

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS April 8, 2014 – BOARD AGENDA

- 9:00 1) J. Mark Wedel, County Board Chairperson
- A) Call to Order
 - B) Pledge of Allegiance
 - C) Board of Commissioners Meeting Procedure
 - D) Approval of Agenda
 - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five 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 March 25, 2014 – April 7, 2014
 - B) Approve 3/25/14 County Board Minutes
 - C) Approve Request to Fill Extension Committee Vacancy
 - D) Approve Consumption & Display Permits – Hidden Meadows Campground on Blind Lake, Larson's Barn, and Cajun Queen
 - E) Approve \$50 Donation to STS – Public Utilities Commission
 - F) Approve Resolution – 2014 Boat & Water Safety Agreement Grant
 - G) Award Bids/Quotes – Road & Bridge:
 - 1. Resolution – Calcium Chloride
 - 2. Pavement Markings
 - H) Approve Commissioner Warrants
 - I) Approve Resolution – LG214 Aitkin Lions Club
- 9:05 3) Beth Haasken, 4-H Program Coordinator
- A) 2014 Community Youth Leadership Award
- 9:10 4) Roxy Traxler, Interim County Administrator
- A) County Administrator Hiring Process – Dave Unmacht, Springsted
 - B) Motor Pool Vehicles
- 10:15 5) Mike Dangers, County Assessor
- A) Assessor Licensure Update
 - B) Annual Assessment Report
- 10:45 Break
- 11:00 6) Mark Jacobs, Land Commissioner
- A) Mississippi Water Trail Project Update

(Note: 2 Page Agenda)

- 11:15 7) Scott Turner, Sheriff**
A) Approve CAD/RMS/JMS Software Upgrade
- 11:30 8) Board Discussion**
Mark Wedel – Historical Society, Aitkin Airport, MHB/DNR Commissioner
Laurie Westerlund – Onanegozie, HHS Advisory, MHW-Walker, Broadband,
Extension, SSTS Public Hearing
Don Niemi –
Brian Napstad -
Anne Marcotte – Mississippi Headwater, NCLUB, HHS Advisory
- 12:15 Adjourn**

The Aitkin County Board of Commissioners met this 25th day of March, 2014 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve the March 25, 2014 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES
BOARD MEETING MINUTES
March 25, 2014**

CALL TO ORDER

**APPROVED
AGENDA**

**HEALTH & HUMAN
SERVICES BOARD**

I. Attendance

The Aitkin County Board of Commissioners met this 25th day of March, 2014, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners Anne Marcotte, Brian Napstad, Don Niemi, and Laurie Westerlund; and others present included: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Kathy Ryan, Fiscal Supervisor; Erin Melz, Public Health Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Roberta Elvecrog and Dave Leaf, H&HS Advisory Committee Members; and Kathleen Pakkarinen, Aitkin Independent Age.

II. Approval of Health & Human Services Board Agenda

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

III. Review February 25, 2014 Health & Human Service Board Minutes

Motion by Commissioner Napstad, seconded by Commissioner Niemi, and carried, the vote was to approve the January 28, 2014, Health & Human Services Board Meeting Minutes.

IV. Review Bills

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

V. FYI:

A. PH Update: Health in All Policies - Video Conference is scheduled for Tuesday, April 22nd from Noon to 1 p.m. in the Sheriff Meeting Room. Commissioners are invited to attend and indicated they would work their agenda around attending that presentation. Tom Burke introduced Erin Melz as the new Public Health Supervisor.

B. Vulnerable Adults Reporting – Tom Burke discussed the fact that Aitkin County was recognized for our timeliness in forwarding Vulnerable Adults reports to the State. He noted that this is strictly a measure of paperwork and how quickly it is sent to the State (within two days) and all but two of our reports for the year were received by the State on time. We met the criteria of 95% and actually exceeded it with 97.8%.

VI. Administrative Reports:

- A. Financial & Transportation Reports** – Kathy Ryan reviewed the Financial, Foster Care and Transportation reports with the Board. She noted that transportation costs were higher due to taxi rides which do not allow us to bill for reimbursement at this time. The foster care report reflecting the 2013 reimbursement was added in as it is usually a quarter behind. Kathy also noted that our expenditures will be higher than our revenue and that is due to the fact that our levy was lowered by \$600,000 so the budget will not look as balanced as it has in the past.
- B. 2013 Year End Report** – Kathy Ryan gave a presentation reviewing the 2013 Year End Financial Report for H&HS.

VII. Committee Reports from Commissioners

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Dave Leaf & Darlene Hlidek Draft minutes of the March 5, 2014 meeting. Dave Leaf noted the Task Forces are in place and continuing. It was also noted that Sue Tange and Diane Eastman gave a presentation on Revenue Streams at the last meeting and the committee served the McGregor Community Meal last week.
- B. AEOA Committee Updates-** Commissioner Niemi – Reports postponed due to lack of time.
- C. NEMOJT Committee Updates** – Commissioner Napstad - Reports postponed due to lack of time.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund - Reports postponed due to lack of time.
- E. Lakes & Pines Update** – Commissioner Niemi - Reports postponed due to lack of time.

Next Meeting – April 22, 2014

Break: 10:12 a.m. to 10:27 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: March 11, 2014 – March 24, 2014; B) Approve County Board Minutes: March 11, 2014; C) Approve 2015 Fire Protection Contract with the City of Hill City; D) Approve Tobacco Licenses; E) Approve Affidavit of Lost Warrant: Warrant #100182, \$429.90 Justin Insley – Health & Human Services; F) Approve Auditor Warrants – February Sales & Use Tax: General Fund \$355.08, Road & Bridge \$1,653.96, State \$4,825.50, Forest Development \$1.00, Long Lake Conservation Center \$111.87, Parks \$21.39 for a total of \$6,968.80; G) Approve Commissioner Warrants: General Fund \$72,668.80, Road & Bridge \$42,452.11, Special Revenue \$14,359.02, Health & Human Services \$728.89, Trust \$5,989.13, Forest Development \$301.41, Long Lake Conservation Center \$7,538.12, Parks \$7,209.64 for a total of \$151,247.12; H) Approve (2) Resolutions: 1. Transfer of Tax-Forfeited Funds MN Statute 282.08, and 2. Transfer of Tax-Forfeited Funds MN Statute 282.09; I) Approve Canceling Delinquent Contract-for-Deeds; J) Approve Facilities Committee Recommendations; K) Approve Resolution: Final Contract Payment – Contract 20123; L) Approve Hwy. Dept. Equipment Purchase – Pothole Patch Trailer; M) Accept \$250 STS Donation – Logan Township

**HHS BOARD
ADJOURNED**

BREAK

**REGULAR BOARD
RECONVENED**

CONSENT AGENDA

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the following **Applications for License to Sell Tobacco Products** for the period ending **March 31, 2015**:

**TOBACCO
LICENSES**

- # 01 Bann's Bar & Café, Inc., d/b/a **Banns Bar & Cafe** – Shamrock Township
- # 02 Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township
- # 03 Cuddler Enterprises, Inc., d/b/a **Big Sand Bar** – Workman Township
- # 04 Zorbaz of Big Sandy Lake, Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township
- # 05 MacDonald Enterprises of Malmo, Inc., d/b/a **Castaway's Resort** – Lakeside Township
- # 07 ML Gas, Inc., d/b/a **East Lake Convenience Store** – Spalding Township
- # 08 DAM of Aitkin Lakes, Inc., d/b/a **Farm Island Store** – Farm Island Township
- # 09 N5 Corporation, d/b/a **Fisherman's Bay** – Workman Township
- # 10 Grill of Glen Inc., d/b/a **The Glen Store & Grill Inc.** – Malmo Township
- # 11 Harry Ray Hilton, d/b/a **Harry's Midtown Liquor** – City of Hill City
- # 12 K.L. Gulbraa, Inc., d/b/a **Hill City Liquor** – City of Hill City
- # 13 Rips HLI, Inc., d/b/a **Horseshoe Lake Inn** – Shamrock Township
- # 14 Almar Holdings, LLC, d/b/a **The Junction** – Hazelton Township
- # 15 MacDonald Ent. of Aitkin, Inc., d/b/a **The Landing** – Aitkin Township
- # 16 Lazy Timber Enterprises, LLC, d/b/a **Malmo Market** – Malmo Township
- # 17 James R. Miller, d/b/a **Mark's Bar** – City of McGregor
- # 18 Dickies on Mille Lacs Lake LLC, d/b/a **McGrath Bar & Cafe** – Williams Township
- # 19 K & J C-Stores, Inc., d/b/a **McGregor Holiday Station Store #3574** – City of McGregor
- # 20 Rasley Oil Co., d/b/a **McGregor Oil** – City of McGregor
- # 21 Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** – Workman Township
- # 22 Lori Michelle Olson, d/b/a **Olson's Mississippi Landing** – Ball Bluff Township
- # 23 Bodway Properties, Inc., d/b/a **Prairie River Retreat** – Shamrock Township
- # 24 Kulifaj Resorts, d/b/a **Red Door Resort** – Wealthwood Township
- # 25 Klennert Stores, Inc., d/b/a **Roadside Market** – City of Hill City
- # 26 Sather's Gateway, Inc., d/b/a **Sather's Store** – Shamrock Township
- # 27 Klennert Stores, Inc., d/b/a **Sunny's** – City of Hill City
- # 28 TJ's Liquor, Inc., d/b/a **TJ's Liquor** – Malmo Township
- # 29 Mark Kenneth Ukura, d/b/a **Ukura's Big Dollar** – Jevne Township
- # 30 Westerlund Inc., d/b/a **Westerlund Cenex** – Malmo Township
- # 31 Jacque Saari, d/b/a **Whispering Pines** – Shamrock Township
- # 32 Minnewawa Partners, LLC, d/b/a **Willey's Sport Shop** – Shamrock Township

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Transfer of Tax-Forfeited Funds MN Statute 282.08:

WHEREAS, pursuant to Minnesota Statute 282.08, County boards are authorized to set aside monies from the tax forfeited sale fund for timber and park development.

NOW THEREFORE, BE IT RESOLVED, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20)

**RESOLUTION
032514-020
TRANSFER OF
FORFEITED FUNDS
MN STATUTE 282.08**

percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Transfer of Tax-Forfeited Funds MN Statute 282.09:

WHEREAS, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2013 calendar year was \$30,000.00, and

WHEREAS, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2013 calendar year is \$20,000.00, and

WHEREAS, a gravel pit rehabilitation account has been established, and \$.15 per yard of gravel taken out of county pits will be placed in this account, the 2013 amount to be placed in this account is \$3,665.93.

NOW THEREFORE, BE IT RESOLVED, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$3,665.93 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution: Delinquent Contracts for Deeds:

The Aitkin County Board hereby authorizes the Aitkin County Land Department and the Aitkin County Auditor to start cancelation proceedings on any contract for deed that is delinquent as of 12-31-2012.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Facilities Committee recommendation of the following quotes for courthouse remodeling/security issues:

Nardini	\$ 6,780.00
Aitkin Iron	\$ 7,800.00
Hometown Lumber	\$ 1,655.00
Weimer Construction	\$ <u>275.00</u>
	\$16,510.00

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution: Final

**RESOLUTION
032514-021
TRANSFER OF
FORFEITED FUNDS
MN STATUTE 282.09**

**RESOLUTION
032514-022
DELINQUENT
CONTRACT FOR
DEEDS**

**FACILITIES
COMMITTEE
RECOMMENDATION**

Contract Payment – Contract 20123

WHEREAS, Contract No. 20123 – Project No. SP 001-603-012 – Milling, Reclaim, and Bituminous Base and Wear on CSAH No. 3 has in all been completed, and the County Board being fully advised in the premises.

NOW THEN, BE IT RESOLVED, that we do hereby accept said completed project for and on behalf of the County of Aitkin and authorize final payment to Ulland brothers in the amount of \$80,451.92 as specified herein.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve Road & Bridge Dept. purchase of Stepp SPH 1.5 Pothole Patch Trailer from Stepp Manufacturing for \$15,572.

Representatives of MnDOT District 1 in Duluth, and representatives from Towards Zero Death discussed their programs with the Board.

The Board reported on the following:

Commissioner Brian Napstad

- **NEMOJET**
- **Joint Powers Natural Resource Board**
- **Enbridge**
- **Facilities**
- **Shamrock Town Hall Annual Meeting**

Commissioner Don Niemi

- **Lakes & Pines**
- **Snake River Watershed**

Commissioner Anne Marcotte

- **AMC**
- **ACA**
- **MRCC**

Commissioner Laurie Westerlund

- **MLLWMG**
- **CJI**
- **HHS Advisory**
- **DAC**
- **SCHAC**

Commissioner Mark Wedel

- **Facilities**
- **TZD**

**RESOLUTION
032514-023
FINAL CONTRACT
PAYMENT –
CONTRACT 20123**

**ROAD & BRIDGE
EQUIPMENT
PURCHASE**

**MnDOT
PRESENTATION**

**BOARD
DISCUSSION**

- EDA
- ACWPTF
- Sobriety Court
- Hazardous Mitigation Plan

Commissioner Napstad left at 12:25 p.m.

NAPSTAD LEFT

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 12:54 p.m. until Tuesday, April 8, 2014 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Roxy Traxler, Interim County Administrator

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-31-14

Via: Roxy Traxler, Interim County Administrator

From: Sue Bingham, Administrative Assistant

Title of Item:

Request to Fill Extension Committee Vacancy

Requested Meeting Date: 4-8-14 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) Application

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: Sue Bingham, Administrative Assistant
RE: Committee Appointments
DATE: March 31, 2014

There is one opening on the following committee:

Extension:

District 4 – One application received, Debra Chute

It is staff's recommendation that the County Board reappoint Debra Chute to the Extension Committee. This is for a three year term ending December 31, 2016. A copy of her application is included for your review.

MAR 25 2014

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Aitkin County Extension Committee

AITKIN COUNTY COMMISSIONER DISTRICT 4

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)

See attached

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

Debra Chute
Signature of Applicant

March 24, 2014
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: Debra Chute

Other than one year away from Aitkin for schooling after high school graduation, I am a lifelong Aitkin County resident; and have always lived on a farm. I am very involved in the agriculture industry. My family own and operate a 400 acre cow/calf beef farm in Morrison Township, and have done so for over 30 years. While I may not have a "formal" education in agricultural/extension; I have plenty of "hands on training". I am an Aitkin County 4-H leader and serve on their Executive Council. I am a member of local, state and national CattleWomen and CattleMen associations, where I currently serve as Secretary for the Minnesota CattleWomen's Association. I serve as Aitkin-Carlton County Farm Bureau Federation's Secretary/Treasurer and have also served on committees at the state level. I work at Mille Lacs Energy Cooperative, and have for 28 years currently as the Administrative Assistant. Our three children graduated from Aitkin High School and have graduated from or are attending college in Minnesota. Our children were very involved with our family farm growing up and learned many work ethics that have helped them achieve the success they have today. They still continue to help out on the farm as much as their schedules allow.

Aitkin County can be proud of its extension background, and needs to remember and preserve the heritage that made us the great County we are. I strongly believe that as more and more people become further removed from the rural way of life - i.e. - how to grow a garden and preserve the fruits of that hard work; where their food comes from - it is more important today than ever before to continue to offer extension services in our County. I look forward to working with the excellent staff and county commissioners to accomplish this.

Thank you for considering me as the Aitkin County Extension Committee, District 4 representative.

A handwritten signature in cursive script that reads "Debra Chute". The signature is written in dark ink and is positioned centrally below the typed text.

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



To: Chairperson, Aitkin County Board of Commissioners Date: March 20, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item:
Consumption & Display Permit

Requested Meeting Date: April 8, 2014 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

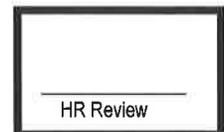
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request 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) Proposed Motion

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.

For: County Board meeting of April 8, 2014.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

Danny J. Volk, d/b/a **Hidden Meadows Campground on Blind Lake** – Unorg 48-27 Township

For: County Board meeting of April 8, 2014.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Application for Consumption & Display (Set Up) Permit:

Larson, Leonard and Kathy, d/b/a **Larson's Barn** – Workman Township

For: County Board meeting of April 08, 2014.

Motion by Commissioner x, seconded by Commissioner x, and carried, all members voting yes to approve the following Renewal of Consumption & Display (Set Up) Permit:

Rae Ann Halverson, d/b/a **Cajun Queen** – Shamrock Township

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

2E
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 03/26/14

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item:

STS Donation

Requested Meeting Date: 04/08/2014 Estimated Presentation Time:

Presenter: Sheriff Scott Turner

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

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) _____

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SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Board of Commissioners DATE: March 26, 2014
FROM: Sheriff Scott Turner RE: STS Donation

The Public Utilities Commission has made a generous donation of \$50 to the Aitkin County STS program.

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

2F
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: March 26, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott A. Turner

Title of Item:

2014 Boat & Water Safety Agreement Grant

Requested Meeting Date: April 8, 2014 Estimated Presentation Time: _____

Presenter: Sheriff Scott A. Turner

Type of Action Requested (check all that apply)

- For info only, no action requested Approve under Routine Business
 For discussion only with possible future action Adopt Ordinance Revision
 Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
 Approve/adopt proposal by motion Approve/adopt proposal by resolution (attach draft resolution)
 Authorize filling vacant staff position
 Request to schedule public hearing or sale Other (please list) _____
 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: 202-5840

Expenditure line account # for this item is: 202-Various

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

Duties of a department employee(s) may be materially affected. Yes No

Applicable job description(s) may require revision. Yes No

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

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

HR Review

Supporting Attachment(s)

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

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

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, RM #185
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Board DATE: March 26, 2014
FROM: Sheriff Scott A. Turner RE: 2014 Boat & Water Safety
 Agreement Grant for
 Aitkin County Board Agenda

Attached is a copy of the Boat and Water Safety Grant Agreement for Signatures. Also attached is the resolution that is required for that grant. The grant amount for 2014 is \$18,200.00. This grant is an annual grant that helps fund the Boat and Water Safety Program in Aitkin County.

I would ask that you sign all three originals.

Thank you.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED April 8, 2014

By Commissioner: xx

040814-0xx

2014 Boat & Water Safety Agreement Grant

BE IT RESOLVED, that the Aitkin County Board of Commissioners approves the 2014 Boat and Water Safety Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$18,200.00 for the term of January 1, 2014, through June 30, 2015.

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of April A.D., 2014, 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 April A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

**2014 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

ENCUMBRANCE WORKSHEET

Contract #: 75204

Receipt ID:

State Accounting Information:

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2014	Source Type State	Vendor Number 0000197275-05
Total Amount \$18,200		Project ID R29G80110127	Billing Location R297000221	DUNS 047464805

Accounting Distribution:

Fund 2100	Fin. Dept. ID R2937714	Approp. ID R297400	Category 84101501	Account 441302	Activity A800002
--------------	---------------------------	-----------------------	----------------------	-------------------	---------------------

P.O. # 3000053188	Grant Begin Date January 1, 2014	Grant End Date June 30, 2015
----------------------	-------------------------------------	---------------------------------

Grantee Name and Address:

Aitkin County Sheriff's Office
217 - 2nd St. NW, Rm. 185
Aitkin, MN 56431

Fiscal Agent and Address:

Aitkin Co. Treasurer
209 - 2nd St. NW, Rm. 203
Aitkin, MN 56431

**2014 STATE OF MINNESOTA
ANNUAL COUNTY BOAT AND WATER SAFETY
GRANT AGREEMENT**

This grant agreement is between the State of Minnesota, acting through its Commissioner of Natural Resources, Enforcement Division ("State") and Aitkin Co. Sheriff's Office, 217 - 2nd St. NW, Rm. 185, Aitkin, MN 56431 ("Grantee"). The Fiscal Agent for this grant agreement is Aitkin Co. Treasurer, 209 - 2nd St. NW, Rm. 203, Aitkin, MN 56431.

Recitals

1. Under Minnesota Statutes § 86B.701 & .705 the State is empowered to enter into this grant.
2. The State is in need of Sheriff's duties to carry out the provisions of Chapter 86B and the Boat and Water Safety Rules, hereinafter referred to as the "Minnesota Rules"; including patrol, enforcement, search and rescue, watercraft inspection, issuance of temporary structure & event permits, waterway marking and accident investigation, all hereinafter referred to as the "Sheriff's Duties".
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant agreement to the satisfaction of the State. Pursuant to Minnesota Statute §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

Grant Agreement,

I Term of Grant Agreement

- 1.1 **Effective date:** January 1, 2014 or the date the State obtains all required signatures under Minnesota Statutes § 16B.98, Subdivision 5, whichever is later. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2014 grant expenditures incurred back to the effective date. Reimbursements will only be made for expenditures made according to the terms of this grant agreement.
- 1.2 **Expiration date:** June 30, 2015. Pursuant to Minnesota Statute §16A.28, Subdivision 6, the encumbrance may be certified for one year beyond the year in which funds were appropriated. The Grantee shall submit a final billing invoice within 30 days of the expiration of the grant as specified herein.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

2 Grantee's Duties

The Grantee, who is not a state employee, will provide county sheriff services for boat and water safety activities. As stated in Minnesota Statute § 86B.701, the Grantee will submit to the State a spending plan (Exhibit "A", which is attached and incorporated into this grant) along with this form to carry out the Sheriff's Duties. Boat and water safety activities are those outlined in Minnesota Statutes § 86B, Minnesota Rules, Chapter 6110, search and recovery operations in the waters of the State and the portions of Chapter 169A that are applicable to motorboats. Exhibit "B", which is attached and incorporated into this grant further defines the allowable expenditures.

Reporting Requirements: The Grantee must satisfactorily submit all activity and financial reports by the date(s) requested by the State, unless the State grants an extension in writing.

3 Time

The Grantee must comply with all the time requirements described in this grant agreement. In the performance of this grant agreement, time is of the essence.

4 Consideration and Payment

4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:

- (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Eighteen thousand two hundred dollars (\$18,200).
- (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Eighteen thousand two hundred dollars (\$18,200).

4.2 **Payment**

- (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.
- (b) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA CFDA number _____ of the _____ Act of _____. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

- 6 **Authorized Representative**
The State's Authorized Representative is Rodmen Smith, Assistant Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5054, rodmen.smith@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.
- The Grantee's Authorized Representative is the County Sheriff or designee. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.
- 7 **Assignment, Amendments, Waiver, and Grant Agreement Complete**
- 7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.
- 8 **Liability**
The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.
- 9 **State Audits**
Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.
- 10 **Government Data Practices and Intellectual Property**
- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.
- If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.
- 11 **Workers' Compensation**
The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.
- 12 **Publicity and Endorsement**
- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.
- 13 **Governing Law, Jurisdiction, and Venue**
Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 Termination

14.1 Termination by the State. The State may immediately terminate this grant agreement with or without cause, upon 30 days' written notice to the Grantee. Upon termination, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed.

15 Data Disclosure

Under Minnesota Statute § 270C.65, Subdivision 3, and other applicable law, the Grantee consents to disclosure of its social security number, federal employer tax identification number, and/or Minnesota tax identification number, already provided to the State, to federal and state tax agencies and state personnel involved in the payment of state obligations. These identification numbers may be used in the enforcement of federal and state tax laws which could result in action requiring the Grantee to file state tax returns and pay delinquent state tax liabilities, if any.

16 Invasive Species Prevention

The DNR requires active steps to prevent or limit the introduction, establishment, and spread of invasive species during contracted work. The contractor shall prevent invasive species from entering into or spreading within a project site by cleaning equipment prior to arriving at the project site.

If the equipment, vehicles, gear, or clothing arrives at the project site with soil, aggregate material, mulch, vegetation (including seeds) or animals, it shall be cleaned by contractor furnished tool or equipment (brush/broom, compressed air or pressure washer) at the staging area. The contractor shall dispose of material cleaned from equipment and clothing at a location determined by the DNR Contract Administrator. If the material cannot be disposed of onsite, secure material prior to transport (sealed container, covered truck, or wrap with tarp) and legally dispose of offsite.

The contractor shall ensure that all equipment and clothing used for work in infested waters has been adequately decontaminated for invasive species (ex. zebra mussels) prior to being used in non-infested waters. All equipment and clothing including but not limited to waders, tracked vehicles, barges, boats, turbidity curtain, sheet pile, and pumps that comes in contact with any infested waters must be thoroughly decontaminated.

1. STATE ENCUMBRANCE VERIFICATION

Individual certifies that funds have been encumbered as required by Minnesota Statutes § 16A.15 and 16C.05.

Signed: Cheryl Lass

Date: 3-6-14

SWIFT Contract # 75204

Purchase Order # 3000053188

2. GRANTEE:

The Grantee certifies that the appropriate person(s) have executed the grant agreement on behalf of the Grantee as required by applicable articles, bylaws, resolutions, or ordinances.

By: _____

Title: County Sheriff

Date: _____

By: _____

Title: Chairman of County Board

Date: _____

By: _____

Title: County Auditor or Administrator

Date: _____

3. STATE AGENCY: NATURAL RESOURCES

By: _____
(with delegated authority)

Title: Assistant Director, Enforcement Division – Central Office

Date: _____

Attachments: Exhibits "A" & "B"

Distribution:

- 1. DNR - OMBS
- 2. Grantee - 2 (Sheriff's Office & Co. Board)
- 3. State's Authorized Representative

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

26
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 4-1-14

Via: Roxy Traxler, Interim County Administrator

From: John Welle

Title of Item:

Award Calcium Chloride bid, Traffic Marking quote

Requested Meeting Date: 4-8-14 Estimated Presentation Time: Consent Agenda

Presenter: John Welle

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: 5001, 5852, 5854
Expenditure line account # for this item is: 6514, 6520

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

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

HR Review

Supporting Attachment(s)

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

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

AITKIN COUNTY COMMISSIONER'S MEMO

TO: Aitkin County Commissioners
Roxy Traxler, Interim County Administrator

FROM: John Welle

DATE: April 2, 2014

Consent Agenda Item: Award Bids/Quotes

A. Calcium Chloride

Enclosed is an abstract of two bids received on March 24, 2014 for the 2014 application of calcium chloride. Authorization by resolution is requested to award this contract to EnviroTech Services, Inc. of Greeley, CO for the low bid of \$262,587.48. \$265,500 was budgeted in 2014 for application of this material. Based on the bid cost, the resident's 50% portion of the cost of the 400-foot dust control treatment will remain at \$90.

Resolution:

WHEREAS, EnviroTech Services, Inc.- 910 54th Avenue #230 Greeley, CO 80634, was the lowest responsible bidder in the amount of \$262,587.48 for application of Liquid Calcium Chloride,

NOW THEREFORE, BE IT RESOLVED, That, EnviroTech Services, Inc. be awarded the 2014 season for application of Liquid Calcium Chloride.

B. Pavement Markings

Enclosed is an abstract of two quotes received for the 2014 application of pavement markings. Authorization is requested to accept the quote from AAA Striping Service Co. of St. Michael, MN in the amount of \$57,918.87. \$60,000 was budgeted in 2014 for application of this material.

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



To: Chairperson, Aitkin County Board of Commissioners Date: April 2, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sally M. Huhta

Title of Item:
LG214 – Aitkin Lions Club

Requested Meeting Date: April 8, 2014 Estimated Presentation Time: n/a

Presenter: _____

Type of Action Requested (check all that apply)

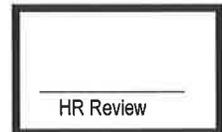
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request 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) Proposed Resolution

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 April 8, 2014

By Commissioner: xx

040814-0xx

Form LG214 Aitkin Lions Club

BE IT RESOLVED, the Aitkin County Board of Commissioners agrees to approve the following Premises Permit Application - Form LG214, of the Aitkin Lions Club, at Players Sports Bar & Grill – Hazelton Township. This establishment has an address of 26838 US Highway 169, 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 8th day of April A.D., 2014, 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 April A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy

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

3A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3-27-14

Via: Roxy Traxler, Interim County Administrator

From: Beth Haasken, 4-H Program Coordinator

Title of Item:

2014 Community Youth Leadership Award

Requested Meeting Date: 4-8-14 Estimated Presentation Time: _____

Presenter: Beth Haasken, 4-H Program Coordinator

Type of Action Requested (check all that apply)

- | | |
|--|---|
| <input checked="" type="checkbox"/> For info only, no action requested | <input type="checkbox"/> Approve under Consent Agenda |
| <input type="checkbox"/> For discussion with possible action | <input type="checkbox"/> Adopt Ordinance Revision |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Approve/adopt proposal by motion | |
| <input type="checkbox"/> Authorize filling vacant staff position | |
| <input type="checkbox"/> Request to schedule public hearing or sale | <input type="checkbox"/> Other (please list) _____ |
| <input type="checkbox"/> Request by member of the public to be heard | |
| <input type="checkbox"/> 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

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.



UNIVERSITY OF MINNESOTA
EXTENSION
Driven to DiscoverSM

April 1, 2014

**Aitkin
County**



To: Aitkin County Board of Commissioners

From: Beth Haasken, Aitkin County 4-H Program Coordinator

RE: Rippleside Helping Hands 4-H Club at the April 8 board meeting.

217 2nd St. NW, Room 134
Aitkin, MN 56431

PHONE
(218) 927-2538

FAX
(218) 927-7374

EMAIL
stran017@umn.edu

Members of the Rippleside Helping Hands 4-H Club (students in grades 4th-6th) will be at the April 8 board meeting to introduce themselves, talk about some of the community service-learning projects they have worked on, show everyone the AMC award they earned and thank the board for supporting 4-H in Aitkin County.



FOR IMMEDIATE RELEASE
February 28, 2014

FOR MORE INFORMATION:
Toni Smith, Education Director
651-789-4335 or tsmith@mncounties.org

“RIPPLESIDE HELPING HANDS 4-H CLUB” OF AITKIN COUNTY RECEIVES 2014 COMMUNITY YOUTH LEADERSHIP AWARD

(ST. PAUL, MN) -- We all know a sense of community is important to the health of our counties, and that teaching youth the value of community is a skill that county commissioners feel is critical in facing the challenges of the future.

That's why each year the Association of Minnesota Counties (AMC) recognizes outstanding 4H Community Youth Leadership projects in Minnesota. These projects must be organized by a recognized 4H club and engage a large segment of the 4H members in that club. The AMC Extension Committee reviews the applications and selects projects that responded to real community needs.

This year the award goes to the **The Ripplside Helping Hands 4-H Club from Aitkin County** for their **“Students Using Their Time, Talents and Kindness to Make Their Community Better!”** This is a 12-member after school club for fourth, fifth and sixth graders in Aitkin County. All meetings, projects and events are service-learning related. In 2013, these projects included performing skits at the nursing home, serving the free community meal, “Rippleside Pride” teacher appreciation effort, community plantings with a master gardener, garbage/recycling walk, and raising awareness and money for the Red Cross.

Several members of the club and its leaders attended an awards banquet in St. Paul on February 26 to receive the award before an audience of nearly 300 county officials and staff from across Minnesota during the AMC's annual Legislative Conference.

AMC is a voluntary statewide organization of Minnesota's 87 counties that helps provide effective county governance to the people of Minnesota. Through intergovernmental relations, communications and education, AMC seeks to improve the operation of Minnesota's county governments and the services that counties provide to their citizens.

-###-

PHOTO ATTACHED.

Pictured:

(L to R - Back) Aitkin County Commissioners Laurie Westerlund, Donald Niemi, Anne Marcotte, Brian Napstad, Aitkin County 4-H Program Coordinator Beth Haasken, Aitkin County 4-H Program Leader Kathy Hakes, Nobles County Commissioner and AMC Extension Committee Co-Chair Marv Zylstra, and Freeborn County Commissioner and AMC First Vice President Christopher Shoff, DC.

(L to R - Front Row) Ripplside 4-H members Kady Fastner, Breana Burgstaler, Amy Gaulke, and Dakota County Commissioner and AMC Extension Committee Co-Chair Nancy Schouweiler.



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: 3-31-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Hiring Process

Requested Meeting Date: 4-8-14 Estimated Presentation Time: _____

Presenter: Dave Unmacht, Springsted

Type of Action Requested (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> For info only, no action requested | <input type="checkbox"/> Approve under Consent Agenda |
| <input type="checkbox"/> For discussion with possible action | <input type="checkbox"/> Adopt Ordinance Revision |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input type="checkbox"/> Approve/adopt proposal by motion | <input type="checkbox"/> Authorize filling vacant staff position |
| <input type="checkbox"/> Request to schedule public hearing or sale | <input checked="" type="checkbox"/> Other (please list) <u>Select candidates for first round interviews</u> |
| <input type="checkbox"/> Request by member of the public to be heard | |
| <input type="checkbox"/> 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

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 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: Roxy Traxler, Interim County Administrator

RE: County Administrator Hiring Process

DATE: March 31, 2014

At the April 8th Board meeting, Dave Unmacht will be here to present the candidate resumes and to discuss the interview process. The Board will also select candidates for the first round interviews, which are tentatively scheduled to be held on April 18th.

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

4B
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3-31-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Motor Pool Vehicles

Requested Meeting Date: 4-8-14 Estimated Presentation Time: _____

Presenter: Roxy Traxler, Interim County Administrator

Type of Action Requested (check all that apply)

- | | |
|--|---|
| <input type="checkbox"/> For info only, no action requested | <input type="checkbox"/> Approve under Consent Agenda |
| <input type="checkbox"/> For discussion with possible action | <input type="checkbox"/> Adopt Ordinance Revision |
| <input type="checkbox"/> Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison) | <input type="checkbox"/> Approve/adopt proposal by resolution (attach draft resolution) |
| <input checked="" type="checkbox"/> Approve/adopt proposal by motion | <input type="checkbox"/> Authorize filling vacant staff position |
| <input type="checkbox"/> Request to schedule public hearing or sale | <input type="checkbox"/> Other (please list) _____ |
| <input type="checkbox"/> Request by member of the public to be heard | |
| <input type="checkbox"/> 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

HR Review

Supporting Attachment(s)

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- 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) _____

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

TO: Aitkin County Board of Commissioners

FROM: Roxy Traxler, Interim County Administrator

RE: Motor Pool Vehicles

DATE: March 31, 2014

Motor Pool has budgeted \$19,000.00 for vehicle replacement in 2014. At this time staff is looking for Board approval to purchase a fleet vehicle. Attached for your review is a spreadsheet of available used and new vehicles. We would also like to discuss the possibility of purchasing an additional fleet vehicle.

Staff also needs Board approval to sell Car #1 – 2006 Ford Five Hundred, and Car #41 – 2000 Ford Taurus.

Vehicle Purchase - Prices

Used Vehicles

	Vehicle	Miles	Vendor	Cost
4-Door Sedan				
2013	Impala	37,538	Brandl	\$15,541
2013	Impala	20,566	Brandl	\$15,997
2012	Fusion	24000	Aitkin Motor	\$17,300
2011	Fusion	27000	Aitkin Motor	\$16,200
2013	Taurus	33,900	Aitkin Motor	\$24,200

SUV / Van

2013	Captiva	26,961	Brandl	\$18,738
2012	Equinox	32,240	Brandl	\$20,334
2013	Equinox	34,863	Brandl	\$22,734
2013	Terrain	38,986	Brandl	\$22,791
2012	Escape	19,900	Aitkin Motor	\$20,500
2012	Escape	35,500	Aitkin Motor	\$19,750
2011	Escape	25,900	Aitkin Motor	\$21,100

New Vehicles - State Bid

	Vehicle	Miles	Vendor	Cost
4-Door Sedan				
2014	Impala SE	0	State Bid	\$22,409
2014	Impala Limited	0	State Bid	\$18,362
2014	Fusion SE FWD	0	State Bid	\$19,005
2014	Fusion S	0	State Bid	\$17,400
2014	Taurus SE FWD	0	State Bid	\$19,005

SUV / Van

2014	Captiva	0	State Bid	\$18,700
2014	Equinox FWD	0	State Bid	\$20,500
2014	Equinox AWD	0	State Bid	\$22,100
2014	Grand Caravan	0	State Bid	\$20,550
2014	Escape SE	0	State Bid	\$21,635
2014	Escape S	0	State Bid	\$19,700

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

5A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 3/3/14

Via: Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Assessor Licensure Update

Requested Meeting Date: 4-8-14 Estimated Presentation Time: 10 Minutes

Presenter: Mike Dangers

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: #01-043-6208, #01-043-6340, #01-043-6511

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

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

HR Review

Supporting Attachment(s)

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

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

MEMO

March 3, 2014

To: County Board of Commissioners
Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor 

Re: Update on Assessor Licensure - State Board of Assessors (SBA) License Level Changes

The State Board of Assessors (SBA) previously notified the assessors in the State that those who do field inspections would need to become CMAS licensed by July 1, 2016. CMAS is the Certified Minnesota Assessor Specialist License. For Aitkin County, this would have meant that five staff appraisers would need additional education.

At the SBA's January meeting, they retracted that change. The Accredited Minnesota Assessor licensure law change is still in effect but the CMAS requirement has been removed.

Therefore, per the County Board request at the January 28 meeting, we are proposing the cancellation of the additional courses and associated expenditures that were non-budgeted for 2014. The additional funds requested were as follows: \$4,000.00 for Training and Education, \$500.00 for Overnight Meals, and \$200.00 for Gasoline.

Included with this packet is a copy of the pertinent page of the January 28 County Board Minutes, and a copy of the SBA letter to all licensed assessors dated February 25, 2014.

Please contact me with any questions.

AITKIN COUNTY BOARD

January 28, 2014

§§115A.551, 115A.914, and 115A.96, Subd. 6 (1991); and

WHEREAS, Aitkin County recognizes the need to plan for and implement waste reduction, recycling, yard waste composting, special waste management strategies, and processing of MSW.

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby approves and adopts Aitkin County Solid Waste Management Plan and supporting documentation dated November 25, 2013.

BE IT THEREFORE FURTHER RESOLVED, that the Aitkin County Board submits this document to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota laws and rules.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting yes to approve additional expenditures required to meet the State Board of Assessor's revised Jurisdictional License Levels: Training and Education \$4,000.00; Overnight Meals \$500.00; and Gasoline \$200.00, but to hold off on releasing funds until an update is given to the Board by Mike Dangers on any legislative action that may be taken on this issue.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting to schedule the 2014 Board of Appeal and Equalization on Tuesday, June 17, 2014 at 4:00 p.m. in the Boardroom of the Aitkin County Courthouse.

Paul Steinman, Vice President Springsted Incorporated gave a power point presentation to the Board on Bond Essentials for Minnesota Local Governments.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to approve request to authorize the County Board Chair sign a letter authorizing Central Planes Aviation aerial spray to control army tent caterpillars under a congested area permit for the FAA and Department of Agriculture.

Patrick Wussow, County Administrator and Bobbie Danielson, Human Resources Manager presented Personnel Committee recommendations to the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to accept the proposal of Springsted Incorporated to provide executive recruitment services for the position of County Administrator, at a cost not-to-exceed \$14,000.00.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, (4-1 Wedel) to appoint Roxanne Traxler, Mille Lacs County Administrator as the Interim County Administrator for Aitkin County at a cost of \$4,767.00 per month, payable to Mille Lacs County.

**ASSESSORS
LICENSE LEVEL
CHANGES**

**BAE MEETING
SCHEDULED**

**BONDING
PRESENTATION**

**CENTRAL
PLANES
AVIATION**

**PERSONNEL
COMMITTEE**

**RECRUITMENT
SERVICES**

**INTERIM COUNTY
ADMINISTRATOR**

Minnesota

State Board of Assessors

February 25, 2014

TO: All Licensed Assessors

This communication from the Minnesota State Board of Assessors contains information related to the Revised Jurisdictional License Level List, the 2013 law change regarding assessor accreditation, and the board's website.

Jurisdictional License Levels

The State Board of Assessors sent a proposed revised Jurisdictional License Level List to all county assessors in December 2013. Some of the proposed changes in the list were to be effective July 2016 and other changes were to be effective July 2019. County assessors were given the opportunity to appeal the proposed changes. The board acted on all but one of the appeals at their January 2014 meeting. The board decided not to make the changes originally proposed for July 2016. The remaining appeal regards the 2019 changes and the board has asked the county for additional information.

Attached is the Revised Jurisdictional License Level List. The list shows the current license level required and the license level that will be required as of July 1, 2019 for every city and township in the state of Minnesota.

Also attached is the Licensing Policy Guidelines document which contains licensing policies related to jurisdictions as well as individuals. All licensed assessors and jurisdictions that hire assessors should be familiar with this document.

2013 Law Change Regarding Assessor Accreditation

The 2013 Legislature made the following significant law change:

"270C.9901 ASSESSOR ACCREDITATION.

Every individual who appraises or physically inspects real property for the purpose of determining its valuation or classification for property tax purposes must obtain licensure as an accredited Minnesota assessor from the State Board of Assessors by July 1, 2019, or within four years of that person having become licensed as a certified Minnesota assessor, whichever is later."

Mail Station 3340
St. Paul, MN 55146-3340

Phone: (651) 556-6086
Fax: (651) 556-5128
TTY: Call 711 for Minnesota Relay



TO: All Licensed Assessors
February 25, 2014
Page 2

This new language has several implications, including:

1. If you currently have a CMA or CMAS license and if you appraise or physically inspect property, you MUST obtain your AMA license by July 1, 2019 to continue appraising or inspecting property after that date.
2. If you currently have a CMA or CMAS license, but you do NOT currently appraise or physically inspect property, you need to be aware of the implications of the law if there is any chance you will appraise or physically inspect property for property tax purposes in the future. Be aware that the four years to obtain your AMA is measured from the date you received your CMA. In order for you to be able to accept a job where you appraise or physically inspect property after July 1, 2019, you would need to obtain your AMA no later than four years after the date you received your CMA, or by July 1, 2019, whichever is later. This is true even if your current job does not involve appraising or physically inspecting property.

State Board of Assessors' Website

The Minnesota State Board of Assessors' website can be found at:

http://www.revenue.state.mn.us/local_gov/prop_tax_admin/Pages/mnboa.aspx

Be sure to save it as a favorite or put it on your favorites bar so you can find it easily. The site contains information useful to licensed assessors including:

- Continuing education requirements
- Requirements checklists and applications for all license levels
- The Code of Conduct and Ethics for Licensed Minnesota Assessors
- Policies of the board regarding licensure, education, experience, etc.
- List of Minnesota licensed assessors
- Forms for course approval, grading requests, etc.
- List of board members
- Board meeting schedule
- Board meeting minutes
- Links to the board rules
- Links to statutes relating to the board

If you have questions related to any of the items in this communication, please feel free to contact the board at assessors.board@state.mn.us

Sincerely,

Deb Volkert, Executive Secretary/Treasurer
Minnesota State Board of Assessors

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

58
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 4/2/14

Via: Roxy Traxler, Interim County Administrator

From: Mike Dangers, County Assessor

Title of Item:

Annual Assessment Report

Requested Meeting Date: 4/8/14 Estimated Presentation Time: 20 Minutes

Presenter: Mike Dangers

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

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

HR Review

Supporting Attachment(s)

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AITKIN, MINNESOTA 56431
Phone: 218/927-7327 – Fax: 218/927-7379
assessor@co.aitkin.mn.us

MEMO

April 2, 2014

To: County Board of Commissioners
County Administrator

From: Mike Dangers, County Assessor 

Re: 2014 Assessment Summary

The 2014 assessment is complete and the Notices of Valuation and Classification were mailed on March 27th and 28th. This packet outlines the major assessment changes and issues as we approach the meeting dates for the Local Board of Appeal and Equalization.

To begin, a three year history of selected figures has been added to this year's report on page 3. This brief chart shows important numbers that the Assessor's Office tracks on a regular basis. The number of taxable parcels appears to be declining slightly which points to a lack of growth in the tax base. The dollar amount of disabled veteran's value exclusion continues to increase each year which shifts tax burden to other property owners. The number of sales in the county goes up each year but is still down from the peak of the market. The last item, the number of homesteads, also shows that growth in households in the County is likely at a standstill or declining. It also shows that our reapplication process is working and improperly classified homestead property is being changed to a correct class.

For the fifth consecutive year, the overall County estimated and taxable market values are going down. Thankfully, the rate of decrease is less than it was in the past. This change should again reduce the County's overall tax capacity for 2015 payable. A bright spot here is the sizeable increase in the new construction value which shows some strengthening in the market. Please see page 4 and 5 for more details.

Not all areas in the County are receiving value reductions this year. Several lakeshore land values in the county are increasing. Another sign of change in this year's data is the increase in the number of sales. The number of residential and seasonal improved sales increased 25% from the previous year which is on top of a 28% increase in 2012.

Page 6 shows a listing of the 2013 sales ratio study figures for the entire County. The 2013 study uses sales from October 2012 to September 2013. This information is used to set the level of

assessment for the 2014 assessment. The figures in the column titled "MEDIAN RATIO" are typically required to be between 90 and 105% when there are over 6 valid sales. The property types are listed on the left side of the page and the number of sales column is titled "NBR SALES". The far right columns show the median and average sale prices for each category.

Page 7 shows the multi year history of the main components of the sales ratio study. The COD measure of assessment quality has improved this year which could point to a more stabilized market and continued benefits of the CAMA system.

Page 8 shows the 2014 assessment land schedule. This year we have decreased the number of acreage land zones from four to three. They are color coded on the page with values per acre appearing in each zone. The abbreviations represent the various land types throughout the county. The acreages enrolled in both the Green Acres and Rural Preserves programs are not receiving a benefit this year due to the strong agricultural land market in Minnesota.

Page 9 shows an overview of the foreclosure situation in Aitkin County. The number of foreclosures shown here continue to decrease. The number of unsold bank owned properties in the County also remains high but the rate at which banks are selling property is increasing as shown in the bank sales column. These sales will still continue to put downward pressure on valuations.

Pages 10 through 14 show the list of major changes for the 2014 assessment year. There were many changes so please review and ask questions.

Finally, page 15 shows the 2014 board of appeal and equalization schedule. The areas with open book meetings are listed at the bottom of the page. The number of these meetings continues to remain about the same in the last few years. Local jurisdictions still have the ability to transfer their duties over the County if they choose to do so. Townships appear to value their role in the assessment process by keeping these meetings.

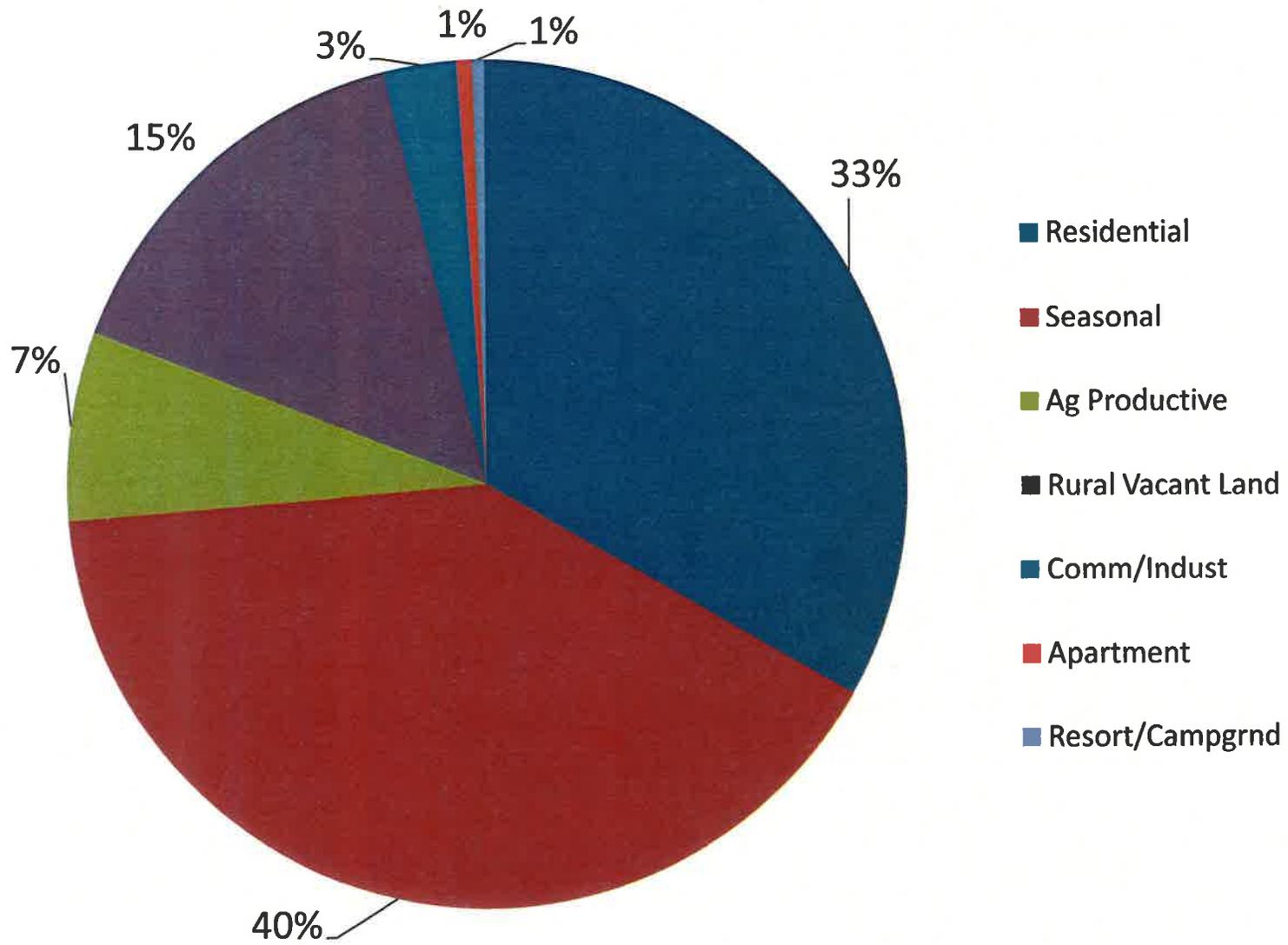
Please contact me with any questions.

Aitkin County Assessors Office			
Three Year History of Selected Figures			
	2011	2012	2013
Local Boards of Appeal and Equalization	35	36	36
Number of Ad Valorem Parcels	34,211	34,205	34,177
Taxable Parcels Reassessed	6,985	8,174	6,771
Total Disabled Veterans Exclusion Value	\$ 9,750,400	\$ 13,133,900	\$ 13,464,400
Number of CRV's (total transactions)	635	694	769
Total Homesteads	5,992	5,876	5,817

Notes: Number of Parcels does not include personal property
There are approx 600 personal property parcels

Countywide Value Changes 2014 Assessment (Taxable Property Only)				
	2013		2014	% Change
Overall Estimated Market Value	\$ 2,868,155,400		\$ 2,824,701,200	-1.5%
New Construction Value	\$ 13,419,600		\$ 15,188,900	13.2%
Overall Agricultural Homestead EMV	\$ 238,851,500		\$ 228,363,300	-4.4%
Overall Residential EMV	\$ 947,590,100		\$ 938,834,200	-0.9%
Overall Seasonal Recreational EMV	\$ 1,155,237,400		\$ 1,138,471,900	-1.5%
Overall Commercial/Industrial EMV	\$ 80,674,600		\$ 79,886,600	-1.0%
Overall Apartment EMV	\$ 16,544,800		\$ 16,311,400	-1.4%
Total Green Acres EMV reduction	\$ 104,300		\$ -	-100.0%
Notes:				
The reduction in Agricultural Homestead EMV is largely due to class changes from agricultural to another classification.				
Green Acres changes result in a taxable value increase for these properties due to the State Green Acres valuation rate.				
All figures above are as of April 2, 2014. A few minor changes were made to the assessment after this report was run.				

Aitkin County 2014 Assessment % Share of Estimated Market Value



Used to simulate DOR State study, do not delete. ALL SALES COMPARED TO TRL 2014 MARKET VALUES

DIST: AITKIN COUNTY PROPERTY TYPE DESCRIPTION	0000 000	MARKET RANGE	MEAN RATIO	MEDIAN RATIO	AGGR RATIO	COD	PRD IOR	NBR SALES	STD DEV	COV	MEAN EMV	PRICE	MEDIAN EMV	PRICE
01 RESIDENTIAL (less than 4 units)		0-999,999,999	101.2	98.0	96.5	14.1	1.05	125	.2019	20.0	161,612	167,427	105,400	107,500
03 SEASONAL RECREATIONAL RESIDENTIAL (with buildings)		0-999,999,999	100.5	101.0	97.5	13.1	1.03	129	.1741	17.3	184,570	189,359	167,900	166,300
06 COMMERCIAL (with buildings)		0-999,999,999	105.5	105.5	105.2	1.9	1.00	2	.0283	2.7	78,900	75,000	78,900	75,000
14 RESORTS		0-999,999,999	105.7	105.7	105.7		1.00	1			401,500	380,000	401,500	380,000
21 RESIDENTIAL - BARE LAND		0-999,999,999	291.5	107.3	237.6	196.6	1.23	3	3.5437	121.6	49,100	20,666	11,800	11,000
23 SEAS REC - BARE LAND		0-999,999,999	93.5	91.6	97.1	24.0	.96	22	.3086	33.0	46,781	48,159	13,000	14,250
26 COMMERCIAL - BARE LAND		0-999,999,999	218.1	218.1	228.3	28.2	.96	2	.8705	39.9	54,800	24,000	54,800	24,000
32 AG CLASS 2A BARE LAND (34.5 or more acres)		0-999,999,999	85.2	85.2	85.2		1.00	1			42,600	50,000	42,600	50,000
33 RVL CLASS 2B LAND W/BLDGS (34.5 or more acres)		0-999,999,999	94.7	93.1	92.2	9.8	1.03	7	.1570	16.6	81,414	88,323	166,200	178,600
34 RVL CLASS 2B BARE LAND (34.5 or more acres)		0-999,999,999	96.2	94.4	93.9	15.9	1.02	22	.1960	20.4	68,581	73,038	63,850	67,625
39 RVL CLASS 2B BARE LAND (less than 34.5 acres)		0-999,999,999	116.7	103.5	110.0	30.9	1.06	18	.4691	40.2	44,088	40,077	35,700	34,500
47 MIXED AG CLASS 2A & RVL W/BLDGS (34.5 or more acres)		0-999,999,999	107.0	101.3	103.8	12.7	1.03	5	.2024	18.9	211,000	203,300	184,300	182,000
48 MIXED AG CLASS 2A & RVL BARE LAND (34.5 or more acres)		0-999,999,999	87.1	85.3	87.2	8.5	1.00	5	.1019	11.7	77,160	88,487	121,100	142,000
50 MIXED AG CLASS 2A & RVL BARE LAND (less than 34.5 acres)		0-999,999,999	82.3	82.3	82.3		1.00	1			14,400	17,500	14,400	17,500
90 COMBINED AG BARE LAND (LT 34.5 acres) (PTs 37,39,40,50)		0-999,999,999	114.9	103.3	109.4	30.4	1.05	19	.4626	40.3	42,526	38,888	37,200	36,000
91 COMBINED RES & SRR (with buildings) (PTs 1 & 3)		0-999,999,999	100.9	99.9	97.0	13.6	1.04	254	.1880	18.6	173,272	178,566	161,600	161,900
92 COMBINED RURAL VACANT LAND (PTs 34,35,48)		0-999,999,999	94.5	94.3	92.5	14.7	1.02	27	.1841	19.5	70,170	75,899	47,400	50,250
93 COMBINED AG RVL (BARE W/GT 34.5 ACRES) (PTS 32,34,35,48)		0-999,999,999	94.2	93.9	92.3	14.6	1.02	28	.1816	19.3	69,185	74,974	49,400	52,625
94 COMBINED COMMERCIAL & INDUSTRIAL (with buildings) (PTs 6-7)		0-999,999,999	105.5	105.5	105.2	1.9	1.00	2	.0283	2.7	78,900	75,000	78,900	75,000
95 COMBINED AG IMPROVED/UNIMPROVED (PTs 31-35 and 47-48)		0-999,999,999	95.9	94.1	95.4	14.0	1.01	40	.1807	18.8	89,052	93,351	47,150	50,125
99 COMBINED ALL PROPERTY CLASSES		0-999,999,999	103.0	99.0	97.5	17.8	1.06	343	.4048	39.3	146,433	150,228	83,400	84,250

Aitkin County Sales Ratio Study and Assessment Quality Information For Years 2002 through 2013

	# of Residential and Seasonal Sales	# of Agricultural Sales	Residential Median Sales Ratio	Seasonal Median Sales Ratio	Residential COD	Seasonal COD			
2002	343	14	82.4	78.0	19.8	27.3			
2003	296	29	82.0	75.3	22.4	27.9			
2004	406	23	84.1	81.8	19.2	27.4			
2005	393	28	88.1	82.6	19.6	20.7			
2006	327	31	88.1	87.0	18.3	22.3			
2007	247	16	93.1	90.8	19.8	19.8			
2008	167	14	99.4	97.1	17.0	16.7			
2009	131	11	102.7	93.2	13.0	18.6			
2010	157	8	100.9	100.6	13.3	18.7			
2011	159	10	104.4	106.5	13.3	14.9			
2012	203	14	101.0	99.1	15.4	18.7			
2013	254	12	98.0	101.0	14.1	13.1			

Explanation of Spreadsheet Above:

Sales Ratio is the assessor's Estimated Market Value divided by the Sale Price of a property.

Median Sales Ratio is the middle ratio in an array of all sales ratios. The closer the median is to 100.0, the more accurate the assessment level.

COD is the Coefficient of Dispersion or a measure of how consistent assessor valuations are with respect to the sale price.

The lower the COD, the greater the assessment quality and consistency.

Factors that help to improve the COD include implementation of a CAMA system, more thorough sales analysis, more thorough physical inspections, and a less volatile market.

Sales numbers above are only for sales that the Department of Revenue has determined are "good".

Aitkin County Acreage Land Schedule 2014 Assessment

<u>Unorg 52-27</u>	<u>Hill Lake</u>	<u>Unorg 52-25</u>	<u>Unorg 52-24</u>	<u>Ball Bluff</u>	<u>Unorg 52-22</u>
<u>Unorg 51-27</u>	<u>Macville</u>	<u>Unorg 51-25</u> HWD 1485 LWD 1080 OPN 1350 LOP 1035 SWP 315 TIL 1440 LTL 1080 SITE 17000	<u>Verdon</u>	<u>Cornish</u>	<u>Unorg 51-22</u>
<u>Unorg 50-27</u>	<u>Unorg 50-26</u>	<u>Unorg 50-25</u>	<u>Libby</u>	<u>Turner</u>	<u>Balsam</u>
<u>Unorg 49-27</u>	<u>Waukenabo</u>	<u>Logan</u>	<u>Workman</u>	<u>Shamrock</u>	<u>Haugen</u>
<u>Unorg 48-27</u>	<u>Morrison</u>	<u>Fleming</u> HWD 1650 LWD 1200 OPN 1500 LOP 1150 SWP 350 TIL 1600 LTL 1150 SITE 19000	<u>Jevne</u>	<u>McGregor</u>	<u>Clark</u>
<u>Aitkin</u>	<u>Spencer</u>	<u>Kimberly</u>	<u>Unorg 47-24</u>	<u>Spalding</u>	<u>Salo</u>
<u>Farm Island</u>	<u>Nordland</u>	<u>Glen</u>	<u>Lee</u>	<u>Rice River</u>	<u>Beaver</u> HWD 1485 LWD 1080 OPN 1350 LOP 1035 SWP 315 TIL 1440 LTL 1080 SITE 17000
<u>Hazelton</u>	<u>Wealthwood</u>	<u>Malmo</u>	<u>Unorg 45-24</u>	<u>White Pine</u>	<u>Millward</u>
		<u>Lakeside</u>	<u>Seavey</u>	<u>Pliny</u>	
			<u>Idun</u>	<u>Williams</u>	<u>Wagner</u>

Green Zone C Values →

Blue Zone A Values →

Red Zone B Values →

Definitions:

- HWD: High Wooded
- LWD: Low Wooded
- OPN: High Open/Pasture
- LOP: Low Open/Pasture
- SWP: Swamp/Waste
- TIL: High Tillable
- LTL: Low Tillable/Rice Paddy
- SITE: Full Building Site Value (Access 10%, Electric 15%, Septic 40%, Well 35%)

Values listed above are per acre values.
Green Acres and Rural Preserve program values are the same as estimated market values for this year.

Off public road acreage values are typically 10% less than values listed.
Tracts under 31 acres carry a positive size adjustment.
Tracts over 110 acres carry a size discount of 10%.

(updated 2/20/14)

Aitkin County Foreclosures by Property Type
Based on Sheriff's Department List in 2013

	# of properties	% of total
Residential Homestead	24	49.0%
Residential Non-homestead	9	18.4%
Seasonal Recreational	12	24.5%
Commercial	0	0.0%
Agricultural Homestead	3	6.1%
Agricultural Non-Homestead	1	2.0%
Total Homestead	27	55.1%
Total Non-Homestead	22	44.9%
Total Foreclosures	49	100.0%

4 Year Comparison of Sheriff Sales to Bank Sales (sales going into and out of foreclosure)

	Bank Sales	Sheriff Sales
2013	86	49
2012	77	74
2011	72	68
2010	84	91
2009	59	92

Notes:

Multiple parcels owned by a common owner counted as one foreclosure
 Shamrock Twp has 10 foreclosures or 20% of the total while all other areas have 3 or less.
 Increase in Bank Sales plus a continued decrease in Sheriff Sales point to a stronger market.

Report prepared by County Assessor's Office

2014 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
	COUNTYWIDE		Changed the large acreage size adjustment from 120+ acres to 110+ acres.
	COUNTYWIDE		Identified and began valuing billboards.
	COUNTYWIDE		Reduced small acreage values from 2 to 8 acres and also from 12 to 26 acres. Reductions ranged from 1 to 13% depending on size.
	COUNTYWIDE		Green Acres and Rural Preserve values now match estimated market values. These programs provide no benefit for the 2014 assessment due to the DOR rate.
	COUNTYWIDE		Increased pole building electric valuation base rate by 50 cents per square foot.
1	AITKIN TWP	TS & DM	Increased Cedar Lake base rate from \$1500 to \$1550 per front foot.
2	BALL BLUFF	DM	No major changes.
3	BALSAM	DM	No major changes.
4	BEAVER	TS	No major changes.
5	CLARK	TB	Reassessment.
6	CORNISH	DM	Reassessment. Lowered Blackface Lake from \$375 per front foot base to \$300.
7	FARM ISLAND	LT & SW	Increased Cedar Lake base rate from \$1500 to \$1550 per front foot.
8	FLEMING	JH	Reduced Fleming Lake base rate from \$670 to \$600 per front foot. Reduced French Lake base rate from \$500 to \$450 per front foot. Reduced Gun Lake base rate from \$950 to \$875 per front foot.
9	GLEN	JH	Increased Clear Lake base rate from \$900 to \$1000 per front foot. Reduced Dam Lake base rate from \$650 to \$600 per front foot. Increased Long Lake base rate from \$700 to \$800 per front foot.
10	HAUGEN	TB	No major changes.

2014 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
11	HAZELTON	SW & TB	Reduced Mille Lacs Lake frontage base rate from \$1425 per front foot to \$1250 per front foot. Reduced Big Pine Lake base rate from \$1000 to \$950 per front foot. Reduced Spectacle Lake base rate from \$200 to \$175 per front foot. Reduced Camp Lake base rate from \$200 to \$175 per front foot. Reduced off water land values 4.8% by removing the orange zone D from the land schedule. Building sites reduced from \$20,000 to \$19,000.
12	HILL LAKE	JH	Increased Hill Lake base rate from \$550 to \$575 per front foot.
13	IDUN	TS	Reduced building values 6.3%. Increased Bear Lake base rate from \$300 to \$350 per front foot. Decreased Cedar Lake base rate from \$750 to \$650 per front foot.
14	JEVNE	DM	No major changes. Reduced Portage Lake base rate from \$600 to \$550 per front foot.
15	KIMBERLY	DM	Reassessment. Reduced Dam Lake base rate from \$650 to \$600 per front foot.
16	LAKESIDE	TB	Reduced Mille Lacs Lake frontage base rate from \$1425 per front foot to \$1250 per front foot. Reduced building values 11.8%.
17	LEE	TS	No major changes.
18	LIBBY	TB	No major changes.
19	LOGAN	DM	Reassessment.
20	MACVILLE	JH	No major changes.
21	MALMO	LT	Reduced Mille Lacs Lake frontage base rate from \$1425 per front foot to \$1250 per front foot. Reduced off water land values 4.8% due to the removal of the orange zone D. Building sites reduced from \$20,000 to \$19,000.
22	MCGREGOR TWP	LT	No major changes.
23	MORRISON	LT	Reassessment.
24	NORDLAND	DM & LT	Reduced Lone Lake base rate from \$1400 to \$1300 per front foot. Reduced Section 12 Lake base rate from \$650 to \$600 per front foot.
25	PLINY	TS	No major changes.

2014 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
26	RICE RIVER	TS	Reassessment.
27	SALO	SW	Reassessment. Reduced Lawler residential lot base rate 30%.
28	SEAVEY	TB	Reassessment.
29	SHAMROCK	JH, SW, DM, LT	Increased Big Sandy Lodge and Resort Plat building values 15%. Increased land values of Sheshebee Point 2nd Addition.
30	SPALDING	TS	Reassessment.
31	SPENCER	SW	No major changes.
32	TURNER	TS	No major changes.
33	VERDON	DM	No major changes.
34	WAGNER	LT	Reassessment. Reduced building values 6.3%. Reduced Pine Lake base rate from \$1100 to \$1000 per front foot. Reduced Big Pine Lake base rate from \$1100 to \$1000 per front foot.
35	WAUKENABO	TS	Reduced building values 6.3%. Reduced Round Lake base rate from \$1150 to \$1100 per front foot. Reduced Waukenabo Lake base rate from \$600 to \$550 per front foot. Reduced Esquagamah Lake base rate from \$600 to \$550 per front foot.
36	WEALTHWOOD	JH	Reassessment. Reduced Mille Lacs Lake frontage base rate from \$1425 per front foot to \$1250 per front foot. Reduced off water land values by 4.8% by removing the orange zone D. Building sites reduced from \$20,000 to \$19,000. Reduced building values 2.7%.
37	WHITE PINE	TB	Reassessment.
38	WILLIAMS	TB	Reassessment. Reduced building values 6.3%.
39	WORKMAN	SW	Reduced building values 5.9%.
41	MILLWARD	JH	Reassessment.

2014 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
42	UNORG 51-22	DM	No major changes.
43	UNORG 52-22	DM	No major changes.
44	UNORG 45-24	TB	No major changes.
45	UNORG 47-24	DM	Reduced Portage Lake base rate from \$600 to \$550 per front foot.
46	UNORG 52-24	LT	No major changes.
47	UNORG 50-25	TB	No major changes.
48	UNORG 51-25	TB	No major changes.
49	UNORG 52-25	LT	No major changes.
50	UNORG 50-26	TS	No major changes.
51	UNORG 48-27	TB	No major changes.
52	UNORG 49-27	LT	Reduced Esquagamah Lake base rate from \$600 to \$550 per front foot. Reduced building values 5.9%.
53	UNORG 50-27	TS	No major changes.
54	UNORG 51-27	TB	No major changes.
55	UNORG 52-27	TS	No major changes.
56	AITKIN CITY	SW	Reassessment.
57	HILL CITY	TS	Reduced off water and non-quadna residential lot base rate by 9%. Reduced quadna residential building value 8.3%. Reduced non-quadna residential building values 6.7%.
58	MCGRATH CITY	TB	Reduced building values 6.7%.

2014 Assessment Changes List

Area #	Name	Appraiser	Major Changes For Each Area
59	MCGREGOR CITY	TS	Reassessment. Reduced residential lot base rate by 12%.
60	PALISADE CITY	LT	No major changes.
61	TAMARACK CITY	TB	Reduced building values 6.7%.
	(Current as of 4/2/14)		

2014 Board of Appeal and Equalization Schedule

Date		Twp/City	Time	
Monday	4/21/2014	Workman Township	9:00	
	4/21/2014	Cornish Township	10:00	
Tuesday	4/22/2014	Salo Township	9:00	
	4/22/2014	Spalding Township	11:00	
Wednesday	4/23/2014	Morrison Township	9:00	
	4/23/2014	Kimberly Township	11:00	
Thursday	4/24/2014	Verdon Township	9:00	
	4/24/2014	Ball Bluff Township	11:00	
Friday	4/25/2014	Farm Island Township	9:00	
	4/25/2014	Turner Township	11:00	
Monday	4/28/2014	Shamrock Township	9:00	
Tuesday	4/29/2014	Macville Township	9:00	
	4/29/2014	City of Hill City	11:00	
	4/29/2014	Hill Lake Township	1:00	
Wednesday	4/30/2014	McGregor Township	9:00	
	4/30/2014	Glen Township	9:00	
	4/30/2014	Jevne Township	11:00	
Thursday	5/1/2014	Nordland Township	9:00	
	5/1/2014	Clark Township	9:00	
	5/1/2014	Haugen Township	11:00	
Friday	5/2/2014	Waukenabo Township	9:00	
	5/2/2014	Fleming Township	11:00	
Monday	5/5/2014	Hazelton Township	9:00	
	5/5/2014	Wealthwood Township	1:00	
Tuesday	5/6/2014	City of Aitkin	9:00	
	5/6/2014	Aitkin Township	1:00	
Wednesday	5/7/2014	Seavey Township	9:00	
	5/7/2014	Williams Township	11:00	
Thursday	5/8/2014	Wagner Township	10:00	
		Idun Township	10:00	
Friday	5/9/2014	Open Book Meeting	9:00 to 4:00	
Monday	5/12/2014	Lakeside Township	9:00	
	5/12/2014	Malmo Township	9:00	
Tuesday	5/13/2014	Rice River Township	9:00	
		Spencer Township	3:00	
Wednesday	5/14/2014	Open Book Meeting	9:00 to 7:00	
Tuesday	6/17/2014	County Board of Equalization	Call for Appointment	
Open Book:		Balsam, Beaver, Lee		
		Libby, Logan, McGrath		
		Millward, Pliny, Palisade		
		Tamarack, White Pine, Unorgs		
		McGregor City		

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

6A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: 4/1/2014
Via: Roxy Traxler, Interim County Administrator
From: Land Department

Title of Item: Mississippi Water Trail project update
Requested Meeting Date: 4/8/14 Estimated Presentation Time: 15 min
Presenter: Rich Courtemanche, Mark Jacobs

Type of Action Requested (check all that apply)

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

Fiscal Impact (check all that apply)

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

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

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

HR Review

Supporting Attachment(s)

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

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

MEMO - Aitkin County Land Department

To: Aitkin County Board of Commissioners
From: Rich Courtemanche
CC: Roxy Traxler, Mark Jacobs
Date: 4/1/2014
Re: Mississippi River Parks and Water Trail Grant Update



Summary: Phase 1 Archaeological study Spring 2014
Construction anticipated in summer 2014 and completed by 2016

On September 25, 2012, Aitkin County Board of Commissioners supported a Legacy Grant proposal to improve the facilities and infrastructure of the Mississippi River Canoe, Mississippi River Bike, and Northwoods ATV trails (Attachment 1).

The project was eventually approved by the MNDNR and a fully executed signed grant agreement for \$184,000 was received on December 31, 2013 for five project sites (Attachment 2). The grant was awarded with the contingency that a Phase 1 archeological survey be conducted. The phase 1 surveys will be completed by June 30 and project construction to follow.

An itemized list of project components (Attachment 3) includes upgrades to the Mississippi River campgrounds and canoe accesses. The entire project construction cost is expected to be \$204,000 and includes the \$20,000 project county match.

ACL D is working with DNR forestry to secure a long term lease for the location of the Verdon Canoe Access.

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA

ADOPTED September 25, 2012

By Commissioner: Napstad

092512-099

Parks & Trails Legacy Grant Application

WHEREAS, the Aitkin County Board of Commissioners supports the grant application made to the Minnesota Department of Natural Resources for the Parks and Trails Legacy Grant Program. The application is to improve access and support facilities on the Northwoods ATV and the Mississippi River trails, and

WHEREAS, after seeking public input the Aitkin County Board of Commissioners adopted the Aitkin County Comprehensive Recreation Plan on the 3rd day of August 2010. From this plan, specific recommendations included:

- The need to improve and maintain water accesses to the river and
- Improved camping facilities along the trails may be a key strategy for supporting the further development of Aitkin County as a destination

WHEREAS, Aitkin County has the financial capability to meet the \$20,000 match and ensure adequate construction, operation, maintenance and replacement of the proposed project for its design life.

THEREFORE, BE IT RESOLVED, if Aitkin County is awarded the grant by the Minnesota Department of Natural Resources, Aitkin County agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above referenced project. Aitkin County will comply with all applicable laws, environmental requirements, and regulations as stated in the grant agreement.

BE IT FURTHER RESOLVED, that the Aitkin County Land Commissioner is hereby authorized to execute such agreements as are necessary to implement the project on behalf of Aitkin County.

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

FIVE MEMBERS PRESENT

All Members Voted 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 25th day of September A.D., 2012, 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 25th day of September A.D. 2012

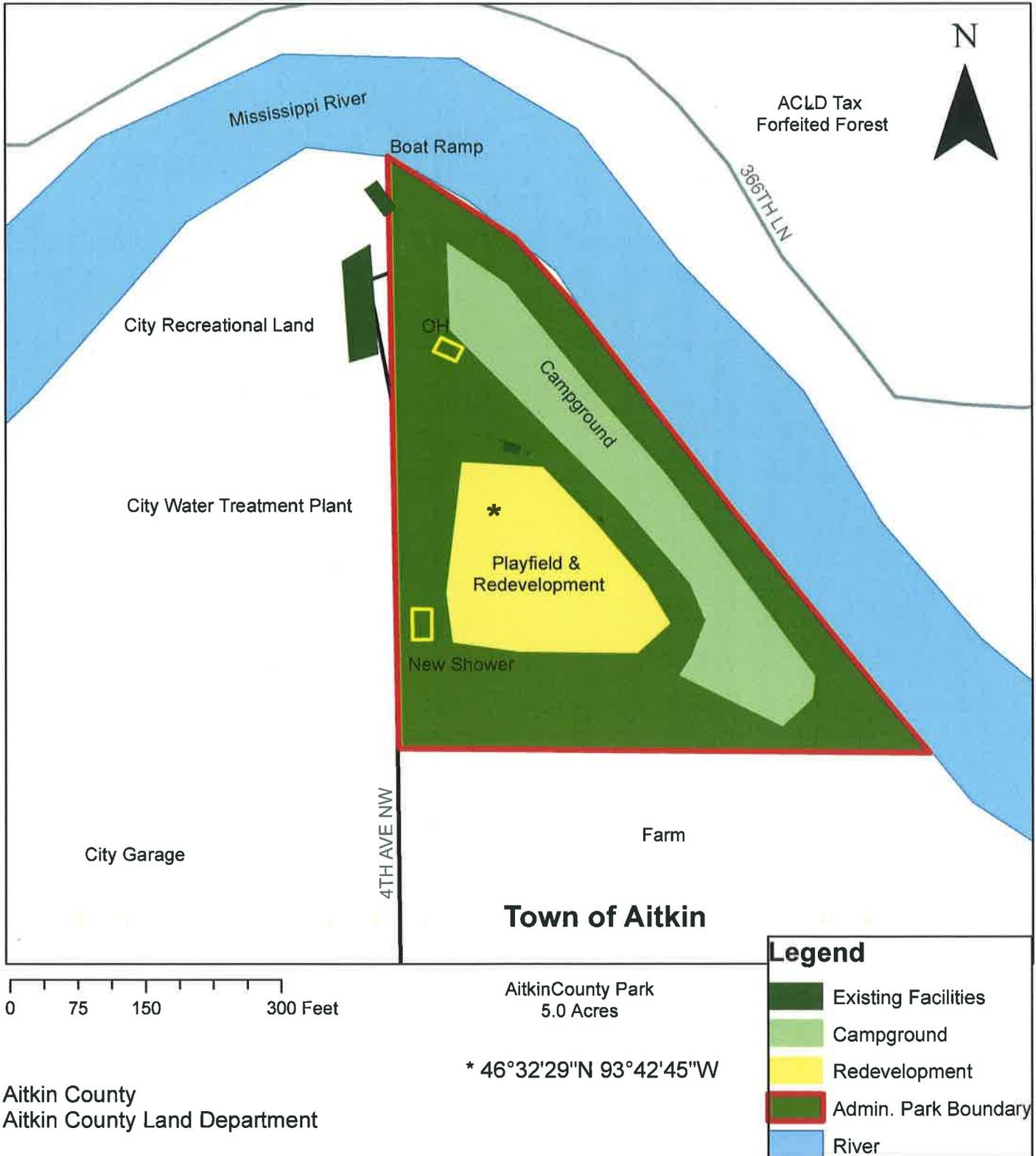

KIRK PEYSAR, County Auditor

BY _____, Deputy

Recreation Site Plan

Mississippi River Parks & Trails Improvement

Aitkin County Park & Campground

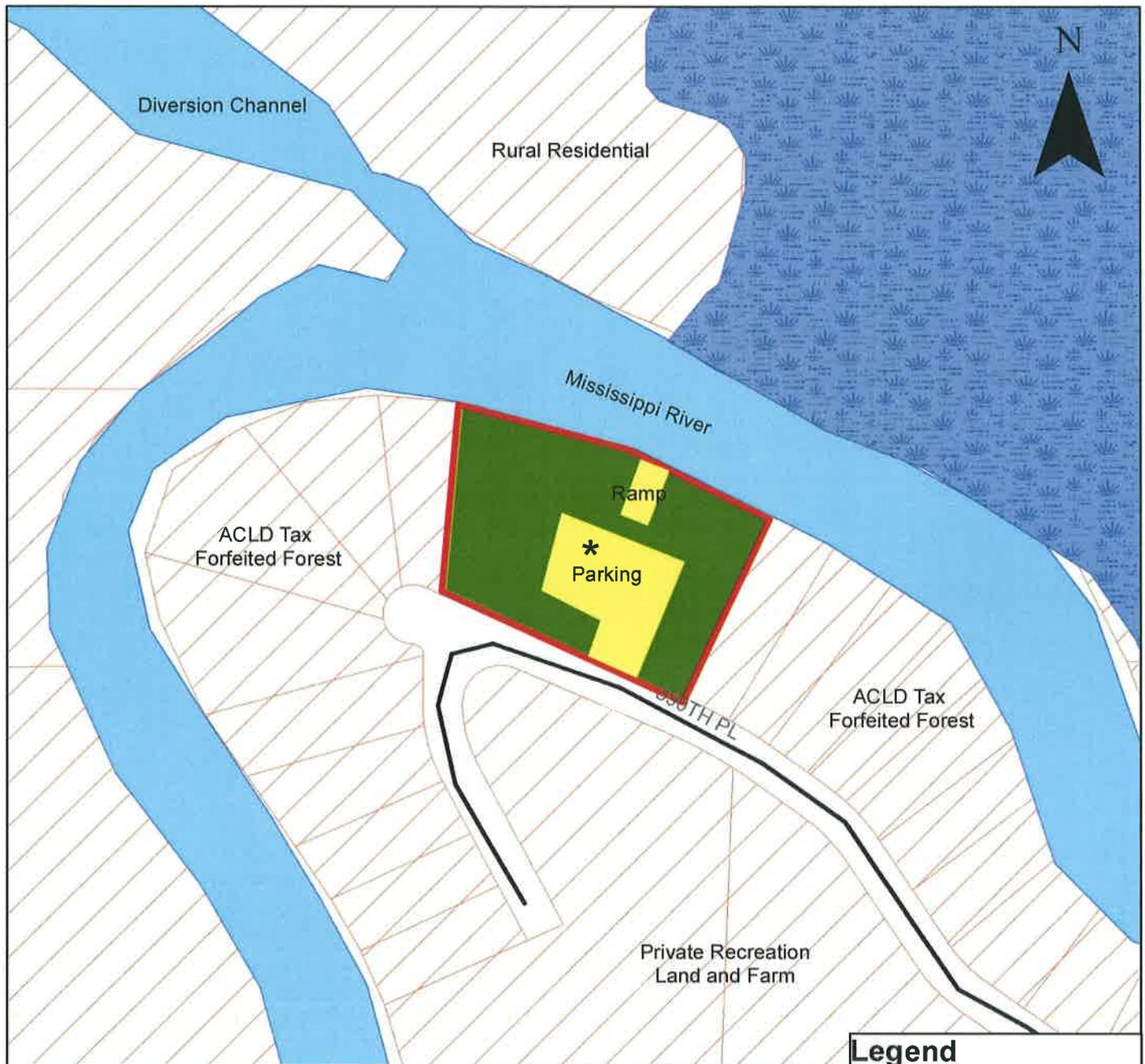


Aitkin County
Aitkin County Land Department

Recreation Site Plan

Mississippi River Paks & Trails Improvement

Spencer Canoe Access



0 125 250 500 Feet

Aitkin Canoe Access
5.0 Acres

* 46°35'17"N 93°39'42"W

Legend

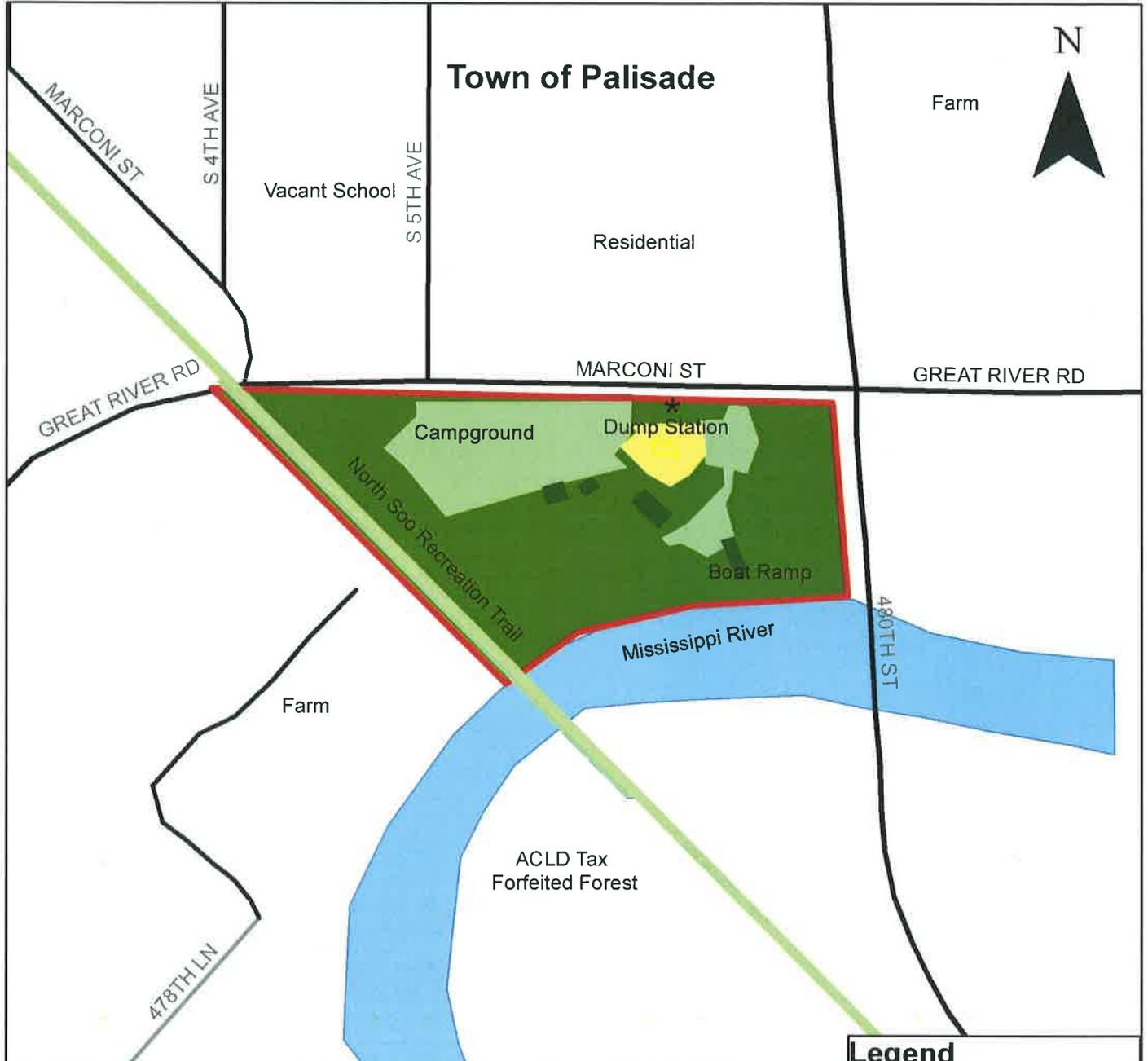
- Existing Facilities
- Campground
- Redevelopment
- Admin. Park Boundary
- River

Aitkin County
Aitkin County Land Department

Recreation Site Plan

Mississippi River Parks & Trails Improvement

Berglund Park



0 125 250 500 Feet

Berglund Park
7.5 Acres

* 46°42'37"N 93°29'08"W

Legend

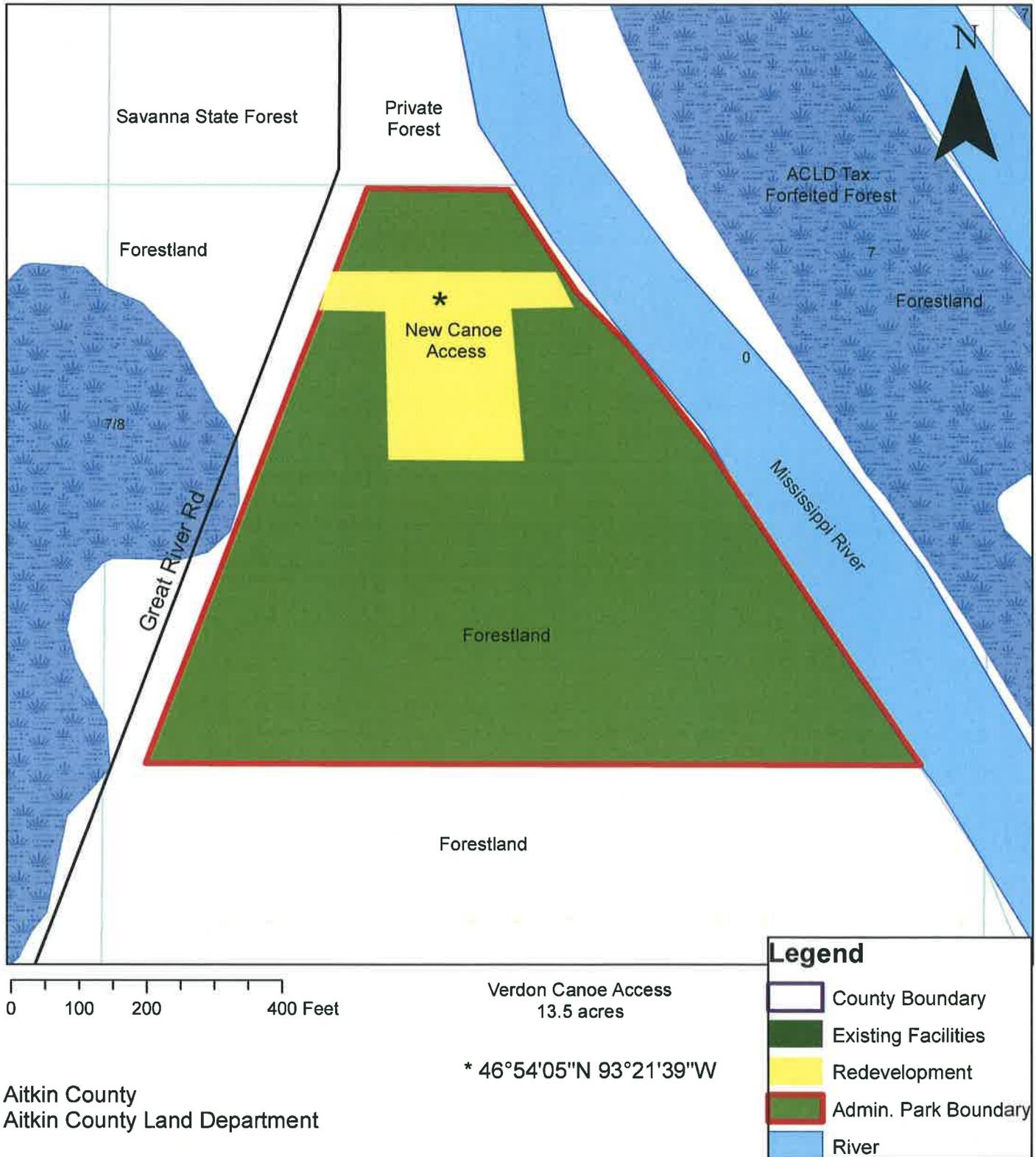
- Existing Facilities
- Campground
- Redevelopment
- Admin. Park Boundary
- River

Aitkin County
Aitkin County Land Department

Recreation Site Plan

Mississippi River Parks & Trails Improvement

Verdon Canoe Access

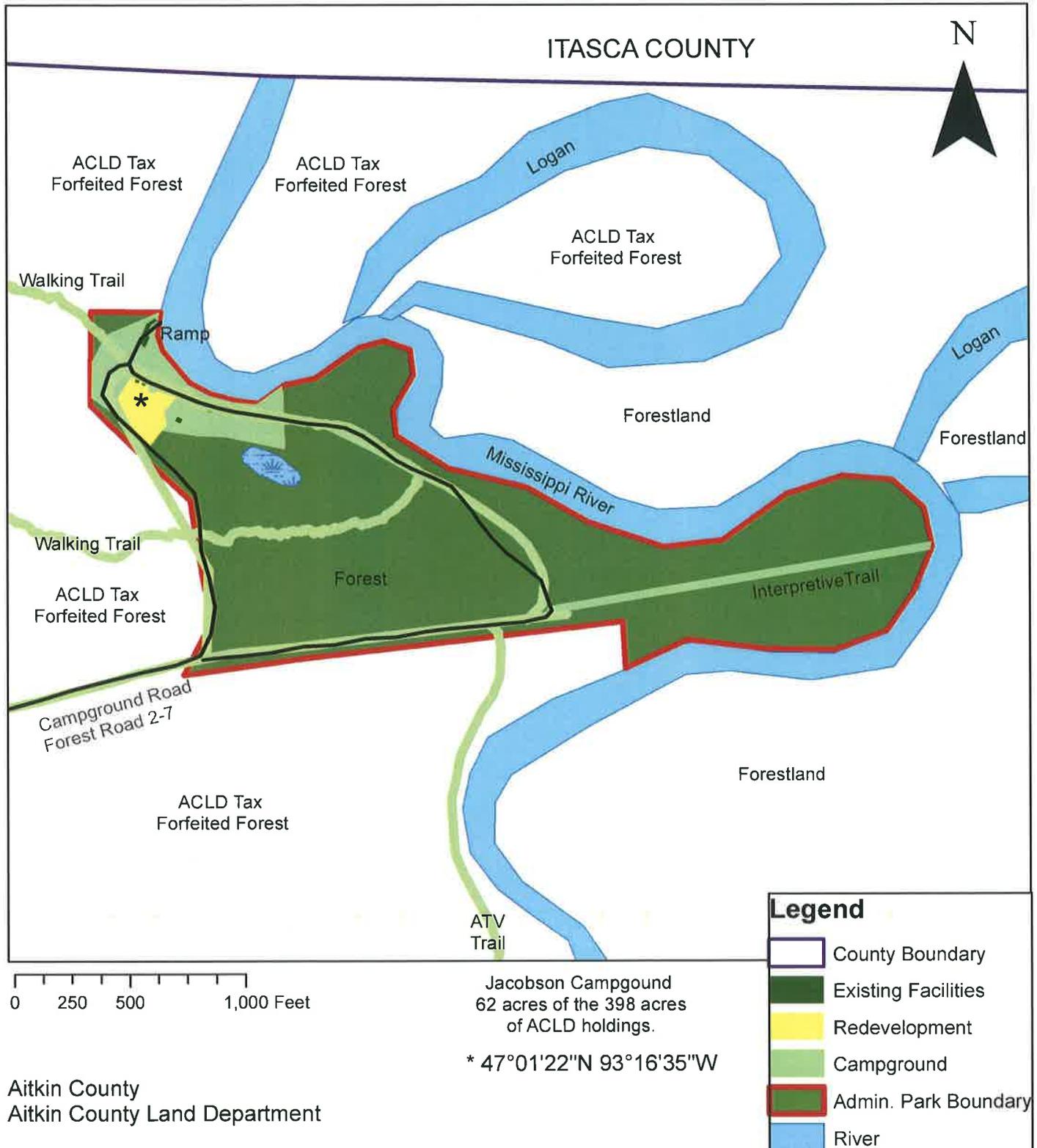


Aitkin County
Aitkin County Land Department

Recreation Site Plan

Mississippi River Parks & Trails Improvement

Jacobson Campground



Aitkin County
Aitkin County Land Department

Map Created: 12-02-2013

Rich Courtemanche, Assistant Land Commissioner

Attachment 2

Facility	Description	Estimated Cost
Toilet/Shower Building/Plumbing	Build or place prebuilt structure with handicap accessible female and male restrooms and showers outside floodplain. Connecting to public sanitary services.	\$95,000
Redevelopment and Creation of Campsites	Moving guideposts, road systems, parking pads, and adding fire rings for new camping sites.	\$10,000
Aitkin Campground Electricity	Upgrading and adding electricity to the campsites	\$12,000
Aitkin Campground Pathways	Creating a handicap accessible paved pathway to restroom	\$5,000
Aitkin Campground Walking Trail	Develop a walking trail along river to historic steamboat and logging site in cooperation with the City of Aitkin.	\$3,000
New Kiosks	Install informational kiosks with maps that are consistent to trail system, plus new tamper resistant pay tubes at each campground.	\$9,000
Remove Outhouse	Demolish structure in floodway, remove and fill non-conforming septic chamber,	\$5,000
Dump Station	Construct dump station and ATV washing site at Berglund Park	\$7,000
Canoe Access Spencer Twp	Using existing site, construct staircase access for canoes to access Mississippi River trail to replace concrete pad that was washed away	\$15,000
Canoe Access Verdon Township	Build access road, parking sites and new canoe access to Mississippi River	\$15,000
Jacobson Campground Sites	Design and construct replacement sites at the Jacobson Campground with fire rings.	\$3,000
Jacobson Campground Trail Upgrades	Develop an improved multipurpose trail along Mississippi River to allow movement between Campground, Rest area, Mississippi River Accesses, and Rabey ATV/Snowmobile trails.	\$20,000
Mileage Markers	Provide weather resistant mileage markers for the Mississippi River Trail. Create consistency with maps.	\$5,000
TOTAL		\$204,000

Attachment 3

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

7A
Agenda Item #

To: Chairperson, Aitkin County Board of Commissioners Date: April 3, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item:

CAD/RMS/JMS

Requested Meeting Date: 04/08/14 Estimated Presentation Time: 15 min

Presenter: Sheriff Scott Turner

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: E911 account 254-

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

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

HR Review

Supporting Attachment(s)

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

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.

SCOTT A. TURNER

SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

TO: Aitkin County Board of Commissioners DATE: April 3, 2014
FROM: Sheriff Scott Turner RE: Sheriff's Office CAD/RMS, etc.

At the budget presentation last year, and again at my presentation on March 11, 2014, I talked about the need to upgrade our Computer Aided Dispatch (CAD), Records Management System (RMS) and Jail Management System (JMS). Our current system (PC Enfors) is at end of life. Additionally, our current system uses the Microsoft XP operating system for which Microsoft will be ending support in April of this year – meaning that the Minnesota Bureau of Criminal Apprehension will no longer allow that operating system to be used for computers that connect the state-operated Criminal Justice Information System. The exception is for those agencies that have a plan to transition to a new system. Working with Aitkin County IT, we have submitted a plan to transition to a new system – at a date later than that imposed.

Aitkin, Cass and Itasca counties all went together about five years ago and upgraded to the existing CAD/RMS/JMS system. We are all in that same situation of needing to complete an upgrade. Itasca County hired Elert and Associates to assist them with the process. The report by Elert and Associates makes their recommendation for Itasca County based on, among other things, software capabilities – to transition to the system offered by Zuercher Technologies. A copy of that final report is attached to this memo. Cass County has already made the decision to go with Zuercher Technologies for their software upgrade – citing sole-source- provider. We are making a similar recommendation to go with Zuercher Technologies for the reason cited by Cass County.

We are recommending that option for the reasons mentioned in the report and for the data conversion from the existing system into the next.

The cost in the proposal that Zuercher submitted to Aitkin County is for \$196,202. This includes the software and hardware (servers) for this system. Much of this cost can be

borne by the dedicated 911 fund (The non-levy dollars that come back to the Aitkin County to be used for PSAP operations.). It also includes one year of maintenance.

The break-down would be (approximately):

911 Funds - \$119,116
Enforcement Budget - \$40,000 (Budgeted in the '14 Budget)
Prisoner Welfare - \$37,086

Besides the end-of-life need for an update, this product would provide Aitkin County with a more comprehensive software package to allow for better service delivery in all areas of operation – from dispatching services, to jail functions to records management. It includes software for the police departments in the county so that they can be more self-sufficient for accessing records as well as mapping and automatic vehicle locators to assist in service delivery.

This process for acquisition has been reviewed by County Attorney Jim Ratz.

If you have any questions relative to this request, please do not hesitate to call.

Itasca County Sheriff's Office

Public Safety Software System Recommendation Report

March 26th, 2014

Prepared by:

Peter Behnke



ELERT & ASSOCIATES
(651) 430-2772

www.elert.com

ITASCA COUNTY SHERIFF'S OFFICE

BACKGROUND

Elert & Associates began working with Itasca County Sheriff's Office in mid 2013 with the overall goal of acquiring a state of the art public safety software system. This goal would be reached with a two phase acquisition process. The first phase was a Request for Information (RFI). This RFI process was not tied to a purchase decision but allowed selected vendors to provide market knowledge and exposure to modern software to the ICSSO Project Team and staff. The second phase of the process was a Request for Proposals (RFP). The RFP was geared towards providing detailed information related to the software, hardware and services required to ensure the ICSSO has a robust solution that will allow them to make an educated decision for system acquisition. The objective of the RFP is a public safety software system that will serve the ICSSO for a minimum of seven years.

PUBLIC SAFETY SOFTWARE SYSTEM PROJECT TEAM:

- Marcie Wltkofsky – Records Supervisor
- Lucas Thompson – Corrections Supervisor
- Mark Lallak – 9-1-1 Communications Supervisor
- Peter Behnke - Elert & Associates

HISTORY OF THE PROCESS:

The Request for Information development began in June of 2013. The document format allowed the invited vendors to describe in plain language what their company, support services and systems consisted of. They were provided a suggested length to adhere to and allowed to include marketing literature and appropriate background materials. Considering the educational nature of this process, we felt that the narrative format was a better approach than the functional matrix with hundreds of Yes/No questions related to very specific functional topics.

Shortly after the RFI process was completed, work began on the Request for Proposal (RFP). The RFP document and performance matrix were reviewed and many drafts were reviewed by the project team, E&A, Itasca County legal and Itasca County purchasing. Once all elements were approved, the document was released and advertised on January 3rd, 2014 with bids being due on February 28th, 2014. The bid consisted of two parts, the narrative portion and the matrix portion. The narrative portion was a series of questions and requirements that would help to define the vendors firms, support methodology, implementation methodology, client experience, staff experience and establish certain legal requirements. The matrix portion consisted of over two thousand questions that allow the vendor to define the current functionality of their proposed systems in great detail. This method also forces the vendors "on the record" as to the functionality should questions arise in the future.

REQUEST FOR PROPOSAL VENDORS:

RFP's were received from the following vendors (in alphabetical order):

- Archonix Systems
- LETG
- ProPhoenix
- Zuercher Technologies

DUE DILIGENCE:

Each of the bid documents was thoroughly reviewed by all members of the Project Team. During initial review, it was determined that one of the vendor responses did not meet the basic criteria and were dropped from continued evaluation. Specifically, Archonix Systems failed to provide the requirement of having at least three clients in Minnesota. During reference checks, ProPhoenix was found to have issues which caused them to be removed from further consideration.

In addition to the RFP responses from the final two proposers, the ICSO Project Team was tasked with contacting several law enforcement agencies in Minnesota who utilize one of the final two vendors solutions. The process included speaking with multiple and various individuals including system administrators, IT professionals, law enforcement officers, 9-1-1 operators, clerical staff and others.

The following evaluation supports the committee's unanimous recommendation for Zurcher. The evaluation criteria includes the pricing for both initial investment and annual maintenance which will be guaranteed by contract for a minimum of seven years. The unanimous recommendation also includes functionality of the programs, support services, training, Minnesota experience and references.

The Year One cost difference between Zuercher and LETG was approximately \$2,000. This difference in price was negligible and allowed the evaluation to be entirely focused on product, company and services. Zuercher Technologies has proposed a solution which includes a full suite of computer hardware including all required servers (primary, warm backup and training). The proposed Annual Maintenance services includes server health monitoring and server replacement. This method of deployment and support which included full server support was very attractive to the selection committee. The committee also appreciated Zuercher's method of "train all" versus "train the trainer" during initial configuration.

Point Totals – Public Safety Software System

Company	Total Points
Zuercher Technologies	235
LETG	158

Evaluation Criteria

Itasca County Sheriff's Office
Evaluation Criteria

Factor	Weight	Possible		Zuercher		LETG	
		Score	Points	Score	Points	Score	Points
Overall System Cost	5	15	2	2	2	2	2
User Interface / Look & Feel	10	30	3	3	2	1	1
Functionality	15	45	3	45	1	13	13
Minnesota Specific Interfaces	10	30	1	10	2	20	20
References	5	15	3	15	2	10	10
Client Site Visits	15	45	3	45	2	30	30
Company / Organization	5	15	2	10	2	10	10
Deployment Methodology	15	45	3	45	2	30	30
Service and Support	20	60	3	60	2	40	40
TOTALS	100	300	23	235	17	158	

Points are awarded in the following manner.

Fails to meet specification	0
Meets the specification with some limitations	1
Meets the specifications	2
Exceeds the specification in comparison with other	3

Factor	Points	Explanation
User Experience / Look & Feel		
Zuercher	3	Dashboard functionality was very attractive feature / easy to navigate
LETG	2	
Functionality		
Zuercher	3	Ability to generate custom reports was noted as very user friendly. Jail system was comprehensive. Master name was
LETG	1	
Minnesota Specific Interfaces		
Zuercher	1	Will be finishing Interface to crash reporting in the next quarter.
LETG	2	
References		
Zuercher	3	References are all raving fans with the highest positive comments. Hardware monitoring is a huge benefit.
LETG	2	
Client Site Visits		
Zuercher	3	Site visits were all highly positive, all ranks and all positions.
LETG	2	
Company / Organization		
Zuercher	2	
LETG	2	
Deployment Methodology		
Zuercher	3	Train the trainer methodology was a plus. Hardware / software deployment was a positive.
LETG	2	
Service and Support		
Zuercher	3	Hardware monitoring and maintenance/replacement is a huge plus. Customer experience was excellent.
LETG	2	

PUBLIC SAFETY SOFTWARE SYSTEM RECOMMENDATION

Ewert & Associates recommends that Itasca County begin negotiations with Zuercher Technologies for the purchase of software, hardware, services and support of a Public Safety Software System. Zuercher Technologies is the vendor who received the highest number of points in the evaluation.



ledsSuite Proposal

Aitkin County Sheriff's Office



Date: February 5, 2014

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Zuercher Technologies, LLC



Zuercher Technologies, LLC
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February 5, 2014

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Sheriff Scott Turner
Aitkin County Sheriff's Office
217 2nd St NW Rm 185
Aitkin, MN 56431

Dear Sheriff Turner,

Zuercher Technologies is pleased to provide this proposal for our comprehensive ledsSuite solution to the Aitkin County Sheriff's Office (ACSO).

Based on our extensive experience delivering Minnesota-specific solutions and similar solutions throughout the US, as well as our understanding of the unique needs of the ACSO, we are confident that ledsSuite will not only meet the needs of the Sheriff's Office, but surpass them.

A few of the items which make Zuercher Technologies and ledsSuite a safe and smart decision for the Aitkin County Sheriff's Office are as follows:

- We can provide all of the products and services required to meet the Aitkin County Sheriff's Office's software needs
- All of our products (CAD, RMS, JMS, Mobile, etc.) are **one** application with **one** database from **one** vendor: Zuercher Technologies.
- We can automate many of the processes that are now manual which will save a tremendous amount of time, money and headaches. Examples include ledsSuite's Custom Forms, Custom Modules and ledsReporting features.
- As a national provider of public safety software, we have a Minnesota-specific approach to delivering software solutions, allowing ledsSuite to conform to Minnesota's unique standards, including BCA CIBRS, CJIS, CJRS, eCharging, NCIC, MRAP, and S3.
- We have included our ledsSuite Connect RDS (Regional Data Sharing) solution.
- We have previously replaced and converted Tiburon (Positron) systems and will bring that change management knowledge to the Aitkin County Sheriff's Office's project.
- The proposal includes physical servers, server operating system, server database, server installation, server configuration, and server testing – an approach which is unique to Zuercher Technologies.
- We take on more responsibilities and provide more services, with regard to maintaining our solution and supporting our clients, than other vendors in our industry.
- Since Zuercher Technologies' founding in 2003 we have **never** failed a project and have **never** been replaced by another vendor.

If we are fortunate enough to win the ACSO's business we will stand behind our commitment to deliver the required solution and complete the project with the same zealous pledge to customer support and service that we are known for throughout the US.

Sincerely,

Zac Bradish
Midwest Regional Account Manager
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David Jones
VP Sales & Marketing
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Zuercher Technologies, LLC

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Non-Disclosure

This document has been prepared by the sales division of Zuercher Technologies, LLC and is a confidential document that contains ideas, concepts, methods and other proprietary information. Readers are to treat the information contained herein as confidential and may not copy or reproduce any of these materials for distribution outside of their organization without the written permission of the Zuercher Technologies. The estimate will remain valid for 3 months from the date on the estimate for Zuercher Technologies Software and Services.

Zuercher Technologies' Background

In its 11 years of providing public safety software, Zuercher Technologies has **NEVER** lost a client. This has been achieved by providing a combination of the best software, the best support, and ensuring that clients have the tools they need to succeed.

Minnesota is second of thirteen states in which Zuercher Technologies implemented ledsSuite and continues to be one of the best examples of how the company adapts to meet its clients' needs. Since Zuercher Technologies' first Minnesota implementation in 2009, the company has consistently enhanced ledsSuite with Minnesota-specific features and interfaces. Zuercher Technologies will continue to support and maintain the 30,000+ CJRS incident code types along with providing an efficient way to search for, enter and manage them during the incident report creation process.

Since Zuercher Technologies is based next door in Sioux Falls, South Dakota, the company and its people are close to Minnesota geographically as well as culturally. Zuercher Technologies schedules and makes at least one professional service site visit to each Minnesota client every year. These visits allow client agency end users to meet the people that they talk to on the phone and develop better relationships with them as well as learn about new features and ways to better use and take advantage of all the unique features and functionality with ledsSuite.

Because ledsSuite is one application with one database, there are no interfaces from one set of functionality to another. All modules use the same database and relate to the same master name and master address records. As a result, there is no double or triple-entry of information, nor does a user have to remember where the most accurate information is stored in the system.

Zuercher Technologies provides a single, comprehensive, level of support for its ledsSuite solution. If an agency has a question, no matter when or what, a Zuercher Technologies support person will pick up the phone to answer it. The company backs the solution 100%. There are no arguments about whether the issue is with the hardware or the software – Zuercher Technologies monitors, manages and supports them both.

ledsSuite is not stagnant and Zuercher Technologies is not resting on past achievements. Zuercher Technologies continues to expand and improve the functionality of ledsSuite with 3 to 4 major releases per year. Agencies receive all updates/releases as part of the maintenance agreement with Zuercher Technologies. Performing massive, disruptive software updates every 3 to 5 years is a thing of the past. Zuercher Technologies is not adding new functionality for the sake of saying the product is being updated. Rather, new and improved functionality is added because ledsSuite users keep seeing ways that the system can help them be even more efficient and effective at their jobs.

Between the Custom Forms, Custom Modules, and ledsReporting functionality in ledsSuite, agencies can truly go paperless. Whether the need is for specific forms which need to be added to the inmate booking process or an entire new section of functionality for managing pet permits or boat licenses, for example, ledsSuite is configurable and powerful enough to make that happen.

ledsSuite Benefits

True integration – ledsSuite is a completely unified system from both technical and user perspectives because it was built from the ground up as **one** application with **one** database from **one** vendor. Most public safety software companies describe their products as integrated, which often means that originally disparate modules such as CAD, Records, and Jail were later interfaced together to pass data between modules. Designed and built as a single application, the ledsSuite system encompasses CAD, Records Management, Mobile CAD & RMS, Jail Management, Civil Process Tracking, Agency Administration, and more in a manner that is so truly unified that the term *integrated* hardly applies.

Information is sure to flow from the Field Based Report, back to RMS and then to the Jail system with no loss of data or end-user accountability. There are no separate applications on separate servers which have integration points. It is all one application using one database.

A versatile, scalable system – ledsSuite is a flexible system. It is packed with configuration options which allow users to set up the software to match their agency's workflow and business rules, not the other way around. These configuration options make the ledsSuite system versatile enough to match the needs of agencies with a variety of workflows, or to match a single agency's changing needs over time. And because many features can be turned on or off, ledsSuite scales well to accommodate the unique needs of both small and large agencies. Our experience working with agencies of all sizes throughout the US allows us to provide additional functionality to our clients that most vendors do not have the experience to deliver.

Workflow at the core – Every agency is different and its information and the order in which it is entered can be configured accordingly. Users are notified when tasks are ready for their attention, ensuring that items are not easily overlooked.

Notification and accountability – Zuercher Technologies' philosophy is that until a record is cleared or closed someone should always be responsible for it. Open calls for service (CFS), open cases, or inmate records being processed are all visible to the responsible party until the record is closed. ledsSuite provides a method for ensuring information does not slip through the cracks. End users and managers become more efficient and accountable.

Easy to learn and use – While ledsSuite is rich in functionality, its user interface is clean and crisp, uncluttered by excess fields or tabs. This makes the system easy to learn and enables users to efficiently enter data and view key information at a glance. ledsSuite is designed to guide users through data entry processes, to organize information logically, and to allow for simple navigation through the system. Powerful searching capabilities provide quick access to needed records, and frequent use of hyperlinks helps users easily navigate to other related data.

ledsSuite Overview

ledsSuite is a fully integrated public safety software system comprised of ledsAdministration, ledsRecords, ledsMobile CAD & RMS, ledsJail, ledsCivil, and more.

The system has been designed from the ground up to provide the next step in power and ease of use for public safety professionals. ledsSuite is the outcome of many years of close collaboration with public safety agencies and veterans.

ledsAdministration

ledsAdministration applies ledsSuite's efficiency and organization to the management of internal agency processes. It enables users to perform administrative tasks ranging from handling citizen feedback to equipment tracking in the same streamlined system used to manage all other agency operations.

ledsAdministration's vehicle maintenance feature helps agencies track everything from fuel to major repairs, and even alerts users when they are due for an oil change or scheduled maintenance. The inventory/equipment log makes it easy to track the assignment of equipment to personnel, as well as its condition, value, and depreciation. The training log provides a centralized place to record personnel training hours, courses, and certifications.

Other helpful ledsAdministration features include the policy manual and integrated messaging. Compiling a policy manual in ledsAdministration brings benefits such as easy updating and searching, along with a user log that helps the agency ensure that updates are read. With ledsAdministration's integrated messaging, communication within an agency becomes simpler and more secure than ever before.

Key Features

- Fleet Management
- Policy Manual
- Inventory and Inventory Requests
- Commendations, Promotions, Service History, and Disciplinary Actions
- Equipment Tracking
- Citizen Feedback
- Training Log
- Canine Management
- Messaging

ledsCAD

ledsCAD is a configurable and easy-to-use computer-aided dispatch system. It is designed to function in multi-jurisdictional environments, and can be set up either as a standalone product or in conjunction with the rest of the ledsSuite system for a tightly integrated solution.

ledsCAD was built with the time-critical nature of communications centers in mind, with every feature designed to increase efficiency and reduce response time. Command line entry allows users to rapidly issue commands from the keyboard. Integrated mapping enables quick unit suggestion and response.

Configurable, color-coded displays provide users with at-a-glance access to the unit and incident information they care about most. Communications staff can quickly enter data and dispatch units, stay current with developing situations with real-time call updates, ensure officer safety with system-wide

people, vehicle, and address alerts, attach integrated alarm call and traffic stop forms that eliminate the need for duplicate data entry, analyze response times using detailed logs, and much more.

Key Features

- Call Taker / Dispatch
- Multiple Jurisdictions
- Alarm Billing
- Command Line Entry
- Bulk Shift Statusing
- Scheduled Calls
- User Configurable Views and Filters
- Color-Coded User Interface
- Mapping Integration
- Alerts/Status Checks
- Premise Information
- Tow Call Log and Rotation
- NCIC/State Interface
- Silent Dispatch/AVL (with ledsMobile)
- Instant Messaging

ledsMobile CAD

ledsMobile dramatically improves agency efficiency by enabling silent dispatch and putting powerful ledsSuite functionality into the hands of the people who need it most. ledsMobile coordinates with ledsCAD to create a streamlined dispatch workflow. The mobile units stay synchronized with agency servers so that mobile users are always up-to-date with incident assignments, including call details, premise information, and safety alerts. ledsMobile users can update their statuses with the touch of a button, enabling dispatchers to closely monitor officer activity. Because all of this can be done without a single call over the radio, ledsMobile enables silent dispatch, freeing up dispatch personnel and shaving valuable seconds off unit response times.

ledsMobile is packed with additional features that contribute to efficient, silent dispatch. The instant messaging feature provides a means of rapid, radio-free communication between dispatchers and mobile units. AVL and mapping integration helps units get to incidents quickly and keeps dispatchers better informed of unit locations. Automatic notifications alert ledsMobile users when BOLOs, special instructions, and new warrants are issued. ledsMobile users can even run NCIC and state queries, enabling them to quickly check driver's licenses and vehicle plates directly from their mobile units.

ledsMapping

ledsMapping is built on ESRI-compatible mapping components. ledsMapping is tightly integrated with ledsCAD, and all dispatch functions are available from the mapping screen, including a CAD command line and full drag-and-drop support. The ledsMapping screen includes an active incidents display and unit display with AVL functionality, routing, and unit status alerts. ledsMapping includes geospatial search and geospatial identification of correct ESN for Phase II calls.

In addition to facilitating the dispatch and unit response process, ledsMapping can also be used to plot past incidents. Furthermore, all layers in map data are available via ledsMapping, such as ESNs, beats, townships, etc. Local GIS personnel can maintain ledsSuite map data using native ESRI files and software.

Key Features

- All CAD dispatch functions available from
- Status alerts display on map

- map
- CAD command line integrated into mapping screen
- Full drag-and-drop support
- Active incident display
- Unit display/AVL
- Unit routing
- Geospatial search
- Geospatial identification of correct ESN for Phase II calls
- Plotting of past incidents
- All layers in map data are available on map (ESN, beats, townships, etc.)

ledsRecords

The ledsRecords module is a records management system that consolidates and automates records processing for public safety agencies. It organizes everything from case reports to warrants to sex offender data in an easy-to-use fashion.

Master databases--names, addresses, vehicles, and property--form the backbone of the ledsRecords system, and tight integration with the other ledsSuite modules gives it power. Search for a name just once to find not only demographic information but also every record in the system involving that individual: dispatch incidents, case involvements, citations, civil processes, warrants, inmate records, and more.

ledsRecords provides a smooth workflow for case reporting and approval. Case information pulled from CAD eliminates the need for duplicate data entry, and the involvements wizard walks users through the process of matching offenders, suspects, victims, and witnesses to the appropriate offenses. With ledsRecords, users can stay organized by attaching case narratives, citations, search warrants, and evidence directly to case reports.

In addition to case management, ledsRecords enables comprehensive property and evidence tracking, including a detailed chain of custody log. ledsRecords also logs warrants, sex offender data, pistol permit information, bicycle registration, and more, managing all of the agency's records in one centralized, easy-to-search system.

Key Features

- Master Files (Name, Address, Vehicle, Property)
- Case Management
- Case Reports
- Summonses/Citations/Tickets
- Case Notes
- Case Status Log
- Digital Evidence
- Evidence Tracking
- Property Log
- Found/Lost Property
- NIBRS Compliance
- Warrants
- Sex Offender Log
- Pistol Permit Tracking
- Bicycle Registration
- Pawn Log
- Bicycle Registration
- Pawn Log
- Accident Reports

ledsMobile Records

ledsMobile users have access to much more than just dispatch information. Integration with ledsRecords puts name, address, case, and civil process records at their fingertips, and they can run RMS

queries to find the information they need right there in the field. ledsMobile users can write and/or approve case reports in their vehicles instead of returning to the agency, just one more feature that keeps them on the streets, visible in the community, and able to respond quickly when they are needed.

ledsCivil

ledsCivil automates civil process service in a streamlined environment that enables agencies to serve civil papers, executions, distress warrants, and foreclosures in a timely, efficient manner.

ledsCivil's simple wizard guides users through the necessary steps to add new civil processes. It allows them to assign multiple paper types to a single civil papers record and add unlimited plaintiffs, defendants, served on names, and billed to names to any civil process. ledsCivil logs multiple service attempts, tracks mileage, and keeps a full audit trail. The system also generates configurable sheriff's returns and letters in a professional format.

Key Features

- Civil Process Wizard
- Service Attempt Log
- Mileage Tracking
- Return Creation
- Letter Generation
- Invoice and Receipt Creation
- Interest and Commission Calculations
- Balance Monitoring
- Audit Trail

ledsJail

ledsJail brings all the integration and ease of use of the rest of ledsSuite to jail records management. It is designed for easy record keeping, efficient completion of routine tasks, and quick access to all the information users need to stay up-to-date on daily jail operations.

ledsJail simplifies daily tasks such as recording inmate activities and contacts, passing medications, managing inmate bank and property, and logging work release and trustee work. Event logs and incident reports make it easy to document everything from routine cell checks to major behavioral incidents.

More than a way to keep records, ledsJail also includes wizards to guide users through the booking and release processes, ensuring that all required steps are completed and all necessary forms filled out.

ledsJail puts the information and tools which users need at their fingertips: glance at the main display for an overview of upcoming events, check which inmates are out on work release, calculate sentences, make cell transfers, complete and send forms, create digital lineups, and much more.

Key Features

- Configurable Booking and Intake Wizard
- Configurable Release Wizard
- Sentence Calculation
- Mugshots and Digital Lineups
- Fingerprint Cards
- Inmate Property Log and Issued Property Log
- Medicine Log
- Medical History
- No Contact Alerts
- Incident Log and Disciplinary Actions tracking
- Shift Log
- Expenses and Billing
- Inmate and Commissary Accounts
- Court Transfer Tracking
- Trustee Work
- Work Release

- Activity Log
- Visit and Contact Log
- Cell Transfer Log
- Bond Tracking

ledsReporting

ledsReporting includes both pre-made reports and an easy-to-use report builder. The report builder's easily understandable user interface allows report generation based on a user model rather than the actual physical model. This user model completely eliminates the need for users to understand concepts such as joins, primary keys, etc. With the report builder, it's simple for users to select the civil process data they want to include and apply custom filters, generating reports that fit their needs exactly.

Key Features

- Pre-made Reports
- Custom Reports
- Ad-hoc Queries
- Export to PDF, Excel, XML, TXT
- Easy to Use Report Builder
- Custom Data Filters
- Statistical Analysis
- Scheduled Reports
- Crime Analysis
- COMSTAT Compatible
- Email Reports

Custom Forms

Zuercher Technologies offers a custom form generator at no additional cost as a standard part of ledsSuite. This tool allows agencies to create their own unique forms within the system and attach them to specific records in ledsSuite, keeping everything in an easily accessible, central location.

Name, address, and vehicle fields from these are connected to each agency's master files to reduce redundant data entry. The master files are searched and existing information can be selected from the database. This also notifies staff of any alerts related to the master file. If the information which is being entered is new, it will update the master file so that it is immediately available in other parts of ledsSuite.

When building the form, information from related files, such as case numbers or incident times, can also be pulled in automatically. Available information is displayed in a menu for each form type. Adding it to the form is as simple as clicking on the item in the menu.

All data within custom forms is searchable. This makes finding needed information an effortless, efficient process. Instead of searching through paper files or trying to find the correct folder on a server, links and search capabilities make it easy to locate specific information. Data included in forms can also be used to create reports with ledsReporting.

Custom Modules

Like Custom Forms, Custom Modules give agencies the power to track whatever information they may need in an integrated part of ledsSuite. Agencies can eliminate paper logs and stand-alone spreadsheets by creating modules to fit their exact needs.

Rather than being associated with a particular record type within the system (as is true for Custom Forms), Custom Modules can track anything an agency needs, such as burn permits, pet licenses, or boat

licenses. Each of these records can also create involvements on master name, vehicle, and address files, adding to the power of the data within the system.

Everything within each created module is customizable by the agency, from the log screen that displays information, to the drop-down menu items within the modules, to the templates used to print records. All data entered in to Custom Modules is also available in ledsReporting for reports and statistical analysis.

ledsSuite Implementation

Zuercher Technologies uses a multi-phase approach to ensure a successful implementation for each client agency. Trained and experienced members of the Zuercher Technologies implementation team move through the process with agencies to ensure successful outcomes.

Kickoff Meeting

Upon contract signature, a kickoff meeting is scheduled to initiate the implementation process, setting up a statement work, server installations and scheduling the Business Practice Review (BPR).

Business Practice Review

During this meeting, the project implementation team works with the agency's project team to determine the contents of the Configuration Management Document (CMD). All product needs and requests are reviewed, and the project implementation team discusses and documents in the CMD how the software currently meets those needs or how Zuercher Technologies plans to develop additional functionality to fulfill them.

CMD Approval

After the CMD is composed, the project implementation team reviews it with the agency's project team to ensure that all aspects of the initial proposal have been satisfied.

Configuration, Conversion and Enhancement

After the CMD is approved and signed, work begins on the steps outlined in it, including the necessary configuration, coding and data conversions.

Final System Admin Training

Once all of the items in the CMD have been completed, trainers from Zuercher Technologies spend a final session with the agency's project team to review any questions or concerns.

End User Training

Zuercher Technologies offers several options for end user training. All of the training options provide hands-on use of the software with real-world examples. Class sizes are limited to ensure that each individual has sufficient time to practice using the system. When the go live date arrives, users are well-prepared to begin using the new software.

Go-Live

Zuercher Technologies provides on-site support the day that the new system goes live. Any questions that arise are addressed immediately by the on-site team, ensuring that the first day(s) using the new system goes smoothly.

System Acceptance

The agency reviews all aspects of the software, data conversion, and interfaces and any concerns are documented by the project implementation team. This list of action items is addressed before the agency officially accepts the system.

After system acceptance, the support center becomes the point of contact for questions and concerns; however, the project implementation team continues to be available during the transition.

ledsSuite Maintenance and Support

Zuercher Technologies is passionate about backing ledsSuite with dependable, dedicated customer support.

24 x 7 x 365 Support

Zuercher Technologies knows that clients use their software all hours of the day. That is why clients can call the toll-free support line at any time and be connected with a live person in the Zuercher Technologies Sioux Falls, SD office - not an automated answering service or someone overseas. Questions or issues can also be reported via email. Even if it is just a simple "how-to" question, support representatives are ready to assist.

Every call received is entered into a tracking system and assigned a number to ensure that no concern goes unnoticed. Response times are monitored to make certain that all issues are resolved as quickly as possible. All critical issues are given the highest importance ranking and the Zuercher Technologies development team devotes their attention immediately to the matter until it is resolved.

Tracking Concerns

Zuercher Technologies believes transparency is very important when it comes to support of the ledsSuite software. The support center has a web-based portal which agencies can use to view the status of all their calls and requests. Agencies can also use the portal to rank their feature requests in order of importance. This helps the product development team at Zuercher Technologies prioritize the new features which would be most helpful to users.

Remote Services

Many questions or issues that occur can be solved immediately by the support team using a remote desktop connection. Once connected, the support team walks users through solutions or accesses the agency's ledsSuite server to help diagnose any issues.

Server Management

The servers that ledsSuite uses can be completely maintained on the client's premises by the Zuercher Technologies staff as part of the standard maintenance agreement. These servers are constantly monitored for performance levels and network load. All upgrades to hardware, such as additional disk space, are handled by Zuercher Technologies. This makes the system essentially worry free for agencies and their IT staff.

Full System Backups

Rather than requiring a manual backup of data or a scheduled download of the entire system, the ledsSuite solution uses an automatic rolling back up process. Any changes or additions made to ledsSuite are constantly being streamed to the agency's warm standby server, an off-site storage facility, or both. Because the data flow is constant, lower bandwidth is required in comparison to a large file transfer. This ensures that data backups are done without compromising system performance. The data stored on the warm standby server or off-site storage facility is never more than a few minutes old, so in the event of a power failure or other unforeseen disaster, the ledsSuite system and data will be accessible.

Software Updates

Zuercher Technologies tunes a careful ear to each client's needs and challenges. Clients' insights help to plan and build feature enhancements that provide innovative, technically sound solutions to the ever-changing needs of public safety professionals.

ledsSuite's standard maintenance contract includes regular software updates that encompass feature enhancements. Patches are provided as needed with no agency intervention. Clients receive a greater return on investment because of Zuercher Technologies' commitment to continually improve the ledsSuite software.

Software updates are performed using an advanced process that makes client updates completely automatic with no assistance from agency IT staff. Support representatives contact each agency as software updates are released to schedule them and assist the agencies in taking advantage of new features. This ensures that every agency continues to get the most from what ledsSuite offers.

New Feature Training

Zuercher Technologies' trainers or support representatives frequently hold scheduled web meetings. These meetings introduce system administrators or other agency personnel to new features and configuration options and how they can benefit each individual agency. This service is offered as part of the on-going maintenance agreement and is free of charge.

Research & Development

Zuercher Technologies believes that public safety software should keep pace with changes in the public safety environment as well as with advances in technology. Because of this, a significant portion of revenue each year is invested in research and development. ledsSuite is constantly expanding and improving. Each feature addition is designed to broaden the functionality and configurability of ledsSuite and to help its users to do their jobs even more efficiently. Zuercher Technologies listens carefully to clients and uses that input to guide feature planning.

ledsSuite References

Agency Name	Todd County Sheriffs Office
Address, City, State	115 3rd Avenue S., Long Prairie, MN 56347
Contact Information	Johnny Saarela, Dispatch Supervisor (320-732-7842) or johnny.saarela@todd.mn.us
Client Since	April 2009
Products	ledsCAD, ledsRecords, ledsMobile, ledsReporting, ledsJail, ledsCivil, and ledsFinancial

Agency Name	Nobles County Sheriff's Office
Address, City, State	1530 Airport Road Suite 100, Worthington, MN 56187
Contact Information	Sheriff Kent Wilkening (507-372-2136) or kwilkening@co.nobles.mn.us
Client Since	January 2010
Products	ledsRecords, ledsMobile CAD & RMS, ledsJail, ledsCivil, ledsFinancial, ledsAdministration, ledsReporting

Agency Name	St. Louis Park Police Department
Address, City, State	3015 Raleigh Ave. S., St. Louis Park, MN 55416
Contact Information	Lieutenant Lori Drieier (952-924-2131) or ldrieier@stlouispark.org
Client Since	October 2013
Products	ledsCAD, ledsMapping, ledsRecords, ledsAdministration, ledsFinancial, ledsMobile, ledsJail (very simple version), and ledsReporting.

Agency Name	Pennington County Sheriff's Office
Address, City, State	300 Kansas Street, Rapid City, SD 57701
Contact Information	Sheriff Kevin Thom (605-394-6113) or kevin.thom@co.pennington.sd.us
Client Since	August 2012
Products	ledsCAD, ledsMapping, ledsRecords, ledsAdministration, ledsCivil, ledsMobile CAD & RMS, ledsJail, ledsReporting

Agency Name	Rapid City Police Department
Address, City, State	300 Kansas City Street, Rapid City, SD 57701
Contact Information	Chief Steve Allender (605-394-4131) or steve.allender@rcgov.org
Client Since	August 2012
Products	ledsRecords, ledsAdministration, ledsMobile CAD & RMS, ledsReporting

Agency Name	Lafourche Parish Sheriff's Office
Address, City, State	200 Canal Blvd., Thibodaux, LA 70301
Contact Information	Sheriff Craig Webre (985-449-4420) or craig.webre@lpso.net
Client Since	September 2009
Modules Used	ledsCAD, ledsMapping, ledsRecords, ledsReporting, ledsAdministration, ledsJail, ledsCivil, ledsFinancial

ledsSuite Pricing

Software and Servers	Comments	Unit	Qty	Price	Total
ledsSuite Base (Primary Server(s), Server Software)			1	\$ 12,000	\$ 12,000
ledsSuite Training/Testing Server (Server(s), Server Software)			1	\$ 8,000	\$ 8,000
ledsSuite NCIC Server (Virtualized Server, Server Software)			1	\$ 4,000	\$ 4,000
ledsSuite GIS Server (Virtualized Server, Server Software)			1	\$ 4,000	\$ 4,000
ledsAdministration Server License			1	\$ 8,000	\$ 8,000
ledsCAD Server License			1	\$ 32,000	\$ 32,000
ledsCAD - E911 (ANI/ALI) Interface			1	Included	Included
ledsCAD - Rip and Run (Fax/Email) Interface			1	Included	Included
ledsCivil Server License			1	\$ 8,500	\$ 8,500
ledsJail Server License			1	\$ 25,000	\$ 25,000
ledsJail - LiveScan/AFIS Interface			1	\$ 6,500	\$ 6,500
ledsJail - MN Department of Corrections S3 Interface			1	Included	Included
ledsJail - MN MRAP Interface			1	Included	Included
ledsJail - N-DEX Adapter (IA IEPD)			1	Included	Included
ledsJail - VINE Interface			1	\$ 5,000	\$ 5,000
ledsMapping Server License			1	\$ 15,000	\$ 15,000
ledsMapping - AVL Server License			1	\$ 10,000	\$ 10,000
ledsMapping - GIS Basic Data Prep Work (Yearly)			1	\$ 4,500	\$ 4,500
ledsMobile Server License			1	\$ 8,500	\$ 8,500
ledsMobile AVL Client License	ACSO	Per Unit	18	\$ 200	\$ 3,600
ledsMobile AVL Client License	APD & HCPD	Per Unit	4	\$ 200	\$ 800
ledsMobile CAD Client License	ACSO	Per Unit	18	\$ 450	\$ 8,100
ledsMobile CAD Client License	APD & HCPD	Per Unit	4	\$ 450	\$ 1,800
ledsMobile Mapping Client License	ACSO	Per Unit	18	\$ 550	\$ 9,900
ledsMobile Mapping Client License	APD & HCPD	Per Unit	4	\$ 550	\$ 2,200
ledsMobile NCIC Client License	ACSO	Per Unit	18	Included	Included
ledsMobile NCIC Client License	APD & HCPD	Per Unit	4	Included	Included
ledsMobile Records Client License	ACSO	Per Unit	18	\$ 950	\$ 17,100
ledsMobile Records Client License	APD & HCPD	Per Unit	4	\$ 950	\$ 3,800
ledsRecords Server License			1	\$ 20,000	\$ 20,000
ledsRecords - Additional Agency Server License	APD & HCPD		2	\$ 6,000	\$ 12,000
ledsRecords - MN BCA CIBRS Interface			1	Included	Included
ledsRecords - MN Crime Reporting (CJRS) Interface			1	Included	Included
ledsRecords - MN e-Charging Interface			1	Included	Included
ledsRecords - MN Judicial Branch (Odyssey) Interface			1	Included	Included
ledsRecords - N-DEX Adapter (IA IEPD)			1	Included	Included
ledsRecords - ConnectRDS Interface			1	Included	Included
ledsSuite - NCIC Interface (5 Standard Queries)			1	\$ 8,500	\$ 8,500
Software and Servers Pre-Discount Subtotal					\$ 238,800
Software and Servers Discount					\$ (100,296)
Software and Servers Total					\$ 138,504
Peripheral Hardware			Qty	Price	Total
ledsJail - Mugshot Camera Package			1	\$ 1,500	\$ 1,500
ledsJail - Electronic Signature Pad (Topaz)			1	\$ 495	\$ 495
ledsMobile - GPS Receiver (GlobalSat)	ACSO		18	\$ 40	\$ 720
ledsMobile - GPS Receiver (GlobalSat)	APD & HCPD		4	\$ 40	\$ 160
Peripheral Hardware Total					\$ 2,875

Services			Qty	Price	Total
Dedicated Project Manager (includes travel)	Per Project	1	\$	19,104	\$ 19,104
System Admin Training and Configuration (on-site, includes	Per Day	2	\$	1,295	\$ 2,590
Training (on-site, includes travel)	Per Day	12	\$	1,295	\$ 15,540
Go-live Support (on-site, includes travel)	Per Day	2	\$	1,295	\$ 2,590
Data Conversion	Tiburon CAD	Per Module	1	\$	7,500
Data Conversion	Tiburon RMS	Per Module	1	\$	7,500
Services Total					\$ 54,824
TOTALS					Total
Software and Servers Pre-Discount Subtotal					\$ 238,800
Software and Servers Discount					\$ (100,296)
Software and Servers Total					\$ 138,504
Peripheral Hardware Total					\$ 2,875
Services Total					\$ 54,824
TOTAL					\$ 196,203
Maintenance Pre-Discount Subtotal					\$ 42,870
Maintenance Discount					\$ (10,718)
Maintenance Base Rate					\$ 32,153

Optional Pricing

Software and Servers	Comments	Unit	Qty	Price	Total
ledsCAD - 911 Paging Interface			1	\$ 6,500	\$ 6,500
ledsCAD - Voice Recorder Interface			1	\$ 5,000	\$ 5,000
ledsJail - Commissary Interface			1	\$ 5,000	\$ 5,000
ledsJail - Inmate Phone Interface	Reliance		1	\$ 5,000	\$ 5,000
ledsMobile e-Citations Server License (including single form)			1	\$ 25,000	\$ 25,000
ledsMobile e-Citations Client License	ACSO	Per Unit	18	\$ 600	\$ 10,800
ledsMobile e-Citations Client License	APD & HCSO	Per Unit	4	\$ 600	\$ 2,400
Software and Servers Total					\$ 59,700
Peripheral Hardware			Qty	Price	Total
ledsMobile - Magnetic Driver's License Reader (ID Innovations)			18	\$ 60	\$ 1,080
ledsMobile - Mobile Printer Package (Brother PocketJet 6)			18	\$ 495	\$ 8,910
Peripheral Hardware Total					\$ 9,990
Services			Qty	Price	Total
Dedicated Project Manager (includes travel)		Per Project	1	\$ 4,776	\$ 4,776
System Admin Training and Configuration (on-site, includes travel)		Per Day	1	\$ 1,295	\$ 1,295
Training (on-site, includes travel)		Per Day	2	\$ 1,295	\$ 2,590
Data Conversion	Tiburon JMS	Per Module	1	\$ 7,500	\$ 7,500
Data Conversion	Tiburon Civil	Per Module	1	\$ 7,500	\$ 7,500
Services Total					\$ 23,661
TOTALS					Total
Software and Servers Total					\$ 59,700
Peripheral Hardware Total					\$ 9,990
Services Total					\$ 23,661
TOTAL					\$ 93,351
Maintenance Base Rate					\$ 10,865

ledsSuite – The unCloud

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Tuesday, April 16, 2013.

Posted by David Jones

Cloud computing. It permeates our society from banking websites to cable TV modems. It provides remarkable benefits such as keeping our software up to date and doing away with the need for each of us to understand and manage software changes. The vendor takes responsibility for maintaining the software, the server, and the operating system that it runs on. All of this is done by the vendor on its host system at an off-site location and it all happens behind the scenes.

In the public safety industry, however, true cloud-based software solutions may not be the best fit for working with agencies' sensitive public safety data. Several examples include such things as State and FBI data management requirements, mission critical interfaces as well as agencies internal rules or regulations requiring that the hardware and software be on premise to keep an eye on it at all times. In addition, a lack of connectivity to the vendor-based servers and the possibility of the vendor holding the agency hostage over who owns the data are also important considerations.

Zuercher Technologies provides many of the benefits of cloud computing without the inherent risks and drawbacks by using an appliance approach to implementing and maintaining our ledsSuite solution.

An appliance is the hardware and integrated software which has been combined to provide a specific service or resource. Everything in an appliance is pre-configured, so that when it arrives at a client's location, it is ready to turn on and start working.

A standard ledsSuite solution includes the physical server or servers, the Operating System software, the Database System software and the Application System software (ledsSuite). We build and configure the solution on Dell servers at our corporate office and ship it directly to agencies. The solution includes a remote diagnostic tool to allow real-time system and performance monitoring, as well as real-time database backups.

Our staff can install the hardware at the agency, but in many cases the physical installation is so easy it can be performed by almost anyone. Installation requires three things: a power outlet, a connection to the agency's network, and an IP address. Once the appliance is up and running, we connect to it for setup, as well as to monitor and manage its performance.

As part of this appliance approach, and as a part of our standard maintenance and support agreement, Zuercher Technologies is able to provide the following services—just like cloud computing—but allowing greater agency control:

- Real-time system performance monitoring
- Real-time agency database backups
- Three to four automated ledsSuite upgrades (major releases) per year
- Regular automated ledsSuite updates (minor releases) as needed
- Automated operating system and database software upgrades as needed
- Hardware (server) upgrades:
 - Additional hard drive space
 - Additional system memory
 - Addition or replacement of physical servers to meet performance requirements

ledsSuite upgrades and updates often occur without any agency intervention. Software changes are automatically pushed to the client workstations with appropriate prior notification, and as with cloud based computing, the users instantly see the new features and enhancements when they log into the system.

Since Zuercher Technologies takes care of the support and maintenance of everything which comprises the appliance, we eliminate the typical forklift upgrade that most vendors require every 3 to 5 years. As long as the maintenance contract is in place, these big-ticket technology upgrades, which are often massively disruptive to an agency, become a thing of the past.

Our technology platform, solution architecture, and business model for supporting our client agencies allows us to deliver more benefits and services for less than our competition, while at the same time drastically reducing the resources needed by our clients to support and maintain our solution.