of Aitkin County. The Plan shall be developed and maintained so that positions substantially similar with respect to knowledge and skills, supervisory authority, and working conditions, are included within the same class; and that the same schedules of compensation shall apply to all positions in the job class, as allowed by collective bargaining agreements.

B. Position Descriptions

Each job in the County shall have a corresponding position description. The position description shall define the following elements of each position:

- Objective or summary of the position;
- Essential job duties and responsibilities;
- Supervisory authority of the position, if any;
- Required Knowledge, Skills, and Abilities;
- Required education, work experience, licenses and certifications;
- Physical demands and working conditions;
- Minimum or preferred qualifications; and
- Fair Labor Standards Act (FLSA) status.

C. Position Reclassification

Position reclassification becomes necessary when a significant change takes place in the scope of the position.

The County shall review the Classification Plan periodically to ascertain whether or not it corresponds with existing conditions in the County service, and to make any revisions, where necessary.

1. Department heads or their designees are encouraged to review job descriptions during annual performance appraisals and to inform the Human Resources Director of any revisions necessary in the position description, noting if there is a significant change in the nature or scope of the work performed in the job classification. The Human Resources Director will authorize and make updates to existing job descriptions as needed. County Board approval is required when positions are reclassified to higher or lower grade levels.
2. Consideration for job classifications that experience significant change will be handled on a case-by-case basis with the department head notifying the Human Resources Director of the changes and reasons for the changes.
3. The Human Resources Director shall determine whether a position description substantially matches an existing classification. Position descriptions that do not substantially match an existing classification will be forwarded to the consultant or other authority responsible for evaluating positions in accordance with the County's classification plan. The evaluation shall include an objective methodology to evaluate the jobs, the assignment of points and pay grades accordingly, the documentation to support the decision, and notification to the Human Resources Director of the decisions. The Human Resources Director shall notify the affected employee(s) and department head of the result of the evaluation, the effective dates of any change in pay grade, and actual salary.
4. A FLSA non-exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded, within the DBM classification system, will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).
5. If a position is evaluated at a lower pay grade, within the DBM classification system, the employee will be placed on their current step in the new lower grade, and the employee's salary shall be frozen until such time when their grade and step placement exceeds their current pay rate.
6. Pay adjustments due to position reclassification will be applied prospectively, not retroactively. The effective date of any pay adjustment shall be January 1st or the first day of the first pay period following Board approval of the classification change. Agreement with the exclusive representative will be sought prior to Board action when necessary and changes must comply with the provisions of the union contract.

D. Periodic Classification Review

In the event that an employee requests a classification review and the department head elects to not bring the request to the Human Resources Director, the employee may appeal his or her

classification by presenting facts to the Human Resources Director within ten (10) working days following the department head's response to the employee. The appeal to the Human Resources Director will be in writing and will include the department head's response.

The Human Resources Director will review the facts and respond to the employee within sixty (60) calendar days of receipt of the appeal. If the Human Resources Director agrees with the department head, the decision made by the Human Resources Director will be final. If the Human Resources Director agrees with the employee, the facts will be submitted to the County Administrator for resolution, and the decision made by the County Administrator will be final.

The Human Resources Director may also elect to submit any position to the County Administrator for review.

Periodic classification reviews can be requested by employee(s) of a particular job class, to their department head, once every 24 months when significant change has occurred to the job.

E. Classification Changes Initiated By the Human Resources Director

The Human Resources Manager, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for approval.

F. New Positions

If a new position classification is created, it will be the responsibility of management to define and determine essential requirements and duties of the position. The Human Resources Director will work with department heads and supervisors to develop the position description in a format consistent with all position descriptions. The position description will be assigned to a classification under the classification plan and to an appropriate pay grade in the compensation plan. Final approval of any new position classifications will require County Board approval.

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

See new policy following this, page 6-8 below...

SUBJECT: 8.5 COMPARABLE WORTH POLICY

Effective: 11/28/00

A. SCOPE OF POLICIES AND PROCEDURES:

1. Purpose: These policies and procedures express the Aitkin County Board of Commissioners' intent to maintain a County-wide plan which conforms with Comparable Worth standards found in Minnesota Statute 471.991-471.999 related to local governments in Minnesota.
2. The following policies and procedures are based on the "Aitkin County Job Classification System for Pay Equity Analysis Review and Update" which was done in conjunction with Hay Management and Itasca County and accepted by the Aitkin County Board on February 22, 2000.
3. Policies and procedures found in this implementation plan shall conform with Human Resources rules and policies for Aitkin County as stated in the County's Human Resources Policies handbook, unless exceptions are specifically stated. It should be noted that in some cases union contract provisions override.

B. CLASSIFICATIONS OF NEWLY CREATED POSITIONS:

Classifications of newly created positions will be evaluated in the following manner:

1. A job description will be developed for the position by the Department Head and submitted to the Human Resources Manager.
2. After the job description is completed, the grade for this position will be determined by the Department Head and the Human Resources Manager and submitted to the County Board for approval. As a part of that determination, the Department Head will complete an Itasca Job Analysis Questionnaire (IJAQ) form recommending the levels of the various factors. If the Human Resources Manager agrees with the answers and the grade levels recommended by the Hay Management System, the recommendation will be forwarded to the County Board for approval.
3. If there is a difference of opinion between the Department Head and the Human Resources Manager that cannot be resolved, the evaluation shall be submitted to the County Administrator for resolution. The Human Resources Manager may also elect to submit any position to the County Administrator for review. The County

~~Administrator's recommendation shall be submitted to the County Board for final approval.~~

- ~~4. The Human Resources Manager and Department Head will automatically review the grade of a newly created position after the newly appointed individual has been in the position for six months. If either the Department Head or the Human Resources Manager recommends that a change be made in the evaluation of the position, those changes will be submitted to the County Administrator for review and a recommendation of either approval or denial shall be forwarded to the County Board.~~

~~————— If the Board action increases the grade level of the position, the resulting change in salary (to the newly approved grade level) will be retroactive to the date of the individual's six-month anniversary in the position.~~

~~————— If the Board action decreases the grade level of the position, the individual will remain at the present step on the salary schedule until such time as that step would have been reached under the revised grade level of the position at which time step movement eligibility will occur.~~

~~C. EXISTING POSITIONS:~~

~~————— Existing positions will be eligible for one appeal during a twelve-month period. The completed reevaluation form must be turned into the Human Resources Department by April 30th to ensure completion of the reevaluation in July prior to establishing the budget for the following year. If a new IJAQ form is completed, the employee and supervisor are required to come to a consensus. After an IJAQ consensus is reached, the Human Resources Manager will review each item on the form as well as the final scoring by Itasca County to ensure it agrees with the answers and the grade levels recommended by the Hay Management System. There are basically two types of appeals:~~

~~————— 1. Single incumbent position — one individual is in the classification and wished either for the position to be rated at a higher (or lower) grade level to correspond with the recent changes in the major job functions. This type of appeal may or may not include a change in title.~~

~~————— 2. Two or more incumbents in the position — there is more than one individual in the position. An appeal could either be presented by the entire group or by an individual within the group to have the grade level of the position raised or lowered to correspond with the recent changes in the major job. A request could be made that the level of the position not change and instead an individual, based on the work tasks, be assigned to a different position title which may or may not result in a different grade level assignment.~~

D. CLASSIFICATION CHANGES INITIATED BY THE HUMAN RESOURCES MANAGER:

The Human Resources Manager, when he or she deems appropriate, may re-classify the grade of a position up or down one grade after documenting the reason in writing and discussing with the supervisor and/or Department Head. This action may be accomplished in cases where internal rankings do not conform to practiced lines of authority (i.e., office hierarchy or supervisory authority) but may also account for market relationships as well. This recommendation would be presented to the County Board for its approval.

E. BASIS FOR APPEALS:

After the implementation year, the Department Head and/or Human Resources Manager will only initiate completing and reaching a consensus on a new IJAQ form for an existing position that contains a 25% cumulative change in major job functions from those described in the current job description.

Please note that an appeal that could result in a higher classification of a position based on new tasks that have been added within the past year may be denied because the Department Head may be instructed to create a new job description and post that job after Board approval of the new position.

Additionally, it is important to note that a cumulative change of 25% in major job functions does not guarantee a change in score on the IJAQ form, resulting in either an increase or decrease in grade level.

F. ANNUAL APPEALS PROCESS:

The following rules will govern the appeals process:

1. Appeals will be accepted from employees, supervisors, department heads or the Human Resources Manager on or before April 30th of each year, **NO LATE APPEALS WILL BE ACCEPTED.**
2. Appeals must be presented on the forms that are available in the Human Resources Department. Additional sheets may be added as necessary to support the changes requested in the appeal.
3. It will be necessary for the employee to present the appeal to his or her immediate supervisor for review as well as to the head of the department. Both the supervisor and the department head will be required to be in full agreement on the appeal. If the department head and/or supervisor and employee are not in full agreement the appeal can be submitted to the Human Resources Manager to make an initial determination as to whether or not it will be formally reviewed. The Human Resources Manager will review all appeals that are submitted in full agreement.

~~4. For the implementation year, 2000, all positions may be appealed on or before April 30, 2000. All appeals after April 30, 2000 should be subject to Section E "Basis for Appeals" and Section F "Annual Appeals Process". If a position has not changed since the original classification of the position and the individual has already appealed using the same criteria twice, no further appeals will be accepted for those same responsibilities.~~

~~If the Human Resources Manager denies the appeal the County Administrator may review the decision.~~

~~The Human Resources Manager or the County Administrator's decision on the appeal of a grade classification of a position will be based on whether or not the evidence presented supports the request as well as whether or not the request is reasonable based upon individual hierarchy factors as well as the overall hierarchy of the County.~~

~~Following approval of the County Board, any resulting changes in salary or grade classification will be effective January 1 of the following year. However, it is important to note that the salaries of union members cannot be changed without the agreement of the union and changes must comply with the provisions of the union contract.~~

~~All individuals will be notified in writing within 30 days of the outcome of their appeal and the impact, if any, that it will have on their salary.~~

~~**G. SALARY CHANGES AS A RESULT OF COMPARABLE WORTH GRADE LEVEL RECLASSIFICATIONS:**~~

~~Except as has already been stated with regard to new positions, the following rules will govern salary changes resulting from reclassifications:~~

~~1. As the compensation plan for pay equity has been in place in Aitkin County for a number of years, adjustments now are a result of reclassification. Pay adjustments from this point forward are directed at maintenance of pay equity.~~

~~2. Anniversary dates shall be recognized as the date of hire unless said employee's position has been reclassified during his/her employment with Aitkin County for other than Comparable Worth reasons or the union contract provides for a different date. Any Comparable Worth grade level reclassification of positions would not affect an employee's anniversary date.~~

~~3. If a position's grade level were reclassified downward, the following methods will be used to bring the salary of an incumbent within the new range:~~

~~a. Decrease in the % of the annual increase.~~

~~_____ b. _____ Freeze the incumbent's salary.~~

~~_____ The methods will be used in the order set forth or in a manner that will minimize the effect at any one time on the incumbent's salary.~~

~~_____ If the position is refilled, the grade of the position will be that which was determined by the re-classification and the range will be that set by the salary schedule, not by the salary of the previous incumbent.~~

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12/11/13

Via:

From: Sheriff Scott Turner

Title of Item: Medical Examiner Contract

Requested Meeting Date: 12/17/13 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) Medical Examiner Contract Agreement

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)

RECEIVED DEC 10 2013

MEMORANDUM

To: Sheriff Scott Turner
Aitkin County sheriff's Office

From: M .B. McGee, MD

Date: December 7, 2013

Re: Medical examiner contract for 2014

Attached please find a copy of the contract for Medical Examiner services for 2014.

The language within the attached contract for 2014 remains unchanged. An increase in insurance coverage has been obtained and is in effect in order to meet the required limits for the Comprehensive General Liability and Professional Liability Insurance as listed.

Compensation in the contract will not change for 2014 with the rates remaining at the same level that are currently in effect.

If you or the administrative staff for Aitkin County should have any questions regarding the contract please contact me at your convenience.

Office direct 651-266-1727
Email mbmcgeepa@hotmail.com

P.A. CONTRACT AGREEMENT

Agreement entered into this 1st day of January, 2014 by and between the County of Aitkin, a political subdivision of the State of Minnesota, and M.B. McGee, P.A. for the services of Dr. Michael B. McGee, M.D. as Medical Examiner of Aitkin County.

I. Relationship of Parties

- A. Pursuant to County Board action that took place on _____ and the authority of Minnesota Statutes Ch. 390, the board of Aitkin County commissioners designates Dr. Michael B. McGee as Medical Examiner for Aitkin County, hereinafter "the Medical Examiner."
- B. It is agreed that nothing contained in the Agreement is intended or should be construed as creating the relationship of co-partners, joint ventures or an association or an employer/employee relationship between Aitkin County and Dr. Michael B. McGee, M.B. McGee, P.A., or their employees or designee. M.B. McGee, P.A., is an independent contractor, and neither it, its officers, agents or employees shall be considered agents or representatives of the County. The County is interested only in the results to be achieved. The manner and means of conducting the works are under the control of the Medical Examiner, except to the extent they are limited by statute or regulation and the express terms of this Agreement. None of the benefits provided by the County to its employees, including, without limitation, unemployment insurance, workers' compensation insurance, retirement and deferred compensation plans, vacation and sick leave, are available from the County to the Medical Examiner, M.B. McGee, P.A., or the employees, agents or contractors of either. No civil service status shall attach to the Medical Examiner, Medical Staff, agent of contractors of the Medical Examiner or M.B. McGee, P.A. and the County shall make no deductions from sums payable under the terms of this Agreement for state or federal income taxes, FICA, PERA or other payroll type deductions which are associated with an employer-employee relationship.

II. Personnel

- A. The Medical Examiner will designate Dr. Kelly Mills, Dr. Victor Froloff and Dr. Butch Huston to assist in performing the contract and shall be under the control and supervision of the Medical Examiner. Dr. Mills, Dr. Froloff and Dr. Huston shall not be considered employees of the County, nor have a contractual relationship with the County. The County shall be notified prior to the effective date of any changes thereto.
- B. The non-medical personnel necessary to support the Medical Examiner in the performance of his duties under this Agreement shall be provided through the County Sheriff's Department. The compensation, benefits,

and other terms of employment of these non-medical personnel shall be determined and paid solely by the county.

III. **Scope of Duties**

- A. The Medical Examiner shall be responsible for conducting a modern medico-legal investigative system for Aitkin County applying the standards of the National Association of Medical Examiners, as they may be amended from time to time. The Medical Examiner shall periodically consult with the County Attorney's Office, police agencies, and others concerned with forensic pathology to review procedures and formats for preparing medical reports and protocols. The Medical Examiner shall perform all duties imposed by Minnesota Statutes Chapter 390, as well as the duties imposed by other statutes applicable to the Medical Examiner's activities. The Medical Examiner shall testify, as required, at inquests, hearings and trials.
- B. The Medical Examiner shall be responsible for the final determination of the cause and manner of death, and the signing of certificates attesting the cause and manner of death. During the temporary absence of the Medical Examiner, a qualified person designated by the Medical Examiner may make the final determination of death, and sign a certificate attesting to the cause and manner of death.
- C. The Medical Examiner shall be entitled to perform other gainful activities which do not interfere with the performance of his duties hereunder.

IV. **Compensation**

- A. All payments made under this agreement for services rendered by or at the designation of Dr. Michael B. McGee, M.D. shall be made to M.B. McGee, P.A.
- B. The County will be responsible for the payment for each complete autopsy or external examination performed by Dr. Michael B. McGee, M.D., or his assistants, as the Medical Examiner pursuant to this agreement and billed to Aitkin County upon completion of each examination in keeping with the past practice of the County Medical Examiner's Office.
- C. Compensation for the services under this contract shall be \$250.00/month plus the following on a per service basis: (1) complete forensic autopsy with basic toxicology, at approximately \$2,000, and (2) external examination with basic toxicology at approximately \$1000.

D. Additionally, the County will be responsible for court related preparation / consultation and out of office charges, billed on an hourly basis of \$300/hr., including travel to and from Aitkin County in order to provide testimony in legal proceedings arising out of the duties of the Medical Examiner.

V. **Facilities**

The facility, together with all the necessary equipment, the supplies, shall be the responsibility of Dr. Michael B. McGee. It is represented by Dr. Michael B. McGee and understood by the County that Ramsey County Morgue shall be available to Dr. Michael B. McGee for the performance of this agreement.

VI. **Insurance and Indemnification**

A. M.B. McGee, P.A. agrees to indemnify and hold harmless the County of Aitkin, its officials, employees and agents from any and all liability, loss or damage, that the County of Aitkin, its officials, employees and agents may suffer as a result of claims, demands, costs of judgments, including without limitation reasonable attorney's fees arising out of the provision of professional services by Dr. Michael B. McGee, M.D., as the Medical Examiner of Aitkin County pursuant to Minnesota Statutes Ch. 390, provided, however, that this indemnification shall be limited to the extent of such claims, demands, costs or judgments, including, without limitation, reasonable attorney's fees are covered by insurance.

B. The County of Aitkin agrees to indemnify and hold harmless M.B. McGee, P.A., Dr. Michael B. McGee, M.D., its and their agents, officers or employees from any and all liability, loss or damage, it, he, its agents, officers or employees may suffer as a result of claims, demands, costs or judgments, including without limitation reasonable attorney's fees, arising from the Medical Examiner's or his agents' performance of his or their duties under this Agreement.

C. M.B. McGee, P.A., shall obtain and keep in effect the following insurance coverage:

1) Comprehensive General Liability Insurance:

(a) Minimum Combined Single Limit
 \$2,000,000 per occurrence
 \$4,000,000 aggregate

(a) The following coverage must be specifically insured and certified with no internal sublimits.

1. Independent Contractors' Contingent Liability
2. Products/Completed Operations Liability
3. Contractual Liability
4. Personal Injury Liability including claims related to employment and coverage (a) through (e).
5. Broad Form Property Damage Liability, or deletion of the "Care, Custody and Control" Exclusion
6. Aircraft Liability (if applicable)
7. Watercraft Liability (if applicable)

(b) The Contractual Liability is to be either on a blanket basis for all written and oral contracts or specifically endorsed to acknowledge the contract between the insured and the County.

2. Professional Liability Insurance

Minimum Limits

\$2,000,000 per occurrence

\$4,000,000 aggregate

3. Automobile Liability Insurance on Vehicles Owned by M. B. McGee, P.A., or Michael B. McGee, M.D., Kelly Mills, M.D., Victor Froloff, M.D., or Butch Huston, M.D.

- D. All certificates of insurance shall provide that the insurance company shall give the County thirty (30) days prior written notice of cancellation, non-renewal or any material changes in the policy.
- E. The above subparagraphs establish the minimum insurance requirements, and it is the sole responsibility of M. B. McGee, P.A. to purchase and maintain additional insurance that may be necessary in connection with this contract.
- F. The Medical Examiner shall provide a certificate of insurance to the County in a form acceptable to Aitkin County. All insurance policies shall be submitted to the County upon written request.
- G. Nothing in this contract shall constitute a waiver by the County of any statutory limits or exceptions on liability.

VII. Transportation

- A. Transportation of the deceased bodies from Aitkin County to the Ramsey County Morgue shall be the responsibility of Aitkin County.

VIII. Miscellaneous Provisions

- A. The Medical Examiner and all the members of the Medical Staff must be licensed to practice in Minnesota, with the Medical Examiner holding certification by the American Board of Pathology.
- B. At the termination of this Agreement, the Medical Examiner shall return all files, records and objects related to cases completed, or in progress, to the County upon written request.

IX. Term and Termination

- A. This agreement shall continue for a period ending December 31, 2014 unless terminated sooner pursuant hereto.
- B. This Agreement may be terminated by either party on forty-five (45) days written notice to the other.
- C. This Agreement may be renewed on an annual basis upon agreement of both parties.

X. Entire Agreement, Modification

- A. It is understood and agreed that the entire Agreement of the parties is contained herein, and that this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter hereof, as well as any previous Agreements presently in effect between the parties relating to the subject matter hereof.
- B. This Agreement shall be altered, varied, modified or amended only in writing duly executed by the parties and attached hereto.

COUNTY OF AITKIN

(date)

By _____
Aitkin County Board Chair

(date)

By _____
Aitkin County Administrator

(date)

Michael B. McGee, M.D.
Medical Examiner

M. B. McGee, P.A.

(date)

By _____
M. B. McGee, President

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-12-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Sustainable Forest Incentive Program

Requested Meeting Date: 12-17-13 Estimated Presentation Time:

Presenter: Steve Hughes and Dennis Thompson, Aitkin County Soil & Water

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: Aitkin County Soil and Water District (SWCD) Presentation/Update on Sustainable Forest Incentive Program

DATE: December 11, 2013

Staff has attached a recent report from the Minnesota Office of the Legislative Auditor (OLA) relating to the Sustainable Forest Incentive Program. Staff feels it is important to have the local SWCD staff update the County Board on how the program is working for Aitkin County property owners.

Prior to hearing the report from individuals that work with the program, it is fair to make the comment that the OLA is painting with a broad brush in this report and not everything is as negative here in Aitkin County.



Sustainable Forest Incentive Program

The Sustainable Forest Incentive Act (SFIA) does not require sufficient assurance that program participants comply with requirements.

Key Facts and Findings:

- Between 2003 and 2013, the state made over \$44 million in payments through the sustainable forest incentive program.
- The number of participants in the program has increased each year and exceeded 2,200 in 2013, but participants' enrolled acreage has dropped recently due to changes to the Sustainable Forest Incentive Act (SFIA).
- Sustainable forest incentive payment amounts are not tied to property taxes or program goals.
- In some cases, sustainable forest incentive payments exceed property taxes on enrolled land.
- SFIA relies primarily on self-reported compliance; it requires little third-party verification or oversight.
- Some owners of land in the sustainable forest incentive program have violated the restriction against developing the property.
- SFIA's penalty provision is not sufficient to address different circumstances of noncompliance.

- The Department of Revenue reviews program applications, but it is not equipped to verify all program requirements.
- Subsequent owners of land enrolled in the sustainable forest incentive program create challenges to program oversight.

Key Recommendations:

- The Legislature should either tie sustainable forest incentive payments more directly to SFIA's goals or repeal SFIA and use other programs to encourage sustainable forest management.
- The Legislature should require program applicants to register their forest management plans with the Department of Natural Resources.
- The Legislature should require increased verification of program compliance.
- The Legislature should clarify and expand penalty options for noncompliance with SFIA.
- The Legislature should amend SFIA to better address changes in ownership of enrolled land.

Report Summary

Enacted in 2001, the Sustainable Forest Incentive Act (SFIA) created a program to encourage sustainable forest management practices on private forest land, replacing a forest taxation law dating from 1957. Over 40 percent of the 17 million forested acres in Minnesota are privately owned. In SFIA, the Legislature recognized the importance of engaging private forest landowners in sustainable forest management.

The sustainable forest incentive program offers \$7 per acre to landowners who enroll their land in the program, obtain and follow a forest management plan, and record a document (called a “covenant”) that restricts development on the enrolled land. Landowners who enroll more than 1,920 acres must allow public access. The program requires that land be enrolled for a minimum of eight years.

In 2013, approximately 2,300 landowners were participating in the program, with over 737,000 enrolled acres. In 2011, prior to legislative changes to SFIA, participating landowners had over 900,000 acres enrolled in the program. Nine owners had more than 1,920 enrolled acres in 2013. That year, the state made incentive payments totaling \$5.16 million.

Sustainable forestry involves informed and active management of forest land, but it does not prescribe management objectives.

Sustainable forest management is informed and active management of forest resources to achieve economic, environmental, and social goals, without compromising the ability of future generations to do the same.

Other than keeping forest land as forest land, sustainable forest management does not have one specific goal. Goals might include producing timber, providing recreation opportunities, or preserving wildlife habitat, among others.

While intended to encourage sustainable forest management by offsetting property taxes, the sustainable forest incentive payment amount is not reflective of property taxes.

In passing SFIA, the Legislature recognized the disincentive to sustainable forest management that property taxes can create. However, the incentive payment amount is not based on property taxes.

Our review of a sample of participants found that their expected incentive payment in 2013 would equal between 12 and 306 percent of their property taxes on the enrolled land. For example, one landowner’s property taxes averaged \$3.25 per acre, but the incentive payment is \$7 per acre. Another landowner, whose taxes on one parcel averaged over \$100 per acre, would receive the same per-acre incentive payment.

We recommend the Legislature either align sustainable forest incentive payment amounts with the goals it is trying to achieve related to private forest land or repeal SFIA.

The forest management plans required by SFIA are underutilized as a tool of oversight and accountability.

The sustainable forest incentive program requires enrolled land to be managed according to a plan developed by a forester approved by the Department of Natural Resources (DNR). The activities recommended in plans must be consistent with landowners’ objectives and guidelines

Sustainable forest incentive payment amounts are not tied to property taxes and, in some cases, greatly exceed them.

The Legislature could amend SFIA to make greater use of forest management plans, but doing so could increase administrative costs.

developed by the Minnesota Forest Resources Council.

Requiring a forest management plan could support sustainable forestry because it ensures that landowners have contact with a professional forester. The forester's suggested activities could increase the benefits from well-managed land or prevent negative consequences of poor management. Owners' objectives listed in a sample of plans were consistent with sustainable forest management.

At the same time, the state has little assurance that plans meet minimum requirements and that owners follow their plans. To provide more oversight, we recommend that the Legislature require landowners to register the plans with DNR. In addition, the Legislature should consider requiring renewed plans to include an assessment of the extent to which a landowner followed recommendations in previous plans. DNR might need additional resources, depending on how its role changes.

Restrictions against development of forest land enrolled in the program have, at times, gone unheeded.

Landowners must record a covenant prohibiting development of land enrolled in the sustainable forest incentive program, and subsequent owners of the land must abide by it. But, there is little third-party verification. In some cases, landowners have developed land enrolled in the program. Violations of the covenant have been perpetrated by participating landowners and subsequent owners of enrolled land who never applied to receive payments.

Identified violations are rare, but the true extent of violations is unknown because third-party oversight of the program is limited.

The current approach to program accountability provides little assurance that persons receiving payments comply with program requirements.

The sustainable forest incentive program relies heavily upon applicants' and participants' attestations that they meet program requirements. The Department of Revenue can confirm some aspects of applicants' eligibility. For example, staff can make sure land is not tax exempt or tax delinquent. The department relies upon the assessment of the forest management plan writer as to whether the land meets the definition of "forest land" for the purposes of SFIA.

Participants attest to their ongoing compliance annually in order to receive the year's incentive payment. However, currently, the Department of Revenue does not have the capacity or expertise to determine whether landowners are following their management plans or that their land continues to be eligible. For example, while already enrolled in the program, all or parts of the land could become ineligible by being classified as 2c Managed Forest Land or tax exempt. Or, the landowner may have become delinquent in paying property taxes.

DNR does not have a role in confirming initial or ongoing eligibility of enrolled land, and SFIA does not require assistance of county assessors (although the Department of Revenue seeks it, and some assessors are thorough in the help they provide).

We recommend the Legislature increase verification that program participants continue to be eligible for incentive payments. However, increased verification would increase state administrative costs. One option is requiring county assistance with verification, but limiting county involvement was one of the goals when SFIA was enacted.

SFIA's penalty provision does not provide adequate clarity and flexibility.

Subsequent ownership of land enrolled in the program creates oversight challenges.

Subsequent owners of land enrolled in the sustainable forest incentive program create numerous challenges. Even if the owners do not apply for incentive payments, the land remains bound by the SFIA covenant's development restrictions.

Challenges begin with the Department of Revenue learning who the new owners are if the sellers do not inform the department and the new owners do not apply to the program. If the new owners do not apply, the department does not include them or their land in the limited oversight that does occur. If they do apply, challenges include confirming that their land is eligible for them to receive program payments and that they have a forest management plan.

We recommend that the Legislature amend SFIA to better address changes in ownership. The Legislature should also consider how the covenant might better prevent parcelization and development. For example, the program could prohibit a single

covenant from applying to tax parcels with different owners. This would not eliminate changes of ownership, but would increase participation costs of landowners who want the flexibility to sell portions of enrolled land.

SFIA penalty provisions are insufficient.

Penalties for failing to verify compliance annually, falsely confirming compliance, or developing enrolled land must be sufficient to deter the behavior. Currently, penalty provisions are limited and seldom used. The Department of Revenue could recall only one case in which it has imposed a financial penalty.

The department has indicated that SFIA's penalty provision is not always workable. For example, if a landowner has not received an incentive payment in the previous four years, imposing a penalty equal to the previous four years' payments plus interest—the current penalty provision—is without effect. We recommend the Legislature increase penalty options and clarify circumstances in which the department can and should impose them.

Summary of Agencies' Responses

Department of Revenue Commissioner Myron Frans and Department of Natural Resources (DNR) Commissioner Tom Landwehr generally agreed with the report's findings and many of its recommendations. Both commissioners supported increased verification of participants' compliance with program requirements, expanded penalty options, and registration of forest management plans with DNR prior to program enrollment.

Commissioner Frans agreed with "the direction" of the recommendation that the Legislature either tie incentive payments to program goals or repeal the Sustainable Forest Incentive Act (SFIA). He noted that "changing the nature of the existing program ... would increase administrative complexity and require increased staffing," and highlighted an advantage to using separate programs to achieve SFIA's goals. Commissioner Landwehr agreed there is a need to clarify program goals and tie incentive payments more directly to them, but noted that "many stakeholders would be concerned over repealing ... SFIA and eliminating the support it provides for sustainable management" of private forest land. The commissioners indicated their willingness to work with each other, as well as legislators and other stakeholders, to explore options for achieving the state's goals related to sustainable forest management of private forest land.

The full evaluation report, *Sustainable Forest Incentive Program*, is available at 651-296-4708 or: www.auditor.leg.state.mn.us/ped/2013/SFIP.htm

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-11-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Committee Appointments

Requested Meeting Date: 12-17-13 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)

- 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) copies of applications & News Releases

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

AITKIN COUNTY ADMINISTRATION

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

TO: Aitkin County Board of Commissioners
FROM: Patrick Wussow, Aitkin County Administrator
RE: Committee Appointments
DATE: December 11, 2013

We have a variety of openings on committees as follows:

Park Commission:

District 1 – One application received, Judith Blomberg
District 2 – One application received, Carroll Janzen
District 3 – One application received, Franklin Turnock

Forest Advisory:

At Large – One application received, Steven Pederson
District 3 – No applicants

Board of Adjustment:

District 1 – Two applications received, Robert Lake and Kevin Insley
District 5 – Galen Tveit

Planning Commission:

District 3, 4, or 5 (one opening only) – Three applications received,
David Lange, Dennise Sonnee, and Tim Eklund

Extension Committee:

District 4 – No applicant

Please see the attached memos from Mark Jacobs, Land Commissioner, and Terry Neff, Environmental Services Director.

It is staff's recommendation that the County Board appoint the applicants for the Park Commission and Forest Advisory as listed next to the position they applied for.

The Board will need to make the appointments for the Board of Adjustment and Planning Commission. Staff recommends reappointing Robert Lake and Galen Tveit for Board of Adjustment, and reappointing Dave Lange for Planning Commission.

Copies of all applications received are included for your review.

Staff will run second News Releases for the positions not yet filled.

Mark Jacobs
Aitkin County
Land Commissioner



To: County Board

CC: County Administrator

Date: 12/10/2013

Re: Park Commission / Forestry Advisory Committee

Attached are applicants for vacant positions on the Aitkin County Park Commission.

District 1 – Judith Blomberg – Aitkin

District 2 – Carroll Janzen - Aitkin

District 3 – Franklin Turnock – McGregor

Attached are applicants for vacant positions on the Aitkin County Forestry Advisory Committee.

At Large – Steven Pederson – Aitkin

District 3 – No applicants

Staff recommends approval of these qualified applicants.

Thank you.

A handwritten signature in blue ink, consisting of several loops and a long horizontal stroke extending to the right.


Aitkin County Environmental Services Planning and Zoning
209 Second Street NW
Room 100
Aitkin, MN 56431
Phone: 218-927-7342
Fax: 218-927-4312



MEMORANDUM

DATE: December 4, 2013

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

FROM: Terry Neff, Environmental Services Director 

RE: Board of Adjustment and Planning Commission Appointments

I have reviewed the applications for the openings on the Board of Adjustment for Districts 1 and 5. Both of the current members have served one term and both are doing a good job participating in the meetings. It has been the practice of the County Board to reappoint members to a second term if they are willing to serve, their attendance is good and their performance is satisfactory. I recommend Bob Lake be reappointed to represent District 1 and Galen Tveit be reappointed to represent District 5.

I have reviewed the applications for the opening on the Planning Commission. The current member has served one term and is doing a good job participating in the meetings. It has been the practice of the County Board to reappoint members to a second term if they are willing to serve, their attendance is good and their performance is satisfactory. I recommend Dave Lang be reappointed to represent District 5.

If you have any questions prior to the meeting, please contact me at 218-927-7342 or by e-mail at tneff@co.aitkin.mn.us.

c:\ctybrd\ctybrd2013

NEWS RELEASE

AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through December 2, 2013 for citizen representation on the following committee:

Aitkin County Park Commission – 4-year term

District 1

City – Aitkin

Townships – Aitkin, Spencer

District 2

Townships – Farm Island, Hazelton, Malmo, Nordland, Wealthwood

District 3

City - McGrath

Townships – Beaver, Glen, Idun, Kimberly, Lakeside, Lee, Millward North, Millward South, Pliny, Rice River, Salo, Seavey, Spalding, Wagner, White Pine, Williams, Unorg Townships – 47-24, 45-24

The Aitkin County Park Commission is seeking a representative from **District 1, District 2, and District 3**. The committee reviews annual park fund expenditure budgets, reviews work plans for projects on designated County park lands, reviews and approves annual budget for the Long Lake Conservation Center (LLCC), oversees operation of LLCC, reviews classification of County park land, advises and directs the County Land Department regarding the management of County park lands, advises the County Land Department and County Board regarding recreation use on tax forfeited land.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 17, 2013 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS AN OPENING ON THE FOLLOWING COMMITTEE:

Aitkin County will be accepting applications through December 2, 2013 for citizen representation on the following committee:

Forest Advisory Committee – 4-year term

There are two openings on this committee. They are:

At Large Position:

Open to Citizens of Aitkin County

District 3 Position:

City - McGrath

Townships – Beaver, Glen, Idun, Kimberly, Lakeside, Lee, Millward North, Millward South, Pliny, Rice River, Salo, Seavey, Spalding, Wagner, White Pine, Williams, Unorg Townships – 47-24, 45-24

Basic Responsibilities are:

- A) Attends and actively participates in regular County Forest Advisory Committee meetings. Meetings are held at least quarterly (no set dates).
- B) Promotes a healthy, productive, and sustainable forest.
- C) Reviews and makes recommendations to the County Board involving timber harvest on Aitkin County lands (and State and private land to the extent feasible); and the classification of Aitkin County administered lands.

Optional Responsibilities are:

- A) Participates in Advisory Committee subcommittees and task forces.
- B) Serve as a Committee officer.
- C) Attends County Board and other meetings.

Committee members receive a per diem and mileage reimbursement for each meeting. To obtain an application please access <http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 17, 2013 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS OPENINGS ON THE FOLLOWING COMMITTEES:

1. Aitkin County Board of Adjustment
 - Districts 1 and 5 (One opening each District)

Reviews variance applications and interpretations from Aitkin County Zoning Ordinances. Individual will participate in public hearings for reviewing variance applications from Aitkin County Zoning Ordinances. Meetings are held the first Wednesday of each month at 4:00 P.M.

2. Aitkin County Planning Commission
 - District 3, 4, or 5 (One opening only)

Reviews applications for Conditional Use Permits, Interim Use Permits, Planned Unit Developments, Rezoning and Subdivisions to ensure compliance with Aitkin County Ordinances and the Comprehensive Land Use Plan. Individual will participate in public hearings for review of the applications. Meetings are held on the third Monday of each month at 4:00 P.M.

Applications will be accepted until December 2, 2013. The position will start the first meeting of January 2014. Planning Commission and Board of Adjustment terms are three years.

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at one of their December County Board meetings. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at 218-927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

NEWS RELEASE

AITKIN COUNTY HAS (1) OPENINGS ON THE FOLLOWING COMMITTEE:

Extension Committee – Term is for three years

Commissioner District 4 (one opening) – Cities – McGregor, Tamarack
Townships – Clark, Fleming, Haugen, Jevne, McGregor, Morrison, Shamrock, Workman

Responsible for overseeing the County Extension Department. County Extension covers the areas of nutrition and youth leadership development, including the 4-H program. Meetings are held quarterly. Committee members receive a per diem and mileage reimbursement for each meeting. Term runs from January 2014 through December 31, 2016.

Applications are being accepted until Noon on December 11, 2013.

To obtain an application please access

<http://www.co.aitkin.mn.us/employment/jobs.html> or call 218-927-7276

The Aitkin County Board of Commissioners will make the committee selections from submitted applications at the December 17, 2013 County Board meeting. All applicants will receive notification by mail whether or not they have been selected. For more information please contact Patrick Wussow, Aitkin County Administrator, at 218-927-7276.

Please contact Sue Bingham at (218) 927-7276 for any questions concerning this news release that you will not bill to the County. Thank you.

Please run this news release in two issues.

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Park Commission

NOV 15 2013

AITKIN COUNTY COMMISSIONER DISTRICT 1

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

Resident of Spencer Township, Retired Spencer Twp Clerk
Retired from Aitkin Co, have enjoyed serving on the
Park Commission, able to attend most of the
meetings, helped at the Long Lake Golf
Tournament - interested in the Aitkin Co Parks -
Aitkin County has a lot to offer to the residents
and tourists with the parks & trails.

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

Judith Blomberg
Signature of Applicant

11/14/13
Date

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

Is this application submitted by appointing authority? Yes _____ No

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

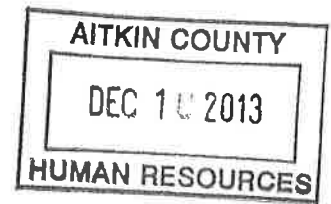
Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Judith (Judge) Blomberg

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:
DAYS _____
EVENINGS _____

For Office Use Only
Date Appointed: _____ Date of Term Expiration: _____ Term #: _____



Date: December 9, 2013

To: Aitkin County Human Resources
Courthouse Building
Aitkin, MN 56431

From: Carroll M. Janzen

Re: Aitkin County Parks Commission

My term on the Aitkin County Parks Commission will expire soon. If my vacancy has not been filled or applied for, I am interested in remaining on this Board for another term representing Aitkin County Commissioner's District No. 2.

Thank you for your consideration in this matter.

Respectfully,

Carroll M. Janzen

CC. Laurie Westerlund, Aitkin County Commissioner, District No. 2

CC. Mark Jacobs, Aitkin County Land Commissioner

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin Co Parks Board

DEC 02 2013

AITKIN COUNTY COMMISSIONER DISTRICT

3

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

Life Time Resident Aitkin Co 30+ yrs
Supervisor Aitkin Co Soil & Water Board
Grandchildren Attended Long Lake Conservation
Center, Am very interested in making LLC
Be successful Very active in A.T.V. Recreation
in Aitkin Co.

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

Franklin Turnock

11-30-13

Signature of Applicant

Date

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

Is this application submitted by appointing authority? Yes No

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

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW -- Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Franklin Turnock

STREET ADDRESS OF APPLICANT:

McGregor Mn 55740

PHONE NUMBERS:

DAYS _____

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

FAC

AITKIN COUNTY COMMISSIONER DISTRICT 2

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

I very much would like to have this appointment. My working career has centered on environmental planning and the implications of chemical use on health & the environment. I was principle staff scientist for an aerospace company. I was also the business representative on the Clean Water Council. I wish to continue using my expertise by serving the citizens of Aitkin Co.

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

SW Pedersen

11-3-13
Date

Signature of Applicant

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

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

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

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: STEVEN W PEDERSEN

STREET ADDRESS OF APPLICANT: _____ PHONE NUMBERS: _____
 _____ DAYS _____
 _____ EVENINGS _____

For Office Use Only

Date Appointed: _____ Date of Term Expiration: _____ Term #: _____

STEVEN W. PEDERSEN

WORK SUMMARY

Thirty plus years experience, 15 in a leadership position, working on safety, health, and environmental (SHE) issues with my present leadership role focusing on Company-wide Toxic Substances Control Act compliance and product stewardship, building SHE management systems using ISO 14001 EMS and OHSAS 18001 SMS certification process, tracking the implementation of foreign chemical restrictions (WEEE, RoHS, & REACH) on Company operations, the integration of SHE requirements into new product design and the Company's strategic business processes, and project management (presently managing the implementation of OSHENS throughout the Inc. SHE organization.

- Inc. and L&A SHE project management; managing the development and implementation of projects across the enterprise, to include SHE competency initiatives, OSHENS implementation, and L&D Net SHE course reviews.
- Leading the effort to integrate SHE requirements/needs/processes into the management systems of the Sector and define them within the Business Process Management Process architecture.
- Providing guidance and support to the Company SHE Vice President and L&A SHE Director by serving on the L&A Sector SHE management council.
- SHE project manager developing broad concepts into implementable programs.
- Develop SHE competency measurement tool and implement across the Sector.
- Developed Product Stewardship design guide for US Department of Defense and for a large disc drive manufacturing company
- Leading the implementation activity for the ISO 14001 & OHSAS 18001 multi-site certification for eight ANP/CV/WS manufacturing locations.
- Member of Engineering's Environmental Working Group, writing and implementing environmental design guide and new material review and approval processes.
- Raising the bar beyond compliance to include international materials restrictions and customer SHE requirements.
- Utilizing detailed working knowledge of the Toxic Substances Control Act (TSCA) to lead the Company-wide compliance programs.
- Audit Lead for SHE Assurance audits; US and UK.
- Coordinating the integration environmental requirements into supply chain management.
- Chaired the Minnesota Stormwater Steering Committee for three years.
- Governor appointed member of the State's Clean Water Council, charged with the task to coordinate the cleanup of MN lakes and Streams and chairing the Council's Budget and Outcomes Committee.

EXPERIENCE

2000-2012 **BAE Systems, Inc. – Land & Armaments (L&A) Sector**
1996 1999 **Minneapolis, MN**

Principle Staff Scientist

Providing a key leadership role in the implementation of SHE throughout the L&A line of business focusing on reducing; employee illness and injury rates, the generation of waste, and the use of energy and water. Lead the Sector-wide effort to determine the competency of all SHE personnel, determine the competency gaps, and implement mechanisms to close the gaps. Served as the SHE VP project manager for SHE initiatives that crossed over all lines of the business; particularly an enterprise-wide safety and health data management system.

- Member of the Sector SHE management team; providing leadership and direction to the overall SHE program
- Developed a supply chain environmental management program
- Leading the SHE employee competency initiative
- Leading corporate-wide TSCA compliance program
- USCS Lead for ISO EMS/OHSAS SMS certification activity
- Achieve ISO 14001 and OHSAS 18001 multi-site certification for eight sites
- Project manager for a wide variety of assigned actions
- Member of the Core Engineering - Environmental Working Group that oversees the integration of environmental needs/requirements into new product designs
- Work with Proposal Managers to properly cost out customer-initiated environmental requirements as a part of request for proposals (RFQs)
- Developed and implemented the Engineering Environmental Design Guide for the selection of chemicals that minimized environmental impact.
- Lead auditor, conduct SHE assurance and ISO/OHSAS internal audits across the enterprise.

1999-2000 **SEAGATE TECHNOLOGY, Shakopee, MN**

Business Unit Director, Product Stewardship and R&D EHS

Developed and implemented a corporate product stewardship program, assuring EHS compliance at two product design centers and one R&D center, and providing EHS input into the design/build process for the construction of one 435,000 sq. ft. design center and one 150,000 sq. ft. R&D center. Interface with R&D Business Management to integrate EHS issues into day-to-day planning and operation activities.

- Wrote the draft Corporate Product Stewardship Specification that will provide guidance to design engineers on the selection of more benign materials and manufacturing processes
- Provided budgeting and planning information to senior leadership, as the Business Unit EHS professional
- Served as the environmental professional on the Product Development Core Teams, providing regulatory and customer material requirements/restrictions
- Produced a 17 minute product stewardship training video

- Developed, in conjunction with the University of Wisconsin, a two-hour Product stewardship training course for design engineers
- Member of the design/build team for the construction of two new product design/R&D facilities to assure that EHS aspects, such as chemical storage and handling, safety eye wash/showers, and stormwater controls, were included in the original project
- Integrated site EHS management into day-to-day business management activities
- Developed the template for writing design center site specific EHS work instructions to implement corporate standard operating procedures
- Supervisory responsibility for 4 EHS site managers

1993-1995

MICROELECTRONICS AND COMPUTER TECHNOLOGY CORPORATION (MCC), Austin, TX

Research Project Manager

Recruited for two-year research activity, funded by the Department of Defense, Advanced Research Projects Agency, for preparation of an environmental roadmap showing historical activities and future trends of environmental compliance requirements and their affect on the competitiveness of the U.S. electronics industries. Key aspect of the study was to look at the relationship between business strategic planning, product design requirements and environmental requirements.

- Prepared the initial Electronics Industries Environmental Roadmap and an addendum
- Co-authored a journal article, and subsequent chapter in a cost management book, on the strategic business planning and the environment portion of the book.

1991-1993

ROHR, INC. (Now Goodrich Aerostructures), Chula Vista, CA

Site Environmental Manager

Managed the environmental compliance program for a large aerospace subcontractor (metal fabrication/finishing) that manufactures jet engine components for the major airframe manufacturers. Supervised five direct support environmental engineers and administered a three million-dollar budget for compliance and site clean-up activities.

1987-1991

THE BOEING COMPANY, Seattle, WA

TSCA Administrator

Developed Boeing's corporate TSCA and community chemical emergency response compliance programs. Was a member of the corporate audit team with TSCA, water/wastewater, and Clean Air Act protocol responsibility. Represented the company on the Associated Washington Business and Oregon Associated Industries environmental regulatory and legislative committees. Worked with the Aerospace Industries Association to develop a TSCA model implementation and compliance program, for the aerospace industry.

OTHER EXPERIENCE

- Managed a legislature-funded (LCMR) erosion control program for the MN Soil and Water Conservation Board and assisted local soil and water conservation districts with their resource planning responsibilities.
- Wrote initial waste minimization report for a major aerospace company
- Spent five years as Director of EHS activities for two national electronics trade associations providing leadership on EHS issues and technical support to industry-wide and company-specific environmental and occupational health state and federal lobbying activities
- Spokesperson for the electronics industries on key environmental and occupational health issues such as groundwater contamination, Semi-conductor occupational health concerns and health effects from the use of visual display terminals.
- Was the Governor of Minnesota's representative on the Great Lakes Basin Commission (GLBC), member of the U.S. Water Resources Council's task force to develop criteria to judge the efficacy of major water projects, and chaired the GLBC Priorities Committee, allocating funding for Great Lakes projects
- Member of the staff of the Minnesota Water Planning Board
- Serve on the Electronics Industries Association and Aerospace Industries Association Environmental, Health, and Safety Committees
- Member of Curriculum Development Teams that developed courses for including environmental aspects in business and product design curriculums for the University of St. Thomas Extension Business School and University of Minnesota Institute of Technology respectively.

EDUCATION

Masters in Public Health – University of Minnesota
 BA Geography/City Planning – University of Minnesota

PROFESSIONAL TRAINING

Environmental Compliance Auditor – Arthur D Little Co (two courses)
 On-camera Interview Techniques – NBC and Boeing
 State and Federal Regulatory Analysis – Conference Short Courses
 Emergency Response – Initial 40 hour Course/Maintenance Courses
 Project Management – 56 hour Certificate Course (1998)
 Mini MBA St. Thomas Univ. – Certificate Course (2000)
 Mini Master of Quality Mgmt St Thomas Univ. – Certificate Course (2001)
 Mini Master of Int'l Mgmt St Thomas Univ. – Certificate Course (2002)
 Supply Chain Mgmt. St Thomas Univ. - Certificate Course (2002)

OCT 29 2013

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

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

NAME OF APPLICANT: Robert W. Lalle

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

PHONE: Home _____ Work _____
County Aitkin District 1

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

- Vocational Agricultural Teacher - 30 years
Aitkin High School
- Lots of committees -
- Served on Board of Adjustment for 1 term.
- Masters +, University of Minnesota.

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

Robert W. Lalle
Signature of applicant

10-28-13
Date

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

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

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

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

FOR PERSONNEL USE

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

Term Expirations: _____

OCT 29 2013

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

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

NAME OF APPLICANT: KEVIN INSLEY

ADDRESS OF APPLICANT: Street Address _____

(City) (State) (Zip)

PHONE: Home _____ Work _____
County _____ District _____

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

when to AITKIN and I'm on FAC

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

Signature of applicant _____ Date _____

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

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

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

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

FOR PERSONNEL USE

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

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

OCT 28 2013

Board of Adjustment

AITKIN COUNTY COMMISSIONER DISTRICT 5

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

I HAVE SERVED ONE TERM ON THIS COMMITTEE
IF NOMINATED I WOULD SERVE AGAIN.

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

Dee M. Tuit
Signature of Applicant

10.28-13
Date

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

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

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

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW -- Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Colleen M. Tuit

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

DAYS _____

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

OCT 16 2013

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

NAME OF AGENCY: Aitkin Co. Planning Commission
(enter on this line the name of the agency for which applicant seeks appointment: (complete a separate application for each agency)

NAME OF APPLICANT: DAVID LANCE

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

PHONE: Home _____ Work _____
County _____ District 5

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

Member - City Council - Sewer District
Current position

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

[Signature]
Signature of applicant

10-15-13
Date

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

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

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

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

FOR PERSONNEL USE

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

Term Expirations: _____

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

OCT 25 2013

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Planning Commission

AITKIN COUNTY COMMISSIONER DISTRICT 3

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

Sandelands Realty - Assoc Broker

Blue Edge Appraisals - Licensed Appraiser

Lakeside Township Supervisor

Past Pres. Mille Lacs Trails Snowmobile Club

Past Board Member - Jacques Art Gallery

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

Signature of Applicant

Dennise Sonnee

Date

10-25-13

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

Is this application submitted by appointing authority?

Yes

No

Is this application submitted at the suggestion of appointing authority?

Yes

No

Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW - Room 130, Aitkin, MN 56431

NAME OF APPLICANT: Dennise Sonnee

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

DAYS

EVENINGS

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Planning Commission

NOV 26 2013

AITKIN COUNTY COMMISSIONER DISTRICT 3

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

I have owned property in the county since 1996 and have been a permanent resident since 2004

Licensed Land Surveyor - experience with land use issues including Riparian rights, land classification and Minnesota Statutes

My work is outside of the county and will not conflict with duties of the commission

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



11/25/2013

Signature of Applicant

Date

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

Is this application submitted by appointing authority? Yes No

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

**Please return application to the Aitkin County Administrator's office, located at
217 2nd Street NW -- Room 130, Aitkin, MN 56431**

NAME OF APPLICANT: Tim Eklund

STREET ADDRESS OF APPLICANT: _____

PHONE NUMBERS: _____

DAYS _____

EVENINGS _____

For Office Use Only

Date Appointed: _____

Date of Term Expiration: _____

Term #: _____

Dear Commissioners:

I would like to be considered for the position on the Aitkin County Planning Committee representing the third district.

I own property in William Township since 1996 and my permanent residence since 2004. I enjoy the diverse recreational opportunities in the area and appreciate the need to strike balance between many often conflicting land uses.

I presently work as a licensed land surveyor for a government agency outside of the county and have experience and knowledge of land use issues such as riparian rights, land classification and Minnesota statutes. This experience should allow me to contribute to the committee and in turn I hope to gain a better understanding of the planning process and land issues. I have no intention to perform land surveys in Aitkin County that would conflict with the duties of a commission member.

Thank you for your consideration.

A handwritten signature in black ink, appearing to read 'T. Eklund', written in a cursive style.

Tim Eklund L.S.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-11-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

2014 County Board Meeting Dates

Requested Meeting Date: 12-17-13 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) Calendars

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: 2014 County Board Meeting Dates

DATE: December 11, 2013

Each year the County Board reviews the upcoming year's scheduled meeting dates.

Attached is a 2013 calendar showing the actual dates the Aitkin County Board of Commissioners met in 2013.

Also attached are 2014 calendars with the following options:

1. Meeting twice a month (1st and 3rd Tuesdays)
2. Meeting twice a month (2nd and 4th Tuesdays)
3. Meeting three times a month (1st, 2nd, and 4th Tuesdays)
4. Meeting four times a month (1st, 2nd, 3rd, and 4th Tuesdays)

Proposed Board meeting dates are highlighted in yellow. County holidays are highlighted in blue. When reviewing the attached calendars, please note that the County Board must meet the first Tuesday of the year that is not a holiday.

The 2014 Health & Human Services Board meeting dates also need to be set today. Included in this packet are the preferred dates for those meetings. The fourth Tuesday is preferred over the third Tuesday, as bills need approval at the end of the month, and the third Tuesday conflicts with regional meetings.

2013

JANUARY						
S	M	T	W	T	F	S
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6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

FEBRUARY						
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MARCH						
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24	25	26	27	28	29	30
31						

APRIL						
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28	29	30				

MAY						
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JUNE						
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JULY						
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AUGUST						
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SEPTEMBER						
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OCTOBER						
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NOVEMBER						
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DECEMBER						
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22	23	24	25	26	27	28
29	30	31				

- Actual Regular Board Meetings held
- Special/Additional Meetings held: April 30 - LLCC, June 18 - BAE, August 20 - Budget Presentations, December 3 - Board meeting and Annual Budget Hearing
- Holidays

2014

JANUARY						
S	M	T	W	T	F	S
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FEBRUARY						
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MARCH						
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APRIL						
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MAY						
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18	19	20	21	22	23	24
25		27	28	29	30	31

JUNE						
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29	30					

JULY						
S	M	T	W	T	F	S
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27	28	29	30	31		



AUGUST						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

SEPTEMBER						
S	M	T	W	T	F	S
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

OCTOBER						
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 Proposed Board Meeting Dates (Two meetings a month)
 Holidays - County Offices Closed
 Conflicts:

2014

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 Proposed Board Meeting Dates (two meetings a month)

 Holidays - County Offices Closed

Conflicts: Tuesday, November 11th is a Holiday, and

Tuesday, December 9th - AMC Annual Conference may be in session

2014

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 Proposed Board Meeting Dates (three meetings a month)

 Holidays - County Offices Closed

Conflicts: Tuesday, November 11th is a Holiday, and

Tuesday, December 9th - AMC Annual Conference may be in session

2014

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 Proposed Board Meeting Dates (Four meetings a month)

 Holidays - County Offices Closed

Conflicts: Tuesday, November 11th is a Holiday, and

Tuesday, December 9th - AMC Annual Conference may be in session

2014

HEALTH & HUMAN SERVICES BOARD MEETING DATES

JANUARY	28
FEBRUARY	25
MARCH	25
APRIL	22
MAY	27
JUNE	24
JULY	22
AUGUST	26
SEPTEMBER	23
OCTOBER	28
NOVEMBER	25
DECEMBER	23

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

4A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date:
12/09/2013

Via: Patrick Wussow, County Administrator *Bobbie Danielson*

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

Title of Item: 2011-2013 Nurses Settlement & Transfer to Non-union Group

Requested Meeting Date: 12/17/2013 Est. Time: 5 minutes

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

- For info only, no action requested 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) *Patrick/budget detail
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- Expenditure line account # for this item is: _____

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

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

BJD

HR Review

Supporting Attachment(s)

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


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

AITKIN COUNTY HUMAN RESOURCES

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

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

To: Aitkin County Commissioners

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

Date: December 9, 2013

Subject: Nurses 2011-2013 Settlement and Transfer to Non-union Group

Background Information

The Nurses are in a meet and confer non-union group consisting of five employees. The Nurses and County Administration are interested in transferring the nurses to the S&P group and eliminating what has been referred to as the "Agreement between Aitkin County Board of Commissioners and Aitkin County Public Health Nurses" – copy attached, which was last adopted in June 2008. This will be a gradual conversion as outlined on the attached sheet, with the "Nurses Agreement" becoming partially void December 31, 2010 and fully void December 31, 2013. It is understood that staff will be covered under one provision, not both, during the transition process and that the conversion to PTO will be effective January 1, 2014, and not retroactive.

Health insurance benefits contained in both are identical.

Action Requested

Motion to authorize the Nurses gradual transfer to the S&P group, starting January 1, 2011, with the conversion being fully implemented January 1, 2014, as outlined in the attached summary. (Note: S&P is proposed to be renamed to "Non-union Compensation Guidelines" 1/1/2014 on this same agenda.)

* includes
authorizing
Chair + Admin.
to sign letter
of intent.
copy attached.

HIGHLIGHTS OF CONVERSION FROM THE “NURSES AGREEMENT” TO THE “S&P COMPENSATION GUIDELINES” (NOTE: NAME OF S&P IS PROPOSED TO CHANGE TO “NON-UNION COMPENSATION GUIDELINES”)

On January 1, 2011, Anniversary dates for Erin Melz, Naomi Larson, Jan West, and Mona Peterson will change to January 1st.

On January 1, 2014, the anniversary date for Bonnie Carlson will change to January 1st.

January 1, 2011: Erin Melz, Naomi Larson, Jan West and Mona Peterson will not receive step increases in the year 2011. In lieu of step increases, the above named nurses will be given a base pay merit increase of 1.8%.

January 1, 2012: Erin Melz, Naomi Larson, Jan West and Mona Peterson will not receive step increases in the year 2012. In lieu of step increases, the above named nurses will be given a base pay merit increase of 1.8%.

January 1, 2013: Erin Melz, Naomi Larson, Jan West and Mona Peterson will not receive step increases in the year 2013. In lieu of step increases, the above named nurses will be given a base pay merit increase of 1.8%.

Bonnie Carlson was hired November 13, 2012 at step 2 \$20.82 per hour. She will remain at that rate until November 13, 2013 and then advance to \$21.79 per hour.

The PTO provision of the S&P Compensation guidelines will not apply to nurses during 2011-2013. Nurses have worked under the 2008-2010 Nurses Agreement for 2011, 2012, and most of 2013, and have received vacation and sick leave in accordance with that Agreement. The parties are not interested in implanting PTO retroactively. The nurses unused sick leave on account will be transferred to a Sick Bank (up to 720 hours max) and unused vacation leave on account will be transferred to a PTO Bank (up to 272 hours max), effective January 1, 2014. The nurses will begin to accrue and use PTO time based on the Salaried & Professional compensation guidelines effective January 1, 2014.

The nurses unused 2013 personal leave on account can be used through December 31, 2013. It does not carryover to 2014.

The nurses unused comp time on account as of December 31, 2013, will be paid out to them at time and one-half (1 ½). PHN's have been classified as FLSA exempt employees and this shall be implemented on January 1, 2014.

The “Nurses Agreement” becomes partially void December 31, 2010, end of day, and fully null and void end of day, December 31, 2013. Staff will be covered under one provision, not both, during the transition process.

Letter of Intent Non-exempt to Exempt PHN FLSA Classification

This Letter of Intent is to outline the understanding between the County and Nurses concerning their transition from a non-exempt to exempt FLSA classification, effective January 1, 2014.

WHEREAS, the Nurse are in a meet and confer non-union group consisting of five employees and the Nurses and County Administration are interested in transferring the nurses to the S&P group and eliminating what has been referred to as the “Agreement between Aitkin County Board of Commissioners and Aitkin County Public Health Nurses”; and

WHEREAS, a FLSA study was recently completed classifying the Public Health Nurse position as exempt; and

WHEREAS, the Nurses were previously considered non-exempt and have been earning time and half overtime; and

WHEREAS, exempt job classifications are typically not eligible to earn time and half overtime; and

WHEREAS, the County intends to propose an Open Range style pay scale when the new job classification system is implemented that will provide higher minimums and less years to a higher maximum for the PHN job classification and that is intended to satisfy “in lieu of” the overtime pay lost in the conversion from non-exempt to exempt, and it is anticipated the new scale will be implemented by January 1, 2015.

NOW THEREFORE, it is agreed that if the Open Range style pay scale as described in the paragraph above is not implemented by January 1, 2015, that all incumbents in the Public Health Nurse job classification will be eligible for a \$0.50 per hour adjustment on January 1, 2015, intended to off-set overtime earnings. (If a settlement is reached after January 1, 2015, but made retroactive to January 1, 2015, the \$0.50 will remain intact for employees in the PHN job classification and will not be subtracted when retro pay is calculated.)

This Letter of Intent constitutes the complete and total agreement regarding this matter.

Mark Wedel, Chairman

Patrick Wussow, Administrator

Date: December 17, 2013

Compensation Guidelines 1/1/2014 - 12/31/2014

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or conditions of employment negotiated with an individual employee prior to this contract, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines.

PROBATIONARY PERIOD

All newly hired or promoted employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period.

CONTINUING EDUCATION

Continuing education will be established in conjunction with the individual's Performance Appraisal and utilized to improve performance in the current position and employee for advancement within County Government. This will be in addition required to maintain licenses and certifications. Training expenses may be paid outlined below.

EDUCATIONAL TUITION

The cost of participation in formalized courses of study will be reimbursed to an employee with permanent status in the amount equal to one-third (1/3) of the tuition cost per credit hour.

1. That the employee satisfactorily completes the course and receives a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for equivalent to the length of the course following completion of the course
3. That the course be approved by the County Board prior to taking the course
4. It shall be noted that the cost of "tuition" is covered; this does not include assessed administrative fees.

*AS agreed to
w/ Nurses to
delete from SFF.
Does not
apply to
PHNs.*

SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury of an employee or family member; family member as defined in the Family Medical Leave Act. Employees are allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Deleted: Full time employees who were hired prior to January 1, 2005 shall receive 480 hours (60 working days) as a sick leave bank that can be used immediately.

LONG TERM DISABILITY

The County shall provide Long Term Disability Insurance for all full-time employees covered by these guidelines based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

Compensation Guidelines 1/1/2014 – 12/31/2014

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RECLASSIFICATION PAY

A FLSA non-exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

WORK HOURS

The normal hours of work for all employees are eight (8) hours per day and forty (40) hours per week. It is expected that all staff will provide service necessary to carry out the functions of their position. This includes weekends and nights as required.

Deleted: salaried and professional

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the FLSA. Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

All non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.

Flexible hours for ~~non-exempt~~ staff may be arranged with the Supervisor. This may include four 10-hour days or some other combination of hours within the workweek.

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HOLIDAYS

Full-time (probationary and non-probationary) employees shall be entitled to tl eight (8) hour holidays:

- | | |
|---------------------------|--------------------|
| New Year's Day | Martin Luther King |
| President's Day | Memorial Day |
| 4th of July | Labor Day |
| Veteran's Day | Thanksgiving Day |
| Friday after Thanksgiving | Christmas Day |

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

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

LLCC non-exempt employees who are required to work on any of these holiday time and one half (1 1/2) rates in addition to their base wage.

*AS agreed to
w/nurses
to include in
"S+P"*

APPENDIX B
JOB CLASSIFICATIONS

JOB TITLE	HAY GRADE	Deleted: FLSA STATUS
ADMINISTRATIVE ASSISTANT (SB)	H	
DEPUTY AUDITOR / PAYROLL TECHNICIAN	O	
CONFIDENTIAL SECRETARY, SHERIFF'S OFFICE	O	
MAINTENANCE SUPERVISOR (BT)	O	
COMPUTER SPECIALIST	O	
ADMINISTRATIVE ASSISTANT	O	
CRIME VICTIM COO	O	
OFFICE SUPPORT S	O	
COMPLIANCE OFF	O	
HUMAN RESOURCI	N	
ACCOUNTANT, RC	N	
ASST. HWY. MAINT	M	
ENVIRONMENTAL	M	
FINANCIAL ASST/E	M	
HSQA SUPERVISO	M	
HEALTH EDUCATO	M	
OFFICE MANAGER	M	
VETERAN SERVICE	M	
HWY MAINTENEN	M	
ASST. COUNTY ASS	L	
ASST. LAND COMM	L	
ASST. ZONING ADM	L	
ECONOMIC DEVELP	L	
FINANCIAL SUPERV	L	
GIS COORDINATOR	L	
HUMAN RESOURCES	L	
INSTRUCTION COOR	L	
LAND SURVEY COO	L	
TDIRECTOR	L	
PROJECT MANAGER	L	
ROBIC HEALTHNURSE	L	
PUBLIC HEALTH SUPERVISOR	L	
SOCIAL SERVICE SUPERVISOR	L	
BUSINESS & MARKETING MANAGER, LLCC	K	
SUPPORT & COLLECTIONS SPEC	K	
ASSISTANT COUNTY ATTORNEY	J	
ASSISTANT COUNTY ENGINEER	J	
COUNTY ASSESSOR	J	
ENVIRONMENTAL SERVICE DIRECTOR	J	
LAND COMMISSIONER (MJ)	J	
SR ASSISTANT COUNTY ATTORNEY (LR)	H	
COUNTY ENGINEER (JW)	H	
PHHS DIRECTOR (TB)	H	
LLCC ADMINISTRATIVE COORDINATOR	P	
LLCC MAINTENANCE CUSTODIAN, PART-TIME (SB)	P	
LLCC MAINTENANCE COORDINATOR (DC)	P	
LLCC INSTRUCTOR, NATURALIST, PT & FT (EXCLUDES SEASONAL EMPLOYEES, TEMPS, AND SUBSTITUTES)	Q	
LLCC COOK	Q	
LLCC FOOD SERVICE COORDINATOR	Q	
	T	
	P	

PHN added
b "S+P"



Deleted: See T. Burke individual contract.

Deleted: withdrew from the S&P group

E = Exempt
N = Non-exempt
* indicates individuals who have an individual contract.

AGREEMENT

between

AITKIN COUNTY BOARD OF COMMISSIONERS

and

**AITKIN COUNTY
PUBLIC HEALTH NURSES**

JANUARY 1, 2008 - DECEMBER 31, 2010

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT

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AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT

AGREEMENT

Entered into by and between the Aitkin County Board of Commissioners, hereinafter referred to as the "Board" and the Public Health Nurses, hereinafter referred to as the "employees".

This agreement shall continue in full force and effect from January 1, 2008 to December 31, 2010, and from year to year thereafter unless either party hereto shall give notice sixty (60) days prior to the annual expiration date of a desire to terminate or amend said agreement.

PURPOSE

It is the intent and purpose of the parties hereto that this Agreement shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, and establish uniform and equitable rates of pay and hours of work.

Race, creed, color, sex, age, disability, religious or political belief sexual orientation, or other factors not pertinent to performance, shall not be considered in hiring, placement, promotion, salary determination or other terms of employment.

SALARY

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

Effective January 1, 2009, there will be a general adjustment of 3.0 percent to the County wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

Effective January 1, 2010, there will be a general adjustment of 3.0 percent to the County Hay Compensation wage schedule. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of the appropriate salary range.

HOURS OF WORK

The regular workweek for full time professional staff shall be 40 hours. A normal workweek shall be five (5) eight (8) hour days. At the discretion of the Director, a professional employee may work a flexible schedule such as four (4) ten (10) hour days. The agency may also employ professional staff on a part-time basis. It is expected that all full and part-time professional staff will provide professional nursing service beyond the regular forty (40) hours per week or regular part-time employment when necessary to carry out the functions of the agency. This includes weekends

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT

and nights as required. Every effort will be made to keep overtime to a minimum. Hours in excess of forty (40) hours per workweek shall be compensated at a rate of time and one-half (1.5). Overtime hours must be approved by the Director.

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

ORIENTATION

All professional staff will be oriented to the Health & Human Services Department according to policies established. All newly hired employees shall serve a six (6) (1040 hours) month probationary period of continuous service. Benefits shall start accruing from the date of hire. Probationary employees shall be subject to dismissal for any reason without recourse to the grievance procedure.

VACATION

Vacation benefits shall be accrued based on the following table:

<u>Completed Years of Service</u>	<u>Rate of Accumulation Vacation Days per Month</u>	<u>Annual equivalent Days of Vacation</u>
0	1	12
3	1.25	15
5	1.5	18
10	1.75	21
15	2	24

Vacation may be accrued up to a maximum of 24 days (192 hours). Overage is lost. All part-time staff will be granted vacation on a pro-rated basis. Probationary employees shall earn vacation, but may not use it during the probationary period.

HOLIDAYS

New Year's Day	Martin Luther King Day	President's Day
Memorial Day	4th of July	Labor Day
Veteran's Day	Thanksgiving Day	Friday after Thanksgiving
Christmas Day		

All part-time professional staff shall be entitled to paid holidays on a pro-rated basis.

HEALTH INSURANCE

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be calculated

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT
in the same manner as defined in the agreement between Aitkin County and
AFSCME Council 65.

Effective January 1, 2008, the County's VEBA account contributions shall be made quarterly as part of the first warrant cycle of the quarter. In the event that an employee leaves employment for any reason other than death, the employee shall be required to reimburse the County for the VEBA contribution prorated on a quarterly basis for any full quarter that remains. The County shall have the right to deduct this amount from the employee's final paycheck.

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

FRINGE BENEFITS

All professional staff shall be eligible for County Fringe Benefits. This includes Social Security, Public Employees Retirement Association, Worker's Compensation, and Liability Insurance. All professional staff who are employed for thirty (30) hours or more per week shall be eligible for the County Group Health Insurance and Life Insurance. Professional staff employed less than forty (40) hours per week shall have all Paid Leaves, pro rated based on forty (40) hours.

PAID LEAVES

SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave is hereby defined to mean the absence of an employee because of illness of the employee or his/her spouse, parent, step parent, child(ren), or step child(ren) requiring the attendance of such employee. The Director's, at his/her discretion, may require a doctor's signed statement showing the nature of an illness or injury causing an absence.

Sick leave shall be accrued at a rate of one day (8 hours) per month for regular full-time employees. All part-time professional staff will earn sick leave on a prorated basis where full time equivalency is 2080 hours . Unused sick leave shall be accumulated to one hundred twenty (120) working days (960 hours). Sick leave records will be recorded with the employee's time record.

Employees may utilize the Severance Pay set aside as Sick Leave only after using all available sick leave.

PERSONAL LEAVE

All regular full-time professional staff shall be entitled to four (4) days (32 hours) personal leave with pay per year based on the calendar year. This shall not be accrued. All personal leave time will be given at the Director's/Supervisor's discretion and with appropriate prior notice. All personal leave shall be void the day notice of termination is given.

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT

Personal leave days shall be granted on a pro-rated basis where full time equivalency is 2080 hours.

JURY DUTY

The County will pay employees full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day. Employees shall keep expenses reimbursed to them by the court for jury duty services.

FUNERAL LEAVE

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

Funeral leave days shall be granted on a pro-rated basis where full time equivalency is 2080 hours.

UNPAID LEAVES

FAMILY AND MEDICAL LEAVE

Family Medical Leave shall be granted in accordance with legal mandates and Aitkin County Policy. (See attached Aitkin County Resolution #93-88).

LEAVE OF ABSENCE

An employee requesting a leave of absence shall apply for same in writing to the County Board for their approval. The request shall include the length of leave requested and the reason for said leave. Approval of the leave of absence by the Board shall be considered at the next regularly held Board meeting after the leave of absence request is made so as to not jeopardize employee's tenure under P.E.R.A. Employees who are on leave of absence shall receive no pay or benefits as apply to sick leave, holidays, vacations, etc. but shall accrue seniority for a period of thirty (30) days only.

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

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT
EDUCATION

All employees will be allowed four (4) days (32 hours) and \$150.00 per calendar year to attend continuing education classes per the Director's discretion and approval. This excludes mandatory education (i.e. Medicare, PAS, EPS, WIC, etc.). Travel time for workshops is compensated as defined by law and county policy.

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

1. That the course is germane to the duties of the employee's job.
2. That the employee satisfactorily completes the course and received either a "P" in a Pass/No Pass course, or at least a "B" in an A-F course.
3. That the employee remains in the employment of Aitkin County for one (1) year following completion of the course.
4. That the course be recommended by the Director's/Supervisor's and approved by the County Board prior to taking the course.

A maximum leave without pay for two (2) years may be granted for educational purposes after two or more years of employment. In order to qualify for such leave, the professional staff must be a full-time student at a college or university working toward a health related degree.

CASELOAD

The agency shall employ sufficient personnel so that the size of the caseload of each nurse will permit maintenance of quality nursing care. The determination of a manageable caseload will be affected by the objectives of the agency, the service offered, the nursing needs of the population being served, the size, and other characteristics of the geographical area assigned to each nurse.

DISCIPLINARY ACTION

The first notice of a complaint, problem, or concern shall be handled informally and orally by the Director. If the problem is not corrected within a specified period of time, then a written reprimand shall be issued.

This shall be documented and kept in the employee's personnel file. This document should include the employee's name, a description of the problem, specified changes desired and subsequent discipline should no change occur.

A space must be provided for rebuttal by the employee. The supervisor and employee shall sign this document. The employee shall receive, by hand delivery, a copy of this document.

GRIEVANCE PROCEDURE

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. Grievances of the professional staff shall be submitted in writing to the Director. All grievances must be filed with the Director within ten (10) working days of the hand delivery of the written notice of the disciplinary action, suspension or termination to the employee.

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT

Grievance shall be heard and considered by the County Commissioners no more than thirty (30) days after the filing of the

grievance. If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting. A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within thirty (30) days after the grievance hearing.

LAYOFF

Layoffs shall be made in the reverse order of seniority. The County, in any case, reserves the right to retain any nurse with less seniority, provided no senior nurse possesses the proper qualifications or experience to perform his/her duties as determined by the County.

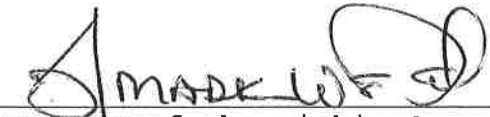
TERMINATION

If termination of employment is initiated, either by Aitkin County Health & Human Services or by the employee, at least one-month notice shall be given. Earned vacation can not be taken after notice is given, but will be paid at the end of this month.

An employee may be temporarily suspended or immediately terminated by the Director for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the non-probationary employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing with ten (10) working days of written notice of the suspension or termination. If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.

Minnesota 34668 requires that employees that provide direct home care services have not been convicted of a disqualifying crime. As a condition of employment by the Agency, all members of the Professional Staff shall inform the Agency in writing of any criminal convictions in any jurisdiction (including all pleas of guilty) other than minor traffic offenses, of which they are convicted. Conviction of a disqualifying crime is grounds for immediate termination.

AITKIN COUNTY PUBLIC HEALTH NURSES 2008-2010 AGREEMENT
IN WITNESS WHEREOF, the parties hereto have hereunto set their hands and
seals.



Chairperson of the Aitkin County Board
of Commissioners

Date



Aitkin County Human Resources Manager

6-11-08

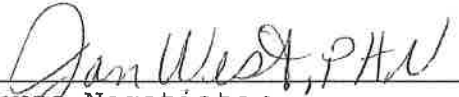
Date



Nurse Negotiator
Aitkin County Public Health

6-16-08

Date



Nurse Negotiator
Aitkin County Public Health

6/12/08

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2008 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	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
\$ 30.82	\$ 32.25	\$ 33.75	\$ 35.31	\$ 36.95	\$ 38.67	\$ 40.46	\$ 42.34	\$ 44.30	\$ 46.36	\$ 48.51	\$ 50.76	\$ 53.11	\$ 55.58
\$ 28.84	\$ 30.17	\$ 31.57	\$ 33.04	\$ 34.58	\$ 36.18	\$ 37.86	\$ 39.61	\$ 41.46	\$ 43.39	\$ 45.40	\$ 47.51	\$ 49.72	\$ 52.03
\$ 25.56	\$ 26.74	\$ 27.99	\$ 29.30	\$ 30.65	\$ 32.06	\$ 33.58	\$ 35.12	\$ 36.75	\$ 38.46	\$ 40.24	\$ 42.12	\$ 44.07	\$ 46.11
\$ 22.32	\$ 23.34	\$ 24.41	\$ 25.56	\$ 26.74	\$ 27.96	\$ 29.28	\$ 30.64	\$ 32.06	\$ 33.56	\$ 35.11	\$ 36.74	\$ 38.45	\$ 40.23
\$ 19.81	\$ 20.71	\$ 21.68	\$ 22.70	\$ 23.75	\$ 24.85	\$ 26.00	\$ 27.18	\$ 28.46	\$ 29.78	\$ 31.16	\$ 32.60	\$ 34.11	\$ 35.70
\$ 17.91	\$ 18.75	\$ 19.62	\$ 20.54	\$ 21.49	\$ 22.48	\$ 23.53	\$ 24.62	\$ 25.77	\$ 26.97	\$ 28.22	\$ 29.52	\$ 30.89	\$ 32.33
\$ 16.20	\$ 16.96	\$ 17.75	\$ 18.56	\$ 19.44	\$ 20.32	\$ 21.27	\$ 22.25	\$ 23.29	\$ 24.37	\$ 25.49	\$ 26.69	\$ 27.92	\$ 29.22
\$ 14.81	\$ 15.49	\$ 16.20	\$ 16.96	\$ 17.75	\$ 18.56	\$ 19.44	\$ 20.32	\$ 21.27	\$ 22.26	\$ 23.29	\$ 24.37	\$ 25.49	\$ 26.69
\$ 13.65	\$ 14.26	\$ 14.92	\$ 15.63	\$ 16.35	\$ 17.11	\$ 17.89	\$ 18.73	\$ 19.59	\$ 20.52	\$ 21.47	\$ 22.46	\$ 23.51	\$ 24.60
\$ 12.57	\$ 13.15	\$ 13.75	\$ 14.40	\$ 15.06	\$ 15.74	\$ 16.48	\$ 17.25	\$ 18.06	\$ 18.89	\$ 19.78	\$ 20.68	\$ 21.64	\$ 22.64
\$ 11.80	\$ 12.35	\$ 12.93	\$ 13.50	\$ 14.16	\$ 14.82	\$ 15.49	\$ 16.21	\$ 16.97	\$ 17.76	\$ 18.58	\$ 19.45	\$ 20.34	\$ 21.29
\$ 11.28	\$ 11.80	\$ 12.35	\$ 12.93	\$ 13.49	\$ 14.15	\$ 14.81	\$ 15.49	\$ 16.20	\$ 16.95	\$ 17.74	\$ 18.56	\$ 19.43	\$ 20.32
\$ 10.72	\$ 11.23	\$ 11.74	\$ 12.28	\$ 12.85	\$ 13.44	\$ 14.08	\$ 14.75	\$ 15.42	\$ 16.12	\$ 16.88	\$ 17.66	\$ 18.48	\$ 19.33
\$ 10.22	\$ 10.68	\$ 11.21	\$ 11.71	\$ 12.25	\$ 12.82	\$ 13.41	\$ 14.05	\$ 14.71	\$ 15.38	\$ 16.10	\$ 16.86	\$ 17.64	\$ 18.46
\$ 9.79	\$ 10.23	\$ 10.71	\$ 11.22	\$ 11.73	\$ 12.27	\$ 12.84	\$ 13.43	\$ 14.07	\$ 14.73	\$ 15.42	\$ 16.12	\$ 16.88	\$ 17.66
\$ 9.40	\$ 9.84	\$ 10.30	\$ 10.77	\$ 11.29	\$ 11.80	\$ 12.35	\$ 12.93	\$ 13.50	\$ 14.13	\$ 14.79	\$ 15.48	\$ 16.19	\$ 16.94
\$ 9.16	\$ 9.57	\$ 10.02	\$ 10.50	\$ 10.97	\$ 11.47	\$ 12.02	\$ 12.58	\$ 13.16	\$ 13.78	\$ 14.42	\$ 15.10	\$ 15.79	\$ 16.52

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	2009 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	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
G	\$ 31.74	\$ 33.22	\$ 34.76	\$ 36.37	\$ 38.06	\$ 39.83	\$ 41.67	\$ 43.61	\$ 45.63	\$ 47.75	\$ 49.97	\$ 52.28	\$ 54.70	\$ 57.25
H	\$ 29.71	\$ 31.08	\$ 32.52	\$ 34.03	\$ 35.62	\$ 37.27	\$ 39.00	\$ 40.80	\$ 42.70	\$ 44.69	\$ 46.76	\$ 48.94	\$ 51.21	\$ 53.59
I	\$ 26.33	\$ 27.54	\$ 28.83	\$ 30.18	\$ 31.57	\$ 33.02	\$ 34.59	\$ 36.17	\$ 37.85	\$ 39.61	\$ 41.45	\$ 43.38	\$ 45.39	\$ 47.49
J	\$ 22.99	\$ 24.04	\$ 25.14	\$ 26.33	\$ 27.54	\$ 28.80	\$ 30.16	\$ 31.56	\$ 33.02	\$ 34.57	\$ 36.16	\$ 37.84	\$ 39.60	\$ 41.44
K	\$ 20.40	\$ 21.33	\$ 22.33	\$ 23.38	\$ 24.46	\$ 25.60	\$ 26.78	\$ 28.00	\$ 29.31	\$ 30.67	\$ 32.09	\$ 33.58	\$ 35.13	\$ 36.77
L	\$ 18.45	\$ 19.31	\$ 20.21	\$ 21.16	\$ 22.13	\$ 23.15	\$ 24.24	\$ 25.36	\$ 26.54	\$ 27.78	\$ 29.07	\$ 30.41	\$ 31.82	\$ 33.30
M	\$ 16.69	\$ 17.47	\$ 18.28	\$ 19.12	\$ 20.02	\$ 20.93	\$ 21.91	\$ 22.92	\$ 23.99	\$ 25.10	\$ 26.25	\$ 27.49	\$ 28.76	\$ 30.10
N	\$ 15.25	\$ 15.95	\$ 16.69	\$ 17.47	\$ 18.28	\$ 19.12	\$ 20.02	\$ 20.93	\$ 21.91	\$ 22.93	\$ 23.99	\$ 25.10	\$ 26.25	\$ 27.49
O	\$ 14.06	\$ 14.69	\$ 15.37	\$ 16.10	\$ 16.84	\$ 17.62	\$ 18.43	\$ 19.29	\$ 20.18	\$ 21.14	\$ 22.11	\$ 23.13	\$ 24.22	\$ 25.34
P	\$ 12.95	\$ 13.54	\$ 14.16	\$ 14.83	\$ 15.51	\$ 16.21	\$ 16.97	\$ 17.77	\$ 18.60	\$ 19.46	\$ 20.37	\$ 21.30	\$ 22.29	\$ 23.32
Q	\$ 12.15	\$ 12.72	\$ 13.32	\$ 13.91	\$ 14.58	\$ 15.26	\$ 15.95	\$ 16.70	\$ 17.48	\$ 18.29	\$ 19.14	\$ 20.03	\$ 20.95	\$ 21.93
R	\$ 11.62	\$ 12.15	\$ 12.72	\$ 13.32	\$ 13.89	\$ 14.57	\$ 15.25	\$ 15.95	\$ 16.69	\$ 17.46	\$ 18.27	\$ 19.12	\$ 20.01	\$ 20.93
S	\$ 11.04	\$ 11.57	\$ 12.09	\$ 12.65	\$ 13.24	\$ 13.84	\$ 14.50	\$ 15.19	\$ 15.88	\$ 16.60	\$ 17.39	\$ 18.19	\$ 19.03	\$ 19.91
T	\$ 10.53	\$ 11.00	\$ 11.55	\$ 12.06	\$ 12.62	\$ 13.20	\$ 13.81	\$ 14.47	\$ 15.15	\$ 15.84	\$ 16.58	\$ 17.37	\$ 18.17	\$ 19.01
U	\$ 10.08	\$ 10.54	\$ 11.03	\$ 11.56	\$ 12.08	\$ 12.64	\$ 13.23	\$ 13.83	\$ 14.49	\$ 15.17	\$ 15.88	\$ 16.60	\$ 17.39	\$ 18.19
V	\$ 9.68	\$ 10.14	\$ 10.61	\$ 11.09	\$ 11.63	\$ 12.15	\$ 12.72	\$ 13.32	\$ 13.91	\$ 14.55	\$ 15.23	\$ 15.94	\$ 16.68	\$ 17.45
W	\$ 9.43	\$ 9.86	\$ 10.32	\$ 10.82	\$ 11.30	\$ 11.81	\$ 12.38	\$ 12.96	\$ 13.55	\$ 14.19	\$ 14.85	\$ 15.55	\$ 16.26	\$ 17.02

	2010 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	+2 yr Step 7	+2 yr Step 8	+2 yr Step 9	+4 yr Step 10	+4 yr Step 11	+4 yr Step 12	+4 yr Step 13
G	\$ 32.69	\$ 34.22	\$ 35.80	\$ 37.46	\$ 39.20	\$ 41.02	\$ 42.92	\$ 44.92	\$ 47.00	\$ 49.18	\$ 51.47	\$ 53.85	\$ 56.34	\$ 58.97
H	\$ 30.60	\$ 32.01	\$ 33.50	\$ 35.05	\$ 36.69	\$ 38.39	\$ 40.17	\$ 42.02	\$ 43.98	\$ 46.03	\$ 48.16	\$ 50.41	\$ 52.75	\$ 55.20
I	\$ 27.12	\$ 28.37	\$ 29.69	\$ 31.09	\$ 32.52	\$ 34.01	\$ 35.63	\$ 37.26	\$ 38.99	\$ 40.80	\$ 42.69	\$ 44.68	\$ 46.75	\$ 48.91
J	\$ 23.68	\$ 24.76	\$ 25.89	\$ 27.12	\$ 28.37	\$ 29.66	\$ 31.06	\$ 32.51	\$ 34.01	\$ 35.61	\$ 37.24	\$ 38.98	\$ 40.79	\$ 42.68
K	\$ 21.01	\$ 21.97	\$ 23.00	\$ 24.08	\$ 25.19	\$ 26.37	\$ 27.58	\$ 28.84	\$ 30.19	\$ 31.59	\$ 33.05	\$ 34.59	\$ 36.18	\$ 37.87
L	\$ 19.00	\$ 19.89	\$ 20.82	\$ 21.79	\$ 22.79	\$ 23.84	\$ 24.97	\$ 26.12	\$ 27.34	\$ 28.61	\$ 29.94	\$ 31.32	\$ 32.77	\$ 34.30
M	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.61	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31	\$ 29.62	\$ 31.00
N	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.99	\$ 18.83	\$ 19.69	\$ 20.62	\$ 21.56	\$ 22.57	\$ 23.62	\$ 24.71	\$ 25.85	\$ 27.04	\$ 28.31
O	\$ 14.48	\$ 15.13	\$ 15.83	\$ 16.58	\$ 17.35	\$ 18.15	\$ 18.98	\$ 19.87	\$ 20.79	\$ 21.77	\$ 22.77	\$ 23.82	\$ 24.95	\$ 26.10
P	\$ 13.34	\$ 13.95	\$ 14.58	\$ 15.27	\$ 15.98	\$ 16.70	\$ 17.48	\$ 18.30	\$ 19.16	\$ 20.04	\$ 20.98	\$ 21.94	\$ 22.96	\$ 24.02
Q	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 15.02	\$ 15.72	\$ 16.43	\$ 17.20	\$ 18.00	\$ 18.84	\$ 19.71	\$ 20.63	\$ 21.58	\$ 22.59
R	\$ 11.97	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.31	\$ 15.01	\$ 15.71	\$ 16.43	\$ 17.19	\$ 17.98	\$ 18.82	\$ 19.69	\$ 20.61	\$ 21.56
S	\$ 11.37	\$ 11.92	\$ 12.45	\$ 13.03	\$ 13.64	\$ 14.26	\$ 14.94	\$ 15.65	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74	\$ 19.60	\$ 20.51
T	\$ 10.85	\$ 11.33	\$ 11.90	\$ 12.42	\$ 13.00	\$ 13.60	\$ 14.22	\$ 14.90	\$ 15.60	\$ 16.32	\$ 17.08	\$ 17.89	\$ 18.72	\$ 19.58
U	\$ 10.38	\$ 10.86	\$ 11.36	\$ 11.91	\$ 12.44	\$ 13.02	\$ 13.63	\$ 14.24	\$ 14.92	\$ 15.63	\$ 16.36	\$ 17.10	\$ 17.91	\$ 18.74
V	\$ 9.97	\$ 10.44	\$ 10.93	\$ 11.42	\$ 11.98	\$ 12.51	\$ 13.10	\$ 13.72	\$ 14.33	\$ 14.99	\$ 15.69	\$ 16.42	\$ 17.18	\$ 17.97
W	\$ 9.71	\$ 10.16	\$ 10.63	\$ 11.14	\$ 11.64	\$ 12.16	\$ 12.75	\$ 13.35	\$ 13.96	\$ 14.62	\$ 15.30	\$ 16.02	\$ 16.75	\$ 17.53

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

48
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date:
12/06/2013

Via: Patrick Wussow, County Administrator

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

Title of Item: 2014 Non-union Compensation Guidelines

Requested Meeting Date: 12/17/2013 Est. Time: 5 minutes

Presenter: Patrick Wussow or Bobbie Danielson

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

BJD

HR Review

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- 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

AITKIN COUNTY HUMAN RESOURCES

Bobbie Danielson, HR Manager
bobbie.danielson@co.aitkin.mn.us
Nicole Visnovec, HR Specialist
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Phone 218-927-7306
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www.co.aitkin.mn.us

To: Aitkin County Commissioners

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

Date: December 9, 2013

Subject: 2014 Non-union Compensation Guidelines and Repeal of Supplementary Guidelines

Background Information

Attached please find a red-lined version of the 2014 Non-union Compensation Guidelines. A number of changes are being proposed including, but not limited to, combining all regular non-union staff under this one set of guidelines and changing the name of the document from "Salaried & Professional Compensation Guidelines" to "Non-union Compensation Guidelines". This group currently covers a wide variety of non-union staff, including both hourly paid and salaried employees.

The prior Aitkin County non-union compensation guidelines (also known as the "S&P opt out" language, copy attached) and the LLCC compensation guidelines (copy attached) are hereby proposed to be repealed, effective end of the day, 12/31/2013. The applicable job classifications have been added to Appendix B.

With adoption, effective 1/1/2014, all non-union staff (excluding seasonal employees, temps, and substitutes) will be covered under the 2014 Non-union Compensation Guidelines. The salary schedule has been calculated and adjusted based on the board-adopted 2014 hourly uniform compensation schedule. Non-exempt employees will receive up to a \$0.45 per hour general adjustment and salaried employees will receive up to a \$936.00 general adjustment (not to exceed the range maximum). In addition, employees will be eligible for a salary adjustment based upon annual performance evaluation as indicated in Appendix C.

It should be noted that the majority of employees in this group do not agree with the compensation amount and would prefer a 3% general adjustment instead of \$0.45 per hour general adjustment.

Health insurance benefits for 2014 patterns the AFSCME Courthouse unit settlement (copy attached).

Action Requested

Motion to adopt the 2014 Non-union Compensation Guidelines, and to repeal the prior Aitkin County non-union compensation guidelines (also known as the "S&P opt out" language) and the LLCC compensation guidelines effective December 31, 2013, end of day.

EXCERPT FROM AFSCME COURTHOUSE CONTRACT, HEALTH INSURANCE ARTICLE

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

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

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

Single coverage

Effective January 1, 2014, up to \$675.00 per month flat dollar contribution on the VEBA 100 plan.
Effective January 1, 2014, up to \$625.00 per month flat dollar contribution on the VEBA 80 plan.
Effective January 1, 2014, up to \$600.00 per month flat dollar contribution on the HDHP plan.

Family coverage

Effective January 1, 2014, up to \$1,250.00 per month flat dollar contribution on the VEBA 100 plan.
Effective January 1, 2014, up to \$1,200.00 per month flat dollar contribution on the VEBA 80 plan.
Effective January 1, 2014, up to \$1,150.00 per month flat dollar contribution on the HDHP plan.

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

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

	2014 Contribution
VEBA 100 Single	\$1,000.00
VEBA 100 Family	\$2,000.00
VEBA 80 Single	\$1,000.00
VEBA 80 Family	\$2,000.00
HDHP Single	\$1,000.00
HDHP Family	\$2,000.00

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

Single: \$36/month (\$432/year), in addition to the \$1,000 contribution provided above.
Family: \$94/month (\$1,128/year), in addition to the \$2,000 contribution provided above.

...

Aitkin County

Non-union Compensation Guidelines

Deleted: Salaried and Professional

Effective January 1, 2014 through December 31, 2014



Adopted by the Aitkin County Board of Commissioners
December 17, 2013

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Compensation Guidelines 1/1/2014 – 12/31/2014

These compensation guidelines, including fringe benefits, for non-union employees were approved by the Aitkin County Board of Commissioners, hereinafter referred to as the "Board", on December 17, 2013. The job classifications covered by these compensation guidelines are listed in Appendix B.

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PURPOSE

It is the intent and purpose of the parties hereto that these guidelines shall promote and ensure a spirit of confidence and cooperation between the Board and its employees, set forth the general policy of the Board on personnel and procedure, and establish uniform and equitable rates of pay and hours of work.

Race, creed, color, sex, disability, religious or political belief, sexual orientation, or other factors not pertinent to performance, shall not be considered in hiring, placement, promotion, salary determination or other terms of employment.

SALARY

Salaries will be based upon the County Board adopted compensation schedule referred to in Appendix A. Job classifications are shown in Appendix B. Salary increases will take effect January 1st of each year for all positions.

Effective January 1, 2014, non-exempt employees will receive up to a \$0.45 per hour general adjustment and salaried employees will receive up to a \$936.00 per year general adjustment, up to the maximum of the applicable salary range. The salary range will include a mathematical midpoint.

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- Deleted: 0% general adjustment to the County Board adopted compensation schedule

On January 1, 2014 the employee will receive a subsequent adjustment in salary based upon an annual performance evaluation as indicated in Appendix C which may be given up to the maximum of the applicable salary range. An employee's salary may not exceed the range maximum.

Upon completion of five (5) years of service and receipt of a satisfactory or higher Annual Performance Evaluation, the minimum pay for each position shall be the midpoint of the salary range. Qualified staff presently receiving pay at less than midpoint shall receive the adjustment of pay to midpoint value starting the year following the completion of the 5th year of service in their current position. In order to qualify for the midpoint value, the individual must achieve a satisfactory Annual Performance Appraisal.

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On January 1, 2011, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2011 range maximum. ¶
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On January 1, 2012, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2012 range maximum. ¶
¶
On January 1, 2013, each employee shall receive a base pay merit increase of 1.80% to their current wage for satisfactory performance or above, up to the maximum of the applicable salary range. An employee's salary may not exceed the 2013 range maximum. ¶
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RECLASSIFICATION PAY

A FLSA non-exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$0.75 per hour increase. A FLSA exempt employee whose job classification is upgraded will be placed in the new pay range that results in at least a \$1,560.00/year increase (pro-rated if reclassification occurs mid-year).

WORK HOURS

The normal hours of work for all employees are eight (8) hours per day and forty (40) hours per week. It is expected that all staff will provide service necessary to carry out the functions of their position. This includes weekends and nights as required.

Deleted: salaried and professional

Exempt employees are those who are exempt from the overtime and minimum wage requirements of the FLSA. Exempt employees are not eligible for overtime compensation or accrual of compensatory time.

All non-exempt employees are eligible for overtime compensation at the rate of one and one-half (1-1/2) times their regular base wage for hours worked in excess of forty (40) hours per work week. All overtime hours must be approved in advance by the Supervisor.

Flexible hours for ~~non-exempt~~ staff may be arranged with the Supervisor. This may include four 10-hour days or some other combination of hours within the workweek.

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HOLIDAYS

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

New Year's Day	Martin Luther King Day
President's Day	Memorial Day
4th of July	Labor Day
Veteran's Day	Thanksgiving Day
Friday after Thanksgiving	Christmas Day

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

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

LLCC non-exempt employees who are required to work on any of these holidays shall be paid at time and one half (1 1/2) rates in addition to their base wage.

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PAID TIME OFF (PTO)

Employees will receive PTO that will accrue on a per payroll period basis.

Full-time employees shall accrue PTO benefits based on the following table:

Annual Completed Years of Service	Rate of Accumulation PTO Days per Month	Annual Days of PTO
0	1.75	21
3	2.00	24
5	2.25	27
10	2.50	30
15+	2.75	33

Employees who have used at least twelve (12) PTO days in the previous twelve-month period may elect pay in lieu of PTO for up to ten (10) days once in any calendar year.

Employees may not accrue more than 34 days at any time.

Upon separation of service, the employee will be paid for any unused PTO up to the maximum accrued amount.

Employees are allowed to transfer any accrued PTO over the maximum accrual amount to the sick leave bank where there is no severance payment upon separation of service. At no time can the sick leave bank exceed 720 hours. PTO that has been transferred to the sick leave bank can only be used in accordance with the sick leave provisions.

Part-time employees who are employed 20 or more hours per week on average shall be entitled to PTO benefits on a pro-rated basis.

PERSONAL LEAVE

Full-time (probationary and non-probationary) employees shall be granted four (4) personal leave days (32 hours) each year. Such leave shall not be cumulative, and shall be granted on a pro-rated basis. Personal leave days are separate from the PTO and LTD provisions in these guidelines.

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

ADDITIONAL PAY AND BENEFITS

The Human Resources Department or a designated representative and the Department Head will review and evaluate the experience and qualifications of the applicants for a position in professional staff and will assign experience credit deemed reasonable. This will be the starting salary proposed to the County Administrator for approval of the applicant. Any special benefits

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or conditions of employment negotiated with an individual employee prior to this contract, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines.

PROBATIONARY PERIOD

All newly hired or promoted employees will be on a probationary period for six (6) calendar months unless specified otherwise by statute. Employment may be terminated for any reason during this period.

CONTINUING EDUCATION

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

EDUCATIONAL TUITION

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

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of time equivalent to the length of the course following completion of the course.
3. That the course be approved by the County Board prior to taking the course.
4. It shall be noted that the cost of "tuition" is covered; this does not include books or other assessed administrative fees.

SICK LEAVE

Sick leave benefits are intended solely to provide income protection in the event of illness or injury of an employee or family member; family member as defined in the Family Medical Leave Act. Employees are allowed to accumulate up to a maximum of 720 hours (90 working days) of sick leave. Upon separation, employees shall not be paid for any unused sick leave.

Deleted: Full time employees who were hired prior to January 1, 2005 shall receive 480 hours (60 working days) as a sick leave bank that can be used immediately

LONG TERM DISABILITY

The County shall provide Long Term Disability Insurance for all full-time employees covered by these guidelines based on current salaries. Said insurance shall take effect for new employees upon completion of the Probationary Period. LTD monthly premiums will be paid by the employees via payroll deduction.

Compensation Guidelines 1/1/2014 – 12/31/2014

Employees whose annual wages are below the maximum salary range will be reimbursed for the monthly premium.

Employees whose annual wages are at the maximum of the salary range shall select one of the following two options:

(1) the employee shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative; or

(2) in lieu of receiving the 1 additional personal day per year (as described in option 1), the county will provide long-term disability insurance at no cost to the employee, provided that their wage remains at the maximum of the salary range.

In option (1), the premiums are paid with after tax dollars, so the LTD benefit would not be taxable income to the employee. In option (2), with the county paying the premiums, the LTD benefit would be taxable income to the employee.

JURY DUTY

The County will pay the employee's full, regular salary, and benefits while serving time on jury duty. Employees must reimburse County per diem salary paid for jury duty. Employees shall keep expenses reimbursed to them by the court for jury duty service. If employee is excused from jury duty, and not on vacation or leave, employee shall report back to work and suffer no loss in pay for the day.

LEAVE OF ABSENCE

An employee requesting a leave of absence other than Family & Medical Leave shall apply for same in writing to the County Administrator for their approval. The request shall include the length of leave requested and the reason for said leave.

Employees who are on a leave of absence shall receive no pay or benefits as apply to holidays, vacations, etc. but shall accrue longevity for a period of thirty (30) working days, per leave.

Leaves of absence of ten (10) work days or less may be approved by the employee's Department Head. Leaves of absence of more than ten (10) work days are subject to approval by the County Administrator.

FRINGE BENEFITS

County benefits include Life Insurance, Major Medical Health Insurance, Long Term Disability Insurance, and Liability Insurance. All employees covered by these guidelines who are employed for thirty (30) hours or more per week shall be eligible for County Fringe Benefits.

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Deleted: Employees whose annual wages are at the maximum of the salary range shall not be reimbursed for the monthly premium and instead shall receive 1 personal day per year, provided that their wage remains at the maximum of the salary range. Said personal day shall be separate from vacation and PTO and shall not be cumulative.

Compensation Guidelines 1/1/2014 – 12/31/2014

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Voluntary group benefits, including dental insurance, short-term disability insurance, and long term care insurance are also available at the employee's own expense for those who work thirty (30) hours or more per week.

HEALTH INSURANCE

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and employer contributions shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65, Local Union #667 (Courthouse Unit).

All eligible employees will receive a County VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

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

Employees may elect to receive the county's VEBA contribution on a quarterly basis as a part of the first warrant cycle of the quarter rather than on a yearly basis by submitting a written request to the Auditor's office. Said election must be made prior to the start of the plan year. If an employee has eligible expenses that exceed the County's year to date deductible contribution, the employee may request advance payment up to the remainder allocation for the plan year.

LIFE INSURANCE

The County Board agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees, and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

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DISCIPLINARY ACTION

The progressive disciplinary system will be used as defined by Aitkin County's Disciplinary policy. The severity of the infraction will dictate the level of the first action taken, which may include, but not be limited to, verbal reprimand, written reprimand, demotion, suspension or termination.

TERMINATION

If a Department Head elects to terminate employment, at least twenty (20) working days notice shall be given. All other employees who elect to terminate employment shall give at least fifteen (15) working days notice.

Compensation Guidelines 1/1/2014 – 12/31/2014

An employee may be temporarily suspended or immediately terminated by the Board for just cause. The employee shall be notified of the action and the reason in writing at the time of the suspension or termination. If the employee feels that he or she has been suspended or terminated without just cause or that the period of suspension was unwarranted, the employee shall have the right to appeal under the grievance procedure, provided that objection is made in writing within ten (10) working days of written notice of the suspension or termination. If it is determined the suspension or the termination was without just cause, the County Commissioners shall order the appropriate remedial action.

GRIEVANCE PROCEDURE

A grievance may be filed when the affected employee takes issue with a written reprimand or any disciplinary action greater than a written reprimand. Grievances of staff shall be submitted in writing to the Human Resources Manager. All grievances must be filed within ten (10) working days of the receipt of the written notice of the disciplinary action, suspension or termination by the employee. Grievance shall be heard and considered by the County Commissioners or designated representative no more than thirty (30) working days after the filing of the grievance. If either party calls in a representative, the other party must be notified seventy-two (72) hours prior to the meeting. A majority decision of the Aitkin County Commissioners shall be final and binding upon both parties and such decision shall be rendered in writing within (30) thirty working days after the grievance hearing.

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Compensation Guidelines 1/1/2014 – 12/31/2014

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APPENDIX A

SALARY SCHEDULE

Employees covered by these compensation guidelines shall receive an annual salary as approved by the Aitkin County Board of Commissioners. This schedule is based on a forty (40) hour workweek. (FLSA non-exempt employees are paid on an hourly equivalent basis and are eligible for overtime compensation.)

Effective 1/1/2014 through 12/31/2014

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Grade	Minimum	Midpoint	Maximum
G	\$ 68,931.20	\$ 96,262.40	\$ 123,593.60
H	\$ 64,584.00	\$ 90,168.00	\$ 115,752.00
I	\$ 57,345.60	\$ 80,007.20	\$ 102,668.80
J	\$ 50,190.40	\$ 69,950.40	\$ 89,710.40
K	\$ 44,636.80	\$ 62,171.20	\$ 79,705.60
L	\$ 40,456.00	\$ 56,368.00	\$ 72,280.00
M	\$ 36,691.20	\$ 51,053.60	\$ 65,416.00
N	\$ 33,612.80	\$ 46,716.80	\$ 59,820.80
O	\$ 31,054.40	\$ 43,139.20	\$ 55,224.00
P	\$ 28,683.20	\$ 39,790.40	\$ 50,897.60
Q	\$ 26,956.80	\$ 37,440.00	\$ 47,923.20
R	\$ 25,833.60	\$ 35,807.20	\$ 45,780.80
S	\$ 24,585.60	\$ 34,091.20	\$ 43,596.80
T	\$ 23,504.00	\$ 32,583.20	\$ 41,662.40
U	\$ 22,526.40	\$ 31,220.80	\$ 39,915.20
V	\$ 21,673.60	\$ 29,993.60	\$ 38,313.60
W	\$ 21,132.80	\$ 29,265.60	\$ 37,398.40

**APPENDIX B
JOB CLASSIFICATIONS**

JOB TITLE	HAY GRADE	Deleted: FLSA STATUS
ADMINISTRATIVE ASSISTANT (SB)	P	
DEPUTY AUDITOR / PAYROLL TECHNICIAN	O	
CONFIDENTIAL SECRETARY, SHERIFF'S OFFICE	O	
MAINTENANCE SUPERVISOR (BT)	O	
COMPUTER SPECIALIST	O	
ADMINISTRATIVE ASSISTANT (CONFIDENTIAL), ROAD & BRIDGE	O	
CRIME VICTIM COORDINATOR	O	
OFFICE SUPPORT SPECIALIST, SR., HHS	O	
COMPLIANCE OFFICER/WETLAND SPECIALIST	N	
HUMAN RESOURCES SPECIALIST	N	
ACCOUNTANT, ROAD & BRIDGE	M	
ASST. HWY. MAINT. FOREMAN	M	
ENVIRONMENTAL HEALTH SPECIALIST	M	
FINANCIAL ASST/ELECTIONS ADMIN, AUDITOR'S OFFICE	M	
FISCAL SUPERVISOR, HHS	M	
HEALTH EDUCATOR	M	
OFFICE MANAGER/PARALEGAL	M	
VETERAN SERVICE OFFICER	M	
HWY. MAINTENANCE FOREMAN (BZ)	L	
ASST. COUNTY ASSESSOR	L	
ASST. LAND COMMISSIONER (RC)	L	
ASST. ZONING ADMINISTRATOR	L	
ECONOMIC DEV/FOREST IND. COORD (RW)	L	
FINANCIAL SUPERVISOR, HHS	L	
GIS COORDINATOR	L	
HUMAN RESOURCES MANAGER	L	
INSTRUCTION COORDINATOR, LLCC	L	
LAND SURVEY COORDINATOR	L	
IT DIRECTOR	L	
PROJECT MANAGER	L	
PUBLIC HEALTH NURSE	L	
PUBLIC HEALTH SUPERVISOR	L	
SOCIAL SERVICE SUPERVISOR	K	
BUSINESS & MARKETING MANAGER, LLCC	L	
SUPPORT & COLLECTIONS SPEC	J	
ASSISTANT COUNTY ATTORNEY	J	
ASSISTANT COUNTY ENGINEER	J	
COUNTY ASSESSOR	J	
ENVIRONMENTAL SERVICE DIRECTOR	J	
LAND COMMISSIONER (MJ)	J	
SR. ASSISTANT COUNTY ATTORNEY (LR)	H	
COUNTY ENGINEER (JW)	H	
*HHS DIRECTOR (TB)	H	
LLCC ADMINISTRATIVE COORDINATOR	P	
LLCC MAINTENANCE CUSTODIAN, PART-TIME (SB)	Q	
LLCC MAINTENANCE COORDINATOR (DC)	Q	
LLCC INSTRUCTOR NATURALIST, PT & FT (EXCLUDES SEASONAL EMPLOYEES, TEMPS, AND SUBSTITUTES)	T	
LLCC COOK	T	
LLCC FOOD SERVICE COORDINATOR	P	

E = Exempt

N = Non-exempt

* indicates individuals who have an individual contract.

Deleted: See T. Burke individual contract.

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APPENDIX C
AITKIN COUNTY
SALARY ADMINISTRATION GUIDE CHART
Effective 1/1/2014

PERFORMANCE LEVEL

	<u>UN</u>	<u>DN</u>	<u>S</u>	<u>VG</u>	<u>O</u>
Merit Increase	0	0	1.0%	1.5%	2.0%

PERFORMANCE LEVELS:

UN = Unsatisfactory

DN = Development Needed

S = Satisfactory

VG = Very Good

O = Outstanding

Performance Appraisals will be completed prior to the employee's probationary period and completed on an annual basis thereafter.

No merit increases shall be given to a permanent employee for a performance level rating of unsatisfactory or development needed, until the employee meets the satisfactory performance level through a developed improvement plan.

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

Repealed 12/31/2013

Effective January 1, 2014, the Salaried & Professional Compensation Guidelines will govern all non-union employees, except seasonal and temporary staff and the two remaining employees with individual contracts (P. Wussow, T. Burke).

The following employees will be placed under the S&P compensation guidelines effective 1/1/2014.

JACOBS	MARK
RAKOTZ	LISA
TANGE	SUSAN
THOMPSON	BILL
WELLE	JOHN
ZIMPEL	BRIAN

~~WHEREAS, The County Board establishes compensation guidelines for all Aitkin County employees; and;~~

~~WHEREAS, Some members of the Salaried and Professional agreement previously requested to not be members of the Salary and Professional staff agreement, and instead negotiate wages and benefits separately with the County Board of Commissioners and/or the Board's designee in accordance with County policy and procedures; and;~~

~~WHEREAS, The County Board established that the Non-Union Compensation Guidelines shall govern those employees as well as any other non-union employees who are not already covered by an agreement; and~~

~~WHEREAS, The County Board has established a uniform compensation salary structure, that should be applied in a uniform manner for those employees covered by the Salaried & Professional Staff Agreement and the Non-Union Compensation Guidelines; and;~~

~~WHEREAS, The County Board recently implemented changes in the compensation system and benefits for the members of the Salaried & Professional Staff Agreement, and those changes should be applied in a uniform manner for those employees covered by the Non-Union Compensation Guidelines;~~

~~**THEREFORE, BE IT RESOLVED,** That effective January 1, 2008 the employees governed by the Non-Union Compensation Guidelines shall be subject to the same compensation system and benefits as those employees covered by the Salaried & Professional Staff Agreement, including but not limited to: an anniversary date of January 1st for salary increases; a general adjustment to their annual salary on January 1st as determined annually by the County Board; a merit increase based upon their annual performance review on January 1st; and four days (32 hours) of paid personal leave per year.~~

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

SECTION 1 EFFECTIVE DATE

1. DURATION

~~These guidelines shall remain in effect until the last day of each year, or until otherwise amended or repealed.~~

SECTION 2 COMPENSATION

2.1 SALARY

~~The non-union employees not already covered by an agreement shall follow the uniform salary guidelines with respect to compensation.~~

~~Factors used to place an employee within the range will include: market considerations, employee performance, length of service, special skills, education, experience, and rate at which they become fully competent in their positions and pay equity.~~

2.2 MERIT/PERFORMANCE COMPENSATION

~~The County Administrator shall establish the new employee's wage at any point within the wage ranges set forth by this agreement. When establishing wages for an existing employee, the County Administrator/Supervisor/County Board shall assure that the employee's wage bears a reasonable relationship to the following factors:~~

- ~~a) — The external or market compensation paid to similar positions outside of the county organization; and,~~
- ~~b) — The internal compensation paid to positions within the county organization with similar job responsibilities; and,~~
- ~~e) — The past and current job performance of the individual employee; and,~~
- ~~d) — The experience, education, and knowledge of the individual employee.~~
- ~~e) — Pay equity.~~

~~All new employees will be on a probationary period for six (6) months unless otherwise specified by state statute. Employment may be terminated for any reason during this period. Any special benefits or conditions of employment negotiated with an individual employee prior to this agreement, or as a condition of employment, shall be in addition to the rights and benefits covered by these guidelines. The employee will be subject to a written and documented performance evaluation according to the standard County evaluation process. The County Administrator and/or Supervisor shall evaluate the work performance of the employee. The evaluation shall be discussed~~

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

with the employee and wage compensation shall be implemented by the County Board of Commissioners. If a wage adjustment is necessary or required beyond the guidelines, the County Board shall review the issue and take appropriate action.

~~2.3 TEMPORARY COMPENSATION~~

~~The County Administrator may recommend the employee to serve in an "acting" or temporary capacity for a vacant position. The compensation for "acting" in a position with a higher salary range shall be based on the circumstances of the position. The compensation does not become part of the employee's regular compensation. Actual authorization will come from the County Board.~~

SECTION 3 MISCELLANEOUS PAY PROVISIONS

~~3.1 WORK WEEK~~

~~The standard work week shall be 40 hours. Additional hours above the regular work week may be required to complete what is required of the position. Flexible hours for this position may be arranged with the person's immediate supervisor.~~

SECTION 4 FRINGE BENEFITS

~~4.1 HOLIDAYS~~

~~The employee shall have the holidays hereinafter enumerated off with pay: 1) New Year's Day, 2) Memorial Day, 3) Independence Day, 4) Labor Day, 5) Veteran's Day, 6) Thanksgiving Day, 7) Friday after Thanksgiving, 8) Christmas Day, 9) Martin Luther King Day, and 10) Presidents' Day.~~

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

~~4.2 CONTINUING EDUCATION~~

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

EDUCATIONAL TUITION

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

1. That the employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course.
2. That the employee remains in the employment of Aitkin County for a period of time equivalent to the length of the course following completion of the course.

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

3. ~~That the course be approved by the County Board prior to taking the course.~~

4.3 ~~PAID TIME OFF AND SICK LEAVE~~

~~Paid time off and sick leave is to be administered as in the Salaried & Professional Staff Agreement.~~

4.4 ~~INSURANCE~~

HEALTH INSURANCE/LTD

~~The Health Insurance/LTD is to be administered as in the Salaried & Professional Staff Agreement.~~

LIFE INSURANCE

~~The County Board agrees to provide and pay for a life insurance policy of \$10,000 for all employees, and to provide life insurance coverage in the amount of \$5,000 for their spouses and dependents to the age 19.~~

SEVERANCE PAY

~~The employee shall be entitled to all unused sick leave accumulated as of December 1, 1994, as severance pay upon retirement, death, layoff, or resignation. Employees' accumulated days sick leave will be set aside severance pay at the rate of the employee's salary as of January 1, 1994. No new or additional accumulation of severance pay shall take place by any present or new employee after 1/1/94. After completion of ten years continuous employment with the County or after 12/31/94, whichever is later, the employee may elect to receive up to 10% of the total accumulated severance pay set aside, (minimum of \$100.00), per year to buy down while (s)he is still employed by the County. The employee who has complete ten years of continuous employment with the County may take his/her severance pay in full in the following paragraph. In the even of death, the severance payment would be made to the employee's designated beneficiary.~~

~~An employee entitled to severance pay pursuant to this policy may utilize any or all of their unused severance pay when they become entitled to use severance pay, for purposes of funding premiums for health insurance under the group policy maintained by the County for its employees and upon depletion of that severance pay and the benefits allowed, the retired or disabled employee may continue such health insurance coverage only for the period allowed by law and pay to the County the cost thereof. The privilege of electing to use such severance pay to fund insurance premiums shall apply only to the employee personally and shall not apply to his or her beneficiaries and if an employee after such retirement or disability and after electing to fund health insurance premiums by such severance pay, dies with a balance of such severance pay remaining, then such severance pay shall be paid to the employee's beneficiary. Upon retirement, an employee shall designate the number of sick leave hours to be used for the purpose of paying health insurance premiums.~~

4.5 ~~OTHER BENEFITS~~

~~The employee shall be eligible for County Fringe Benefits. This includes Public Employees Retirement Association, Life Insurance, Major Medical Health Insurance, Worker's Compensation, Long Term Disability Insurance, and Liability Insurance.~~

AITKIN COUNTY NON-UNION COMPENSATION GUIDELINES

SECTION 5 TERMINATION

5.1 ~~TERMINATION OF EMPLOYMENT~~

~~The employee agrees to provide not less than thirty (30) calendar days of notice in the event of a resignation.~~

**LLCC Compensation Guidelines
Repealed 12/31/2013**

**Effective January 1, 2014, the Salaried & Professional Compensation Guidelines
will govern all LLCC employees, except seasonal and temporary staff.**

The following employees at LLCC will be placed under the S&P compensation guidelines effective 1/1/2014.

CARLSON	PAMELA	ADMINISTRATIVE COORDINATOR
CONWAY	DAVID	MAINTENANCE COORD.-LLCC
HAGEN	CHRISTINE	FOOD SERVICE COORD.-LLCC
BISCOE	SCOTT	MAINTENANCE CUSTODIAN, PART TIME
BRUESEWITZ	SALLY	INSTRUCTOR NATURALIST-LLCC
BUER	TIMOTHY	INSTRUCTOR NATURALIST-LLCC
ESSEN	WANDA	COOK-LLCC
STRANDE (HAASKEN)	JANE (BETH)	INSTRUCTOR NATURALIST-LLCC
EXCLUDES:		SEASONAL STAFF, TEMPS, AND SUBSTITUTE EMPLOYEES

**~~Long Lake Conservation Center
Employees
Compensation Guidelines~~**

LLCC EMPLOYEES COMPENSATION GUIDELINES

SECTION 1 DEFINITIONS

Employer: County of Aitkin, specifically Long Lake Conservation Center

Employee: A person employed by Long Lake Conservation Center who is not covered by a collective bargaining agreement or other agreement.

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

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

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

Regular Employee: A permanent or probationary employee.

Intern: A temporary employee who is seeking pre-professional training in environmental education from an accredited residential environmental learning center.

SECTION 2 HOURS OF WORK

Employees: The normal hours of work for all full-time employees shall be ~~eight (8) hours per day and forty (40) hours per week~~ and the hours of work shall be determined by the Department Head.

Deleted: seven (7)
Deleted: thirty-five (35)

Overtime Hours: Overtime compensation will be based on status under the Fair Labor Standards Act (FLSA). All non-exempt employees who are assigned by the Employer to work in excess of 40 hours in a work week shall be compensated for such overtime hours at the rate of one and one-half (1 1/2) times the regular straight time rate of pay. No further compensation time shall be accrued.

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

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

SECTION 3 HOLIDAY PROVISIONS

LLCC EMPLOYEES COMPENSATION GUIDELINES

All regular full time employees shall be entitled to the following paid holidays:

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

When an employee is required to work on any of these holidays, (s)he shall be paid at time and one-half (1 1/2) rates in addition to their base wage.

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

When any of the above named holidays fall on a Sunday, the following day shall be observed as the holiday. When the holiday falls on a Saturday, it shall be observed on the previous Friday. (Not applicable if the employee is required to work on any of these holidays)

When a paid holiday falls during an employee's vacation period, (s)he shall receive holiday pay for that day.

SECTION 4 _____ VACATIONS

All regular full-time employees shall be granted vacations as follows:

Completed Years of Service	Rate of Accumulation of Vacation Days Per Month of Work	Working Days Employee May Earn as Vacation Per Year
0	1	12
3	1-1/4	15
5	1-1/2	18
10	1-3/4	21
15+	2	24

Deleted: +

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

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

LLCC EMPLOYEES COMPENSATION GUIDELINES

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

A probationary employee shall accumulate vacation days at the rate of one (1) day per month, but may not use any of these days for vacation until (s)he has obtained permanent status. The employee in a trial period due to a transfer shall be entitled to normal vacation accumulation use.

SECTION 5 SICK LEAVE

All regular full time employees shall earn paid sick leave at the rate of one (1) day per month of continuous employment and the employee shall be allowed to accumulate any unused sick leave from year to year up to a total of one hundred twenty (120) days. Employees begin earning sick leave as of the day of employment and may use sick leave during a probationary period.

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

Employees may reduce the Severance Pay set aside (see Section 6) as Sick Leave only after using all available sick leave.

SECTION 6 EDUCATIONAL TUITION

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

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

1. The employee satisfactorily completes the course and receives either a "P" in a Pass/No Pass course, or at least a "C" in an A-F course;
2. The employee remains in the employment of Aitkin Long Lake Conservation Center for a period of one year following completion of the course;
3. The course be approved by the Department Head and the Aitkin County Parks Commission prior to taking the course;

SECTION 7 LEAVES OF ABSENCE

LLCC EMPLOYEES COMPENSATION GUIDELINES

Paid Leave

Funeral: All regular full time employees shall be allowed a maximum of three (3) days leave without loss of pay when a death occurs in an employee's family, which shall be construed to mean husband, wife, son, daughter, father, mother, sister, brother, father-in-law, mother-in-law, daughter-in-law, son-in-law, grandparents and grandchildren. Two (2) additional days may be allowed when travel is necessary, subject to the approval of the Department Head. Additional time, if needed, may be allowed by the Department Head, but such additional time in excess of the five (5) days provided above shall be charged against the employee's sick leave.

Personal: All regular full time employees shall be granted four (4) days personal leave each calendar year; such leave shall not be cumulative. Personal leave days shall be granted on a pro-rated basis. (i.e., one day per quarter)

Jury Duty: All regular employees required to serve on jury duty shall be paid the difference between pay for such jury duty and their normal earnings for all full days' absence. Employees shall keep expenses reimbursed to them by the court for jury duty services. If an employee is excused from jury duty after reporting and subsequently returns to work, (s)he shall suffer no loss in pay for the day.

Unpaid Leave other than Family and Medical Leave

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

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

Approval of leave of absence greater than thirty (30) days may be considered at the next regularly held Aitkin County Parks Commission meeting after the leave of absence request is made.

Employees shall not accrue sick leave, holidays or vacation leave benefits during an unpaid leave of absence.

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

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

LLCC EMPLOYEES COMPENSATION GUIDELINES

Family and Medical Leave:

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

SECTION 8 INSURANCE

All regular full time employees whose actual hours are 30 or more per week shall qualify for health and life insurance benefits.

Health insurance coverage will be provided in accordance with the County's insurance policy. The employee and the employer contribution shall be established by the County Board and calculated in the same manner as defined in the agreement between Aitkin County and AFSCME Council 65.

All eligible employees will receive a LLCC VEBA contribution prorated on a quarterly basis for all quarters in which work is performed.

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

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

Long Lake Conservation Center agrees to provide and pay for a life insurance policy of \$15,000.00 for all regular full time employees, and to provide life insurance coverage of \$10,000.00 for their spouse and dependents to age 19.

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

SECTION 9 TEMPORARY OR SEASONAL POSITIONS

Temporary and seasonal employees shall receive no benefits other than those defined by law.

SECTION 10 WAGE ADMINISTRATION

Employees shall follow the County's wage schedule with respect to compensation. Each employee will receive their appropriate step increase (if applicable) and placement on their anniversary date. In no event shall an employee's wage be adjusted to exceed the maximum of

LLCC EMPLOYEES COMPENSATION GUIDELINES

the appropriate salary range.

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

~~An employee whose job classification is upgraded would go to the same step at the higher classification pay rate.~~

SECTION 11 ————— APPLICATION OF FRINGE BENEFITS FOR PART-TIME EMPLOYEES

~~Part-time employees, other than employees defined in Section 10, employed an average of fourteen (14) hours per week or thirty-five percent (35%) of the normal work week, whichever is less, shall be eligible for benefits as follows:~~

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

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

~~Vacation: Part-time employees shall receive vacations on a pro-rated basis.~~

~~Group Insurance: Part-time employees who work thirty (30) hours or more per week shall receive coverage as provided for in Section 8.~~

~~Personal Leave: Part-time employees shall receive paid personal leave, leaves of absence, and funeral leave, should they be entitled, on a pro-rated basis.~~

~~Pro-ration shall be based on the percentage of hours actually worked divided by 2,080 hours per year.~~

SECTION 13 ————— EFFECTIVE DATE

~~These guidelines shall remain in effect until otherwise amended or repealed by the Aitkin County Board of Commissioners.~~

Aitkin County Board Chair

Date

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-9-13

Via: Patrick Wussow, County Administrator

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

Title of Item:

Bobbie Danielson

Set Elected Officials 2014 Salaries

Requested Meeting Date: 12-17-13 Estimated Presentation Time: 15 min

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

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

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

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

AITKIN COUNTY ADMINISTRATION

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

To: County Commissioners

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

Date: December 9, 2013

Subject: Set by Resolution the 2014 Salaries of Elected Officials

Background

Aitkin County policy provides: The salaries of Aitkin County Attorney (§388.18), County Auditor (§384.151), County Recorder (§386.015), County Sheriff (§387.20), and County Treasurer (§385.373), shall each be set by resolution of the County Board in December of each year, prior to the year in which the salary is to be paid.

2013 Salaries are as follows:	County Attorney	\$103,200.00
	County Sheriff	\$ 83,406.78
	County Auditor	\$ 76,121.50
	County Treasurer	\$ 65,175.40
	County Recorder	\$ 69,268.66

Setting salaries for elected officials requires a balancing of many factors. There are laws imposing requirements on what public employers *must do* or *cannot do* in the process of setting salaries for the elected officials.

Elected officials are unique from general county employees in that they are, at a minimum, exempt or excluded from coverage under the Minnesota Public Employees Labor Relations Act, the Minnesota Pay Equity Act, the Fair Labor Standards Act, and County's personnel policies.

By statute, County Boards are given the general power to control the finances of the County (§375.18, Subd. 2) and the Board is responsible for setting the salary for each of the County's elected officials, but there are special considerations that have to be taken into account when dealing with the salaries (and budgets) for elected officials. Their salaries are to be determined based upon the duties and responsibilities of the office, and skills, qualifications and performance of the official in question.

A court will set aside the action of the County Board if it determines that action was "arbitrary, capricious, oppressive or in unreasonable disregard for the responsibilities and duties of the office, their experience, qualifications, and performance." How does a salary appeal work? Statutes governing the salary for elected offices give the elected officials a right to seek judicial review of the resolution setting

salary for their office. The Attorney, Auditor, Treasurer, Sheriff and Recorder may appeal to District Court on the grounds that the determination of the County Board in setting such salary was arbitrary, capricious, oppressive, or in unreasonable disregard for the responsibilities and duties of said office, and his/her experience, qualifications, and performance.

Duties and Responsibilities of Each Office

See statutes and job descriptions attached for each position.

Skills, Qualifications, and Performance of the Officials Please add to this list, if anything is missing.

All elected officials have the skills required to perform the essential functions of the position. Commissioners can make an individual assessment of each official's performance.

County Attorney, Jim Ratz, hired 6/03/1996, in current position since 1/02/2007. Bachelor's degree in Sociology from the University of Minnesota and Juris Doctor (J.D.) from Hamline University.

County Sheriff, Scott Turner, hired 5/08/1995, in current position since 5/07/2005. Associate's degree in Law Enforcement from Alexandria Technical College and Bachelor's degree in Biology from Southwest State University.

County Auditor, Kirk Peysar, hired 10/17/1988, in current position since 1/04/1999. Accounting degree from Brainerd Tech.

County Treasurer, Lori Grams, hired 7/27/2000, in current position since 1/02/2007. Bachelor's degree in Finance (major) and Economics (minor) from St. Cloud State University.

County Recorder, Diane Lafferty, hired 4/01/1969, in current position since 1/06/2003. Over 40 years experience in the Aitkin County Recorder's office.

Number of Staff Supervised

Attorney, 10 full-time
Sheriff, 47 full-time, 4 part-time
Auditor, 6 full-time, 2 part-time Extension, Fair board, and elections staff
Treasurer, 2 full-time
Recorder, 3 full-time

Next in Command Earns (2013 data)

County Attorney	\$103,200.00	Sr. Assistant County Attorney	\$101,753.60	(1.42%)
County Sheriff	\$ 83,406.78	Undersheriff	\$ 74,068.80	(12.61%)
County Auditor	\$ 76,121.50	Financial Asst. Supervisor	\$ 50,128.00	(51.85%)
County Treasurer	\$ 65,175.40	Chief Deputy Treasurer	\$ 39,478.40	(65.09%)
County Recorder	\$ 69,268.66	Chief Deputy Recorder	\$ 46,945.60	(47.55%)

2013 External Salary Survey

Comparison counties include Itasca, Carlton, Pine, Kanabec, Mille Lacs, Crow Wing, and Cass.

2013 Salary Survey	Aitkin	Comparison County Average	Difference
Attorney	\$103,200.00	\$ 103,994.99	\$ 794.99
Sheriff	\$83,406.78	\$ 92,208.58	\$ 8,801.80
Auditor	\$76,121.50	see below	
Treasurer	\$65,175.40	see below	
Auditor/Treasurer	NA	\$ 85,180.59	
Recorder	\$69,268.66	\$ 70,314.73	\$ 1,046.07

2013 Internal Settlements

The Sheriff received a 1.8% increase while the other elected officials received 0%. Salaried & Professional staff received a 0% general adjustment, plus 1.8% merit increase, and 4/6 unions contracts are settled at 0% general adjustment, plus step movement (up to 4.6%) for eligible employees. The Teamsters non-licensed essential unit arbitration award provided a 1.8% general adjustment to staff, plus step movement for eligible employees. The Teamsters supervisory unit is not settled for 2013.

2014 Internal Settlements

3/6 unions are settled at a 45 cents per hour general adjustment (equivalent to \$963.00), plus step movement (up to 4.6%) for eligible employees.

2013 Internal Department Head/Commissioner Salary Comparison

HHS Director	\$ 114,795.20
County Engineer	\$ 109,616.00
County Administrator	\$ 102,294.40
Environmental Services Dir.	\$ 84,905.60
Land Commissioner	\$ 84,032.00
IT Director	\$ 70,720.00
County Assessor	\$ 69,180.80
Economic Dev/F.I. Coord.	\$ 66,372.80
HR Manager	\$ 61,796.80
Commissioner	\$ 28,644.00

Internal Comparison of Department Heads' Percentage Increases (2007-2013)

	2007	2008	2009	2010	2011	2012	2013	AVG	AGG
HHS Director	7.00%	5.58%	4.03%	5.06%	1.80%	1.80%	1.80%	3.87%	27.07%
County Engineer	7.00%	5.58%	3.00%	0.00%	1.80%	1.80%	1.80%	3.00%	20.98%
Co. Administrator	hired	3.00%	5.51%	0.00%	0.00%	10.10%	4.64%	3.88%	23.25%
Env. Services Dir.	6.00%	4.55%	4.55%	4.55%	1.80%	1.80%	1.80%	3.58%	25.05%
Land Commissioner	6.00%	5.58%	5.58%	0.00%	1.80%	1.80%	1.80%	3.22%	22.56%
IT Director	6.00%	4.54%	5.57%	5.06%	1.80%	1.80%	1.80%	3.80%	26.57%
County Assessor		hired	4.55%	4.54%	1.80%	1.80%	1.80%	2.90%	14.49%
Economic Dev/F.I.	5.50%	4.55%	4.55%	0.00%	1.80%	1.80%	1.80%	2.86%	20.00%
HR Manager				hired	1.80%	1.80%	1.80%	1.80%	5.40%
Appointed DH Subtotal	6.25%	4.77%	4.67%	2.40%	1.60%	2.72%	2.12%	3.21%	20.60%

	2007	2008	2009	2010	2011	2012	2013	AVG	AGG
County Attorney		3.19%	2.27%	0.00%	0.00%	4.03%	0.00%	1.58%	9.49%
County Sheriff	3.92%	2.70%	2.30%	0.00%	0.00%	5.13%	1.80%	2.26%	15.85%
County Auditor	6.75%	2.92%	2.30%	0.00%	0.00%	5.55%	0.00%	2.50%	17.52%
County Treasurer		3.10%	2.30%	0.00%	0.00%	6.54%	0.00%	1.99%	11.94%
County Recorder	5.10%	3.24%	2.30%	0.00%	0.00%	6.13%	0.00%	2.40%	16.77%
Elected DH Subtotal	5.26%	3.03%	2.29%	0.00%	0.00%	5.48%	0.36%	2.15%	14.31%

When the comparison counties were asked whether their elected officials generally receive whatever the appointed department heads receive, the following responses were provided:

A: Kanabec: Yes, elected officials get what everyone else gets.

A: Pine: It is recommended by the Personnel Committee and then approved by the Board and does not necessarily follow general COLA increases.

A: Cass: Yes, no more, no less.

A: Crow Wing: Uses findings of fact, including identifying the current salary and salary range for the position. Compensation ranges for employees and elected officials are established through use of a job evaluation system and market surveys.

A: Mille Lacs: The Board bases this decision on the following information: (1) the existing non-union payscale for the positions (they have all been rated by our classification consultant), (2) presentations by the individual officials, (3) job performance of the officials, (4) a specific % increase – generally similar to non-union, but taking into consideration the equivalent of step movement, and (5) recommendation by the County Administrator.

A: Itasca: Yes.

A: Carlton: Yes, a retro adjustment is made to be the same.

Staff Recommendation

Taking all of the above into consideration, in the interests of attracting and retaining the highest quality talent to the position, in recognition of the important contributions made to the County's overall success by this incumbent, and in an effort to establish a fair and equitable salary, it is recommended the Aitkin County Board of Commissioners sets the 2014 annual salaries at:

County Attorney	\$106,100.00
County Sheriff	\$ 88,200.00
County Auditor	\$ 79,600.00
County Treasurer	\$ 68,300.00
County Recorder	\$ 71,800.00

Elected officials will be present at the meeting to answer any questions the Board may have. If you have any questions or require additional information prior to the meeting, please feel free to contact staff at any time.

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY ATTORNEY SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Attorney James Ratz at \$_____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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 17th day of December 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 17th day of December A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY SHERIFF SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Sheriff Scott Turner at \$ _____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

FIVE MEMBERS PRESENT

4-1 (Wedel)

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY AUDITOR SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Auditor Kirk Peysar at \$ _____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

FIVE MEMBERS PRESENT

4-1 (Wedel)

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY TREASURER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Treasurer Lori Grams at \$ _____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

FIVE MEMBERS PRESENT

4-1 (Wedel)

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-xxx

2014 COUNTY RECORDER SALARY

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2014 salary of Aitkin County Recorder Diane Lafferty at \$_____, based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

FIVE MEMBERS PRESENT

4-1 (Wedel)

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of January A.D., 2013, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of January A.D., 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy



COUNTY ATTORNEY

Department Attorney's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

Pursue and promote justice, to protect public safety and the vulnerable, to provide effective leadership and representation of Aitkin County, and to uphold core values of the community through the development and implementation of policies, directives, and standards.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

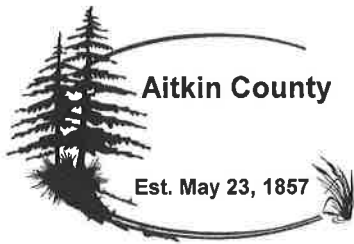
Persons working in this job class have structural authority, the right to command or order an objective, and to enforce or expect compliance.

Manages two subordinate supervisors who oversee a total of 8 employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Attorney's office.



Position Description

The County Attorney is vested with the ultimate authority, power, and burden to make daily decisions that will likely have monumental impacts on persons' lives such as seeking to take children from their homes, to terminate persons' parental rights to their children, to search persons' homes, vehicles, computers, social web sites, finances, etc., to commit persons to prison or jail, to forfeit persons' vehicles, boat, real property, etc., to place tracking devices on vehicles and cell phones, to remove structures that are built contrary to ordinance, and to charge persons with crimes.

1. Supervises and directs, on own and/or through subordinate supervisors, the senior assistant county attorney, assistant county attorneys, paralegals, and support staff in the work they perform, which includes but is not limited to, allocating resources, establishing and developing policies, procedures, and priorities consistent with Office objectives, monitoring staff case loads, utilizing personal case load to demonstrate and teach legal skills, assisting the senior assistant county attorney and assistant county attorneys with their legal cases and advising on legal issues and strategies, and verifying, modifying, and correcting, as necessary, the legal documents prepared by the paralegals and support staff.
2. Advises and counsels county officials, offices, departments, agencies, and employees with regards to general legal principles, developments, and questions.
3. Prosecutes all felonies, all gross misdemeanors, all misdemeanors for violations of state statutes and of county ordinances, and all petty misdemeanors for violations of state statutes.
4. Reviews and evaluates criminal investigations to determine and identify appropriate criminal charges, coordinating with law enforcement to ensure a complete and thorough collection of facts and evidence, exercising judgment and discretion consistent with the decision-making authority, and authorizing the filing of criminal charges.
5. Reviews County contracts, agreements, and ordinances, and advises, edits, and recommends modifications and amendments to said documents. Creates and drafts original documents.
6. Authorizes and approves final contracts, agreements, and ordinances as to form and execution.
7. Represents the County and its departments, agencies, offices, officials, and employees, and law enforcement agencies in criminal and civil cases in court, administrative, and appellate hearings by presenting facts, analyzing and introducing evidence, completing the discovery process, taking depositions, interpreting facts and law as conveyed during hearings, negotiating settlements, communicating with the fact finders through legal arguments regarding the facts and law, composing opening and closing arguments, recommending appropriate dispositions to judges, magistrates, referees, mediators, and arbitrators, documenting and recording case proceedings for future reference, and writing legal memoranda.
8. Prepares cases for judicial and administrative hearings and trials, including but not limited to, reviewing, compiling, organizing, and analyzing evidence collected by law enforcement and county agencies, researching the law, drafting and editing correspondence, pleadings and other legal documents, evaluating and investigating the position of the opposition, notifying and instructing crime victims in accordance with the Crime Victim's Right Act, managing and coordinating the trial process, speaking with witnesses about the trial process and their scheduled appearances and logistics, and conveying case status updates to Court Administration.
9. Counsels and advises law enforcement agencies and county officials, departments and employees regarding general legal principles including arrest and search warrant issues, at all times including on-call availability for after-office hours, and on weekends and holidays.



Position Description

10. Trains and informs law enforcement about search and seizure issues, criminal laws and procedures, and appellate case law by coordinating and facilitating training opportunities with law enforcement and by guiding and interacting with law enforcement during investigations and courtroom hearings.
11. Recommends the hiring, transfer, suspension, promotion, discharge, and discipline of staff. Approves and schedules time off for staff. Refers harassment and discrimination complaints to Human Resources.
12. Maintains liaison with the court and other public agencies and organizations which includes but is not limited to, serving on local councils and committees, implementing, creating, and operating, in collaboration with others, specialty programming for individuals in the criminal justice system, and attending inter-agency meetings to formulate and generate local courtroom policies and procedures.
13. Compiles account information, identifies office needs, and analyzes spreadsheets in order to forecast and prioritize future office needs in preparing annual budget and allocating sufficient funding resources to meet and address office needs.
14. Investigates alleged violations of the fair campaign practices law and prosecutes said violations if sufficient proof exists.
15. Reviews all licensing applications (e.g. foster care, day care, on & off sale of alcoholic beverages, tobacco, etc.) in order to ensure eligibility and compliance pursuant to the law.
16. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
17. Conducts business in accordance with the Open Meeting law.
18. Serves as the Minnesota Government Data Practices Act, Attorney's Office, Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
19. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
20. Attend conferences and continuing education courses as needed.
21. Performs other related duties as assigned or apparent.

Minimum Qualifications

Requires a Juris Doctorate (J.D.) degree and Minnesota Attorney License issued by the Minnesota Supreme Court.

U.S. Citizenship required. Valid Minnesota driver's license required.

All attorneys, including the County Attorney, in the County Attorney's Office rotate weekend and holiday on-call duties. Such on-call duties include continuous twenty-four (24) hour availability to law enforcement officers for authorization for continued detention of suspects, assistance in the creation of search warrants, and advice or consultation as needed. There is currently no additional compensation, remuneration, or consideration for said additional on-call duties.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Attorney.
2. MN and US Constitutions, MN Statutes and Rules, and County Ordinances.
3. Criminal, civil, property, contract, and administrative laws and procedures.
4. Methods, materials, and practices of legal research, investigation, and writing.
5. Organization, powers, duties, and limitations of county government.
6. Procedures of law enforcement, social services, and planning & zoning.
7. County and departmental policies, procedures, and practices.

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Communicating with and relating calmly, logically and tactfully to employees, victims, law enforcement, the Court, other attorneys, court personnel, county offices/departments, and public.
3. Negotiating settlements in criminal and civil cases, contracts, and agreements.
4. Performing legal research and analyzing and applying the research findings.
5. Preparing and presenting statements of fact, law, and argument, clearly, logically, and forcefully, in both written and oral form, in jury & court trials, and hearings.
6. Typing skill sufficient to complete 30 net words per minute without errors.
7. Reading, writing, and speaking English proficiently.

Ability to:

1. Supervise attorneys and professional legal staff and to assign, delegate, and coordinate work of attorneys and staff in a manner conducive to high morale and effective performance.
2. Perform all statutory duties and functions of County Attorney.
3. Present statements of fact, law & argument clearly and logically in written and verbal form.
4. Exercise high degree of judgment and discretion consistent with decision making authority that has significant impact on the lives of persons accused of or victimized by crimes.
5. Appraise, interpret and apply legal principles and precedents to difficult legal problems.
6. Manage time and workload effectively.
7. Represent the County Attorney's Office at public and private functions.
8. Prepare, present, and conduct complex trials effectively.
9. Travel and work in excess of standard hours when necessary.
8. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
9. Maintain confidentiality.

Language Skills

Highest Skills – Ability to read, analyze, and interpret the most complex documents. Ability to respond effectively to the most sensitive inquiries or complaints. Ability to write speeches and articles using original or innovative techniques or style. Ability to make effective and persuasive speeches and presentations on controversial or complex topics to top management, public groups, and/or governing boards.



Position Description

Mathematical Skills

High Skills – Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

Reasoning Skills

Highest Skills – Ability to apply principles of logical or scientific thinking to a wide range of intellectual and practical problems. Ability to deal with nonverbal symbolism (formulas, scientific equations, graphs, musical notes, etc.) in its most difficult phases. Ability to deal with a variety of 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, Outlook, PowerPoint, Jail and/or Dispatch Software, Minnesota County Attorney Practice System (MCAPS), Minnesota Court Information System (MNCIS), Westlaw, Windows media system, and Internet.

Ability to Travel

Travel required for court hearings, 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, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

The noise level in the work environment is usually moderate. The County Attorney is exposed to evidence of trauma, violence, and disturbing crimes. The County Attorney is responsible for reviewing all death investigations (reports, photographs, autopsy report, statements, forensic reports, etc.) involving an alleged crime, motor vehicle accidents, suicides, firearms, death with non-natural/undetermined causes, etc.

As the Chief Legal Officer for the County, the County Attorney interacts extensively with each of the other county offices, departments, agencies, and boards, as well as all county-wide law enforcement, on virtually a daily basis.



Position Description

As an Elected Officer, the County Attorney is a policy-maker and a decision-maker, and is vested with the sworn duty to uphold and fulfill the statutory duties of the office of County Attorney.

Equipment and Tools

Computer, copier, fax, telephone, printer, Elmo visual projector and presentation equipment, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

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 incumbent 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 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 persons 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 person in position.

Reasonable Accommodation Notice

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

05/2013

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



COUNTY AUDITOR

Department Auditor's Office
DBM/Grade To be determined
Reports to Voters of Aitkin County
FLSA Status Exempt
Union Status Non-union

Job Summary

The Aitkin County Auditor is an elected office and serves as the department head of the Auditor Office. The incumbent interprets and administers a wide variety of MN Statutes, MN Rules, and laws. The incumbent is responsible for providing leadership and direction with management responsibility for administration of the property tax system, the financial accounting system, collection and disbursement of all county funds, county payroll administration, licensing, land records, extension, and serves as the custodian of historical county records. The incumbent also serves as the chief election official in the county, responsible for administration of federal, state and local elections and voter registration.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages one subordinate supervisor who assists in overseeing up to five non-supervisory employees in the department. Also supervises two Extension contract positions. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. This job description indicates the normal type and level of work expected of the incumbent. Other duties may be required by MN Statute.

1. Uses independent judgment to provide supervision and leadership to department personnel under the span of control. Makes recommendations on matters of hiring and discipline. Conducts ongoing feedback, coaching, mentoring and timely formal reviews of performance for staff. Provides training and work direction, ensuring staff knows and follows department and county rules, as well as sound work and safety practices, in order to accomplish the job objectives and avoid injury or loss.



Position Description

2. Allocates human and fiscal resources, as authorized by the County Board, to ensure department goals are achieved in a cost-effective manner. Analyzes expenditures, expected needs, future cost projections and sources of funding in order to develop detailed budgets. Reviews year-to-date spending reports and monitors performance against plan during the entire budget cycle. Works to ensure the most cost effective alternatives are identified when planning expenditures. Prepares requests for annual funding and presents requests to County Administrator.
3. Responsible for communications that maintain relationships key to the function of the county; plans and carries out communications at a level that can impact the morale and performance of staff.
4. Administers the property tax system. Establishes tax rates for all taxing districts in the county and certifies rates to adjoining counties for overlapping districts. Verifies tax levies for all taxing units within the county; reduces certified levies in accordance with levy limits as necessary. Oversees the maintenance of the property records system including proofing, approving and signing documents, forms and keeping accurate records of ownership for proper tax billing.
5. Calculates and oversees the calculation of taxes due for both proposed and final tax statements annually, as well as various tax settlements and bills. Oversees the preparation and mailing of tax statements and special assessments and a variety of charge-backs, credits and billings. Oversees the collection of payments and credits to proper accounts. Oversees the maintenance of the property records system including proofing, approving and signing documents, forms and keeping accurate records of ownership for proper tax billing.
6. Oversees and performs delinquency functions through forfeiture procedures including sending notices, preparing and publishing the annual delinquent tax list, collections, filing liens, set up and collection of confession of judgment and all requirements of the process.
7. Certifies and sets up Tax Increment Financing Districts, calculates TIF taxes and performs related reporting functions.
8. Administers the collection and disbursement of all county funds and maintains the accuracy and integrity of the county's accounting system, internal auditing, and safeguards the county's assets. Oversees the payment of operating expenses of all general fund offices as approved by the CountyBoard. Oversees the coding and entering of all purchases and income by general fund offices.
9. Oversees county payroll functions.
10. Oversees the preparation of annual 1099s and related reporting.
11. Serves as chief election official for the county and oversees and administers all election activity and procedures for federal, state, local, district and special elections. Responsibilities include, but are not limited to:
 - 11.1 Oversees voter registration, candidate filing and campaign expense report filing and maintains related records; operates electronic statewide voter registration system;
 - 11.2 Designs, proofs, approves and orders regular, absentee, test and sample ballots for all precincts;
 - 11.3 Orders, proofs and approves the programming for the electronic precinct counters and voter assisted machines;
 - 11.4 Conducts public accuracy tests;



Position Description

- 11.5 Oversees administration of absentee voting including transmitting secure electronic absentee ballots and materials to overseas voters; operates County and UOCAVA Absentee Ballot Boards;
 - 11.6 Prepares training curriculum and conducts training for election judges, municipal clerks and other election officials;
 - 11.7 Oversees the acquisition and distribution of all necessary election supplies and materials for each of the voting precincts;
 - 11.8 Remains in the office until all election returns are in; tabulates and reports result totals, posts election audits, recounts; conducts county canvassing board meeting and certifies election results to the Secretary of State.
12. Oversees the operations of the Auditor Office and manages a variety of services and activities provided by the office including but not limited to: Developing and implementing procedures and policies for the office; completing a variety of required reports and certifications; managing all aspects of passport acceptance within office, the issuing of various licenses such as DMV, DNR, liquor, tobacco, gambling, etc.
 13. Researches and maintains a current working knowledge of a multitude of state statutes, policies, procedures, accounting principles, GASB pronouncements, etc. to administer the property tax system, the financial activities, and operate proper elections in the county.
 14. Participates in redistricting procedures following ten year census.
 15. Maintains numerous county records relating to schools, census maps, municipal annexations, etc.
 16. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 17. Conducts business in accordance with the Open Meeting law.
 18. Serves as the Minnesota Government Data Practices Act Auditor's Office Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 19. Coordinates annual emergency practice drills in department.
 20. Attend seminars and workshops as needed.
- Performs other related duties as assigned or apparent.

Preferred Qualifications

Per statute the Auditor must be 18 years old and an Aitkin County resident. Job content points to a reasonable requirement of a Bachelor's Degree in Accounting, Finance, Public Administration, or a related field, plus five years related experience.

U.S. Citizenship required. Valid Minnesota driver's license required.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. Government accounting and finance as related to fiscal and financial obligations of the county.
4. Internal accounting controls.
5. Financial analysis of revenues and expenditures.
6. The Minnesota property tax system.
7. Federal and state election laws, rules and procedures.
8. Current office practices.
9. Financial investment activities and banking operations relative to government operations.
10. Leadership.
11. Labor laws and payroll practices.

Skill in:

1. Communication and interpersonal skills as applied to interaction with staff, board members, and the general public sufficient to exchange or convey information.
2. Effectively organizing and prioritizing workload.
3. Public relations skills for dealing with the public, staff and contractors to resolve problems or to explain departmental operations and procedures.
4. Efficiently operating computers and all other job-related equipment.
5. Preparing and making presentations to groups.
6. Reading, writing, and speaking English proficiently. Includes writing departmental policies and procedures and precise memos to Boards, Committees, and other organizations.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Maintain confidentiality.
3. Travel and work in excess of standard hours when necessary.
4. Develop and maintain effective working relationships with the County Board, County Administrator, county department heads, other county staff, other state and federal agency staff, contractors and members of the public.
5. Understand and carry out oral and written instructions.
6. Use good judgment and make sound, independent decisions.
7. Prioritize and delegate work; effectively train and supervise subordinates; settle disputes; work under pressure; research and accurately interpret and administer a wide variety of state statutes and federal laws.

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



Position Description

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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry. Ability to work with mathematical concepts such as probability and statistical inference, and fundamentals of plane and solid geometry and trigonometry. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations. Ability to apply mathematical operations to such tasks as frequency distribution, determination of test reliability and validity, analysis of variance, correlation techniques, sampling theory, and factor analysis.

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 Financial System (IFS), County Payroll Software, E-time, Webfusion, eCRV, Microsoft Word, Excel, Outlook, Publisher, Access, PowerPoint, Inventory Management Software, Data Backup and Recovery Software, Recordkeeping Software, Internet, and other job-related software.

Ability to Travel

Occasional travel required for 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, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, and flexibility.

Work Environment

The noise level in the work environment is usually quiet to moderate.



Position Description

Work is performed primarily in an office setting with frequent computer use and occasional travel. Occasionally required to drive or work in adverse weather conditions. Occasionally required to work late hours. The job involves dealing with and calming individuals who are emotionally charged over an issue. There is extensive attention to detail and deadlines.

Equipment and Tools

Standard office equipment including computer, calculator, copier, telephone, emergency weather-alert system, county-owned vehicles, and personal vehicle (requires proof of insurance on file).

Physical Activities/Requirements

Climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, fingering, grasping, feeling, talking, hearing, seeing, repetitive motions.

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.

Intermittently moves equipment up to 80 pounds (election equipment and supplies).

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 persons 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 person in position.

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.

5/2013

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



SHERIFF

Department Sheriff's Office
DBM/Grade To be determined
Reports to Electorate, Citizens of Aitkin County
FLSA Status Exempt
Union Status Non-union

Job Summary

The Sheriff is, by statute, the chief law enforcement officer of the county, with responsibility for managing and directing the overall operations and personnel of the Sheriff's Office to protect the rights of citizens and to enforce all laws, statutes and ordinances. The Sheriff is responsible for keeping peace and good order within the county 24 hours a day, 7 days a week, 52 weeks a year, and cannot delegate that ultimate responsibility.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

The County Sheriff directs an office of over 50 employees, plus volunteers.

Directly supervises two subordinate supervisors, the Undersheriff and Jail Administrator, who oversee law enforcement, jail, and support staff. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out policy-making and supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. This job description indicates the normal type and level of work expected of the incumbent. Other duties may be required by MN Statute.

1. Responsible for law enforcement of the county, including jail, deputies and administration. Manages and directs the overall operations and personnel of the office to protect the rights of citizens and to enforce all laws, statutes and ordinances. Makes crucial decisions to deal effectively with emergency situations that arise. Pursues and apprehends all felons, executes all processes, writs, precepts and orders issued or made by lawful authority and court orders. Supervises investigations of all serious crimes within the county. Reviews arrest reports and related documentation filed by



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- Deputies and consults with office personnel, Sergeants and Deputies to assure appropriate actions are taken.
2. Operates various divisions within the office including Jail, Dispatch, S.T.S., Court Security Division, Emergency Management, Civil Process, Boat and Water Division and various task forces.
 3. Directs service of all civil process in the county; negotiates contracts, budgets and provides oversight to the civil process division with regard to other county departments and the service of their civil process.
 4. In charge of all water patrol and safety on county lakes; involves displaying all safety buoy markers; maintains snowmobile safety by patrolling area trails; heads up Search & Rescue during operations.
 5. Oversee Court Security Division, consults with Attorney's Office, Court, and Court Administration to coordinate the safe operation of the court system.
 6. Maintains a computerized records division with the office; provides cost analysis, budget and oversight to county-wide law enforcement records management system, including implementation, budget, contracts and billing of the joint powers agreements regarding same; directs the filing and security of all records; maintains the computer security system; maintains an evidence control storage and preservation system.
 7. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 8. Provides input to County Board concerning budget needs of the office and its managed programs. Prepares and monitors budgets; prepares and disseminates year-end reports; approves all billings; Responsible for planning and budgeting through grants as necessary and participates or delegates participation in the governance of various groups; provides oversight and management for these task force obligations; writes grants and files grant fund reimbursement requests; develops contracts, and writes joint powers agreements to support various programs, such as D.A.R.E., water safety, crime prevention, and emergency management performance grant (EMPG).
 9. Plans and evaluates the purchase of new equipment; supervises equipment maintenance bidding and contracting; works to ensure the most cost effective alternatives are identified when planning expenditures.
 10. Directs operation of law enforcement support activities. By statute, the Sheriff has charge and custody of the 89-bed county jail, to receive and safely keep all persons lawfully committed and not release any person unless discharged by due course of law; responsible for budget and oversight of contracts and prisoner inmates housed in the county jail for other counties and the State of Minnesota short term offenders; negotiates contracts for services including inmate housing, food vendors, equipment and other services; negotiates contracts, budgets and provides oversight of the jail medical director doctor and nursing staff; responsible for safe transport of all those in custody and those housed for other counties under contract or agreement; responsible for operation and oversight of the 911 P.S.A.P. (Public Service Answering Point) emergency telephone and dispatch system and budget; and oversees the provision of contract law enforcement for auctions, sales, events.
 11. Responsible for communications that maintain relationships key to the function of the county; plans and carries out communications at a level that can impact the morale and performance of staff. Plans



Position Description

and carries out public information and community relations activities for the Sheriff's Office; the Sheriff is the direct contact person to the governor of the state for emergency situations involving disasters and civil disturbances; serves as liaison between local and state law enforcement agencies, for purposes of exchanging information and determining necessary action regarding issues of mutual concern, investigation of crimes, and pursuit of fugitives; performs intergovernmental relations activities, including speaking on behalf of the county with representatives or bodies of state agencies or the legislature; coordinates efforts with the County Board, peers from other counties and police agencies within the county; hears and resolves complaints of the public regarding law enforcement activities and procedures; keeps current on technology within Sheriff's Office and assists with development of technology for all county law enforcement agencies.

12. Conducts business in accordance with the Open Meeting law.
 13. Serves as the Minnesota Government Data Practices Act, Sheriff's Office, Responsible Authority. Appropriately responds to requests for government data or approves release of information. Maintains department data in accordance with records retention schedules.
 14. Coordinates annual emergency practice drills in department and serves as a member of the county's crisis management team.
 15. Attends conferences and continuing education courses as needed.
- Performs other job-related duties as apparent – may occasionally fill in for a subordinate.

Minimum Qualifications

Per statute the Sheriff must be 18 years old; Aitkin County resident; licensed or eligible to be licensed by the P.O.S.T. Board, which includes two years post-secondary education or more; and continues to receive education to be licensed. Job content points to a reasonable requirement of a Bachelor's Degree in public administration, criminal justice or a related field, plus completion of police management coursework and ten years progressively responsible full-time experience as a P.O.S.T. recognized licensed peace officer with experience working in a Sheriff's Office; jail experience, civil defense experience, investigations, working knowledge of a P.S.A.P., boat and water, and managing volunteers.

Valid MN driver's license required.

Knowledge, Skills, and Abilities Required

Knowledge of office and county organization and administrative policies, procedures and practices; effective law enforcement methods; criminal statutes and ordinances; police management concepts; police personnel management; first aid procedures; the road and highway layout, topography and population patterns of Aitkin County; current state and local laws relating to law enforcement including crime detection and knowledge of criminal investigation, gathering and preserving evidence, interrogation and rules of evidence; the rules of criminal procedures pertaining to search and seizure and interviewing suspects and witnesses in criminal matters and forensics.

Skill in reading, writing and speaking English proficiently; organizing, prioritizing and delegating work; dealing with the public and utilizing public relation skills to resolve problems or to explain laws or



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departmental operations and rules; driving, including high speed pursuit driving; the use and care of firearms; effective interviewing techniques; the use of computers and all other job-related equipment.

Ability to develop and maintain effective working relationships with the County Board, peers, Native American community leaders and law enforcement; subordinates, other county staff, citizens and community officials and other members of the public; push, pull, lift or transfer up to 100 pounds; operate vehicles and all other job-related equipment; demonstrate effective oral and written English communication skills; understand and carry out oral and written instructions; execute duties firmly, tactfully, courteously and impartially; react quickly and calmly to emergency situations; analyze program functioning and recommend sound alternatives of restructuring; collect and interpret data and fiscal management procedures; write contracts and grants; supervise, direct work of, and evaluate subordinates in a manner that will stimulate growth and development; maintain confidentiality; train, motivate and discipline staff.

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, Webfusion, Microsoft Word, Excel, Outlook, PowerPoint, specialized inventory management and law enforcement software, and the Internet.

Ability to Travel

Regular travel required for court hearings, 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):



Position Description

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, innovation, patience, decisiveness, flexibility, and crisis management.

Work Environment

Approximately 75% of the time is spent working in the office and 25% out of the office for a variety of community and law enforcement activities. Moderate vehicle travel is required. While patrol duties are limited in frequency, the Sheriff is subject to dealing with emergency situations including hostile and combative persons as well as dealing with people wielding deadly weapons such as guns or knives; occasionally is exposed to contagious diseases such as HIV, Hepatitis or Tuberculosis; required to drive at high rates of speed on all types of road conditions; subject to working under all types of weather conditions; subject to exposure to dangerous chemicals, dangerous animals, fumes and dust; works with and handles firearms and substances such as tear gas, pepper mace and controlled substances; periodically required to work in inadequate lighting and subject to intense siren, gun shot, and K-9 barking and radio noise; required to be available for subordinates to call including days, nights, weekends and holidays; may work long hours during investigations and emergency situations.

As an Elected Officer, the County Sheriff is a policy-maker and a decision-maker, and is vested with the sworn duty to uphold and fulfill the statutory duties of the office of County Sheriff.

Equipment and Tools

Personal protective equipment, squad car, radars, Intoxilyzer sensors, portable and mobile radios, firearms (handgun, shotgun, automatic rifle), Taser, Preliminary Breath Tester, expandable baton, handcuffs, flashlight, first aid, hand tools, power tools, measuring and metering devices, oxygen units, tape recorders, cameras, audio and video equipment, computer and software, printer, telephone, pagers, copier, fax, statute books, calculator, shredder, county-owned vehicles, trailers, ATV, winch, snowmobile, boat, and other job-related equipment.

Physical Activities/Requirements

Must have and maintain the physical ability to perform the essential functions of this position. Physical requirements include climbing, balancing, stooping, kneeling, crouching, crawling, reaching, standing, walking, pushing, pulling, lifting, twisting, fingering, grasping, feeling, smelling, talking, hearing, seeing and repetitive motions.

Very Heavy Work which involves exerting in excess of 100 pounds of force.

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 persons assigned to this job classification. This is not an exhaustive list of all duties and



Position Description

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 person in position.

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

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COUNTY RECORDER

Department Recorder's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

To develop and implement procedures for laws which are passed by the Minnesota State Legislature governing filing, recording, and retention of documents including Registrar of Title (abstract title and torrens title), Vital Statistics and Personal Property documentation. To serve as department head of the County Recorder's Office with primary responsibility to ensure that all elements of the office function effectively and efficiently. Responsible for organizing, directing, and coordinating the activities of subordinates engaged in the direct processing of titles, vital statistics, and other documentation.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages 3 non-supervisory employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Recorder's office.

1. Develops and implements procedures for laws which are passed by the Minnesota State Legislature governing filing, recording, and retention of documents including Registrar of Title (abstract title and torrens title), Vital Statistics and Personal Property documentation.
2. Organizes, directs, and coordinates the activities of subordinates engaged in the direct processing of titles, vital statistics, and other documentation.
3. Provides input to County Administrator concerning budget needs.
4. Administers the department's budget as established, including forecasting revenues and expenditures; orders supplies and equipment for the department as budgeted.



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5. Supervises the financial aspects of the department's operations, including the collection and receipt of fees; maintains safe custody of funds; administers bookkeeping functions; prepares and reviews periodic financial, statistical, and other administrative reports for all divisions within the Recorder's Office. (Divisions within the department include Registrar of Title, Vital Statistics, and Uniform Commercial Codes.)
 6. Ensures the maintenance and security of historical records filed and recorded; oversees the recording, indexing, filing, memorializing, transferring, searching, and/or processing of various documents.
 7. Responds to public inquiries regarding official procedures; performs research related to land records and vital statistics for the general public, attorneys, bankers, realtors, and other agencies of the business community; disseminates collected information.
 8. Determines the legality of accepting certain documents, conforming to recording standards, title standards, and according to interpretation of statutes. May request legal opinion or ruling from the County Attorney, Attorney General, or Examiner of Titles when deemed necessary.
 9. Attests to all preserved legal documents as being factual for purposes of reproduction of same to those requesting.
 10. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
 11. Conducts business in accordance with the Open Meeting law.
 12. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
 13. Coordinates annual emergency practice drills in department.
 14. Attends conferences and continuing education courses as needed.
- Performs other related duties as assigned or apparent.

Minimum Qualifications

Bachelor's degree in Business or Public Administration, Finance, Real Estate, or other closely related field, plus three years experience in a related position, or an equivalent combination of education and experience sufficient to perform the essential functions of the position. Three years of supervisory experience in a related position preferred. Past experience in County government also preferred.

Areas of beneficial knowledge for the position of County Recorder include: Abstracting, Administration, Budgeting, Department of Revenue, Legal Descriptions, Probate Codes, Records Retention, Records Preservation, Registered Property, Title Standards, Business Law, Librarian, Abstract Property, Archival Reproduction, Condominium Law, Internal Revenue Service, Human Resources, Real Estate Law, Survey, Uniform Commercial Code, Contract Law, and Accounting.

U.S. Citizenship required. Valid Minnesota driver's license required.



Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Recorder.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position.
3. County and departmental policies, procedures, and practices.
4. Accounting procedures and mathematics sufficient to oversee development of the department's financial records.

Skill in:

1. Developing and implementing effective office procedures.
2. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
3. Communication and interpersonal skills as applied to interaction with staff, peers, and the general public sufficient to communicate, process, and disseminate information and to explain laws and/or departmental operations and rules.
4. Performing research and analyzing and applying the research findings.
5. Typing skill sufficient to complete 30 net words per minute without errors.
6. Reading, writing, and speaking English proficiently.
7. The operation of computers and all other job-related equipment.
8. Interpreting statutes.

Ability to:

1. Supervise staff and to assign, delegate, and coordinate work and staff in a manner conducive to high morale and effective performance.
2. Perform all statutory duties and functions of County Recorder.
3. Write neatly.
4. Present information clearly and logically in written and verbal form.
5. Manage time and workload effectively.
6. Travel and work in excess of standard hours when necessary.
9. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers and subordinates with respect, honesty, and consideration.
10. Maintain confidentiality.
11. Work independently, exercise good judgment, and meet deadlines.
12. Perform multiple on-going tasks accurately and efficiently.
13. Accurately compute, classify, record, and verify numerical data.
14. Read and interpret legal descriptions of property, read maps, define problems, collect data, establish facts, and draw valid conclusions.

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.



Position Description

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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

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, geographic information system (WebFusion), Microsoft Word, Excel, Outlook, Internet, and other job-related software.

Ability to Travel

Occasional travel is required for 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, change management, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, and innovation.

Work Environment

The noise level in the work environment is usually quiet to moderate.

Equipment and Tools

Computer, copier, fax, telephone, printer, scanner, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

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 incumbent performs light to medium 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.

Working safety 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 persons 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 person in position.

Reasonable Accommodation Notice

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COUNTY TREASURER

Department Treasurer's Office
DBM/Grade To be determined
FLSA Status Exempt
Union Status Non-union

Job Summary

To serve as the Financial Officer of the county and to provide financial oversight and supervision to investment, collection and distribution of all funds received and paid out by the county. To supervise the staff and operational activities within the County Treasurer's office.

Supervision Received

None. Position is an elected position, and persons in position are free to plan, develop, and organize all phases of the work necessary for its completion of statutory duties. Generally, they develop and utilize policies, procedures, and methods within the context of major organization policies.

Supervision Exercised

Manages two (2) non-supervisory employees in the department. Is responsible for the overall direction, coordination, and evaluation of the department.

Carries out supervisory responsibilities in accordance with the organization's policies and applicable laws. Responsibilities include planning, assigning, and directing work; appraising performance; addressing complaints; training and rewarding employees. Responsibilities also include, in collaboration with the Human Resources Department, interviewing, hiring, implementing performance improvement plans, disciplining employees, and resolving grievances.

Essential Functions

This position description is not intended to be all-inclusive. Incumbent may perform other essential and nonessential functions as statutorily assigned or apparent to meet the ongoing needs of the office and organization. Position affirms by oath to carry out all duties, functions, and responsibilities of the County Treasurer's office.

1. Acts as the Investment Banker for the county-manages a \$26-32 million dollar portfolio. Develops and adheres to a county investment policy which addresses risks, limitations and acceptable investment instruments, while addressing safety of funds and potential income to be achieved. Performs ongoing analysis and awareness to maintain sufficient cash flow. Reports to the county board on a regular basis as outlined in the investment policy. Monitors pledged securities which serve as collateral at banking institutions. Consults with county departments on cash flow needs.
2. Maintains an accounting system of all funds received and disbursed. Issues receipts and keeps an accurate account of all revenues received by all departments within the county. Issues disbursements to meet the cash obligations of the county. Balances/reconciles all accounts with county auditor and prepares monthly reporting.



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3. Maintains the checkbooks and savings accounts for the county, countersigns all checks, performs daily deposits, and reconciles various bank accounts.
4. Oversees the disbursement of over 35,000 truth in taxation notices and tax statements. Distributes late notices to affected property owners, on an appropriate schedule.
5. Administers the collection, receipt, posting and distribution of all real estate, mobile home and personal property taxes. Prepares media advertisements for due dates. Administers prepaid tax process and escrow accounts.
6. Interprets legislation that affects the calculation and administration of property taxes, mortgage registration tax, deed tax, and county investments and reports to staff in understandable terms.
7. Interprets and explains regulations and state laws to realtors, bankers and the general public.
8. Administers the delinquent mobile home tax process by preparing appropriate notices to taxpayers along with following required procedures to collect the tax.
9. Researches software changes for applications used for department procedures and informs and educates appropriate employees. Works with IT department on application of appropriate software updates.
10. Communicates with the public regarding inquires and tax searches, handles tax payer correspondence, certifies mobile home tax status for transfers of title in the license center and for moving outside of the county, and gives assistance to the public for Property Tax Refunds (M1PR).
11. Prepares and maintains an annual budget for the County Treasurer office.
12. Supervises the preparation, filing and payment of all unclaimed property with the Department of Commerce.
13. Oversees the central mailing for all departments.
14. Supervises and evaluates staff on all department functions, manages employee concerns, directs work assignments, counsels/disciplines employees when necessary, provides employee training and development.
15. Recruits new employees as needed to fill vacancies, in collaboration with the HR Department, and provides training to them.
16. Determines appropriate purchases/replacements of office equipment and technology
17. Prepares reports for the state auditors in order to provide information for an efficient audit.
18. Implements new processes, procedures and policies and make recommendations to county board to improve service and department functions.
19. Adheres to collective bargaining agreements, county policies and procedures, and applicable laws, including timely/accurate reporting and consistent/uniform administration of EEO, FLSA, FMLA, ADA, Workers' Compensation and Return to Work programs, in close collaboration with the Human Resources Department. Completes departmental new hire orientations promptly and staff performance appraisals in accordance with county policy.
20. Conducts business in accordance with the Open Meeting law.
21. Serves as the Minnesota Government Data Practices Act, Treasurer's Office, Responsible Authority. Appropriately responds to requests for government data. Maintains department data in accordance with records retention schedules.
22. Coordinates annual emergency practice drills in department.
23. Attends conferences and continuing education courses as needed.
24. Performs other related duties as assigned or apparent.



Position Description

Minimum Qualifications

Job content points to a reasonable requirement of a Bachelor's degree in Finance or Accounting, plus five or more years related experience and/or training; or an equivalent combination of education and experience sufficient to perform the essential duties of the position. Prior supervisory experience beneficial.

Must meet eligibility requirements to hold an elected office. Must be bondable. Valid Minnesota driver's license required.

For passport services, an incumbent must also meet the following qualifications:

- Be a United States citizen or U.S. national
- Be at least 18 years old
- Be approved by the Department of State
- Be a permanent employee of the designated facility (not temporary, *ad hoc*, contractual, or volunteer) or be an employee on-site at a Passport Agency
- Be unable to issue, create, or amend citizenship or identity documents, such as birth certificates and driver's licenses
- Be all of the following:
 - o Not presently on parole or probation related to any Federal, state, or local convictions
 - o Not presently under indictment for a Federal, state, or local felony
 - o Not presently under indictment for a misdemeanor related to breach of trust or moral turpitude
 - o Free of any Federal, state, or local felony convictions
 - o Free of any Federal, state, or local misdemeanor conviction related to breach of trust or moral turpitude (i.e. embezzlement, document fraud, drug offense, or dishonesty carrying out a responsibility involving public trust)

Knowledge, Skills, and Abilities Required

Knowledge of:

1. Duties, powers, limitations, and authority of the office of the County Treasurer.
2. County and departmental policies, procedures, and practices.
3. The Minnesota Property Tax system
4. Minnesota Government Data Practices Act.
5. Accounting and bookkeeping practices and principles.
6. Investment principles and requirements.
7. Governmental Accounting Standards Board (GASB) reporting standards.



Position Description

Skill in:

1. Determining policies and priorities, and in organizing, prioritizing, delegating, and supervising work.
2. Typing skill sufficient to complete 30 net words per minute without errors.
3. Interpersonal skills for interaction with employees, general public, other department heads and the county board.
4. Operation of office equipment, such as, computer, 10 key calculator, copier and fax machine
5. AS 400 Computer experience
6. Public relation skills
7. Reading, writing, and speaking English proficiently.
8. Good reading comprehension skills

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat co-workers, supervisors, and subordinates with respect, honesty, and consideration.
2. Ability to read and understand legal descriptions

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 draw and interpret bar graphs. Ability to work with mathematical concepts such as probability and statistical inference. Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.

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 Financial System (IFS), County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Recordkeeping Software, Property Tax System, and Internet.

Ability to Travel

Travel required for trainings and meetings in and out of Aitkin County.



Position Description

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, delegation, leadership, managing people, quality management, business acumen, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, initiative, strategic thinking, visionary leadership, 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, shredder, postage machine, emergency weather-alert system, county-owned vehicles, personal vehicle (requires proof of insurance on file), and other job-related equipment.

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 incumbent performs light to medium 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 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 persons 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 person in position.

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.



Position Description

05/2013

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

Attached are the duties of the elected officials. Elizabeth Lincoln with the Legislative Reference Library (651-296-8338) stated that the County Attorney's duties are contained in MN Statute 388.051, but the other elected officials duties would be included within statutes. She directed staff to the 2013 MN Statutes Index Topics. When a topic is selected, it will display the state statutes that correspond to that topic. Attached is MN Statute 388.051 and a list of the duties by elected official.

388.051 DUTIES.

Subdivision 1. **General provisions.** The county attorney shall:

- (a) appear in all cases in which the county is a party;
- (b) give opinions and advice, upon the request of the county board or any county officer, upon all matters in which the county is or may be interested, or in relation to the official duties of the board or officer;
- (c) prosecute felonies, including the drawing of indictments found by the grand jury, and, to the extent prescribed by law, gross misdemeanors, misdemeanors, petty misdemeanors, and violations of municipal ordinances, charter provisions and rules or regulations;
- (d) attend before the grand jury, give them legal advice, and examine witnesses in their presence;
- (e) request the court administrator to issue subpoenas to bring witnesses before the grand jury or any judge or judicial officer before whom the county attorney is conducting a criminal hearing;
- (f) attend any inquest at the request of the coroner; and
- (g) appear, when requested by the attorney general, for the state in any case instituted by the attorney general in the county attorney's county or before the United States Land Office in case of application to preempt or locate any public lands claimed by the state and assist in the preparation and trial.

Subd. 2. **Special provisions.** (a) In Anoka, Carver, Dakota, Hennepin, Scott, and Washington Counties, only the county attorney shall prosecute gross misdemeanor violations of sections 289A.63, subdivisions 1, 2, 4, and 6; 297B.10; 609.255, subdivision 3; 609.377; 609.378; 609.41; and 617.247.

(b) In Ramsey County, only the county attorney shall prosecute gross misdemeanor violations of sections 609.255, subdivision 3; 609.377; and 609.378.

(c) The county attorney shall prosecute failure to report physical or sexual child abuse or neglect as provided under section 626.556, subdivision 6, violations of fifth-degree criminal sexual conduct under section 609.3451, and environmental law violations under sections 115.071, 299F.098, and 609.671.

Subd. 3. **Charging and plea negotiation policies and practices; written guidelines required.** (a) On or before January 1, 1995, each county attorney shall adopt written guidelines governing the county attorney's charging and plea negotiation policies and practices. The guidelines shall address, but need not be limited to, the following matters:

- (1) the circumstances under which plea negotiation agreements are permissible;
- (2) the factors that are considered in making charging decisions and formulating plea agreements; and
- (3) the extent to which input from other persons concerned with a prosecution, such as victims and law enforcement officers, is considered in formulating plea agreements.

(b) Plea negotiation policies and procedures adopted under this subdivision are public data, as defined in section 13.02.

Subd. 4. Firearms exemption. Notwithstanding section 626.84, subdivision 2, a county attorney, or an assistant county attorney appointed under section 388.10, who lawfully possesses a permit to carry a pistol issued in accordance with section 624.714 may possess and carry a firearm while on duty, unless restricted by the county attorney.

History: 1979 c 233 s 3; 1983 c 177 s 5; 1983 c 345 s 9; 1984 c 573 s 8; 1985 c 248 s 57; 1985 c 266 s 1; 1986 c 444; 1Sp1986 c 3 art 1 s 82; 1988 c 529 s 1; 1989 c 52 s 1; 1989 c 337 s 11; 1990 c 480 art 1 s 46; 1994 c 636 art 2 s 9; 2012 c 171 s 1

COUNTY ATTORNEYS

There are 11 pages of statutes that apply to the County Attorney. Below are the statutes that contain duties of the County Attorney.

District court judges, duties, [Minn. Statutes 2013 388.12](#)
Auxiliary forest, duties, [Minn. Statutes 2013 88.48](#), [2013 88.49](#)
Ballots, duties, [Minn. Statutes 2013 204D.04](#), [2013 206.85](#)
Budget, county board, duties, [Minn. Statutes 2013 388.18](#)
Campaign practices law, duties, [Minn. Statutes 2013 211A.08](#)
Chemically dependent persons, commitments, duties, [Minn. Statutes 2013 145.698](#)
Damage, duties, [Minn. Statutes 2013 609.541](#)
County attorneys council, duties, [Minn. Statutes 2013 388.19](#)
Contracts, paternity or child support lawsuits, duties for county welfare board, [Minn. Statutes 2013 393.11](#)
Coroners' inquests, duties, generally, [Minn. Statutes 2013 388.051](#)
Pretrial diversion programs, duties, [Minn. Statutes 2013 401.065](#)
Victims of crime, duties, *see* under **PROSECUTORS**
Deceptive or unfair practices against disabled persons or senior citizens, prosecution, duties, [Minn. Statutes 2013 609.2336](#)
Dog licenses, duties regarding, [Minn. Statutes 2013 347.11](#), [2013 347.19](#)
Domestic abuse, duties
Duties, generally, [Minn. Statutes 2013 103E.071](#)
Duties generally, [Minn. Statutes 2013 388.051](#)
Human services, licensing, duties, [Minn. Statutes 2013 245A.16](#)
Excessive soil loss, complaints, duties
Extradition, duties regarding, requisition for return of defendant or convict, [Minn. Statutes 2013 629.23](#)
Fees
Financial institutions, duties
Forfeiture of property, criminal forfeitures, duties, [Minn. Statutes 2013 609.531](#), [2013 609.5313](#), [2013 609.5314](#), [2013 609.5317](#)
Grand juries, duties
Duties, [Minn. Statutes 2013 245A.16](#)
Duties, generally, [Minn. Statutes 2013 388.051](#)
Jails, duties regarding, inmate transfers, [Minn. Statutes 2013 643.01](#)
Hearings, duties, [Minn. Statutes 2013 260B.163](#), [2013 260C.163](#)
Campaign practices violations, duties, [Minn. Statutes 2013 211A.08](#), [2013 211B.16](#)
Paternity lawsuits, duties, [Minn. Statutes 2013 257.69](#)

COUNTY AUDITORS

There are 17 pages of statutes that apply to the County Auditor. Below are the statutes that contain duties of the County Auditor.

Absentee voting, duties, *see* [ABSENTEE VOTING](#)
Affidavits of candidacy, duties, [Minn. Statutes 2013 204B.10](#)
Property tax lists, duties, *see* [Tax lists](#) under this topic
Auxiliary forests, duties, [Minn. Statutes 2013 88.48](#), [2013 88.49](#), [2013 88.52](#)
Electronic voting system results, duties, [Minn. Statutes 2013 206.86](#)
Unofficial ballots, duties regarding, [Minn. Statutes 2013 203B.06](#)
Local government debt limits, duties regarding, [Minn. Statutes 2013 475.53](#), [2013 475.61](#) to [2013 475.64](#)
Campaign practices, duties, *see* [CAMPAIGN PRACTICES](#)
Change of county seat, duties
Change of name, auditor's duties regarding, [Minn. Statutes 2013 201.14](#), [2013 259.11](#)
County board, duties, [Minn. Statutes 2013 282.09](#)
Counties, auditor's duties regarding
Change of county seat, duties, *see* same under this topic
County boards, duties regarding
County funds and accounts, duties, *see* [Funds and accounts](#) under [COUNTIES](#)
County hospitals, duties, [Minn. Statutes 2013 376.04](#)
County law libraries, duties, [Minn. Statutes 2013 134A.06](#), [2013 134A.13](#)
Incidental expenses, duties, [Minn. Statutes 2013 375.16](#)
Drainage systems, duties, *see* [County auditors](#) under [DRAINAGE SYSTEMS](#)
Duties and powers
Modification of, with assignment of county treasurer's duties, [Minn. Statutes 2013 375A.121](#)
Neglect of tax-related duties, fines, [Minn. Statutes 2013 273.21](#)
Delegation of duties, [Minn. Statutes 2013 204B.25](#)
Duties, generally, [Minn. Statutes 2013 204B.25](#), [2013 204B.28](#)
Emergency telecommunications systems, enhanced 911 systems account, duties, [Minn. Statutes 2013 403.113](#)
Neglect of tax-related duties, [Minn. Statutes 2013 273.21](#)
Fireworks display permits, duties, [Minn. Statutes 2013 624.22](#)
General elections, duties, *see* [GENERAL ELECTIONS](#)
Maps, voting precincts, duties, [Minn. Statutes 2013 204B.14](#)
Consolidation of duties under, [Minn. Statutes 2013 375A.11](#)
Vacancies in office, consolidation of duties, [Minn. Statutes 2013 375A.11](#)
Duties regarding, school districts, [Minn. Statutes 2013 123A.40](#), [2013 123A.50](#)
Polling places, duties, *see* [POLLING PLACES](#)
Precinct caucuses, duties, [Minn. Statutes 2013 202A.14](#), [2013 202A.15](#)
Collection and distribution, duties, [Minn. Statutes 2013 276.12](#)
Disaster or emergency areas, duties regarding, [Minn. Statutes 2013 273.1231](#) to [2013 273.1235](#)
Metropolitan Council levies, duties, [Minn. Statutes 2013 473.13](#)
Court administrators, duties, [Minn. Statutes 2013 280.07](#)
County officers, appointed to perform auditors' duties, [Minn. Statutes 2013 351.16](#)
Deferred amounts, duties regarding, [Minn. Statutes 2013 290B.04](#), [2013 290B.05](#), [2013 290B.07](#), [2013 290B.08](#)
Excess assessments, duties, [Minn. Statutes 2013 430.07](#)
Special elections, duties, *see* [SPECIAL ELECTIONS](#)
State auditor, county auditor duties regarding, [Minn. Statutes 2013 6.51](#), [2013 6.52](#)
Modification of duties, [Minn. Statutes 2013 375A.121](#)

Tax statements, **duties**, Minn. Statutes 2013 471.69

Tax increment financing, **duties**, *see* TAX INCREMENT FINANCING

Tax statements, **duties**, Minn. Statutes 2013 471.69

Towns, auditor's **duties** regarding

Optional county governments, consolidation of **duties**, Minn. Statutes 2013 375A.11

Neglect of tax-related **duties**, fines, Minn. Statutes 2013 273.21, 2013 351.14 to 2013 351.23

Tax assessment **duties**, Minn. Statutes 2013 273.21, 2013 274.12

Voter registration, **duties**, *see* VOTER REGISTRATION

Voting, **duties**, *see* VOTING

War Memorial Building account, **duties**, Minn. Statutes 2013 373.053

Establishment proceedings, **duties** regarding, Minn. Statutes 2013 103D.221, 2013 103D.225, 2013 103D.231

COUNTY RECORDERS

There are 10 pages of statutes that apply to the County Recorder. Below are the statutes that contain duties of the County Recorder.

Abstracts of title, *see* [County recorders, duties](#) under [ABSTRACTS OF TITLE](#)
Agricultural preserves, [duties](#), [Minn. Statutes 2013 40A.10](#), [2013 40A.11](#)
Attachment orders, [duties](#) regarding, recording as if mortgage, [Minn. Statutes 2013 570.14](#)
County boards, [duties](#), [Minn. Statutes 2013 386.015](#)
Dakota County, appointment, [duties](#), [Minn. Statutes 2013 383D.09](#)
Deeds, *see* [County recorders, duties](#) under [DEEDS](#)
Land registration, [duties](#)
Compensation for [duties](#), [Minn. Statutes 2013 386.015](#)
Lien statements, [duties](#) regarding, [Minn. Statutes 2013 514.661](#)
Metropolitan area towns, vacation of streets, [duties](#) regarding, [Minn. Statutes 2013 368.01](#)
[Duties](#) regarding, [Minn. Statutes 2013 505.08](#)
Registered lands, records, searching, [duties](#), [Minn. Statutes 2013 548.091](#)
Sheriffs, bond and oath, [duties](#) regarding, [Minn. Statutes 2013 387.01](#), [2013 387.02](#)

COUNTY TREASURERS

There are 5 pages of statutes that apply to the County Treasurer. Below are the statutes that contain duties of the County Treasurer.

Modification of duties, [Minn. Statutes 2013 375A.121](#)
Property tax lists, duties, *see* [Tax lists](#) under [PROPERTY TAXES](#)
Claims, duties, [Minn. Statutes 2013 6.60](#)
Auxiliary forests, duties, [Minn. Statutes 2013 88.48](#)
Duplicate bonds, duties, [Minn. Statutes 2013 475.68](#) to [2013 475.70](#)
Municipal debt service aid, duties regarding, [Minn. Statutes 2013 475A.04](#)
Cemeteries, duties regarding
Consolidation of counties, duties, [Minn. Statutes 2013 371.11](#)
County funds, duties, *see* [Funds and accounts](#) under [COUNTIES](#)
County law libraries, duties, [Minn. Statutes 2013 134A.13](#)
County nursing homes, duties, [Minn. Statutes 2013 376.56](#), [2013 376.58](#), [2013 376.59](#)
District court, duties, fines and penalties, disposition, [Minn. Statutes 2013 484.90](#)
Collection, duties, [Minn. Statutes 2013 385.373](#), [2013 385.38](#)
Fire prevention improvements to private lands, duties, [Minn. Statutes 2013 88.41](#)
Group foster care, cost of care, duties, [Minn. Statutes 2013 260B.331](#), [2013 260C.331](#)
Land registration duties, [Minn. Statutes 2013 508.75](#)
Property tax lists, duties, *see* [Tax lists](#) under [PROPERTY TAXES](#)
Consolidation of duties, [Minn. Statutes 2013 375A.11](#)
County auditor-administrator, duties transferred to county treasurers, [Minn. Statutes 2013 375A.08](#)
Park districts, duties, [Minn. Statutes 2013 398.18](#), [2013 398.21](#)
Property taxes, duties regarding
Economic development tax abatement, duties, [Minn. Statutes 2013 375.194](#)
Senior citizens' property tax deferral program, duties, [Minn. Statutes 2013 270B.12](#), [2013 290B.07](#), [2013 290B.09](#)
Real estate tax judgment sales, duties, *see* [REAL ESTATE TAX JUDGMENT SALES](#)
Senior citizens' property tax deferral program, duties, [Minn. Statutes 2013 270B.12](#), [2013 290B.07](#), [2013 290B.09](#)
Sheriff's contingent fund, duties, [Minn. Statutes 2013 387.212](#), [2013 387.213](#)
Soil and water conservation districts, improvements, duties, [Minn. Statutes 2013 103C.601](#)
Statutory cities, dissolving, duties, [Minn. Statutes 2013 412.091](#), [2013 412.093](#)
Modification of duties, [Minn. Statutes 2013 375A.121](#)
Teachers Retirement Association, fiduciary duties, [Minn. Statutes 2013 354.52](#)
Towns, duties
Wildlife management and military refuge lands, duties, [Minn. Statutes 2013 477A.14](#)

SHERIFFS

There are 28 pages of statutes that apply to the County Sheriff. Below are the statutes that contain duties of the County Sheriff.

Adjournment of court, absence of judge, **duties**, [Minn. Statutes 2013 484.31](#)
All-terrain vehicles, **duties**, ice on bodies of water, restricting vehicles from, [Minn. Statutes 2013 86B.106](#)
Duties, generally, [Minn. Statutes 2013 387.03](#)
Interpreters for communication impaired persons, **duties**, [Minn. Statutes 2013 611.32](#)
County boards, **duties**, [Minn. Statutes 2013 387.14](#)
Discharge, civil service commission, **duties**, [Minn. Statutes 2013 387.37](#)
Detention in lieu of citation, **duties**, [Minn. Statutes 2013 629.72](#)
Duties, generally
Junk dealers, **duties**, [Minn. Statutes 2013 471.929](#)
Secondhand dealers, **duties**, [Minn. Statutes 2013 471.929](#)
Extradition **duties**, [Minn. Statutes 2013 629.27](#)
Fireworks display permits, applications, **duties**, [Minn. Statutes 2013 624.22](#)
Highway patrol **duties**, county board appropriations, [Minn. Statutes 2013 375.46](#)
County attorneys, performance of sheriff's **duties**, [Minn. Statutes 2013 390.31](#)
Defense, municipalities, **duties**, [Minn. Statutes 2013 471.44](#), [2013 471.45](#)
County boards, **duties**, [Minn. Statutes 2013 382.03](#)
Duties regarding, [Minn. Statutes 2013 514.50](#), [2013 580.06](#), [2013 580.24](#), [2013 580.25](#)
Furnishing to, county board, **duties**, [Minn. Statutes 2013 387.29](#)
Opening court, absence of judge, **duties**, [Minn. Statutes 2013 484.31](#)
Consolidation of **duties**, [Minn. Statutes 2013 375A.11](#)
Firearms, **duties**, [Minn. Statutes 2013 624.7131](#), [2013 624.7132](#), [2013 624.714](#)
Duties, [Minn. Statutes 2013 387.04](#)
Satisfaction of judgments, **duties** regarding, sheriff's return on execution required, [Minn. Statutes 2013 548.15](#)
Service of, **duties**, [Minn. Statutes 2013 626.13](#)
Affirmative action, **duties**, [Minn. Statutes 2013 387.36](#)
Discharge, **duties**, [Minn. Statutes 2013 387.37](#)
Transfer of **duties**, motor vehicles, **duties** transferred to Public Safety Department, [Minn. Statutes 2013 168.325](#)
Unemployment insurance taxes, collection of taxes, reimbursements, or benefit overpayments, **duties**, [Minn. Statutes 2013 268.058](#)

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



To: Chairperson, Aitkin County Board of Commissioners Date: 12-9-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Adopt Final 2014 Property Tax Levy

Requested Meeting Date: 12-17-13 Estimated Presentation Time: _____

Presenter: Kirk Peysar, Auditor

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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



Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
- Copy of applicable contract and/or agreement
- Original bid spec or quote request (excluding complex construction projects)
- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution (11 resolutions)
- 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.

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2013 Ditch Fund Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2013:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Judicial Ditch 2	7-350	\$4		\$0
Co Ditch 5	7-353	\$0		\$0
Co Ditch 21	7-365	\$0		\$0
Co Ditch 24	7-351	\$0		\$0
Co Ditch 28	7-356	\$0		\$175
Co Ditch 30	7-352	\$8		\$173
Co Ditch 34	7-357	\$0		\$0
Co Ditch 36	7-358	\$0		\$0
Co Ditch 37	7-359	\$0		\$0
St Ditch 63	7-362	\$10		\$1,523
St Ditch 66	7-363	\$0		\$0
Co Ditch 2	7-367	\$0		\$0
Diversion Channel	7-373	\$1		\$23,556
Co Ditch 23	7-354	\$0		\$0
Co Ditch 25	7-355	\$0		\$685
Co Ditch 42	7-360	\$0		\$0
Co Ditch 58	7-361	\$0		\$0
Co Ditch 20	7-364	\$0		\$9,222
Co Ditch 43	7-366	\$0		\$435
Co Ditch 29	7-371	\$0		\$0
Co Ditch 38	7-	\$0		\$0

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 Unorganized Township Budgets

BE IT RESOLVED, that the following 2014 budgets be set for Unorganized Townships:

	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Unorganized Road and Bridge	\$41,000		\$41,000
Unorganized Fire Fund	\$25,100		\$25,100
Unorganized Cemetery	\$2,700		\$2,700

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2014:

<u>Fund/Account</u>	<u>Revenues:</u>	<u>Reserves:</u>	<u>Expenditures:</u>
Law Library	\$30,000		\$30,000
County Development	\$205,000	\$130,324	\$335,324
Cons. Forf Tax Sales	\$0		\$0
Forfeit Tax Sales	\$1,205,000	\$1,823	\$1,206,823
Forest Resource	\$143,000	\$78,036	\$221,036
Reforestation	\$137,000	\$76,841	\$213,841
Memorial Forest	\$85,000	\$43,592	\$128,592
Forest Road	\$37,000	\$11,691	\$48,691
Gravel Pit	\$1,500		\$1,500
Missing Heirs	\$0		\$0
MCIT	\$150,000	(\$80,000)	\$70,000
Collaborative Grant	\$70,800	\$17,050	\$87,850
Environmental Trust	\$10,000		\$10,000
LLCC	\$673,360	\$1,315	\$674,675

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final property tax levy for taxes payable in 2014 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$5,428,371
Road and Bridge Fund	\$2,402,125
Health & Human Services Fund	\$2,004,934
Debt Service Jail Bond	\$0
Operation or Maintenance Costs Of a County Jail	\$1,890,266
Total:	\$11,725,696

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 Budgets

BE IT RESOLVED, that the following 2014 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$11,410,747	(\$79,375)	\$11,331,372
Road and Bridge	\$8,594,248	\$1,883,000	\$10,477,148
Health & Human Service	\$5,521,956	\$600,030	\$6,121,986
Debt Service	\$0	\$406,250	\$406,250
Parks	\$564,000	\$3,519	\$567,519
Total:	\$26,090,851	\$2,813,424	\$28,904,275

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 ECRL Levy

BE IT RESOLVED, that the amount of \$232,137 be budgeted and levied for the year 2014 for the East Central Regional Library.

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121713-0xx

2014 Boat & Water Safety Budget

BE IT RESOLVED, the Aitkin County Board of Commissioners approves the 2014 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$79,833 for a term January 1, 2014 to December 31, 2014.

	<u>Revenues</u>	<u>Co Share</u>	<u>Expenditures</u>
Misc. Receipts	\$500		
Boat & Water Grant	\$18,628		
Boat & Water Supply Grant	\$6,375		
Totals:	\$25,503	\$54,330	\$79,833

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

ADOPTED December 17, 2013

By Commissioner: xx

121713-0xx

2014 Appropriations to ASCS & Snake River Watershed

BE IT RESOLVED, that the budget and appropriation in the amount of \$138,045 be set for 2014 for the Aitkin County Soil and Water Conservation District (\$98,034 from the General Revenue Fund and \$40,011 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121713-0xx

2014 Arrowhead Regional Development Commission Levy

BE IT RESOLVED, that the Aitkin County Board of Commissioners acknowledges the Levy for the Arrowhead Regional Development Commission for 2014 in the amount of \$49,013.00.

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor

BY _____, Deputy

By Commissioner: xx

121713-0xx

Unorganized Road & Bridge Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorg Township

52-22	\$15,011.21
45-24	\$4,174.58
47-24	\$13,412.77
52-24	\$7,742.16
50-25	\$6,219.75
51-25	\$117.50
52-25	\$44,166.99
50-26	\$4,432.44
48-27	\$8,012.71
49-27	\$8,748.73
50-27	\$456.25
51-27	\$793.03
52-27	\$15,831.89

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 17th day of December 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 17th day of December A.D. 2013

KIRK PEYSAR, County Auditor
BY _____, Deputy

By Commissioner: xx

121713-0xx

County Ditch & County Development Transfers

BE IT RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

County Ditch 30	\$172.50
County Ditch 63	\$1,523.30
Diversion Channel	\$2.54

BE IT FUTHER RESOLVED, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge fund to cover maintenance of the following County Ditches:

County Ditch 20	\$9,222.00
County Ditch 25	\$685.00
County Ditch 28	\$175.00
County Ditch 43	\$435.00
Diversion Channel	\$23,553.31

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 17th day of December 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 17th day of December 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: 12-11-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: 2014-2018 Road Improvement Plan

Requested Meeting Date: 12-17-13 Estimated Presentation Time: 30 minutes

Presenter: John Welle

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

- Is this item in the current approved budget? Yes No (attach explanation)
- What type of expenditure is this? Operating Capital Other (attach explanation)
- Revenue line account # that funds this item is: _____
- 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 (1)
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Draft 2014-2018 Road Improvement Plan

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Patrick Wussow, County Administrator

FROM: John Welle

DATE: December 11, 2013

Regular Agenda Item:

2014-2018 Road Improvement Plan

Summary:

Attached is a draft listing of the 2014-2018 Road Improvement for discussion. This listing assumes no additional revenue beyond anticipated 2014-2018 County State Aid Highway Funds and therefore shows seven projects totaling \$8.3 million being delayed beyond 2018.

**Proposed 2014 through 2017 Capital Road Improvement Plan - Revenue Restrained
(including 2012-2013 for informational purposes)**

Year	Length (miles)	Location	Pavement Age/RQI	Total Project Cost	State Aid Total Cost	County Road Total Cost
2012 (Shown for information only)						
CSAH 6 Overlay	7	1 mile west of CSAH 40 to TH 210		\$ 1,446,000		
CR 73 Bridge Replacement	1	1 mile north of TH 210		\$ 165,000		
CSAH 4 Bridge Replacement	0.1	Over Rice River		\$ 580,037		
Total:				\$ 2,191,037	\$0	\$0
2013 (Shown for information only)						
CR 54 Overlay	0.47	CSAH 1 to 7th Avenue		\$ 68,944		
CR 54 Pavement Reconstruction	0.56	CR 83 to end of pavement		\$ 187,954		
CR 66 Overlay	0.82	US Hwy 169 to 0.82 miles southeast		\$ 109,437		
CR 82 Overlay	1.04	US Hwy 169 to 1.04 miles east		\$ 129,625		
CR 83 Pavement Reconstruction	0.61	US Hwy 169 to CR 54		\$ 187,303		
CR 85 Overlay	1.15	US Hwy 169 to US Hwy 169		\$ 157,230		
Total:				\$ 840,493	\$ -	\$ -
2014						
CSAH 2 crack repair				\$ 250,000	\$ 250,000	
CSAH 10 Grading/Paving	7.1	US Hwy 169 to TH 232		\$ 4,500,000	\$ 724,000	
CSAH 12, 13, 15, 28 culvert				\$ 1,530,000	\$ 1,530,000	
CSAH 28 Bridge		Ripple River		\$ 255,000	\$ 165,000	
Total:				\$ 6,535,000	\$ 2,669,000	\$ -
2015						
CSAH 1 Overlay	3.6	CSAH 22 to 3.6 miles north	1990/1.6	\$ 540,000	\$ 540,000	
CSAH 3 Grading/Paving	6	CSAH 5 to 6 miles east	2001/2.2	\$ 4,300,000		
CSAH 12 Overlay	0.6	TH 210/US Hwy 169 to TH 47	1996/2.0	\$ 200,000	\$ 200,000	
CSAH 15 Bridge Replacement	0.2	CSAH 15 over Cedar Brook		\$ 800,000	\$ 440,000	
CSAH 28 Overlay	8	US Hwy 169 to TH 210	1993/2.3	\$ 1,300,000	\$ 460,000	
CSAH 41 Overlay	1.08	TH 210 to TH 210	1994/0.9	\$ 250,000	\$ 250,000	
CR 53 Grading	2.3	1 mile north of CSAH 4 to CSAH 5		\$ 1,200,000		\$ 1,200,000
Total:				\$ 8,790,000	\$ 1,890,000	\$ 1,200,000
2016						
CSAH 3 Grading/Paving	3.56	6 miles east of CSAH 5 to TH 65	2001/2.1	\$ 3,500,000		
CR 53 Paving	2.3	1 mile north of CSAH 4 to CSAH 5		\$ 700,000		\$ 700,000
Total:				\$ 4,200,000	\$ -	\$ 700,000
2017						
CSAH 12 Overlay	9.6		1990/2.4	\$ 1,510,000	\$ 1,510,000	
CSAH 15 Overlay	5.2	Crow Wing Co. Line to 7th Ave NW	1990/2.1	\$ 650,000	\$ 650,000	
Total:				\$ 2,160,000	\$ 2,160,000	\$ -
2018						
CSAH 6 Overlay	5.1		1991/2.5	\$ 1,100,000	\$ 1,100,000	
CSAH 10 Overlay	6.8	TH 232 to 6.8 miles north	1988/2.0	\$ 952,000	\$ 952,000	
CSAH 13 Overlay	5.5	TH 65 to CSAH 16	1992/2.3	\$ 640,000	\$ 640,000	
CR 74 Overlay	1.53		1995/2.1	\$ 220,000		\$ 220,000
CR 54 Bridge Replacement	0.2	CR 54 over Sissabagamah River		\$ 200,000		\$ 80,000
Total:				\$ 3,112,000	\$ 2,692,000	\$ 300,000
Beyond 2018						
CSAH 2 Overlay	12.4	TH 47 to TH 65	1992/2.3	\$ 1,736,000	\$ 1,736,000	
CSAH 12 Grading/Paving	2	CSAH 39 to Oriole Avenue	1999/2.9	\$ 1,500,000	\$ 1,500,000	
CSAH 16 Overlay	8.9	CSAH 16 to TH 210	1993/2.9	\$ 1,250,000	\$ 1,250,000	
CSAH 25 Grading	3.3	Kanabec County Line to CSAH 23		\$ 1,600,000	\$ 1,600,000	
CSAH 25 Paving	3.3	Kanabec County Line to CSAH 23		\$ 960,000	\$ 960,000	
CSAH 32 Paving	3.3	CSAH 6 to CSAH 31		\$ 960,000	\$ 960,000	
CSAH 14 Bridge Replacement	0.2	CSAH 14 over Savanna River		\$ 450,000	\$ 300,000	
Total:				\$ 8,456,000	\$ 8,306,000	\$ -