

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 10, 2014 – BOARD AGENDA**

- 9:00 1) Roxy Traxler, Interim County Administrator**  
A) Closed Session Under MN Statute 13D.03 Subd. 1 (b) Labor Negotiations
- 9:20 Break**
- 9:30 2) 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.
- 3) 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 May 27, 2014 to June 9, 2014  
B) Approve 5/27/14 County Board Minutes  
C) Approve Auditor Warrants – School Advance  
D) Approve RecordEASE Torrence Management Training & Certificate Conversion  
E) Adopt Resolution – OJP (DPS) Grant Agreements and Amendments  
F) Approve Sale of Used Squads – Sheriff's Dept.  
G) Approve Sale of Forfeited Vehicle – Sheriff's Dept.  
H) Authorize County Auditor's Signature on Property Record Information System and Minnesota (PRISM) Grant Contract  
I) Approve May Manual Warrants  
J) Accept \$200 Donation to STS – Round Lake Cemetery Association  
K) Ratify 2013 Teamsters Licensed Essential Collective Bargaining Agreement  
L) Ratify 2014-2016 Teamsters Non-Licensed Essential Unit Bargaining Agreement
- 9:32 4) Roxy Traxler, Interim County Administrator**  
A) Approve Personnel Committee Recommendations  
1. County Administrator  
2. FT Maintenance Coordinator – LLCC  
3. Child Support Officer - HHS  
B) 10:00 Public Hearing – Adopt Countywide Fee Schedule
- 10:15 5) Steve Hughes, Aitkin County Soil & Water**  
A) Adopt Resolution – Revision of Aitkin County Comprehensive Local Water Plan – Special Extension Request

**10:30 Break**

**10:45 6) Kirk Peysar, County Auditor  
A) Schedule Public Hearing for Partial Abandonment of Drainage Systems**

**10:50 7) Committee Updates**

**11:30 Adjourn**

**Noon Luncheon at the Historical Society**

The Aitkin County Board of Commissioners met this 13<sup>th</sup> day of May, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Anne Marcotte, Brian Napstad, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the May 27, 2014 agenda.

**AITKIN COUNTY HEALTH & HUMAN SERVICES  
BOARD MEETING MINUTES  
May 27, 2014**

**I. Attendance**

The Aitkin County Board of Commissioners met this 27th day of May, 2014, at 9:02 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; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Jessica Seibert, H&HS Advisory Committee Member; and Nancy Sauerbrei, Aitkin Independent Age; Paul Bruggman & Joe Dwyer, MN State Patrol; Roberta Elvecrog and Bob Harwarth, citizens.

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

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

**III. Review April 22, 2014 Health & Human Service Board Minutes**

Motion by Commissioner Marcotte, seconded by Commissioner Niemi, and carried, the vote was to approve the April 22, 2014, Health & Human Services Board Meeting Minutes.

**IV. Review Bills**

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

**V. General/Miscellaneous Information**

**A. Proposal for Improved Interview System** – Tom Burke/Sue Tange - Motion by Commissioner Napstad, seconded by Commissioner Westerlund, and carried, the vote was to approve the purchase of the Interview System from Accurate Controls, Inc. in the amount of \$4,989.00.

**B. Safeguarding Federal Tax & Social Security Information** – Tom Burke discussed the changes and security measures being put into place in the H&HS Building to comply with the new Federal mandates.

**C. Human Service Performance Management System** – Tom Burke reviewed this information noting the Board members will be discussing this

**CALL TO ORDER**

**APPROVED  
AGENDA**

**HEALTH &  
HUMAN  
SERVICES  
BOARD**

further at the upcoming AMC District 1 meeting in Grand Marais.

**VI. Joint Powers Board Reports:**

- A. Tri-County Community Health Services Board (CHS) –**  
Commissioner Westerlund / Tom Burke – April 10<sup>th</sup>, 2014 Meeting Minutes.  
It was noted that there are many new members so they are looking at some restructuring for their Board.

**VII. Administrative Reports:**

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

**VIII. Committee Reports from Commissioners**

- A. H&HS Advisory Committee –** Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Jessica Seibert Draft minutes of the May 7, 2014 meeting. Jessica Seibert discussed the presentation by Erin Melz, Stacey Durgin, and Amy Wyant at that meeting as well as the fact there is a sub-committee working on the Goals & Objectives for the Committee.
- B. AEOA Committee Updates-** Commissioner Niemi – No meeting since the last update.
- C. NEMOJT Committee Updates –** Commissioner Napstad – No meeting since the last update.
- D. CJI (Children’s Justice Initiative) –** Commissioner Westerlund /Sue Tange noted they are good, educational meetings. The Judge shares information regarding cases that may impact cases in Aitkin County. It was also noted that these meetings will be held in the jury room in the future instead of the H&HS building due to the FTI requirements.
- E. Lakes & Pines Update –** Commissioner Niemi was unable to attend the most recent meeting.

**Next Health & Human Services Board Meeting – June 24, 2014**

Break: 9:38 a.m. to 9:53 a.m.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the amended Consent Agenda as follows: A) Correspondence File: May 13, 2014 – May 26, 2014; B) Approve County Board Minutes: May 13, 2014; C) Approve Sale of Vehicles – Sheriff’s Dept.; D) Accept \$50 Donation to STS – Patricia Lee; E) Adopt Resolution – 2014 Federal Boating Safety Patrol Supplemental Grant; F) Approve Health and Human Services Duplicate of Lost Warrants: Warrant #90473 \$7667.25 – Department of Human Services-SWIFT, Warrant #100346 \$2404.66 – Department of Human Services-SWIFT, and Warrant #100319 \$5096.43 – Department of Human Services-SWIFT; G) Accept \$76.50 Donation to Veterans Van – American Legion Auxiliary, Unit 23, in McGregor; H) Adopt Resolution – Highlifter Quadna Mud Nationals; I) Approve Auditor Warrants – April Sales & Use Tax: General Fund \$501.58, Road & Bridge \$665.81, State \$5,448.50, Long Lake Conservation Center \$69.95, Parks \$25.47 for a total of \$6,711.31; a) Approve Commissioner Warrants: General Fund \$157,210.59, Road & Bridge \$116,362.60, Health & Human Services \$665.22, State \$285.00, Trust \$29,819.14, Forest Development \$1,379.80, Long Lake Conservation Center \$10,688.02, Parks \$44,377.87 for a total of \$360,788.24

**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 authorize the sale of the following vehicles seized under forfeiture - 2000 Oldsmobile Intrigue GL 4-door, 1989 Chevrolet Corvette, 1993 Ford Van, 2000 GMC Sierra pickup, 1986 Red's Suzuki ATV, 2006 Kawasaki RS motorcycle, 1997 Ford Crown Victoria – Sheriff's Dept., and on behalf of Aitkin County - a 1995 Chevrolet Van (former Land Dept./R&B/LLCC vehicle).

**AUTHORIZE SALE OF VEHICLES**

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – 2014 Federal Boating Safety Patrol Supplemental Grant:

**RESOLUTION  
052714-037  
2014 FEDERAL  
BOATING SAFETY  
PATROL  
SUPPLEMENTAL  
GRANT**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2014 Boat and Water Federal Boating Safety Patrol Supplemental 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 \$6,375.00.00 for the term of May 9, 2014 through September 1, 2014.

Under the consent agenda, motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution – High Lifter Quadna Mud Nationals:

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agrees to approve the following Application for Large Assembly:

**RESOLUTION  
052714-038  
HIGH LIFTER  
QUADNA MUD  
NATIONALS**

ATV/SxS Event – High Lifter Quadna Mud Nationals (High Lifter Products, Inc., d/b/a Mud National Events, LLC) – City of Hill City and Hill Lake Township.

This is scheduled to take place June 6th – 8th, 2014 from 8:00 a.m. to 10:00 p.m. daily.

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to adopt resolution – Support Toward Zero Deaths Coalition:

**RESOLUTION  
052714-039  
SUPPORT  
TOWARD ZERO  
DEATHS  
COALITION**

**BE IT RESOLVED**, that the Aitkin County Board supports the Toward Zero Deaths Coalition.

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting yes to adopt resolution – TZD Fiscal Agent Agreement:

**BE IT RESOLVED**, that Toward Zero Deaths enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2014 through September 30, 2015.

**RESOLUTION  
052714-040  
TZD FISCAL  
AGENT  
AGREEMENT**

**BE IT ALSO RESOLVED**, that Kirk Peysar, Aitkin County Auditor, is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Toward Zero Deaths and to be the fiscal agent and administer the grant.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried (4-1 Westerlund), to remand to the Personnel Committee an additional interview with Nathan Burkett, and upon satisfactory completion, negotiate a contract, review background check, and bring final recommendation to the Board.

Roxy Traxler, Interim County Administrator reviewed the Committee Reports Agenda Request form with the Board. Staff will begin using the form at the next Board meeting.

John Welle, County Engineer discussed the flooding issues on the VanderMey and Beasley properties with the property owners and the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to authorize John Welle, County Engineer to work with the VanderMeys and Beasleys to look for possible solutions to the problems.

Mark Jacobs, Land Commissioner reviewed the results of the May 19, 2014 Timber Auction with the Board.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to authorize sending letter of concern from the County Board to Tom Melius, U.S. Fish and Wildlife, and copies to State and Federal representatives, about the proposed listing of the Northern Long-Eared Bat (NLEB) on the federal endangered species list.

The Board reported on the following:

Commissioner Brian Napstad

- **Wetlands w/DNR**
- **MHB**
- **JPNRB**

Commissioner Don Niemi

- **ARDC**

Commissioner Anne Marcotte

- **CMCC**
- **Arrowhead Counties**

Commissioner Laurie Westerlund

- **CMCC**
- **CMCC-JP**

Commissioner Mark Wedel

- **CMCC**
- **CMCC-JP**
- **Sobriety Court**
- **ACWPTF**

**COUNTY ADMINISTRATOR SELECTION**

**COMMITTEE REPORTS AGENDA REQUEST FORM**

**VANDERMEY AND BEASLEY PROPERTIES**

**TIMBER AUCTION RESULTS**

**NORTHERN LONG-EARED BAT**

**BOARD DISCUSSION**

- TZD

Commissioner Anne Marcotte left at 12:12 p.m.

The Aitkin County Board of Commissioners received a check from the now dissolved Onanegozie RC&D in the amount of \$1,819.27, representing Aitkin County's share of the Council's remaining funds. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0 Marcotte absent), all members voting to give the money to Aitkin County Soil and Water District.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent), all members voting yes to adjourn the meeting at 12:35 p.m. until Tuesday, June 10, 2014 at 9:00 a.m.

**MARCOTTE LEFT**

**ONANEGOZIE FUNDS**

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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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: 6-3-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, Human Resources Director *Bobbie Danielson*

Title of Item:  
Closed session under MN Stat. 13D. 03 Subd. 1(b) Labor Negotiations

Requested Meeting Date: 6-10-2014 Estimated Presentation Time: 20

Presenter: Bobbie Danielson, Human Resources Director

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

- For info only, no action requested
- For discussion only with possible future action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request to schedule public hearing or sale
- Request by member of the public to be heard
- Item should be addressed in closed session under MN Statute MN Stat. 13D. 03 Subd. 1(b)
- 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) \* seeking 2017 authority. Info to be provided separately for closed session.

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



# Aitkin County



DKB1  
5/22/14 8:19AM

Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

School Advance

Explode Dist. Formulas N

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N

DKB1  
 5/22/14 8:19AM  
 12 Agency

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
932	DEPT			Schools		
393	Isd 1 Aitkin- Treasurer 12- 932- 000- 0000- 6801		509,020.71	MAY/JUNE ADVANCE		Appropriations
393	Isd 1 Aitkin- Treasurer		509,020.71		1 Transactions	
1985	Isd 182 Crosby- Treasurer 12- 932- 000- 0000- 6801		0.12	MAY/JUNE ADVANCE		Appropriations
1985	Isd 182 Crosby- Treasurer		0.12		1 Transactions	
392	Isd 2 Hill City- Treasurer 12- 932- 000- 0000- 6801		171,515.33	MAY/JUNE ADVANCE		Appropriations
392	Isd 2 Hill City- Treasurer		171,515.33		1 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer 12- 932- 000- 0000- 6801		80,757.28	MAY/JUNE ADVANCE		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		80,757.28		1 Transactions	
1979	Isd 2580 East Central- Treasurer 12- 932- 000- 0000- 6801		19,329.03	MAY/JUNE ADVANCE		Appropriations
1979	Isd 2580 East Central- Treasurer		19,329.03		1 Transactions	
395	ISD 4 McGregor- Treasurer 12- 932- 000- 0000- 6801		767,194.01	MAY/JUNE ADVANCE		Appropriations
395	ISD 4 McGregor- Treasurer		767,194.01		1 Transactions	
1982	Isd 473 Isle- Treasurer 12- 932- 000- 0000- 6801		151,575.14	MAY/JUNE ADVANCE		Appropriations
1982	Isd 473 Isle- Treasurer		151,575.14		1 Transactions	
1981	Isd 577 Willow River- Treasurer 12- 932- 000- 0000- 6801		6,759.97	MAY/JUNE ADVANCE		Appropriations
1981	Isd 577 Willow River- Treasurer		6,759.97		1 Transactions	
394	Isd 698 Floodwood- Treasurer 12- 932- 000- 0000- 6801		53,213.69	MAY/JUNE ADVANCE		Appropriations
394	Isd 698 Floodwood- Treasurer		53,213.69		1 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer 12- 932- 000- 0000- 6801		346.06	MAY/JUNE ADVANCE		Appropriations

DKB1  
 5/22/14 8:19AM  
 12 Agency

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	1984 Isd 95 Cromwell- Wright- Treasurer		346.06		1 Transactions	
932	DEPT Total:		1,759,711.34	Schools	10 Vendors	10 Transactions
12	Fund Total:		1,759,711.34	Agency		10 Transactions
	Final Total:		1,759,711.34	10 Vendors	10 Transactions	

DKB1  
5/22/14

8:19AM

# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<b>Recap by Fund</b>	<b><u>Fund</u></b>	<b><u>AMOUNT</u></b>	<b><u>Name</u></b>
	12	1,759,711.34	Agency
<b>All Funds</b>		<b>1,759,711.34</b>	<b>Total</b>

Approved by, .....

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners Date: 5/29/2014

Via: Roxy Traxler, Interim County Administrator

From: Recorder's Office

Title of Item:

RecordEASE Torrens & Certificate Management Training Proposal and Torrens Certificate Conversion Proposal

Requested Meeting Date: 6/10/2014 Estimated Presentation Time: N/A

Presenter: N/A

**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 resolution (attach draft resolution)
- Approve/adopt proposal by motion
- 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) *This is to come out of our recorder technology fund*  
What type of expenditure is this?  Operating  Capital  Other (attach explanation)  
Revenue line account # that funds this item is: \_\_\_\_\_  
Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**  
**FROM: Roxy Traxler, Interim County Administrator**  
**RE: RecordEASE Torrens & Certificate Management**  
**DATE: May 29, 2014**

The Recorder's Office would like Board approval for RecordEASE Torrens & Certificate Management Training and Torrens Certificate Conversion in order to scan and store Torrens records into their computer system.

**Action Requested:**

Approve using Recorder's Technology Fund for training on Torrens and Certificate Management processes at a cost of \$1,700.00 and data conversion at a cost of \$7,5000.00.



# **Aitkin County Recorder**

## **RecordEASE Torrens & Certificate Management Training Proposal**

*Proposal presented by:  
West Central Indexing  
April 30, 2014*

Aitkin County Recorder

**Proposal**

Item	Description	Cost
Installation & Training	The total time to complete training on just the Torrens and Certificate Management processes within the existing RecordEASE application is estimated at twenty (20) hours. The actual time spent will be billable at a rate of \$85.00 per hour and it will be billed after the training is completed.	\$1,700.00
<b>Initial System Investment</b>		<b>\$1,700.00</b>

**Additional Considerations**

- WCI requires the following payment terms for this agreement:
  - “Conversion & Training” will be invoiced as the labor is completed and will be due upon invoice.
  - “Additional Software” will be invoiced and due upon installation.
  - Annual Support Fee increases due to “Additional Software” will be invoiced and due 90 days after the additional application is installed.
- Travel expenses are billable for any installation & training completed on-site. This includes, but is not limited to mileage, meals & lodging.
- Tax is not included in this proposal if required.

**Acceptance**

In Witness hereof, the parties have caused this Agreement to be executed by their authorized representatives as of the effective date. Accepted By:

Aitkin County Recorder  
Client

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Position – Print

\_\_\_\_\_  
Date





# **Aitkin County Recorder**

## **Torrens Certificate Conversion Proposal**

*Proposal presented by:  
West Central Indexing  
April 30, 2014*

## Aitkin County Recorder

### Proposal

Item	Description	Cost
Data Conversion	The estimated time to manually enter the required data to convert approximately 175 certificates from the scanned images to the Aitkin County RecordEASE database. (Certificates from 2008 to present). This includes: <ul style="list-style-type: none"> <li>• Memorializing the documents against the certificates,</li> <li>• Entering the Rifo data,</li> <li>• Entering the Fee Owners,</li> <li>• Entering the Legal Text,</li> <li>• Entering the Registration Data</li> </ul>	\$7,500.00
<b>Initial System Investment</b>		<b>\$7,500.00</b>

### **Additional Considerations**

- WCI requires the following payment terms for this agreement:
  - “Data Conversion” will be invoiced as the labor is completed and will be due upon invoice.
  - “Additional Software” will be invoiced and due upon installation.
  - Annual Support Fee increases due to “Additional Software” will be invoiced and due 90 days after the additional application is installed.
- Travel expenses are billable for any installation & training completed on-site. This includes, but is not limited to mileage, meals & lodging.
- Hardware/Software tax and shipping are not included in this proposal.
- Network consulting, design and implementation services are also available.

### **Acceptance**

In Witness hereof, the parties have caused this Agreement to be executed by their authorized representatives as of the effective date. Accepted By:

Aitkin County Recorder  
Client

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Name and Position – Print

\_\_\_\_\_  
Date

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



To: Chairperson, Aitkin County Board of Commissioners      Date: May 29, 2014

Via: Roxy Traxler, Interim County Administrator

From: County Attorney James Ratz

Title of Item:

Resolution Authorizing Execution of OJP (DPS) Grant Agreements and Amendments

Requested Meeting Date: June 10, 2014      Estimated Presentation Time: \_\_\_\_\_

Presenter: County Attorney James Ratz

**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: 255-5310
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

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

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

**MEMORANDUM**

**To:** Aitkin County Board  
Roxy Traxler, Interim County Administrator

**From:** James Ratz, County Attorney

**Date:** May 29, 2014

**Subject:** **Resolution Authorizing Execution of OJP (DPS) Grant Agreements and Amendments**

-----

The County Board has the authority to confer its grant-signing authority to others by resolution. Please find attached a draft County Board resolution that authorizes me as County Attorney to sign the Office of Justice Programs (Department of Public Safety) grant agreements and amendments. The OJP grant monies help fund the Aitkin County Crime Victim Services Program.

Thank you.

JPR:mjm

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

ADOPTED June 10, 2014

By Commissioner: xx

**061014-0xx**

**OJP (DPS) Grant Agreements and Amendments**

**BE IT RESOLVED**, that Aitkin County will enter into a cooperative agreement with the Office of Justice Programs in the Minnesota Department of Public Safety.

The Aitkin County Attorney is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Aitkin County.

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 10<sup>th</sup> day of June 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 10<sup>th</sup> day of June A.D., 2014**

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: June 2, 2014  
Via: Roxy Traxler, Interim County Administrator  
From: Undersheriff John Drahota  
Title of Item: Auction of Used Squads (Chev Impala)  
Requested Meeting Date: June 10, 2014      Estimated Presentation Time: \_\_\_\_\_  
Presenter: Undersheriff John Drahota

**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) n/a

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

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

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



**Supporting Attachment(s)**

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

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

**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: June 3, 2014  
FROM: Undersheriff John Drahota      RE: Auction of Used Squads

---

I am requesting approval to offer at public auction the following vehicles formerly used as squads:

- 2008 Chevrolet Impala (131,651 miles)
- 2009 Chevrolet Impala (118,507 miles)

Both vehicles were retired as active squads, but until recently continued to be used as transport vehicles.

The vehicles will be auctioned in the same manner as in previous years – it will be placed on the web site [www.minnbid.org](http://www.minnbid.org) . Notification will also be made to our IT department to post an auction notice and link on the Aitkin County intranet.

I am available if you have any questions concerning this matter. Thank you.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: June 2, 2014  
Via: Roxy Traxler, Interim County Administrator  
From: Undersheriff John Drahota  
Title of Item: Auction of Forfeited Vehicles  
Requested Meeting Date: June 10, 2014      Estimated Presentation Time: \_\_\_\_\_  
Presenter: Undersheriff John Drahota

**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) n/a

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

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

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



**Supporting Attachment(s)**

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



**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: June 2, 2014  
FROM: Undersheriff John Drahota      RE: Public Auction of Vehicle

---

I am requesting approval to offer at public auction the following vehicles seized under forfeiture:

- 1997 Chrysler Concorde (118,879 miles)

The vehicle will be auctioned in the same manner as in previous years – it will be placed on the web site [www.minnbid.org](http://www.minnbid.org) . Notification will also be made to our IT department to post an auction notice and link on the Aitkin County intranet.

I am available if you have any questions concerning this matter. Thank you.

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



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

Via: Roxy Traxler, Interim County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Property Record Information System of Minnesota (PRISM) grant contract

Requested Meeting Date: June 10 Estimated Presentation Time: n/a

Presenter: Kirk Peysar

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

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

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

Is this item in the current approved budget? n/a  Yes  No (attach explanation)

What type of expenditure is this?  Operating  Other (attach explanation)

Revenue line account # that funds this item is: \_\_\_\_\_

Expenditure line account # for this item is: \_\_\_\_\_

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

June 2, 2014

To: Board of Commissioners

From: Kirk Peysar, County Auditor 

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

On November 12, 2013 the Board authorized a grant application to Minnesota Revenue for PRISM funds. A grant award of \$3,529.41 has been approved by MN Revenue to Aitkin County upon execution of the grant contract.

I am requesting Board authorization to sign the grant contract for submittal to MN Revenue.

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

# STATE OF MINNESOTA GRANT CONTRACT

This grant contract is between the State of Minnesota, acting through its Commissioner of Revenue ("STATE") and Aitkin County, 209 2<sup>nd</sup> St NW, Aitkin, MN 56431 ("GRANTEE").

## Recitals

1. Under Minn. Stat. 270 c 03 sub 1 the State is empowered to enter into this grant.
2. The State is in need of improved reporting of property tax data.
3. The Grantee represents that it is duly qualified and agrees to perform all services described in this grant contract to the satisfaction of the State. Pursuant to Minnesota Statutes §16B.98 Subdivision 1, the Grantee agrees to minimize administrative costs as a condition of this grant.

## Grant Contract

### 1 Term of Grant Contract

1.1 **Effective date:** June 1, 2014, or the date the State obtains all required signatures under Minnesota Statutes §16B.98 Subd. 5, whichever is later. Per Minnesota Statutes §16B.98, Subd. 7, no payments will be made to the Grantee until this grant contract is fully executed.

**The Grantee must not begin work under this grant contract until this contract is fully executed and the Grantee has been notified by the State's Authorized Representative to begin the work.**

1.2 **Expiration date:** June 30, 2015 or until all obligations have been satisfactorily fulfilled, whichever occurs first.

1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant contract: 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:

Comply with required grants management policies and procedures set forth through § 16B.97 subd. 4 (a) (1), and MN Session Law 2013 Chapter 142, Article 1, Section 14, subdivision 1.

The county will use the funding for the development, implementation, or maintenance of data collection and data processing systems that will facilitate improved reporting of property tax data on parcels and portions of parcels to the Commissioner of Revenue for analytical and administrative use.

These system changes are part of the Property Record Information System of Minnesota (PRISM) project.

### 3 Time

The Grantee must comply with all the time requirements described in this grant contract. In the performance of this grant contract, 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 contract as follows:

(a) **Compensation.** The Grantee will be paid a lump sum payment of \$3,529.41, after the grant contract is fully executed.

(b) **Travel Expenses.** Reimbursement for travel and subsistence expenses actually and necessarily incurred by the Grantee as a result of this grant contract will not exceed \$0.00; provided that the Grantee will be reimbursed for travel and subsistence expenses in the same manner and in no greater

amount than provided in the current "Commissioner's Plan" promulgated by the Commissioner of Minnesota Management and Budget (MMB). The Grantee will not be reimbursed for travel and subsistence expenses incurred outside Minnesota unless it has received the State's prior written approval for out of state travel. Minnesota will be considered the home state for determining whether travel is out of state.

(c) **Total Obligation.** The total obligation of the State for all compensation to the Grantee under this grant contract will not exceed \$3,529.41.

## 5 **Conditions of Payment**

All services provided by the Grantee under this grant contract must be performed to the State's satisfaction, as determined at the sole discretion of the State's Authorized Representative and in accordance with all applicable federal, state, and local laws, ordinances, rules, and regulations. The Grantee will not receive payment for work found by the State to be unsatisfactory or performed in violation of federal, state, or local law.

## 6 **Authorized Representative**

The State's Authorized Representative is Heather Bestler, Property Tax Auditor/Treasurer Supervisor, phone: 651.556-4928, email address: heather.bestler@state.mn.us, or her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant contract.

The Grantee's Authorized Representative is Kirk Paysar, County Auditor, phone: 218.927-7354, email: kpeysar@co.aitkin.mn.us. If the Grantee's Authorized Representative changes at any time during this grant contract, the Grantee must immediately notify the State.

## 7 **Assignment, Amendments, Waiver, and Grant Contract Complete**

7.1 **Assignment.** The Grantee shall neither assign nor transfer any rights or obligations under this grant contract without the prior written consent of the State, approved by the same parties who executed and approved this grant contract, or their successors in office.

7.2 **Amendments.** Any amendments to this grant contract 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 contract, or their successors in office.

7.3 **Waiver.** If the State fails to enforce any provision of this grant contract, that failure does not waive the provision or the State's right to enforce it.

7.4 **Grant Contract Complete.** This grant contract contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant contract, 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 contract 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 contract.

## 9 **State Audits**

Under Minn. Stat. §16B.98, Subd.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, Minn. Stat. Ch. 13, as it applies to all data provided by the State under this grant contract, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant contract. The civil remedies of Minn. Stat. § 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 Minn. Stat. § 176.181, subd. 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 contract 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 contract.

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 contract. Venue for all legal proceedings out of this grant contract, 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 contract 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.

14.2 *Termination for Cause.* The State may immediately terminate this grant contract if the State finds that there has been a failure to comply with the provisions of this grant contract, that reasonable progress has not been made or that the purposes for which the funds were granted have not been or will not be fulfilled. The State may take action to protect the interests of the State of Minnesota, including the refusal to disburse additional funds and requiring the return of all or part of the funds already disbursed.

**15 Data Disclosure**

Under Minn. Stat. § 270C.65, Subd. 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.

**1. STATE ENCUMBRANCE VERIFICATION**

*Individual certifies that funds have been encumbered as required by Minn. Stat. ' ' 16A.15 and 16C.05.*

Signed: \_\_\_\_\_

Date: 3/17/14 \_\_\_\_\_

SWIFT Contract/PO No(s), 75684/3000005529 \_\_\_\_\_

**3. STATE AGENCY**

By: \_\_\_\_\_  
(with delegated authority)

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**2. GRANTEE**

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

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

DKB1  
6/5/14

8:39AM

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Page 1

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

Explode Dist. Formulas Y

Paid on Behalf Of Name  
on Audit List?: N

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

Save Report Options?: N



DKB1  
6/5/14 8:39AM  
1 General Fund

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
1	DEPT			Commissioners		
	5462 Bremer Bank (Elan ACH)					
72	01-001-000-0000-6330		29.30	gas for #34		Transportation & Travel & Parking
51	01-001-000-0000-6332		130.65	Hotel- AMC conference	Marcotte	Hotel / Motel Lodging
74	01-001-000-0000-6332		124.97	Hotel/Wetland testimony	Napstad	Hotel / Motel Lodging
				05/04/2014 05/04/2014		
	5462 Bremer Bank (Elan ACH)		284.92		3 Transactions	
1	DEPT Total:		284.92	Commissioners	1 Vendors	3 Transactions
40	DEPT			Auditor		
	780 Bremer Bank					
10	01-040-000-0000-5081		0.03	April state adjustment		Mortgage Registry- 3%
	780 Bremer Bank		0.03		1 Transactions	
	5964 Brown/Jessica					
3	01-040-000-0000-5840		293.49	garnishment in error- reimb.	see R.33528	Misc Receipts
	5964 Brown/Jessica		293.49		1 Transactions	
40	DEPT Total:		293.52	Auditor	2 Vendors	2 Transactions
42	DEPT			Treasurer		
	780 Bremer Bank					
11	01-042-000-0000-5079		0.07	April state adjustment		3% State Deed Tax
	780 Bremer Bank		0.07		1 Transactions	
	1181 Crow Wing Co Auditor- Treasurer					
18	01-042-000-0000-5840		66.54	refund of crow wing tax pd	M.Johnson	Misc Receipts
	1181 Crow Wing Co Auditor- Treasurer		66.54		1 Transactions	
	3290 MN County Recorder's Assoc.					
29	01-042-000-0000-6241		25.00	Vital Session		Registration Fee
	3290 MN County Recorder's Assoc.		25.00		1 Transactions	
42	DEPT Total:		91.61	Treasurer	3 Vendors	3 Transactions
43	DEPT			Assessor		
	5462 Bremer Bank (Elan ACH)					

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
			<u>Paid On Bhf #</u>	
26	01-043-000-0000-6208	160.00		Training/Education
66	01-043-000-0000-6405	4.94		Office, Film & Computer Supplies
71	01-043-000-0000-6625	12.39		Office Equipment
56	01-043-000-0000-6208	160.00	5/21-22	Training/Education
5462	Bremer Bank (Elan ACH)	337.33	4 Transactions	
43	DEPT Total:	337.33	Assessor	1 Vendors 4 Transactions
44	DEPT		Central Services	
8410	Bremer Bank			
7	01-044-904-0000-6360	4,061.13	Claims Paid	Flex Plan Withdrawals
			04/28/2014 05/02/2014	
15	01-044-904-0000-6360	469.34	Claims Paid	Flex Plan Withdrawals
			05/05/2014 05/09/2014	
17	01-044-904-0000-6360	693.72	Claims Paid	Flex Plan Withdrawals
			05/12/2014 05/16/2014	
36	01-044-904-0000-6360	661.71	Claims Paid	Flex Plan Withdrawals
			05/19/2014 05/22/2014	
8410	Bremer Bank	5,885.90	4 Transactions	
9026	MII Life/Select Account			
14	01-044-904-0000-6231	354.48	May Participant fees	Flex Services, Labor, Etc
9026	MII Life/Select Account	354.48	1 Transactions	
5748	Purchase Power			
1	01-044-048-0000-6205	5,000.00	Postage	Postage
5748	Purchase Power	5,000.00	1 Transactions	
44	DEPT Total:	11,240.38	Central Services	3 Vendors 6 Transactions
49	DEPT		Information Technologies	
5462	Bremer Bank (Elan ACH)			
27	01-049-000-0000-6231	25.00	data plan renewal	Programming, Services, Contracts
5462	Bremer Bank (Elan ACH)	25.00	1 Transactions	
49	DEPT Total:	25.00	Information Technologies	1 Vendors 1 Transactions
200	DEPT		Enforcement	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
53 5462 Bremer Bank (Elan ACH)		47.55	Gas #220	05/1/14 Gas And Oil
52 01-200-000-0000-6511		47.80	Gas #220	4/25/14 Gas And Oil
5462 Bremer Bank (Elan ACH)		95.35	2 Transactions	
21 2925 L & M Supply, Inc.		3.49	trigger snap	6407222 Supplies
22 01-200-019-0000-6409		18.98	dog food	6425884 Supplies
2925 L & M Supply, Inc.		22.47	2 Transactions	
200 DEPT Total:		117.82	Enforcement	2 Vendors 4 Transactions
252 DEPT			Corrections	
54 5462 Bremer Bank (Elan ACH)		82.66	Groceries	Walmart Groceries
5462 Bremer Bank (Elan ACH)		82.66	1 Transactions	
252 DEPT Total:		82.66	Corrections	1 Vendors 1 Transactions
253 DEPT			Aitkin Co Community Corrections	
57 5462 Bremer Bank (Elan ACH)		71.76	STS Coffee	Walmart Operating Supplies
5462 Bremer Bank (Elan ACH)		71.76	1 Transactions	
253 DEPT Total:		71.76	Aitkin Co Community Corrections	1 Vendors 1 Transactions
254 DEPT			Enhanced 911 System	
46 5462 Bremer Bank (Elan ACH)		219.27	high res coax monitor cable	Equipment
47 01-254-000-0000-6610		519.99	monitor for EOC	Equipment
48 01-254-000-0000-6610		179.25	cables for Dispatch setup	Equipment
65 01-254-000-0000-6610		94.16	audio/video cables- Dispatch	Equipment
67 01-254-000-0000-6610		105.55	cables for dispatch setup	Equipment
5462 Bremer Bank (Elan ACH)		1,118.22	5 Transactions	
254 DEPT Total:		1,118.22	Enhanced 911 System	1 Vendors 5 Transactions
280 DEPT			Emergency Management	

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
1 General Fund

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5462 Bremer Bank (Elan ACH)				
59 01-280-000-0000-6511		Gas- EM Mgmt meeting		Gas And Oil
60 01-280-003-0000-6511		Gas- Under one roof training		Gas & Oil
61 01-280-003-0000-6340		Meal- Under one roof training	Karla W	Meals- Schooling
5462 Bremer Bank (Elan ACH)		3 Transactions		
280 DEPT Total:		Emergency Management	1 Vendors	3 Transactions
390 DEPT		Environmental Health (FBL)		
5462 Bremer Bank (Elan ACH)				
77 01-390-000-0000-6405		Camera case		Office, Film, And Field Supplies
78 01-390-000-0000-6405		camera memory card		Office, Film, And Field Supplies
76 01-390-000-0000-6625		Panasonic Digital Camera		Office Equipment & Other Equipment
55 01-390-000-0000-6332		hotel- MEHA conference	4/30/14	Hotel / Motel Lodging
5462 Bremer Bank (Elan ACH)		4 Transactions		
390 DEPT Total:		Environmental Health (FBL)	1 Vendors	4 Transactions
391 DEPT		Solid Waste		
5462 Bremer Bank (Elan ACH)				
75 01-391-000-0000-6405		HHW Day supplies		Office & Film Supplies
80 01-391-000-0000-6405		vinyl label stickers		Office & Film Supplies
79 01-391-000-0000-6405		treats for 6th graders	recycle activ.	Office & Film Supplies
5462 Bremer Bank (Elan ACH)		3 Transactions		
391 DEPT Total:		Solid Waste	1 Vendors	3 Transactions
700 DEPT		Promotion,AEOA Tran,Airport,RC&D,Tot		
5462 Bremer Bank (Elan ACH)				
40 01-700-909-0000-6800		overnight meal/Sportshow	4/25-26	Tourism Miscellaneous
41 01-700-909-0000-6800		Gas/Sportshow	4/26/14	Tourism Miscellaneous
5462 Bremer Bank (Elan ACH)		2 Transactions		
700 DEPT Total:		Promotion,AEOA Tran,Airport,RC&D,T	1 Vendors	2 Transactions
1 Fund Total:		General Fund		42 Transactions

DKB1  
 6/5/14 8:39AM  
 3 Road & Bridge

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
303	DEPT				
	1652 Northland Fire Protection				
23	03-303-000-0000-6590		1,133.15	Service	11614
	1652 Northland Fire Protection		1,133.15	1 Transactions	Repair & Maintenance Supplies
303	DEPT Total:		1,133.15	R&B Highway Maintenance	1 Vendors
					1 Transactions
3	Fund Total:		1,133.15	Road & Bridge	1 Transactions

DKB1  
6/5/14 8:39AM  
5 Health & Human Services

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400	DEPT		Public Health Department		
5462	Bremer Bank (Elan ACH)				
70	05- 400- 400- 0402- 6330	69.53	Meals/PHEP- under one roof		Transportation/Travel/Parking
81	05- 400- 400- 0402- 6330	101.85	PHEP- Reg.&Meals		Transportation/Travel/Parking
62	05- 400- 410- 0413- 6330	3.00	WIC- Parking Ramp		Transportation/Travel/Parking
42	05- 400- 440- 0410- 6333	3.50	LPHA Mtg- Parking		Travel Expense
63	05- 400- 440- 0410- 6333	20.44	LPH training- Meals	Erin	Travel Expense
5462	Bremer Bank (Elan ACH)	198.32	5 Transactions		
6160	MII - Veba				
4	05- 400- 440- 0411- 6149	750.00	VEBA contrib.E.Tillotson	Q2,3,4	Employer Deduct Contribution- Veba
6160	MII - Veba	750.00	1 Transactions		
400	DEPT Total:	948.32	Public Health Department	2 Vendors	6 Transactions
420	DEPT		Income Maintenance		
5462	Bremer Bank (Elan ACH)				
37	05- 420- 600- 4800- 6330	54.00	Meals- CMCPA Conf.		Transportation/Travel/Parking
5462	Bremer Bank (Elan ACH)	54.00	1 Transactions		
10391	Nelson/Wade				
13	05- 420- 650- 4401- 6210	30.60-	ck issued was wrong amount		MA Access- Individual(Vested Interest)
10391	Nelson/Wade	30.60-	1 Transactions		
420	DEPT Total:	23.40	Income Maintenance	2 Vendors	2 Transactions
430	DEPT		Social Services		
5462	Bremer Bank (Elan ACH)				
39	05- 430- 700- 4800- 6208	25.00	Conf.Reg/Eldercare abuse		Staff Development/Training
49	05- 430- 700- 4800- 6800	250.00	(5) 10 key Toshiba phones		Direct Charge Expenses Non Ffp
38	05- 430- 700- 4800- 6803	460.00	CSN Conf. registration		Mh Int - Consumer Support
43	05- 430- 710- 3661- 6020	153.79	Triple P- Conflict Case	SA#51740423	Triple P Activity
5462	Bremer Bank (Elan ACH)	888.79	4 Transactions		
430	DEPT Total:	888.79	Social Services	1 Vendors	4 Transactions
5	Fund Total:	1,860.51	Health & Human Services		12 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
9 State

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
0	DEPT			Undesignated		
	780 Bremer Bank					
9	09-000-000-0000-2025		12,462.19	April Deed Tax		State's Share Of Deed Tax (97%)
8	09-000-000-0000-2026		14,710.46	April Mtg Reg.		State Share Of Mortgage Registry (97%)
	780 Bremer Bank		27,172.65		2 Transactions	
	8410 Bremer Bank					
20	09-000-000-0000-2058		1,501,777.42	State General tax		State General Tax- Education
	8410 Bremer Bank		1,501,777.42		1 Transactions	
0	DEPT Total:		1,528,950.07	Undesignated	2 Vendors	3 Transactions
9	Fund Total:		1,528,950.07	State		3 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
10 Trust

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT					
	1652 Northland Fire Protection					
25	10- 923- 000- 0000- 6590		196.40	fire extinguisher check	11615	Repair & Maintenance Supplies
	1652 Northland Fire Protection		196.40	1 Transactions		
923	DEPT Total:		196.40	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		196.40	Trust		1 Transactions



# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>			
924	DEPT		Forest Resource		
	5462 Bremer Bank (Elan ACH)				
45	11-924-000-0000-6406	30.22	nozzles for paint guns		Field Supplies
64	11-924-000-0000-6406	11.90	beaver stamp		Field Supplies
	5462 Bremer Bank (Elan ACH)	42.12		2 Transactions	
	6160 MII - Veba				
5	11-924-000-0000-6149	125.00	VEBA contrib.- C.Johnson	2nd Q	Employer Deduct Contribution- Veba
	6160 MII - Veba	125.00		1 Transactions	
924	DEPT Total:	167.12	Forest Resource	2 Vendors	3 Transactions
925	DEPT		Reforestation		
	1652 Northland Fire Protection				
24	11-925-000-0000-6590	196.40	fire extinguisher check	11615	Repair & Maintenance Supplies
	1652 Northland Fire Protection	196.40		1 Transactions	
925	DEPT Total:	196.40	Reforestation	1 Vendors	1 Transactions
11	Fund Total:	363.52	Forest Development		4 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
13 Taxes & Penalties

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943	DEPT		Taxes And Penalties		
	8410 Bremer Bank				
30	13-943-000-0000-2001		51-0-009006 nsf per 2	Butler	Cur - Property Taxes
31	13-943-000-0000-2001		51-0-009005 nsf per 2	Butler	Cur - Property Taxes
32	13-943-000-0000-2001		51-0-009004 nsf per 2	Butler	Cur - Property Taxes
33	13-943-000-0000-2001		51-0-009001 nsf per 2	Butler	Cur - Property Taxes
34	13-943-000-0000-2001		24-0-048501 nsf per 2	Butler	Cur - Property Taxes
35	13-943-000-0000-2001		24-0-017000 nsf per 2	Butler	Cur - Property Taxes
19	13-943-000-0000-2001		08-0-036005 NSF per 1	Godbout	Cur - Property Taxes
16	13-943-000-0000-2001		35-1-063200 NSF per 1	Nesbitt	Cur - Property Taxes
	8410 Bremer Bank		1,452.00	8 Transactions	
943	DEPT Total:		1,452.00	Taxes And Penalties	1 Vendors 8 Transactions
13	Fund Total:		1,452.00	Taxes & Penalties	8 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT			LLCC Administration		
	85003 Aitkin County DAC					
2	19- 521- 000- 0000- 6231		390.00-	pd twice		Services, Labor, Contracts
	85003 Aitkin County DAC		390.00-	1 Transactions		
521	DEPT Total:		390.00-	LLCC Administration	1 Vendors	1 Transactions
522	DEPT			LLCC Education		
	8410 Bremer Bank					
12	19- 522- 000- 0000- 6217		148.56	Credit Card Fee		Credit Card Fees
	8410 Bremer Bank		148.56	1 Transactions		
	5462 Bremer Bank (Elan ACH)					
50	19- 522- 000- 0000- 6416		30.00	critter food		Education Supplies
73	19- 522- 000- 0000- 6416		159.75	cable/string sets for 5 bows		Education Supplies
82	19- 522- 000- 0000- 6416		21.47	bow strings for recurve bows		Education Supplies
68	19- 522- 000- 0000- 6430		14.58	3 boxes bandages		Medical Supplies
69	19- 522- 000- 0000- 6416		30.00	critter food	5/12/14	Education Supplies
	5462 Bremer Bank (Elan ACH)		255.80	5 Transactions		
522	DEPT Total:		404.36	LLCC Education	2 Vendors	6 Transactions
524	DEPT			LLCC Maintenance		
	5462 Bremer Bank (Elan ACH)					
58	19- 524- 000- 0000- 6511		59.02	Gas for Van		Gas And Oil
	5462 Bremer Bank (Elan ACH)		59.02	1 Transactions		
524	DEPT Total:		59.02	LLCC Maintenance	1 Vendors	1 Transactions
19	Fund Total:		73.38	Long Lake Conservation Center		8 Transactions

# Aitkin County



Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO

DKB1  
6/5/14 8:39AM  
21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
	89991 Bremer Bank				
28	21- 520- 000- 0000- 5510	40.00	camping refund	Rec.#1868	Co. Parks Campground Fees
	89991 Bremer Bank	40.00		1 Transactions	
	5462 Bremer Bank (Elan ACH)				
44	21- 520- 000- 0000- 6450	52.32	wrench set, drill bit set		Small Tools
	5462 Bremer Bank (Elan ACH)	52.32		1 Transactions	
	6160 MII - Veba				
6	21- 520- 000- 0000- 6149	125.00	VEBA contrib.- C.Johnson	2nd Q	Employer Deduct Contribution- Veba
	6160 MII - Veba	125.00		1 Transactions	
520	DEPT Total:	217.32	Parks	3 Vendors	3 Transactions
21	Fund Total:	217.32	Parks		3 Transactions
	Final Total:	1,548,403.41	40 Vendors	82 Transactions	

# Aitkin County

Audit List for Board MANUAL WARRANTS/VOIDS/CORRECTIO



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
1	14,157.06	General Fund
3	1,133.15	Road & Bridge
5	1,860.51	Health & Human Services
9	1,528,950.07	State
10	196.40	Trust
11	363.52	Forest Development
13	1,452.00	Taxes & Penalties
19	73.38	Long Lake Conservation Center
21	217.32	Parks
All Funds	1,548,403.41	Total

Approved by, .....

.....

.....

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 06/04/14

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 06/10/2014 Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

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

**MEMO**

TO: Board of Commissioners      DATE: June 4, 2014  
FROM: Sheriff Scott Turner      RE: STS Donation

---

The Round Lake Cemetery Association has made a generous donation of \$200 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-3-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, Human Resources Director *Bobbie Danielson*

Title of Item:

Ratify Teamsters 2013 Supervisory Unit Agreement

Requested Meeting Date: 6-10-2014 Estimated Presentation Time: < 5 minutes or consent

Presenter: Bobbie Danielson, Human Resources Director

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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




# AITKIN COUNTY HUMAN RESOURCES

---

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

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

To: Aitkin County Commissioners  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director 

Date: June 4, 2014

Subject: Teamsters Supervisory Unit 2013 Agreement

## **Background Information**

An Agreement has been reached on the 2013 Teamsters Supervisory Unit wage reopener. The Agreement includes a 0% general adjustment, plus 1.8% lump sum payment for each member. Additional details are attached.

## **Action Requested**

Motion to ratify the Teamsters Licensed Essential Unit collective bargaining agreement as presented and authorize the Chairperson, Interim County Administrator, and HR Director to sign.

# AITKIN COUNTY HUMAN RESOURCES

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

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

May 14, 2014

Mr. Les Kundo  
Teamsters General Local Union No. 346  
2802 West First Street  
Duluth, MN 55806

**For Settlement Discussions Only**

Re: Teamsters Supervisory Unit 2013 Wage Reopener

Dear Mr. Kundo:

This is a settlement proposal to resolve 2013 Teamsters Supervisory Unit Wage Reopener. If this proposal is not accepted by June 2, 2014, it is withdrawn. In the event this offer of settlement is not accepted, it is not admissible in an interest arbitration hearing.

In an effort to simply resolve this wage reopener and avoid the cost of arbitration, the County proposes the following resolution of this matter:

- Issue a 1.8% lump sum payment to each member of the Teamsters Supervisory Unit, calculated on each employee's current annual base salary. No additional wage increases will be provided for 2013. (0% general adjustment, plus 1.8% lump sum payment.) The amount of gross pay will be:

\$ 807.21	Pat Scollard	<i>PS 5-22-14</i>
\$1,012.38	Karla White	<i>KW 5/22/14</i>
\$1,071.16	Jeremy Swenson	
\$1,237.39	Debbie Hamilton	<i>DH 5-22-14</i>
\$1,333.24	John Drahota	<i>JD 5-22-14</i>

This will allow the parties to begin contract negotiations for a successor collective bargaining agreement, including negotiation of wage increases during the term of the new collective bargaining agreement. Please contact me by June 2, 2014 to let me know if this proposal will settle the 2013 Teamsters Supervisory Unit wage reopener.

Most Sincerely,

*Bobbie Danielson*  
Bobbie Danielson  
Human Resources Director

cc: Steve Hoffmeyer, BMS  
Pam Galanter, attorney for the employer

Aitkin County Courthouse, 217 2<sup>nd</sup> Street NW, Room 134, Aitkin, MN 5645  
Equal Opportunity Employer

*Cut  
separate  
checks,  
per union  
agreement*



# TEAMSTERS GENERAL LOCAL UNION No. 346

Affiliated with the International Brotherhood of Teamsters

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

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

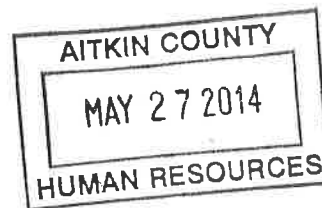
RODERICK ALSTEAD  
President  
DAVID LaBORDE  
Vice President  
LES KUNDO  
Recording Secretary  
ZAK RADZAK  
Business Agent/Trustee

PATRICK RADZAK  
Secretary - Treasurer

May 23, 2014

Trustees

GARY BAUERS  
JEFF OVESON



Ms. Bobbie Danielson  
Human Resources Manager  
Aitkin County Courthouse  
217 2nd Street NW, Room 134  
Aitkin, MN 56431

Re: Supervisory Unit Agreement

Dear Bobbie:

This letter is to notify the County, the Sheriff's Office Teamster Supervisory Unit has voted to ratify the 2013 wage reopener. Please forward the copies for signature to our office. We will need to have at least one signed original for our office.

I would like to take the time to thank you for your professionalism and courteousness. I would also like to thank you for taking the time to help us come to a resolution as there was no scheduled meeting time for us that day. It was a very pleasant experience meeting all of you and I look forward to doing business with you and the Board in the future.

Thanks.

Yours truly,

TEAMSTERS GENERAL LOCAL UNION NO. 346

  
Jeff Oveson  
Business Agent/Trustee

JO:jl

cc: Steve Hoffmeyer, BMS

**Buy American**

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

May 28, 2014

Thomas F. Andrew  
Timothy W. Andrew<sup>+</sup>  
Aaron R. Bransky\*  
Jane C. Poole

<sup>\*</sup> also licensed to practice in Wisconsin  
<sup>+</sup> Labor & Employment Law Certified Specialist

Mr. Josh Tilsen  
Commissioner  
Bureau of Mediation Services  
1380 Energy Lane, #2  
St. Paul, MN 55108

RECEIVED MAY 30 2014

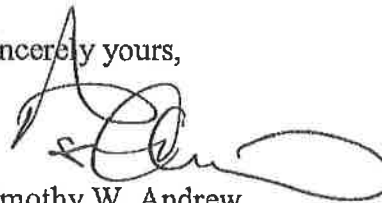
Re: Aitkin County and Teamsters Local 346  
BMS Case No. 14PN0716 -- Sheriff's Department Supervisor Unit Interest Arbitration  
Our File No. 4924.565

Dear Mr. Tilsen:

I write to notify you that the parties have settled their dispute regarding the terms of their January 1, 2013 reopener. The parties settled after the Bureau's referral of an arbitration list but prior to selecting an arbitrator.

If you have any questions, please let me know.

Sincerely yours,



Timothy W. Andrew  
timandrew@duluthlawfirm.com

TWA/mlc  
Enclosure

cc: Pamela Galanter  
Jeff Oveson

**AGREEMENT**

**By and Between**

**AITKIN COUNTY**

**and**

**GENERAL DRIVERS, WAREHOUSEMEN,  
HELPERS & INSIDE  
EMPLOYEES LOCAL UNION NO. 346**

**Duluth, Minnesota**

**SUPERVISORY UNIT**

January 1, 2011  
through  
December 31, 2013

into immediate Collective Bargaining negotiations, upon the request of the Union or the County, for the purpose of arriving at a mutually satisfactory replacement, pertaining to the same subject matter for such Article or Section during the period of invalidity or restraint.

## ARTICLE 21

### WAGES

Employees covered by this Agreement shall be paid in accordance with Appendix A for 2011 and Appendix B for 2012.

For 2013, a 1.8% lump sum payment will be issued to each member of the Teamsters Supervisory unit, calculated on each employee's current annual base salary. No additional wage increases will be provided for 2013. (0% general adjustment, plus 1.8% lump sum payment.) The amount of gross pay is outlined in the settlement proposal attached, dated May 14, 2014.

**Deleted:** The Agreement will be reopened for negotiation of the 2013 general wage adjustment and step adjustments.

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

**ARTICLE 22**

**EXPIRATION**

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

IN WITNESS WHEREOF, we have hereunto set our hands and seals this 10th day of June, 2014.

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Deleted: [redacted] 2011

AITKIN COUNTY BOARD OF COMMISSIONERS

By: \_\_\_\_\_  
Chairperson

By: \_\_\_\_\_  
County Administrator

By: \_\_\_\_\_  
Human Resources Manager

GENERAL DRIVERS, DAIRY EMPLOYEES, WAREHOUSEMEN, HELPERS & INSIDE EMPLOYEES, LOCAL UNION NO. 346

By: \_\_\_\_\_  
Secretary-Treasurer, Local No. 346

By: \_\_\_\_\_  
President, Local No. 346

By: \_\_\_\_\_  
Business Agent

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-3-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, Human Resources Director *Bobbie J. Danielson*

Title of Item:

Ratify Teamsters 2014-2016 Non-licensed Essential Unit Agreement

Requested Meeting Date: 6-10-2014 Estimated Presentation Time: < 5 minutes or consent

Presenter: Bobbie Danielson, Human Resources Director

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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




# AITKIN COUNTY HUMAN RESOURCES

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

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

To: Aitkin County Commissioners  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director 

Date: June 4, 2014

Subject: Teamsters Non-Licensed Essential Unit 2014-2016 Collective Bargaining Agreement

## **Background Information**

Aitkin County and the Teamsters Non-Licensed Essential (Jailer) unit have been in contract negotiations since January 15, 2014. The Agreement covers these job classifications: Jail Sergeant, Correctional Officer, and Dispatcher.

The contract has been updated to include changes shown in the red-lined document attached. Highlights of the wage and insurance proposals are shown below.

### Employer's contribution towards health insurance:

Effective January 1, 2014, \$900.00 per month flat dollar contribution. *(Same as L49 & Deputies)*

Effective January 1, 2015, \$920.00 per month flat dollar contribution.

Effective January 1, 2016, \$940.00 per month flat dollar contribution.

(new) In the event the health insurance provisions of this Agreement fail to meet the requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

### Wages

Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on the wage schedule on January 1 each year of the 2014-2016 Agreement ~~their anniversary date based upon the time interval for each step~~. In no event shall an employee's wage exceed the maximum of the appropriate wage schedule. ~~For purposes of step progression, the anniversary date for all employees hired before January 1, 2006 will be January 1.~~ All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

Wages (highlights continued)

1/1/2014 – Conversion from HAY scale to new wage scale. Effective January 1, 2014, employees shall be placed on the closest step that provides at least a 1% increase. Steps as proposed on individual printouts in negotiations. In no event shall an employee's wage exceed the maximum of the wage schedule.

1/1/2015 – increase wage schedule by 30 cents per hour, plus all employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on the wage schedule on January 1.

1/1/2016 – increase wage schedule by 35 cents per hour, plus all employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on the wage schedule on January 1.

*As discussed by the parties, the following language will not be included in the contract. However, the understanding is that retroactivity, hard freeze (no increase to wage schedule and no step movement), and soft freeze (no general increase) are subject to negotiations.*

**Action Requested**

Motion to ratify the 2014-2016 Teamsters Non-Licensed Essential Unit collective bargaining agreement and authorize the Chairperson, Interim County Administrator, and HR Director to sign.



# TEAMSTERS GENERAL LOCAL UNION No. 346

Affiliated with the International Brotherhood of Teamsters

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

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

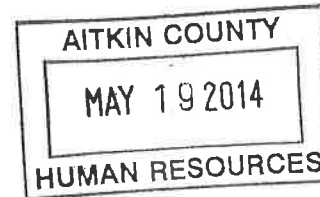
**RODERICK ALSTEAD**  
President  
**DAVID LaBORDE**  
Vice President  
**LES KUNDO**  
Recording Secretary  
**ZAK RADZAK**  
Business Agent/Trustee

**PATRICK RADZAK**  
Secretary - Treasurer

Trustees

**GARY BAUERS**  
**JEFF OVESON**

May 16, 2014



Ms. Bobbie Danielson  
Human Resources Manager  
Aitkin County Courthouse  
217 2nd Street NW, Room 134  
Aitkin, MN 56431

Re: Dispatchers/Jailers Agreement

Dear Bobbie:

This letter is to notify the County, the Sheriff's Office Non-Licensed Essential Unit (Jailer/Dispatchers) have voted to ratify the new proposed three (3) year agreement bargained recently. I will instruct our office staff to print and make the necessary copies once the necessary changes have been reviewed and set up for signatures. We will sign them and send them to you soon.

Again, I would like to take the time to thank both yourself and Ms. Galanter for your very professional and cooperative negotiations sessions with this Teamsters Unit also. In comparing the past negotiations with this Unit, and comparing it to the present negotiations, it was very pleasant and comfortable meetings, and would like to thank you personally for all the information you provided in a timely fashion. Without this, it would not have been very productive meetings. In closing, I would also like to take the time to thank the County Board and their sincere efforts on making positive changes so the employees of the County feel much appreciated.

Thanks.

Yours truly,

**TEAMSTERS GENERAL LOCAL UNION NO. 346**

*Les Kundo*  
Les Kundo  
Vice President

LK:jl

*Dictated but not read.*

**Buy American**

**A G R E E M E N T**

***By and Between***

**AITKIN COUNTY**

***and***

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

**Duluth, Minnesota**

**January 1, 2014 to December 31, 2016**

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**INDEX**

Update Index and page #'s on signature copy.

~~Meeting still pending regarding: Unscheduled vacant shifts will be offered first to full-time employees, for example, when another employee calls in sick. The County may schedule part-time employees to work when there is a scheduled absence, such as when another employee is on vacation or a leave of absence. There will be a meeting to discuss scheduling for scheduled and unscheduled vacant shifts.~~

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TEAMSTERS LOCAL 346  
NON-LICENSED ESSENTIAL UNIT CONTRACT 2014 - 2016

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**PREAMBLE**

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

**TERMS AND RELATIONS**

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

**CONDITIONS OF EMPLOYMENT**

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

**ARTICLE 1.**

**RECOGNITION**

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

**REPRESENTATION**

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

TEAMSTERS LOCAL 346  
NON-LICENSED ESSENTIAL UNIT CONTRACT 2014 - 2016

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**CHECK OFF**

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

**UNION SECURITY**

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

**TIME OFF**

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

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



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## **ARTICLE 2.**

### **VESTED RIGHT OF MANAGEMENT**

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

## **ARTICLE 3.**

### **EMPLOYMENT STATUS DEFINITIONS**

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

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

A permanent part-time employee is hereby defined as a person hired to work less than a regular full-time employee on a regular basis, typically between 14 and 29 hours per week on average. Part-time employees who work less than 14 hours per week on average are not covered by this Agreement.

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#### ARTICLE 4.

##### PROBATION

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

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

#### ARTICLE 5.

##### SENIORITY

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

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

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

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

In the event the County decides to lay off employees, layoff shall be in the inverse order of seniority by classification. Permanent part-time employees shall be laid off prior to full-time employees. A Jailer being laid off who has greater bargaining unit seniority may bump the least senior Dispatcher. A Dispatcher being laid off who has greater

TEAMSTERS LOCAL 346  
NON-LICENSED ESSENTIAL UNIT CONTRACT 2014 - 2016

bargaining unit seniority may bump the least senior Jailer. A Senior Jailer/Dispatcher being laid off who has greater bargaining unit seniority may bump the least senior employee in either the Jailer or the Dispatcher classification. An employee being laid off who exercises seniority rights to bump into another classification shall be in a probationary status as to the new position for ninety (90) days.

Seniority shall terminate if:

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

**ARTICLE 6.**

**SCHOOLING**

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

**ARTICLE 7.**

**SAFETY EQUIPMENT**

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

**EXPENSES**

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

**LOSS OR DAMAGE**

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

**ARTICLE 8.**

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

Deleted: 2011

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### **UNIFORMS**

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

Permanent part-time employees will be issued two (2) uniforms.

### **ARTICLE 9.**

#### **MEDICAL EXAMINATIONS**

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

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

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

### **ARTICLE 10.**

#### **WEEKLY HOURS AND OVERTIME RATES**

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

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

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

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

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

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

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

**ARTICLE 11.**

**PAY PERIOD**

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

**ARTICLE 12.**

**WORKERS' COMPENSATION**

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

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receiving workers' compensation loss of time benefits due to a work-related injury or illness.

- C. In compliance with the Minnesota Workers' Compensation Act, Minn. Stat. 176.021, subd. 5, and the PERA, workers' compensation wage loss payments are exempt from federal, state, social security tax and PERA deductions. The check issued by the County shall have federal, state, social security tax, PERA deductions and any other deductions that would normally be taken out of the employee's paycheck.

**ARTICLE 13.**

**PROMOTIONS**

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

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

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

Promotions from permanent part-time employment to regular full-time employment shall be made according to the above paragraph. Full-time employees will be given first consideration over permanent part-time employees when Jail Sergeant positions become available.

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

The successful applicant shall have a ninety (90) calendar day trial period in which to demonstrate his or her ability to perform the job. If during such period the Employer

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considers the employee unqualified, they shall be returned to their former position and rate of pay without loss of seniority rights.

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

#### **ARTICLE 14.**

##### **LEAVE OF ABSENCE**

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

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

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

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

#### **ARTICLE 15.**

##### **HOLIDAYS**

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

New Year's Day

Labor Day

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

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Permanent part-time employees who work an average of fourteen (14) or more hours per week shall be eligible for pro-rated holiday pay. Proration shall be based on full-time hours of 2,080 hours per year.

Seasonal and temporary employees are not eligible for holiday pay.

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

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

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

## ARTICLE 16.

### VACATIONS

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

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



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Permanent part-time employees who work an average of fourteen (14) or more hours per week shall be eligible for pro-rated vacation pay. Proration shall be based on full-time hours of 2,080 hours per year.

Seasonal and temporary employees are not eligible for vacation pay.

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

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

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

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

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

Probationary employees can use vacation after 6 months of employment.

### ARTICLE 17.

#### SICK LEAVE BENEFITS/CARE OF RELATIVES:

##### Section 1.

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

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Permanent part-time employees who work an average of fourteen (14) or more hours per week shall be eligible for pro-rated sick leave pay. Proration shall be based on full-time hours of 2,080 hours per year.

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Seasonal and temporary employees are not eligible for paid sick leave.

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Accrued sick leave may be used when an employee cannot perform work duties due to but not limited to the following: personal illness or injury; necessity for medical or dental treatment or examination, where such treatment cannot be scheduled outside of working hours; emergency, illness or injury of the employee's immediate family member which requires the employee's attendance and care; quarantine directed by a medical physician; disability; pre and postnatal care. For purposes of this paragraph, immediate family is defined as: child, step child, adult child, spouse, sibling, parent, grandparent, or step parent. The Employer at its discretion, may require a doctor's certificate showing the nature of an injury or illness.

Deleted: Sick leave will be granted for actual sickness, temporary physical disability, serious illness, or quarantine.

Any employees accepting a supervisory position shall have their sick leave benefits carried forward with them to the supervisory unit.

**Section 2.**

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

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

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

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

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#### ARTICLE 18.

##### PERSONAL LEAVE

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

Permanent part-time, seasonal, and temporary employees are not eligible for personal leave.

#### ARTICLE 19.

##### FUNERAL LEAVE

When a death occurs in a full-time (probationary and non-probationary) employee's immediate family, the employee may take up to 24 hours off with pay to attend the funeral or make funeral arrangements over the course of up to three (3) days. i.e. 3 eight-hour days or 2.4 ten-hour days or 2 twelve-hour days. Employees may elect to use their accrued and unused sick leave, up to the number of hours in each employee's regularly scheduled shift, to complete a funeral leave day. The County may require verification of the need for the leave. For purposes of this Article, immediate family members are defined as an employee's husband, wife, son, daughter, father, mother, sister, brother, father-in-law, mother-in-law, grandmother, grandfather, and grandchildren.

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In cases requiring extensive travel time, the employee may be granted up to an additional 16 hours off with pay over the course of up to two (2) days, subject to approval of the Sheriff. Extensive travel time is defined as travel distance greater than 250 miles, one way.

Additional time, if needed, may be allowed by the County Sheriff, but such additional time in excess of 40 hours off with pay, over the course of up to five (5) days as indicated above, shall be charged against the employee's sick leave.

As an example, the general intent is as follows: If the employee is working 12 hour shifts and needs two days off, they would be paid for 24 hours funeral leave -- or if they are working 10 hour shifts and need two days off, they would be paid for 20 hours funeral leave -- or if they are working 8 hour shifts and need two days off, they would be paid for 16 hours funeral leave -- or if they are working 12 hour shifts and need 3 days off and there's no extensive travel time, they would be paid for 24 hours funeral leave and can elect to use 12 hours from their sick leave bank for the third day -- or if they are working 10 hour shifts and need three days off and there's no extensive travel time, they would be paid for 24 hours funeral leave and can elect to use 6 hours from their sick leave bank to complete the third day and it is understood that in most cases the Employer is not likely to schedule an employee to return for a partial shift on the last day.

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Permanent part-time employees who work an average of fourteen (14) or more hours per week shall be eligible for pro-rated funeral leave if the employee is scheduled to work, but needs time off to make arrangements for or to attend the funeral of an immediate relative, as defined above. Proration shall be based on full-time hours of 2,080 hours per year.

Seasonal and temporary employees are not eligible for paid funeral leave.

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**ARTICLE 20.**

**RETIREMENT**

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

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

**ARTICLE 21.**

**INSURANCE AND BONDS**

**GROUP HEALTH INSURANCE**

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

Effective January 1, 2014, \$900.00 per month flat dollar contribution.

Effective January 1, 2015, \$920.00 per month flat dollar contribution.

Effective January 1, 2016, \$940.00 per month flat dollar contribution.

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

Coverage starts on the first of the month following date of hire.

Part-time employees who work less than 30 hours per week on average are not eligible for health insurance benefits.

In the event the health insurance provisions of this Agreement fail to meet the

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requirements of the Affordable Care Act and its related regulations or cause the Employer to be subject to a penalty, tax or fine, the Union and the Employer will meet immediately to bargain over alternative provisions so as to comply with the Act and avoid any penalties, taxes or fines for the Employer.

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**LIABILITY INSURANCE**

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

**LIFE INSURANCE**

The Employer agrees to provide and pay for a life insurance policy of \$15,000 for all full-time employees and to provide life insurance coverage in the amount of \$10,000 for their spouses and dependents up to age 26.

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Permanent part-time employees are not eligible for life insurance.

**BONDS AND PREMIUMS**

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

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

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

**ARTICLE 22.**

**INDIVIDUAL AGREEMENT**

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

**JOB STEWARD**

Aitkin County recognizes the right of the Union to designate Job Stewards to handle such Union business as may from time to time be delegated to the Job Stewards by the Union. The Employer shall be notified in writing of the names of the employees designated as Job Stewards.

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## ARTICLE 23.

### GRIEVANCE PROCEDURE

#### 23.1 Definition of a Grievance

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

#### 23.2 Union Representatives

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

#### 23.3 Processing of a Grievance

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

#### 23.4 Procedure

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

Step 1. An employee claiming a violation concerning the interpretation or application of this Agreement shall, within twenty-one (21) calendar days after such alleged violation has occurred, present such grievance to the Employee's supervisor as designated by the Employer (Sheriff). The Employer-designated representative will discuss and give an answer to such Step 1 grievance within ten (10) calendar days after receipt. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the

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

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

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

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

23.5 Arbitrator's Authority

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

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

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facts of the grievance presented.

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

#### 23.6 Waiver

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

#### 23.7 Choice of Remedy

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

#### 23.8 Postmark

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



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**ARTICLE 24.**

**SUSPENSION**

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

**ARTICLE 25.**

**DISCHARGE**

This Article 25 shall pertain to discharge cases only.

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

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

**ARTICLE 26.**

**WAGES**

Employees covered by this Agreement shall be paid in accordance with Appendix A,

Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1 each year of the 2014-2016 Agreement. In no event shall an employee's wage exceed the maximum of the appropriate wage schedule. All employees shall remain at their rate of pay at the expiration date of this Agreement until a new Agreement is executed by the parties.

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

#### **ARTICLE 27.**

##### **SAVINGS AND SEPARABILITY CLAUSE**

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

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

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**ARTICLE 28.**

**EXPIRATION**

The period of this Agreement shall be from the 1st day of January 2014 until the 31st day of December, 2016 and shall continue in full force and effect from year to year thereafter, unless written notice of intention to terminate or modify this Agreement is given by either party to the other party sixty (60) days prior to the date of expiration or any anniversary thereof. Such notice may be delivered personally or by certified mail and if by mail, the notice must be received sixty (60) days prior to the expiration or anniversary date thereof. If the notice is to terminate, this Agreement shall then terminate on the anniversary date next following. If the notice is to change or modify, such notice shall specify the changes or modifications demanded.

IN WITNESS WHEREOF, we have hereunto set our hands and seals this [insert new board adoption date].

\_\_\_\_\_  
Secretary/Treasurer, Local No. 346

\_\_\_\_\_  
Chairperson,  
Aitkin County Board of Commissioners

\_\_\_\_\_  
President, Local No. 346

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
Human Resources Manager

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**Memorandum of Agreement (Teamsters Legal Defense Fund)**

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

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

\_\_\_\_\_  
Secretary/Treasurer, Local No. 346

\_\_\_\_\_  
Chairperson,  
Aitkin County Board of Commissioners

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President, Local No. 346

\_\_\_\_\_  
County Administrator

\_\_\_\_\_  
Business Agent

\_\_\_\_\_  
Human Resources Manager

TEAMSTERS LOCAL 346  
NON-LICENSED ESSENTIAL UNIT CONTRACT 2014 - 2016

Deleted: 2011

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**Memorandum of Agreement (Comp Time)**

This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the General Drivers, Warehousemen, Helpers & Inside Employees Local Union No. 346 (hereafter "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and

WHEREAS, during negotiations for the 2014-2016 collective bargaining agreement, the parties agreed to provide compensatory time off, on a trial basis, for the duration of the 2014-2016 agreement.

NOW, THEREFORE, the parties agree as follows:

1. At the discretion of the Sheriff, employees shall be permitted to accrue compensatory time off hours in lieu of the overtime pay set forth in Article 10 of the collective bargaining agreement. Compensatory time shall accrue at the rate of one and one-half (1-1/2) hours for each overtime hour worked;
2. Employees must obtain prior approval from the Sheriff or the Sheriff's designee for accrual of compensatory time off in lieu of overtime pay.
3. Use of compensatory time is subject to the prior approval of the Sheriff or the Sheriff's designee and the needs of the Sheriff's Office.
4. It is agreed and understood that the use of compensatory time shall not result in overtime hours for any other employee of the Sheriff's Office.
5. The maximum compensatory time accrual shall be twenty-four (24) hours.
6. All accrued and unused compensatory time hours will be paid out at the end of each calendar year so as to not carry a balance forward into each subsequent year.
7. This Memorandum of Agreement will be in effect the date of County Board approval of the 2014-2016 collective bargaining agreement, and it shall sunset on December 31, 2016 and shall be of no effect thereafter.
8. This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this \_\_\_\_\_ day of \_\_\_\_\_, 2014.

FOR LOCAL NO. 346: \_\_\_\_\_ FOR COUNTY OF AITKIN: \_\_\_\_\_

Secretary/Treasurer, Local No. 346      Chairperson, Aitkin County Board

President, Local No. 346      County Administrator

Business Agent      Human Resources Manager

TEAMSTERS LOCAL 346  
NON-LICENSED ESSENTIAL UNIT CONTRACT 2014 - 2016

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**Deleted: Memorandum of Agreement  
(Permanent Part-time Employees)**

¶  
¶  
This Memorandum of Agreement is entered into between Aitkin County (hereafter "County") and the General Drivers, Warehousemen, Helpers & Inside Employees Local Union No. 346 (hereafter "Union"). ¶

¶  
WHEREAS, the County and the Union are parties to a collective bargaining agreement negotiated pursuant to the Public Employment Labor Relations Act; and ¶

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

¶  
NOW, THEREFORE, the parties agree as follows: ¶

¶  
<#>If the County decides to hire permanent part-time employees, the parties will meet to negotiate language concerning part-time employees. ¶

<#>This Memorandum of Agreement will be in effect the date of County Board approval of the 2011 bargaining agreement. ¶

<#>This Memorandum of Agreement constitutes the complete and total agreement of the parties regarding this matter. ¶

¶  
IN WITNESS WHEREOF, the parties have caused this Memorandum of Agreement to be executed this 5th day of April, 2011. ¶

¶  
FOR COUNTY OF AITKIN: . . . FOR LOCAL NO. 346: ¶  
¶

\_\_\_\_\_  
Secretary/Treasurer, Local No. 346 . . . Chairperson, ¶  
Aitkin County Board of Commissioners ¶

\_\_\_\_\_  
President, Local No. 346 . . . County Administrator ¶  
¶

\_\_\_\_\_  
Business Agent . . . Human Resources Manager ¶  
¶

APPENDIX A: Wage Schedule

Deleted: 2011

Deleted: ¶



## APPENDIX A: Wage Schedule

2014

	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
Grade 5	\$ 17.50	\$ 18.03	\$ 18.57	\$ 19.12	\$ 19.70	\$ 20.29	\$ 20.90	\$ 21.52	\$ 22.17	\$ 22.83	\$ 23.52	\$ 24.22	\$ 24.95	\$ 25.70	\$ 26.32
Grade 4	\$ 16.00	\$ 16.48	\$ 16.97	\$ 17.48	\$ 18.01	\$ 18.55	\$ 19.10	\$ 19.68	\$ 20.27	\$ 20.88	\$ 21.50	\$ 22.15	\$ 22.81	\$ 23.50	\$ 24.24

Effective January 1, 2014, employees shall be placed on the closest step that provides at least a 1% increase. In no event shall an employee's wage exceed the maximum of the wage schedule.

2015

	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
Grade 5	\$ 17.80	\$ 18.33	\$ 18.87	\$ 19.42	\$ 20.00	\$ 20.59	\$ 21.20	\$ 21.82	\$ 22.47	\$ 23.13	\$ 23.82	\$ 24.52	\$ 25.25	\$ 26.00	\$ 26.55
Grade 4	\$ 16.30	\$ 16.78	\$ 17.27	\$ 17.78	\$ 18.31	\$ 18.85	\$ 19.40	\$ 19.98	\$ 20.57	\$ 21.18	\$ 21.80	\$ 22.45	\$ 23.11	\$ 23.80	\$ 24.30

2016

	Minimum/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Maximum/O
Grade 5	\$ 18.15	\$ 18.68	\$ 19.22	\$ 19.77	\$ 20.35	\$ 20.94	\$ 21.55	\$ 22.17	\$ 22.82	\$ 23.48	\$ 24.17	\$ 24.87	\$ 25.60	\$ 26.35	\$ 26.90
Grade 4	\$ 16.65	\$ 17.13	\$ 17.62	\$ 18.13	\$ 18.66	\$ 19.20	\$ 19.75	\$ 20.33	\$ 20.92	\$ 21.53	\$ 22.15	\$ 22.80	\$ 23.46	\$ 24.15	\$ 24.65

Grade 4: Correctional Officer, Dispatcher

Grade 5: Jail Sergeant

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-3-2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, Human Resources Director *Bobbie Danielson*

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 6-10-2014 Estimated Presentation Time: \_\_\_\_\_

Presenter: Bobbie Danielson, Human Resources Director

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**  
**FROM: Roxy Traxler, Interim County Administrator**  
**RE: County Administrator Recommendation**  
**DATE: June 4, 2014**

The interview committee met with Mr. Nathan Burkett on June 4, 2014 as directed by the County Board. After this meeting, the full Personnel Committee met with him to negotiate terms:

- Starting Date June 30, 2014
- Starting Salary \$94,300 starting  
6-month probation period, if satisfactory salary may go up to \$98,000; then to follow non-union compensation guidelines going forward
- PTO Bank Starting with 80 hours of PTO banked
- PTO Accrual Start at 3-year accrual level for PTO, then follow non-union compensation guideline going forward
- Severance & Notice 30 severance pay, for anything other than illegal act, in the event of termination

Interim Administrator Traxler received the background check on 6/4/14, and it was clear of any criminal history and all employment and education data was verified and correct, and reference checks have been completed.

The Personnel Committee recommends hiring Nathan Burkett as County Administrator, with the terms as above, with a start date of June 30, 2014.

# 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: Shared Assessor**

**DATE: June 4, 2014**

Please see the draft contract as attached. Changes will be presented at the meeting as will additional information on compensation for the Aitkin County Assessor.

Draft

## Contract for Shared County Assessor Services

THIS AGREEMENT is made and entered into between Mille Lacs County, a body corporate and politic existing under the laws of the State of Minnesota, and Aitkin County, a body corporate and politic existing under the laws of the State of Minnesota, for a shared County Assessor.

WHEREAS, Mille Lacs County is in need of a County Assessor who is licensed and qualified to provide county assessor services to Mille Lacs County, and Mille Lacs County desires to enter into an agreement with Aitkin County to provide assessor services identified herein; and

WHEREAS, Aitkin County warrants that its County Assessor is licensed and qualified to perform the duties of County Assessor.

NOW, THEREFORE, in consideration of the mutual promises and agreements contained herein, the parties agree as follows:

- I. Scope of Services. The County Assessor of Aitkin County will provide the following services:  
The Aitkin County Assessor shall retain all authorities and responsibilities as provided by statute and common practice for the purposes of serving as the Aitkin County Assessor. The Aitkin County Assessor, during the term in which this Agreement is in force, shall have all the authorities and responsibilities as provided by statute and common practice for the purposes of serving as Mille Lacs County Assessor.
- II. Fees for Service. Mille Lacs County shall pay Aitkin County for Assessor services provided under this agreement using the following formula: \$2,395.20 per month (\$34.217 per hour multiplied by 70 hours per month) for 16 hours of service per week, of which 16 hours shall be on-site in Mille Lacs County.
- III. Expense Reimbursement. The Assessor shall use his own vehicle when administering services in Mille Lacs County. Mileage shall be paid by Mille Lacs County when the Assessor uses his own vehicle for County business. The rate of reimbursement for mileage shall be 10 cents less than the 2014 federal mileage rate of 56 cents per mile.
- IV. Professional Services. The Assessor shall provide on-site time of <sup>24</sup>~~30~~ hours per week in Aitkin County and 16 hours per week in Mille Lacs County. Off-site time of ~~10~~ <sup>TBD</sup> hours per week shall be provided to Aitkin County. Continuing education, shall be scheduled on days that are not on-site time for Mille Lacs County whenever possible. Time off, such as paid time off as described in the Aitkin County Non-Union Compensation Guidelines, shall be taken on days that are not on-site time for Mille Lacs County whenever possible. Mille Lacs County shall provide a suitable work site location, equipment, and staff for the Assessor.
- V. Contract Term. Term shall be 6 months from the date of the last signatures on this contract. If either party wishes to terminate this contract prior to the end of the 6 month period, the party wishing to terminate the contract shall give a minimum 2 month notice in writing to the other party. If parties wish to continue this contract beyond the 6 month period, a new contract shall be approved by both parties at least 2 months prior to the end of the 6 month period.
- VI. Termination of Contract. The parties agree that this contract will not be terminated until the services

Draft

are provided herein, unless there is a complete failure to perform the duties herein. Mille Lacs County will notify Aitkin County if it is unsatisfied with the services being performed and allow for correction. If Mille Lacs County is still dissatisfied with the services after giving notice and time to correct performance, it may terminate the contract. In the event either party desires to terminate this agreement for any reason, the party desiring to terminate shall notify the County Administrator of the other county in writing. The written notice of intent to terminate shall be delivered to the receiving County Administrator at least 2 (two ) months prior to the actual date of termination.

- VII. Aitkin County Assessor Not Considered Employee of Mille Lacs County. The Aitkin County Assessor is an Aitkin County employee and shall at all times herein be considered an Aitkin County employee. The Aitkin County Assessor will not be considered a Mille Lacs County employee. The Aitkin County Assessor shall be subject to the personnel and other policies of Aitkin County, except for any policy in conflict with this agreement. In the event any Aitkin County policy is in conflict with this agreement, this Agreement shall take precedence.
- VIII. Indemnification. Each party shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or action, including attorney's fees, which the other, its officers and employees may hereafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.
- IX. Insurance. In order to ensure that each party will be able to provide indemnification as required by the above provision, each party will maintain general liability and automobile liability with coverage limits not less than those prescribed under Minn. Stat. § 466.04; and Worker's Compensation insurance coverage or self-insurance in accordance with the Minnesota statutory requirements. Said policies shall be kept in effect during the entire term of this Agreement.
- X. Assignment. Neither Mille Lacs County nor Aitkin County may assign, delegate, or otherwise transfer this Agreement or any of its rights or obligations hereunder without the prior written consent of the other, which consent shall not be unreasonably withheld.
- XI. Non-Waiver and Cumulation of Remedies. The failure by either party at any time to enforce any of the provisions of this Agreement or any right or remedy available hereunder or at law or in equity, or to exercise an option herein provided, shall not constitute a waiver of such provision, right, remedy, or option or in any way affect the validity of this Agreement. The waiver of any default by either party shall not be deemed a continuing waiver, but shall apply solely to the instances to which such waiver is directed. The remedies provided under this Agreement shall be cumulative and not alternative, and the election of any one remedy for breach shall not preclude the pursuit of other remedies.
- XII. Data Privacy. Mille Lacs County and Aitkin County agree to abide by the applicable provisions of the Minnesota Data Practices Act, Minnesota Statutes, Chapter 13, HIPAA requirements and all other applicable state or federal rules, regulations, or orders pertaining to privacy or confidentiality.
- XIII. Records Retention and Availability/Audit. Mille Lacs County and Aitkin County shall keep pertinent business records pursuant to this Agreement. Such records shall be maintained for at least 6 years from the date services or payment were last provided or made, or longer if any audit in

Draft

progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Both parties shall have the right to audit and review all such documents and records at any time during regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription, and audit by both counties and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, Subd. 5. The records may also be subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

XIV. Entire Agreement. This Agreement embraces the entire agreement between the parties. No oral agreement or representation concerning the Agreement shall be binding.

XV. Severability. Every provision of this Agreement shall be construed, to the extent possible, so as to be valid and enforceable. If any provision of this Agreement so constructed is held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, such provision shall be deemed severed from this Agreement, and all other provisions shall remain in full force and effect.

XVI. Amendments. This Agreement may be altered, extended, changed, or amended in writing by mutual agreement of the parties when dated and attached hereto without altering the other terms of this Agreement.

XVII. Notice. Notice shall be given to the other party in writing and may be effectuated by delivery by U.S. Mail to the following addresses: Notice shall be made to Mille Lacs County by mailing it to Mille Lacs County Administrator, 635 2<sup>nd</sup> Street SE, Milaca, MN 56353. Notice shall be made to Aitkin County by mailing it to Aitkin County Administrator, 209 2<sup>nd</sup> Street NW, Aitkin, MN 56431.

**IN WITNESS WHEREOF,** Mille Lacs County and Aitkin County have caused this Agreement to be executed by the person authorized to act in their respective names on the date shown below.

**Approved by the Mille Lacs County Board of Commissioners:**

  
\_\_\_\_\_  
County Board Chair

**Approved by the Aitkin County Board of Commissioners:**

\_\_\_\_\_  
County Board Chair

**Attest By:**

  
\_\_\_\_\_  
Mille Lacs County Administrator

\_\_\_\_\_  
Aitkin County Auditor

**Approved as to form and execution:**

\_\_\_\_\_  
Mille Lacs County Attorney

\_\_\_\_\_  
Aitkin County Attorney

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_

# AITKIN COUNTY HUMAN RESOURCES

---

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

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

To: Aitkin County Commissioners  
Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director



Date: June 4, 2014

Subject: Personnel Committee Recommendations

## **Recommendations**

The Personnel Committee met on May 27, 2014, and unanimously recommends the following:

1. Fill one full-time Maintenance Coordinator position at LLCC. The position is vacant due to a retirement. Non-union, current wage range (Grade Q) \$12.96-\$23.04/hour after 28 years. The last incumbent was at \$17.92/hour, plus benefits. The 2015 wage range for this position is anticipated to be \$13.30-\$19.80/hour, steps A-O.

The Personnel Committee met on June 4, 2014, and unanimously recommends the following:

2. Fill one full-time Child Support Officer position in the HHS Department. The position will be vacant in June due to a voluntary resignation. AFSCME HHS union, 2014 wage range (Grade O) \$14.93-\$26.55/hour after 28 years. The current incumbent is at \$20.32/hour, plus benefits. The 2015 AFSCME HHS contract is not yet settled.

## **Action Requested**

Motion to accept the Personnel Committee's recommendations as presented.



# Memorandum

April 17, 2014

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: Retirement of LLCC Maintenance Supervisory and hiring to fill full time position.

Dave Conway has decided to retire as of June 2, 2014. His primary duties are the maintenance and cleaning of all buildings and grounds on the LLCC campus he is also responsible to maintain the Garn hot water heating systems.

The maintenance supervisor has supervisory responsibilities including the oversight of the maintenance custodian that works opposite shift and volunteer crews that occasionally perform work on the campus.

This job is considered essential due to the fact that this person is responsible for the upkeep of 48,000 Square feet (7 buildings) and approximately 10 acres of campus. Having clean well maintained facilities reflects directly on the public's perception of Aitkin County.

The position is currently a Grade Q position (Budgeted) with a 2014 wage range of \$12.96/hour to \$23.04/hour after 28 years.

In the new pay system, this will be a Grade 2 position with a wage range of \$13.00 to \$19.50 per hour,

Maintenance Supervisor salary	Rate	Hourly	Pera	Social Sec	Medicare	total benefit
Salary Rate(2014)	17.92					



## **MAINTENANCE COORDINATOR**

**Department** Land Department, Long Lake Conservation Center  
**Grade** Grade 2  
**Reports to** Business and Marketing Manager  
**FLSA Status** Non-exempt  
**Union Status** Non-union Position

### **Final Appointing Authority**

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

### **Job Summary**

To provide building maintenance, custodial, and groundskeeping services so that public buildings and grounds are clean and in efficient working condition; performs related work as required.

### **Supervision Received**

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

### **Supervision Exercised**

Serves as a work leader over the Maintenance Custodian and other staff or volunteers who are periodically assigned to perform maintenance tasks. Elements of direct control include assigning tasks, monitoring progress and work flow, checking the product for timeliness and correctness or soundness, and providing input into supervisor's actions.

### **Essential Functions**

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

1. Plans, organizes, and assigns and performs maintenance activities.
2. Cleans and maintains buildings so they are safe, sanitary, and attractive. Duties may include but not be limited to: Empty wastebaskets, mop and disinfect floors, clean and disinfect sinks, mirrors, toilet bowl-seats, urinals, and pipes, fill hand soap, paper towel, and tissue supplies, check that restroom faucets and drains are working properly, clean doors and partitions, spot clean walls and ceiling, replace lights, clean baseboards and light fixtures, clean exterior of all dispensers, vacuum carpeted areas, sweep tiled floors with dust mop, empty pencil sharpeners, clean window glass on doors, clean chalkboards, dust ledges and other surfaces, clean shades or blinds, clean and disinfect drinking fountains, clean stairs, set-up tables and chairs before meals or events, clean and put away



## ***Position Description***

- tables after meals or events, clean ceiling vents, strip/seal/wax tiled floors, shampoo carpets, sand and seal window ledges, clean furniture, desks, tables and chairs, and other related duties.
3. Performs groundskeeping activities, including mow grass, trim, rake, pull weeds, plant flowers, pick up trash, and snow and ice removal from entryways, walkways and parking lots.
  4. Cuts, splits and hauls wood for heating systems and fireplaces as needed.
  5. Makes periodic inspections of buildings to determine if custodial work is being performed satisfactorily and whether repair work is needed.
  6. Reports signs of vandalism or abuse of facilities.
  7. Schedules and performs preventative maintenance work as necessary on equipment.
  8. Maintains adequate security measures. Secures buildings by locking doors and windows and setting security lights.
  9. Operates equipment safely wearing proper personal protective equipment when necessary. Repairs and maintains equipment used on the job.
  10. Operates, maintains, and repairs boilers, waters softeners, pumps, and other related equipment.
  11. Tends fires and monitors heating systems. Operates compressors, generators, pumps, heating and air condition units so that plumbing, heating and electrical needs are met for the smooth operation of the facility. Tends to fires and fireplace fires by assuring they are properly started, maintained and extinguished. Handles firewood ensures there is an adequate supply.
  12. Disposes of all recycling materials according to LLCC policy.
  13. Paints and performs light carpentry duties as required.
  14. Assists the education department as requested with a variety of tasks which may include but not be limited to setting up beach, trails, and grounds for seasonal programs. Sets up facilities to accommodate a variety of programs and events.
  15. Maintains records and prepares reports.
  16. Keeps an inventory of supplies and materials. Picks up supplies and runs other errands as necessary.
  17. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Facilities Management Certificate or equivalent program coursework in electrical systems, mechanical systems, facilities management, project administration, preventive maintenance, energy maintenance strategies, and fire safety, plus 3 or more years of related facility maintenance experience.

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

Must be willing to work flexible hours as assigned, including evenings and some weekends for special events.



**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Modern building maintenance principles and practices including custodial work and operation and maintenance of building equipment.
3. OSHA regulations and safe operation of tools and equipment.
4. Electrical systems, mechanical systems, facilities management practices, project administration, preventive maintenance, energy maintenance strategies, and fire safety.

Skill in:

1. Communication and interpersonal skills as applied to interaction with coworkers, supervisor, and the general public sufficient to exchange or convey information and to receive work direction.
2. Reading, writing, and speaking English proficiently.
3. Efficiently organizing and prioritizing work for maximum productivity.
4. Operating tractor, lawn mower, hand and small power tools.
5. Operating heating system, maintaining water softeners and all other equipment.

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and guests with respect, honesty, and consideration.
2. Understand and carry out oral and written instructions
3. Investigate and handle complaints effectively.
4. Maintain accurate and up-to-date records.
5. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
6. Attention to detail and ability to identify needed repairs.
7. Establish and maintain effective working relationships with supervisors, co-workers, and guests.
8. Exercise independent judgment, effective organization and good time management skills.
9. Endure physical demands of the position involving long hours of standing, heavy lifting, climbing, bending, twisting, balancing, stooping, kneeling and crouching.

**Language Skills**

**Basic Skills** - Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

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



## ***Position Description***

### **Reasoning Skills**

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

### **Computer Skills**

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

Microsoft Word, Outlook, Internet, and other job-related software.

### **Ability to Travel**

Occasional travel is required for errands, trainings, meetings, and/or business at the courthouse.

### **Competencies**

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

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

### **Work Environment**

This position involves indoor and outdoor work. Indoor work will involve the use of various cleaning equipment and cleaning chemicals. Outdoor work will involve working around swamps, thick brush and forested areas during periods of extreme hot or cold weather. Working conditions will frequently be in the proximity of wood ticks, deer ticks, mosquitoes, flies, bees and other insects.

Work is medium to heavy, involving lifting and carrying objects weighing over 50 pounds. Finger and manual dexterity and motor coordination are required for the variety of jobs performed. Work will be dirty and hazardous at times; subject to cuts, shock hazard, strong chemicals, burns, possible injury by power tools and subject to noise and vibrations from machinery.

While performing the duties of this position, the employee is required to communicate and to operate objects and a variety of tools and equipment as required for the job.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, calculator, scanner, hand tools, power tools, measuring and metering devices, mowers, weed whips, garden tools, and county-owned vehicles.

### **Physical Activities/Requirements**

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



## ***Position Description***

While performing the duties of this job, the employee performs medium work, exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

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

05/13/2014

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

# REQUEST FOR STAFF

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## REASONS FOR REQUEST:

1. The self-sufficiency goal of Welfare Reform.
  - a. Welfare Reform/lifetime aid limits--5 yr limit for MFIP; CS only cash option for those who have met their limit.
  - b. Dependence by that Bill on child support collections.
2. High customer service expectations
  - a. 84% of caseload is NPA
  - b. PA clients receive child support in addition to their PA grants.
3. Increasing duties in cases and more required cases
  - a. Originally only did cs collection; now
    1. Insurance/med support
    2. Uninsured medical cost collection
    3. Spousal maintenance income withholding
    4. Daycare
  - b. Originally only public assistance cases were mandatory; now
    1. Medical Assistance
    2. MinnCare
    3. Child care cases
    4. Any case with automatic income withholding
4. Harsh enforcement remedies, some started automatically, so important to monitor closely:
  - a. Driver's License suspension
  - b. Automated bank matches and levy potential
  - c. Suspension of recreational licenses
  - d. Passport denial
  - e. Income withholding
  - f. State/Federal/Property Tax interception
  - g. Credit Bureau reporting
  - h. Occupational License Suspension
  - i. Student grant holds
  - j. Interest on all arrears
5. Switch by Feds to performance based incentives
  - a. See attached performance standards
  - b. Formula based solely on performance
6. IV-D caseload is 856 (4/30/14), 84% non-public assistance

7. Mobile population – in last year we’ve averaged 13 new cases per month, closed about same number, and had multiple transfers, all of which need timely research.

Average time for activities:

Establish or modify order	10 hours
Establish paternity (contested)	20 hours
Contempt of Court	6 hours

## FUNDING

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Funding: Federal pays 66%, County pays 34% of administrative costs which include significant “indirect” allocations; federal and state incentives are based on collections and performance.

See separate page for CSO Wage information.



# FEDERAL PERFORMANCE TIMELINES:

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1. Paternity
  - a. Serve alleged father w/i 90 days of locate
  - b. Action completed w/i 1 year
  - c. 75% of cases must be w/i the 90 day frame;
  - d. 90% w/i 1 year.
2. Establishment
  - a. Serve obligor w/i 90 days of locate
  - b. 75% in this time frame
  - c. 90% w/i 1 year.
3. Review/Adjust actions
  - a. 6 months from start to finish
  - b. Pre-PRISM, DHS directive required reviewing orders every 3 yrs; directive was removed during conversion but is re-surfacing
  - c. Required @ request of parties
  - d. Worksheets and financial data required by 1999 Statute to be served in every modification action, regardless of whether or not the county initiates.
4. Intake
  - a. Complete and take action within 20 days
5. Enforcement
  - a. Monitor pymts w/i 30 days
  - b. Take other action w/i 60 days\
6. Enforce medical support/insurance
  - a. Establish orders
  - b. Modify orders
  - c. Enforce provisions
7. Interstate
  - a. Initiate action w/i 20 days of locate
  - b. Notify other states of new info in 10 days
  - c. Respond to requests w/i 30 days
  - d. Take action w/i 10 days when receiving interstate case
8. Data Integrity
  - a. If data is not in PRISM, it doesn't exist and it's considered an error (all cases fall in this category)
9. Locate
  - a. Access all sources w/i 75 days (PRISM has many automated locate assists but they generate worklists that need to be reviewed)

[unless otherwise stated, 75% of cases must meet guidelines]

Failing to meet these timelines isn't only a compliance issue; it defeats the self-sufficiency goal of Welfare Reform.

**CSO Position  
Grade O**

**2014 Wage Range \$14.93 - \$21.24**

		Start	10 Year
Hourly Wage:		\$ 14.93	\$ 21.24
Benefits:	PERA	\$ 1.08	\$ 1.54
	FICA/MED	\$ 1.14	\$ 1.62
	Health (Family)	\$ 8.42	\$ 8.42
	Life (Family)	\$ 0.03	\$ 0.03
	<b>Total</b>	<b>\$ 25.60</b>	<b>\$ 32.85</b>
Yearly Wage:	*2080 Hours	\$ 53,257.51	\$ 68,337.90
County Cost:	Appx. 34%	\$ 18,107.55	\$ 23,234.89
Monthly County Cost:		\$ 1,508.96	\$ 1,936.24

**2013 Child Support Expenditure/Revenue**

Total Direct Expenditures:		\$344,598.00
	Federal Incentive Payment:	(\$32,132.00)
	Less: FFP on Direct Exp. Net of Incentive:	(\$206,227.00)
<b>NET DIRECT EXPENDITURES:</b>		<b><u>\$138,371.00</u></b>
Total Indirect Expenditures:		\$263,760.00
	Less: FFP on Indirect Exp.:	(\$174,082.00)
<b>NET INDIRECT EXPENDITURES:</b>		<b><u>\$89,678.00</u></b>
<b>Total COUNTY Expenditures:</b>		<b>\$608,358.00</b>
Total Child Support Enforcement Incentive Revenue:		(\$36,552.00)
<b>NET COUNTY EXPENDITURE for 2013:</b>		<b>\$191,497.00</b>



## **CHILD SUPPORT OFFICER**

**Department** Health and Human Services Department

**Grade** Grade 5

**Reports to** Child Support Supervisor

**FLSA Status** Non-exempt

**Union Status** AFSCME HHS Unit

### **Final Appointing Authority**

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

### **Job Summary**

To establish, modify and enforce child support orders for public assistance and non-public assistance clients, locate absent parents, interview mothers and alleged fathers to establish paternity, explain rights and obligations and negotiate settlements, initiate necessary legal actions, drafts legal documents, testify in court proceedings, and maintain all necessary and legal documentation.

### **Supervision Received**

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

### **Supervision Exercised**

No formal supervisory authority.

### **Essential Functions**

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

1. Communicates with clients, employers, attorneys, law enforcement agencies, Department of Human Services, post office, relatives, doctors and other information sources, in person and by phone or letter - to obtain and give out necessary information to manage cases.
2. Initiates necessary legal actions and drafts legal documents such as summons, complaints supporting affidavits, findings, orders and other legal documents to establish a court order for support and/or reimbursement or to enforce or modify and existing court order.
3. Testifies in court on behalf of the agency or client, prepares documents for the court, provides financial and current case status information to the court prior to and at court hearings.
4. Negotiates and facilitates child support related settlements prior to court hearings.



## Position Description

5. Gathers information, reviews finances and makes recommendations for child support, medical support and child care contributions to parents, attorneys and the court.
6. Follows language in court orders for administering enforcement and consults with county attorneys when necessary.
7. Oversees the progress of cases and determines what enforcement actions are appropriate for which cases.
8. Makes referrals to other agencies such as social services, legal services, job services, etc., as appropriate.
9. Refers suspected fraud cases to appropriate financial worker to complete paperwork for investigator and obtains any additional information to assist the investigator in the preliminary investigation.
10. Implements program changes as mandated by the legislature and Department of Humans Services.
11. Responds to inquiries about the child support program from any inquiring party, including employers, attorneys, judges and clients.
12. Initiates interstate/intrastate actions to establish orders or enforce existing child support orders from other jurisdictions, including tribal entities, in order to secure child support payments.
13. Recommends new ideas, forms, policies and procedures for the child support unit to the supervisor.
14. Explains rules, manual material, policies/informational bulletins and office procedures to staff/clients.
15. Attends training and meetings as needed.
16. Performs other related duties as assigned or apparent.

### Minimum Qualifications

Must be eligible for appointment by the MN Merit System.

Two years of experience as a Support Enforcement Aide or Collections Officer with responsibility for carrying out a part of child support collections.

*or*

Three years of experience in work related to child support collections in a county social services agency (e.g., providing clerical or other support services to the child support and collections unit).

*or*

Three years of college with emphasis in criminal justice, public administration, business administration, paralegal, social work, psychology, sociology, or other related human services field.

*A candidate may substitute experience for education and education for experience in order to meet the qualifications. In addition to those listed above, the MN Merit System may accept other education and experience combinations too; contact the Merit System for more information.*

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



**Knowledge, Skills, and Abilities Required**

Knowledge of:

1. County and departmental policies, procedures, and practices.
2. Federal, State, and local laws, rules, and regulations relevant to the work performed in this position, including considerable knowledge of child support laws, rules, regulations and policies.
3. Considerable knowledge of the legal process related to child support orders and hearings.
4. Considerable knowledge of the laws and rules pertaining to data privacy.
5. Considerable knowledge of rules of evidence and court procedures.
6. Federal and state income maintenance program laws, rules and regulations.
7. Legal terms, forms and substance to be followed in drafting/writing orders of judgment and contempt actions and other legal documents.
8. Community resources.
9. Personal financial management techniques.
10. Debt collection approaches and laws.
11. Human behavior.

Skill in:

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

Ability to:

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat others with respect, honesty, and consideration.
2. Organize and prioritize work.
3. Handle hostile or uncooperative people.
4. Analyze facts and evidence to make sound recommendations
5. Explain and interpret complex laws, rules and regulations and court orders.
6. Process a large volume of work quickly and accurately.
7. Work independently.
8. Conduct an effective interview.
9. Enter and retrieve data from a computer system using a keyboard.
10. Communicate clearly and effectively, both orally and in writing, including court testimony.
11. Develop effective working relationships with attorneys, child support magistrates, co-workers, clients, court personnel, human services staff, personnel from other organizations and employers.
12. Maintain effective working relationships with individuals from all cultural, occupational and socioeconomic backgrounds.
13. Establish and maintain thorough case files in compliance with state and federal laws, both for on-going collections and for audit process.
14. Prepare clear, concise and comprehensive reports.
15. Prepare court documents.



## ***Position Description***

### **Language Skills**

High Skills – Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations. Ability to write reports, business correspondence, procedure manuals, and draft legal documents. Ability to effectively present information, testify in court, facilitate child support settlement conferences, and respond to questions from groups of managers, clients, customers, and the general public.

### **Mathematical Skills**

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

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software E-time, Webfusion, Microsoft Word, Excel, Outlook, PRISM, MAXIS, Department of Public Safety Software, Application Xtender Document Manager, Statusview, MNCIS, Aitkin County Intranet, and Internet.

### **Ability to Travel**

Occasional travel is required for meetings, conferences, and off site court hearings.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate.

### **Equipment and Tools**

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



## **Position Description**

### **Physical Activities/Requirements**

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

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

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

### **Disclaimer**

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05/13/2014

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 5-28-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Public Hearing – Adopt Countywide Fee Schedule

Requested Meeting Date: 6-10-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: Roxy Traxler, Interim County Administrator

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

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

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

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

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

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



**Supporting Attachment(s)**

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

**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: Public Hearing – Adopt Countywide Fee Schedule**

**DATE: May 28, 2014**

At the May 13<sup>th</sup> County Board meeting the updated Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act was approved, and a Public Hearing was scheduled to consider adopting a Countywide Fee Schedule.

Upon adoption of the attached Countywide Fee Schedule, it will become Appendix C of the Data Practices Act document, provide consistency in fees from department to department, and allow the Board to adopt one fee schedule per year, rather than multiple schedules.

Action Requested:  
Adopt the Countywide Fee Schedule.



# AITKIN AGE

INDEPENDENT

P.O. BOX 259 • AITKIN, MN 56431-0259 • 218-927-3761

## AFFIDAVIT OF PUBLICATION

STATE OF MINNESOTA)

)SAs.

COUNTY OF AITKIN )

Linda Bauer, being duly sworn, on oath says that he/she is the publisher or authorized agent and employee of the publisher of the newspaper known as Aitkin Independent Age, and has full knowledge of the facts which are stated below:

A) The newspaper has complied with all of the requirements constituting qualifications as a qualified newspaper, as provided by Minnesota Statute 331A.02, 331A.07, and other applicable laws, as amended.

B) The printed Notice of Public Hearing

Adopt Countywide Fee Schedule

which is attached, was cut from the columns of said newspaper, and was printed and published once each week, for two successive weeks; it was first published on Wednesday.

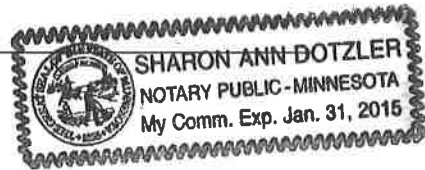
the 21st day of May, 20 14 and was thereafter printed and published on every Wednesday to and including Wednesday, the 28th day of May 20 14

By: Linda Bauer  
Title: Bookkeeper

Subscribed and sworn to before me on this 28th day of May, 20 14

Notary Public [Signature]

Publishing Fee: \$ 56.60



### RATE INFORMATION

Maximum rate allowed by law for the above matter .....\$ \_\_\_\_\_  
(Line or inch rate)

Rate actually charged for the above matter.....\$ 5.66  
(Column inch rate)

Repeat Rate.....\$ 5.66



## AFFIDAVIT OF PUBLICATION

### NOTICE OF PUBLIC HEARING

**Aitkin County  
Board of Commissioners  
Adopt Countywide Fee Schedule**

Notice is hereby given that the County Board of Aitkin County, MN, will hold a public hearing in the Aitkin County Boardroom, 217 - 2nd Street NW, Aitkin, MN 56431 on Tuesday, June 10, 2014 at 10:00 a.m. The purpose of this hearing is to consider adopting a Countywide Fee Schedule. All interested persons are invited to attend the public hearing.

**Roxy Traxler**  
Interim Aitkin County Administrator • 218-927-7276

**Aitkin County  
 Fee Schedule  
 Approved by the Board on [insert date]  
 Effective [insert date]**

*Draft - public hearing set in June to consider  
 adoption of a countywide fee schedule.*

Postage expenses shall be borne by requestor.

**COMMON FEES**

COPIES - Black and White (letter size, legal size, and ledger 11"x17" size)	\$ 0.25	per page (single or double sided)
Plat size (22" x 34")	\$ 3.00	per page (single or double sided)
COPIES - Color (letter size, legal size, and ledger 11"x17" size)	\$ 0.50	per page (single or double sided)
Plat size (22" x 34")	\$ 6.00	per page (single or double sided)
FAX, per page	\$ 1.00	
International Fax Fee	\$ 7.00	first page, \$4.00 each additional page
AS400 OR PRINTED REPORTS	\$ 25.00	minimum or \$0.25 per page, whichever is greater
LABELS	\$ 25.00	minimum or \$3.00 per sheet (30 labels/sheet), whichever is greater
BLUEPRINTS (non copyright)	\$ 5.00	each

**ASSESSOR'S OFFICE**

FIELD CARDS		
Fax of Field Cards	\$ 0.50	per parcel
Email of Field Cards	\$ 0.50	per parcel
SIMPLE SALES QUERY	\$ 5.00	per query
PARCEL DATA REQUESTS (Large Quantity)	\$ 25.00	or \$0.04 per parcel, whichever is greater
LINK GIS Subscription	\$ 180.00	per year

**ATTORNEY'S OFFICE**

AUDIO/VIDEO		
Audio CD's	\$ 10.00	
Video Recordings - DVD	\$ 10.00	

**AUDITOR'S OFFICE**

ASSESSMENT (SPECIAL)		
Admin Set-up	\$ 7.00	per parcel
ASSEMBLY LICENSE	\$ 500.00	plus \$25,000 bond
AUCTIONEER	\$ 20.00	
BEER (3.2%) LICENSE	\$ 40.00	off sale
	\$ 10.00	on sale
	\$ 50.00	on & off sale
BOND INFORMATION REQUESTS / Auditor Tax Certificate	\$ 250.00	each
CONSUMPTION & DISPLAY / Set-Ups	\$ 250.00	each (paid to State)
Temporary Consumption & Display Permit	\$ 25.00	per each date
COPIES See Common Fees Section		
Maps, Black and White, 8 1/2 " x 11"	\$ 2.00	
Maps, Color, 8 1/2" x 11"	\$ 3.00	
DANGEROUS DOGS	\$ 25.00	
DITCH AND HWY LIEN RELEASES	\$ 15.00	
FAXES See Common Fees Section		
FIREWORKS	\$ 2.00	Auditor's fee
	\$ 8.00	Sheriff's fee
GAMBLING	Varies	State
JUDGMENT - CONFESSION OF		
Initial Fee	\$ 25.00	per description
Payments on	\$ 2.00	per statement
JUDGMENT COST - Publication	\$ 20.00	per parcel
LIQUOR LICENSE	\$ 100.00	club
	\$ 1,500.00	on sale
	\$ 360.00	off sale
	\$ 120.00	Sunday
PLATS (NEW) - AUDITOR'S FEE	\$ 75.00	plus \$2.00 per lot
PLAT (NEW) - SURVEYORS FEE	\$ 150.00	after 5 lots, \$5.00 per lot
PRECIOUS METALS	\$ 25.00	
REPURCHASE - COST OF FORF FEE	\$ 100.00	
REPURCHASE - SHERIFF'S COST	\$ 40.00	

APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

TAX/ASSESSMENT SEARCH	\$ 5.00	per parcel
TAX STATEMENTS - Duplicate	\$ 2.00	
TRANSIENT MERCHANTS, PEDDLERS, HAWKERS	\$ 150.00	
TRUTH IN TAXATION		1/3 COST TO CITIES, TOWNS & SCHOOLS
TIF DISTRICTS - ANNUAL COUNTY ADMINISTRATION OF	\$ 100.00	and \$16.00 per parcel for maint (splits, etc.)
TIF - CERTIFICATION OF ORIGINAL VALUE	\$ 150.00	
TOBACCO LICENSE	\$ 50.00	
WASTE HAULERS	\$ 100.00	
WINE LICENSE	\$ 100.00	yearly
Temporary Wine License	\$ 50.00	per each date
VOTER'S CERTIFICATION	\$ 2.00	

**ECONOMIC DEVELOPMENT**

APPLICATION FEE	
JOBZ (expires in 2015)	\$ 500.00
Tax Abatement	\$ 500.00
TIF	\$ 500.00

**GIS**

MAP SETUP/DATA EXTRACTION/DATA CONVERSION	\$ 50.00	per hour
Plotting Existing Map or Graphic		
8.5" x 11" Black and White	\$ 2.00	per copy
8.5" x 11" Color	\$ 3.00	per copy
11" x 17"	\$ 5.00	per copy
18" x 24"	\$ 10.00	per copy
24" x 36"	\$ 15.00	per copy
36" x 48"	\$ 30.00	per copy
PARCEL BOUNDARIES ( ~ 43,000 parcels) Shapefile	*\$0.10	per parcel (\$50 minimum), license required**
TAX ATTRIBUTES - AS400 dBase	*\$0.03	per parcel (\$50 minimum), license required**
ROAD CENTERLINES Shapefile	*\$0.25	per feature, license required**
ADDRESS POINTS Shapefile	*\$0.25	per feature, license required**
OTHER GEOSPATIAL DATA Shapefile	\$50	per dataset
GIS WEBSITE ACCESS, Standard Level	Free	

\*\*Geospatial data shall not be released until a proper license agreement is on file with this office.  
\*Cost recovery fees for data development are waived for government and academic users. Requests for services not described here are charged at \$50.00 per hour. Funds collected from the distribution of data and maps are used to develop and maintain our county's digital geospatial data.

**HEALTH AND HUMAN SERVICES**

**INCOME MAINTENANCE**

LICENSING		
Child Care Initial Licensing Fee	\$ 30.00	
Child Care Renewal Licensing Fee	\$ 50.00	
BACKGROUND CHECK		
Initial Processing Fee	\$ 50.00	
Fees per HH member over Age 13 (total fees not to exceed \$100.00 annually)	\$ 10.00	
<b>SOCIAL SERVICE (STAFF HOURLY EXPENSE = \$101.00)</b>		
CD ASSESSMENTS		
Ordered by the Court (DUI or DWI)	\$ 200.00	May be subject to sliding fee scale.
All Other	\$ 200.00	May be subject to sliding fee scale.
CUSTODY STUDIES		
Ordered by the Court	\$ 1,000.00	Each parent responsible for half.
VISITATION EXPEDITOR/VISITATION SUPERVISOR	\$ 25.00	per hour, per family.
Fee based on what Remica House charges.		
ADOPTION FINALIZING		
Fingerprint Process for Licensing	\$ 5.00	per person
COMMUNITY EDUCATION	\$ 400.00	per month, registration fee
CORPORATE FOSTER CARE	\$ 250.00	per home, per licensing year
<b>PUBLIC HEALTH</b>		
SAFETY SEATS		
Convertible	\$ 45.00	
Combo	\$ 45.00	
No Back Booster	\$ 12.00	
Britax Laptop	\$ 45.00	

APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

<b>BIKE HELMETS</b>	
Toddler	\$ 10.00
Child	\$ 10.00
Youth	\$ 10.00
Adult	\$ 10.00
Child/Youth Multi-sport	\$ 15.00
Youth/Adult Multi-sport	\$ 15.00
<b>NIPPLE SHIELDS (price subject to change)</b>	<b>\$ 7.25</b>
<b>RADON KITS</b>	
Short-term	\$ 8.00
Long-term	\$ 16.00
<b>LEAD DRAW</b>	<b>\$ 19.00</b>
<b>IMMUNIZATIONS</b>	
Hepatitis B	\$ 52.00
Td	\$ 39.00
Tdap	\$ 55.00
Pneumonia	\$ 66.00
Fluzone Influenza (Q2038 and 90658)	\$ 28.00
Fluzone High-dose (90662)	\$ 45.00
FluMist Quad (90660)	\$ 36.00
MNVFC Immunizations (Child and Adult)	\$ 19.00
Mantoux (Serum, Admin, and Read)	\$ 23.00
Mantoux (Admin and Read Only)	\$ 19.00
<b>CHILD SUPPORT AND OTHER COLLECTIONS</b>	
IV-D, CASE OPENING FOR NON-PUBLIC ASSISTANCE CLIENTS	\$ 25.00
IV-E FOSTER CARE	Varies
ADMIN FOSTER CARE / NON SED	Varies
SED FOSTER CARE, PARENTAL FEE WORKSHEET	Varies
DETOX, use sliding fee scale when financial info is supplied	Varies

**HIGHWAY DEPARTMENT**

<b>EQUIPMENT (including Operator):</b>	
Motor Grader	\$ 90.00 per hour
Tandem Truck	\$ 100.00 per hour
Single Axle Truck	\$ 95.00 per hour
3 Cubic Yard Articulating Loader	\$ 85.00 per hour
Dozer	\$ 85.00 per hour
Tractor	\$ 55.00 per hour
Tractor/Loader/Backhoe	\$ 75.00 per hour
Track Backhoe	\$ 85.00 per hour
ASV Posi Track with Brush Head	\$ 80.00 per hour
Tractor/Mower	\$ 75.00 per hour
Sioux Steamer w/Truck	\$ 45.00 per hour
Self Propelled Steel Drum Roller	\$ 55.00 per hour
<b>MATERIALS (for Other Governmental Units Only):</b>	
Deicing Sal/Sand (15% salt)	Inventory Cost
Culverts	Inventory Cost
Cutting Edges	Inventory Cost
Signs and Posts	Inventory Cost
Calcium Chloride	Spring bid unit price
<b>MATERIAL (for Private Sale):</b>	
E-911 Address (includes sign and post)	\$ 30.00 each
Mailbox Supports	\$ 53.44 each
Dust Control Treatment	Based on Spring bid
Driveway Approach Culverts (as determined by Permit)	60% of Inventory Cost
<b>MISCELLANEOUS:</b>	
Driveway Approach Deposits	\$ 500.00 Refundable
Utility Permit	\$ 50.00 each

**IT DEPARTMENT**

REPORTS OR LABELS	See Common Fees Section
CD OR EMAIL FILE	\$ 50.00 minimum or \$0.04 per parcel, whichever is greater

**RECORDER'S OFFICE**

*Rates established by the State are subject to change without notice.*

RECORDING FEE	\$ 46.00 per document
RECORDING WELL CERTIFICATE	\$ 50.00
COPIES OF LARGE MAPS	\$ 5.00
CERTIFIED COPIES OF DOCUMENTS	\$ 10.00
COPIES OF RECORDED DOCUMENTS	\$ 1.00
FAX FEE	Refer to Common Fees Section

VITAL RECORDS

Birth Certificates	\$ 26.00
Duplicate Birth Certificate	\$ 19.00
Death Certificates	\$ 13.00
Duplicate Death Certificates	\$ 6.00

**SHERIFF'S OFFICE**

ALARM FEES

Initial	\$ 20.00
Renewal	\$ 5.00
Non-compliance Fee	\$ 50.00
False Alarms - Per each after third	\$ 50.00

GUN PERMIT TO CARRY

New	\$ 100.00
Renewal	\$ 75.00

BACKGROUND CHECKS

\$ 10.00

REPORTS AND ICR'S

Victim	No charge
Walk-in	\$ 0.25 per page (single or double sided)
By mail	\$ 0.25 per page plus postage costs

AUDIO/VIDEO/PHOTOGRAPHY

Audio CD's	\$ 10.00
Transcript of audio recordings	\$ 4.00 per page
Photographs/Digital by disk	\$ 10.00
Booking photos	\$ 5.00
Video Recordings - VHS	\$ 16.00
Video Recordings - DVD	\$ 10.00

FINGERPRINTING

Aitkin County Resident	No charge
Non-resident	\$ 5.00

BOAT & WATER

Raft Permits	\$ 2.00 per year (renewed in 5 year increments)
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CIVIL PROCESS

<sup>1</sup> For Paper Service, \$100.00 Deposit is required.

Charge per person served/Not found	\$ 30.00 plus mileage noted below
Mileage charge per attempt (round trip)	\$ 0.60 per mile
Mileage charge for City of Aitkin	\$ 1.00
Charge for Real Estate Sales	\$ 50.00
Mechanics Lien Sale	\$ 50.00 plus mileage
Cancelled real estate sale w/no notification	\$ 50.00
Redemption fee on redeemed real estate	\$ 250.00 plus \$30.00 for each rescheduling of redemption date
Posting three notices of sale	\$ 45.00 plus mileage
Charge for sending a fax	See Common Fees Section
Levy fee on a Writ of Execution	\$ 20.00
Commission on Writ \$ Levied upon	\$ 0.05
Deputy Time	\$ 30.00 plus mileage

STORAGE FEES

Vehicle	\$ 10.00 per day
Boat	\$ 1.00 per foot, per day
Snowmobile	\$ 5.00 per day
Forfeited Vehicles, payment in full of	Tow Bill, plus \$50 per month for any portion of the month from in date through Out date.

<sup>1</sup> If the actual fee exceeds the amount of deposit, you will be billed for the additional amount. When the actual amount of the fee is less than your deposit, you will receive a refund with your affidavit.

Securing and safety keeping property in replevin, attachment or an execution \$ based on time spent and hourly rate of pay for Deputy executing the process.

Contact the Sheriff's Office for Writ of Execution Instructions.

**SHERIFF'S OFFICE (JAIL)**

BOARDING OF PRISONERS

BOOKING FEE

FINGERPRINTING

HUBER FEES

per day

JAIL NURSE

Co-pay	
Medication Co-Pay	

PAY TO STAY

per day

URINALYSIS

STS	
Huber	

**TREASURER'S OFFICE**

RESEARCH FEE

\$ 25.00 per hour

TAX STATEMENTS - Duplicate

\$ 2.00

**ZONING AND ENVIRONMENTAL SERVICES**

**ACCESSORY BUILDINGS/SIGN**

<120 sq.ft. (no pre-onsite)	\$ 50.00
>121 sq.ft. to 239 sq.ft. (no pre-onsite)	\$ 75.00
>240 sq.ft. and/or WATER ORIENTED	\$ 175.00
Open on three sides or lean-to	\$ 75.00

Accessory Structures are buildings used for personal storage with no sleeping quarters and no toilet, bathtub, or shower facilities. Any structure with sleeping quarters or these facilities is considered a residence. A septic system must be installed when there is running water to or within a structure - refer to wetland and sewer fees.

FENCE (8 feet or greater in height)	\$ 50.00
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**COMMERCIAL BUILDINGS/ADDITIONS (FOOTPRINT OF STRUCTURE)**

<500sq.ft.	\$ 200.00
501 – 1500 sq.ft.	\$ 300.00
1501 – 2500 sq.ft.	\$ 400.00
>2501 sq.ft.	\$ 500.00

**RESIDENCE, NEW CONSTRUCTION (FOOTPRINT - INCLUDING ATTACHED GARAGE, DECK, AND/OR PORCH)**

Additions (decks, porches and platforms are separate permit fees)	
<500 SQ.FT.	\$ 200.00
501 – 1000 sq.ft.	\$ 250.00
1001 – 2000 sq.ft.	\$ 300.00
2001 – 3000 sq.ft.	\$ 350.00
>3001 sq.ft.	\$ 500.00

**DECK/PLATFORM**

<100 sq.ft	\$ 75.00
>100 sq.ft.	\$ 125.00
(Platforms are larger than 32 sq.ft. Less than 30 inches above ground.)	

LAND ALTERATIONS	\$ 150.00
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VEGETATION ALTERATION	No fee
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PLANNING CALL/SITE REVIEW	\$ 100.00
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CONDITIONAL USE PERMIT	\$ 600.00
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AMENDMENT TO EXISTING CUP	\$ 600.00
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VARIANCE (DOES NOT INCLUDE PERMIT FEE)	\$ 600.00
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APPEAL TO BOA	\$ 600.00
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REPUBLICATION OF VARIANCE OR CUP	\$ 50.00
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REZONING	\$ 600.00
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ORDINANCE AMENDMENT	\$ 500.00
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TOWER / WECC APPLICATION	\$ 700.00
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PRELIMINARY PLATS AND RESIDENTIAL PUDs (1-5 lots/units)	\$ 600.00
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(6 or more lots/units an additional \$50.00/lot/unit)

FINAL PLATS AND RESIDENTIAL PUD'S	\$ 600.00
-----------------------------------	-----------

(6 or more lots/units an additional \$50.00/lot/unit)

NEW ROAD SIGN AND POST (each sign and post in new plat)	\$ 175.00
---	-----------

COMMERCIAL PUD'S AND RESORT EXPANSIONS (6 or less lots –no CUP)	\$ 300.00
---	-----------

SURVEYOR REVIEW FEE (for plats and residential PUDs 1-5 lots)	\$ 150.00
---	-----------

(6 or more lots/units an additional \$20.00 per lot/unit)

ENGINEERS REVIEW FEE	\$ 150.00
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REPLAT OF EXISTING PLAT TO COUNTY BOARD (does not include surveyor fee)	\$ 200.00
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ADMINISTRATIVE SUBDIVISIONS AND EXEMPTIONS (review prior to approval)	\$ 75.00 per lot
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-If wetlands exist on parcels and/or if onsite inspection to verify submitted info ... add'n'l

COMPLAINT ENFORCEMENT (after receipt of (2ND) notice - addition to permit fee)	\$ 200.00
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REINSPECTION/ADDITIONAL INSPECTION FEE ON ALL	\$ 100.00
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911 ADDRESSING (includes assignment of number, sign, and post)	\$ 55.00
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AFTER THE FACT FEE'S – 5 X permit fee in Shoreland areas, 5 X permit fee in non-Shoreland areas (includes variances and CUP's)

**RESIDENTIAL SEWERS FEES**

The type of septic system to be installed will be determined by the type of soil on the property. A licensed ISTS professional can do soil borings to determine the type of soil and system the property can support.

Drainfield/Bed	\$ 250.00
MoundAt-Grade	\$ 300.00
Other//Performance Systems	\$ 350.00
Tank Replacement/Outhouse/Privy	\$ 150.00
Holding Tank (requires onsite)	\$ 150.00
Operating Permits	\$ 100.00
Indemnification Form (homeowner installed systems) in addition to permit fee	\$ 100.00

**COMMERCIAL and CLUSTER SEWERS**

Gallons/Day	
1-500	\$ 500.00
501-1,000	\$ 600.00
1,001-2,500	\$ 1,000.00
2,501-10,000	\$ 1,200.00 plus any additional costs for design review and inspections (5)

**WETLAND CONSERVATION ACT FEES**

Wetland Exemption Certificate	\$ 25.00
Wetland/Banking/Offsite-Mitigation Application	\$ 1,000.00
Wetland Replacement Plan	\$ 300.00
Wetland Site Review	\$ 100.00
Appeal of LGU Decision	\$ 50.00 per hour, + any additional costs to County



APPENDIX C  
AITKIN COUNTY GUIDELINES AND PROCEDURES FOR MINNESOTA GOVERNMENT DATA PRACTICES ACT

OTHER CHARGES

Ordinances (excluding Shoreland and General Zoning)	\$	10.00
Shoreland and General Zoning Ordinances	\$	25.00
Comprehensive Land Use Plan	\$	25.00
EAW Fees	\$	50.00 per hour, + any additional costs to County
Administrative Fee	\$	50.00 per hour, + mileage, min charge of 1/2 hr
Copies of Meeting Recordings	\$	25.00

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-3-14

Via: Roxy Traxler, Interim County Administrator

From: Steve Hughes, District Manager ACSWD

Title of Item:

Special Extension Request – Revision of Aitkin County Comprehensive Local Water Plan

Requested Meeting Date: 6-10-14      Estimated Presentation Time: \_\_\_\_\_

Presenter: Steve Hughes, District Manager ACSWD

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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



AITKIN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT

130 Southgate Drive  
Aitkin, Minnesota 56431-7407  
Telephone (218) 927-6565

**MINNESOTA**  
**SOIL AND WATER CONSERVATION DISTRICTS**

June 3, 2014

Dear County Board Members:

I have enclosed a copy of a cover letter that will go with the proposed Aitkin County Water Plan time extension. I know that we can greatly improve the content and value of the water plan by incorporating the minor watershed assessments and other activities such as the MPCA Wrap study on the Upper Mississippi watershed. I will be at the June 10<sup>th</sup> Board Meeting to discuss this with you and answer any questions you may have. Thank You!

Sincerely,

A handwritten signature in black ink that reads "Steve Hughes". The signature is written in a cursive style with a large, prominent "S" and "H".

Steve Hughes

District Manager



**MINNESOTA  
SOIL AND WATER CONSERVATION DISTRICTS**

**AITKIN COUNTY SOIL AND WATER  
CONSERVATION DISTRICT**

130 Southgate Drive  
Aitkin, Minnesota 56431-7407  
Telephone (218) 927-6565

June 2, 2014

The Aitkin County Board of Commissioners is requesting a time extension for the completion of the Aitkin County Water Plan. The current deadline date is August 27, 2014 and the request is to extend that deadline to August 27, 2016.

Aitkin County would like to fully integrate some relatively new GIS information into our upcoming water plan. We have met on several occasions with representatives from Crow Wing County and have reviewed their minor watershed assessment maps. We have had our GIS department use similar data sorts to define land uses and potential water quality impacts on a minor watershed level. We believe this is the future of land use planning and we want to use these new capabilities. In addition, coordination with adjacent counties and application of our minor watershed assessments will be a very high priority in our plan revision.

We are also beginning a WRAP study with MPCA on the Upper Mississippi River (Grand Rapids). This effort officially begins on July 1, 2014.

With the timing of several important watershed project start-ups, we feel that an extension of time will allow us to create a much more targeted and useful water plan. Of course our current plan will remain in effect and it will continue to be implemented. Our water plan coordinator is authorized to request this extension.

Sincerely,

A handwritten signature in black ink that reads "Steve Hughes". The signature is written in a cursive style.

Steve Hughes, District Manager

Aitkin County SWCD

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

ADOPTED June 10, 2014

By Commissioner: xx

061014-0xx

**Revision of Aitkin County Comprehensive Local Water Plan – Special Extension Request**

**WHEREAS**, Minnesota Session Law 2012 Chapter 103B.3367 gave the MN Board of Water and Soil Resources (BWSR) authority to extend the date of local water plans for a period not to exceed two (2) years; and

**WHEREAS**, Aitkin County has a current state approved and locally adopted Comprehensive Local Water Plan with an end date of August 27, 2014; and

**WHEREAS**, the public comment period has been conducted and results of the public survey have been prioritized for the extension of the 2014 water plan to August 27, 2016; and

**WHEREAS**, Aitkin County is an active participant in other major projects currently underway such as BWSR's One Watershed One Plan for the Snake River and Upper Mississippi (Brainerd) project which is scheduled to be completed in 2015 which could then be included in the Aitkin County LWP. Aitkin County is also participating in the Upper Mississippi River WRAP which is beginning its first year, and

**WHEREAS**, the Aitkin County Local Water Planner has created a model for Local Water Plans targeted at the minor watershed level and which coordinates with the Department of Natural Resources Fisheries Lake Protection and Restoration Strategy. Aitkin County would like to integrate both practices into the updated LWP to create a common methodology to prioritize, target and develop measurable outcomes for future projects.

**NOW THEREFORE, BE IT RESOLVED**, the Aitkin County Board of Commissioners request from MN Board of Water and Soil Resources (BWSR) a 24 month extension for a total extension of two (2) years (August 27, 2016) to include the work being completed on the BWSR's One Watershed One Plan for the Snake River and Upper Mississippi (Brainerd) project and the DNR Fisheries Lake Protection and Restoration model for minor watersheds to be added to the Aitkin County Comprehensive Water Plan.

**BE IT FURTHER RESOLVED**, that Aitkin County will ensure continued public participation in the form of a Water Plan Task Force and Public Information meetings.

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 10<sup>th</sup> day of June 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 10<sup>th</sup> day of June A.D., 2014

KIRK PEYSAR, County Auditor

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

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



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

Via: Roxy Traxler, Interim County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Petition for Partial Abandonment of drainage systems (M.S. 103E.806)

Requested Meeting Date: 6/10 Estimated Presentation Time: 5 mins

Presenter: Kirk Peysar, County Auditor

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

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

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

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

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

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



**Supporting Attachment(s)**

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

**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.**

**Kirk Peysar**  
**Aitkin County Auditor**  
Aitkin County Courthouse  
209 2<sup>nd</sup> Street NW – Room 202  
Aitkin, MN 56431  
Phone: (218) 927-7354  
Email: kpeysar@co.aitkin.mn.us

Date: June 3, 2014

To: Aitkin County Board of Commissioners

From: Kirk Peysar, County Auditor 

Re: Petition for Partial Ditch Abandonment of a Drainage System  
(Involving County Ditch 4 and County Ditch 38)

At Tuesday's Board meeting, I will be requesting that a date and time be set for a public hearing for hearing the requests for Partial Ditch Abandonment of a Drainage System pursuant to Minnesota Statute 103E.806, Subdivision 3.

A notice by mail is required to be given to property owners benefited by these systems as well as publication or web posting. In order to give agencies adequate time to respond, I suggest July 22nd, 2014 at 10:30a.m. for the hearing.

If you have any questions prior to Tuesday's meeting, please give me a call.

Thank you.



U. S. Steel Corporation  
Minnesota Ore Operations  
P.O. Box 217  
Keewauwin, MN 55753

March 31, 2014

Mr. Kirk Peysar  
Aitkin County Auditor  
209 2<sup>nd</sup> Street NW  
Room 202  
Aitkin, MN 5643-1292

**RE: Petition for Partial Ditch Abandonment of a Drainage System  
within Sections 27, 28, 32, 33 and 34 of Workman Township (T.49N.-R.24W.)  
Aitkin County, Minnesota**

Dear Mr. Peysar:

United States Steel Corporation (U. S. Steel) is submitting this petition for ditch abandonment at the locations referenced above pursuant to Minnesota Statute 103E.806, "*Partial Abandonment of a Drainage System.*" Per Minnesota Statutes 2010 103E.806, this petition is being filed with the Aitkin County Auditor.

This ditch abandonment request is a part of U. S. Steel's wetland mitigation project where many miles of private and Fire Relief Commission (FRC) ditches flow through the mitigation site. The project site encompasses approximately 1,416 acres owned by U. S. Steel. Note that all ditch assessments and historical ditch liens have been recently removed and recorded for the entire agricultural property.

Please review the regulatory ditch map showing what U. S. Steel believes to be the original Ditch Authority's ditching system (including a ditch section that no longer exists on the NE corner of Section 34 that would still have to be abandoned). The mapping is based on field conversations conducted during a June 26, 2013 site visit between Hatch Mott McDonald (HMM), U. S. Steel staff and John Welle. The map also shows private ditches that have been altered, and re-piped resulting in the present day conditions.

Based on a July 15<sup>th</sup>, 2013 email from John Welle to U. S. Steel's consultant, HMM, the County likely does not have authority over the FRC ditches shown on the map. U. S. Steel will take ownership of these ditches along with the private ditches until further notice.

U. S. Steel is requesting permission to abandon the following ditch segments, which are further described in the attached supporting documents:



- Section 27: The segment of CD-4 bounding the west side of the SW quadrant.
- Section 28: The segment of CD-4 bounding the east side of the SE quadrant of the SE quadrant.  
The segment of CD-4 & FRC-B bounding the entire south side of the Section.  
The segment of CD-4 bounding the west side of the SW quadrant of the SW quadrant.
- Section 32: The segment of FRC-A bounding the north side of the Section, except the NW quadrant of the NW quadrant. Note that this description includes the ditch segment along the north side of the NE quadrant of the NE quadrant of Section 32, which appears to be a private ditch, as it is excluded from the County system in available County mapping. The local segment of FRC-A that drains through into CD-38.  
The segment of CD-38 along the south side of the north half of the Section, except the SW quadrant of the NW quadrant.  
The segment of CD-38 along the east side of the north half of the Section.
- Section 33: The segment of CD-38 along the west side of the north half of the Section.  
The segment of CD-4 & FRC-B bounding the entire north side of the section.  
The segment of CD-4 & FRC-B bounding the east side of the north half of the section.
- Section 34: The segment of CD-4 & FRC-B bounding the entire west side of the Section.  
The segment of CD-4 along the south side of the NE quadrant.  
The segment of CD-4 along the entire north side of the south half of the Section.

U. S. Steel is also planning to abandon the following private ditches, which are not under the jurisdiction of the County ditch authority:

- Section 27: The ditch segment bounding the south side of the SW quadrant.  
The N/S-oriented ditch segment dividing the SW and SE quadrants of the SW quadrant.
- Section 28: The N/S-oriented ditch segment dividing the SW and SE quadrants of the SE quadrant.
- Section 32: The N/S-oriented ditch segment dividing the east and west halves of the NW quadrant.

The ditch segment bounding the north side of the NE quadrant of the NE quadrant. (This is the segment through which the local segment of FRC-A drains into CD-38, as mentioned above).

Section 34: The ditch segment bounding the north side of the NW quadrant.

The E/W-oriented ditch segment dividing the NW and SW quadrants of the NE quadrant.

The ditch segments bounding the east and south sides of the south half of the Section.

Should there be any questions about this submittal or if you require additional information, please contact me at (218) 778-8672 or via email at [tmmuck@uss.com](mailto:tmmuck@uss.com)

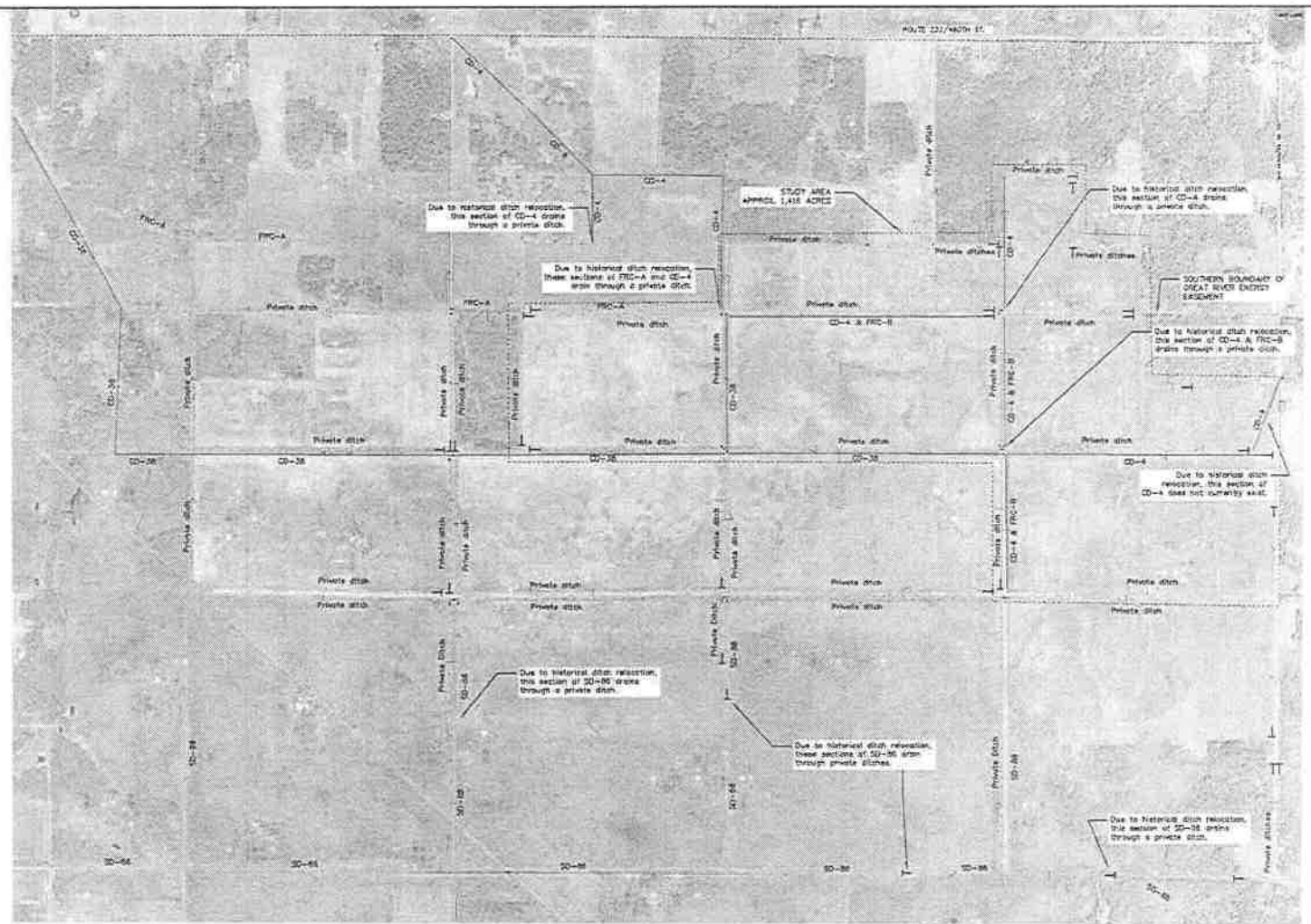
Sincerely,



Tracy M. Muck  
Minnesota Ore Operations  
United States Steel Corporation

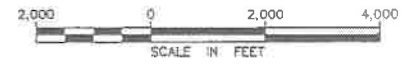
cc: John Welle, Aitkin County Engineer  
Nathan Campbell, U. S. Army Corps of Engineers  
Barbara Walther, U.S. Army Corps of Engineers  
Tim Smith, U.S. Army Corps of Engineers  
Chrissy Bartovich, U. S. Steel  
Josh Zika, U. S. Steel

P:\CAMP - 03 final.dwg - 10/10/2013 10:40:00 AM - 10/10/2013 10:40:00 AM



**LEGEND:**

- COUNTY-REGULATED DITCH
- STATE-REGULATED DITCH
- - - PRIVATE UNREGULATED DITCH
- FIRE RELIEF COMMISSION DITCH FRC-A
- CULVERT
- TERMINUS
- ▽ DITCH FLOW DIRECTION



U. S. STEEL CORPORATION AITON COUNTY, MINNESOTA	
PALISADE WETLAND MITIGATION PROJECT 2013 DITCH CLASSIFICATION MAP	
FIGURE 4	Date: _____
233P3440	Scale: 1" = 400'
Contract No. _____	

**103E.806 PARTIAL ABANDONMENT OF A DRAINAGE SYSTEM.**

Subdivision 1. **Petition.** After construction of a drainage system, an owner of benefited property may petition the drainage authority to abandon any part of the drainage system that is not of public benefit and utility and does not serve a substantial useful purpose to property remaining in the system.

Subd. 2. **Filing.** If the drainage system is under the jurisdiction of a county drainage authority, the petition must be filed with the auditor of the county. If the drainage system is under the jurisdiction of a joint county drainage authority, the petition must be filed with the county having the largest area of property in the drainage system, where the primary drainage system records are kept. If the system is under the jurisdiction of a watershed district, the petition must be filed with the secretary of the district.

Subd. 3. **Hearing.** (a) When the petition is filed, the drainage authority, in consultation with the auditor or the secretary, shall set a time and location for a hearing on the petition and shall give notice of the hearing by mail to the owners of all property benefited by the drainage system, and either in a newspaper of general circulation within the affected drainage area or by publication on a Web site of the drainage authority.

(b) At the hearing, the drainage authority shall make findings and direct, by order, that part of the drainage system be abandoned, if the drainage authority determines that part of the drainage system does not serve a substantial useful purpose as part of the drainage system to any property remaining in the system and is not of a substantial public benefit and utility.

Subd. 4. **Effect of partial abandonment.** After partial abandonment of a drainage system, a repair petition may not be accepted for the abandoned part of the drainage system and the responsibility of the drainage authority for that part of the drainage system ends.

Subd. 5. **Liens and assessments on property involved in partial abandonment.** An order under this section does not release the property from a drainage lien filed on account of the drainage system before the date of the order. An order under this section does not release the property from any assessment or a drainage lien filed on or after the date of the order for costs incurred on account of the drainage system before the date of the order.

**History:** 2010 c 298 s 9



# Aitkin County Board of Commissioners Agenda Request Form

7  
 Agenda Item #

**Requested Meeting Date: June 10, 2014**

**Title of Item: Committee Reports**

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Thursday	Wedel
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	As needed		Wedel
Arrowhead Counties Association	8 or 9x yearly	1x a month	Niemi and Marcotte
Arrowhead Economic Opportunity Agency	Quarterly		Niemi
Arrowhead Regional Development Council	Monthly	3 <sup>rd</sup> Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 <sup>rd</sup> Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 <sup>rd</sup> Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Marcotte and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Wedel and Westerlund
Facilities	As needed		Wedel and Napstad
Forest Advisory	Every other month	3 <sup>rd</sup> Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Monday	Westerlund
Insurance	As needed		Wedel and Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Monthly	Last Monday	Napstad and Land Cmr Jacobs
Labor Management	Quarterly	Varies	Wedel, Alt. Westerlund
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Napstad
Mille Lacs Watershed	Monthly	3 <sup>rd</sup> Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 <sup>rd</sup> Friday	Napstad
MN Rural Counties Caucus	8x year	Varies	Marcotte, Alt. Niemi
NE MN Office Job Training	As called		Napstad
Northeast MN ATP	2x year		Niemi and Engineer Welle
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 <sup>nd</sup> Monday	Westerlund
Personnel	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Westerlund
Purchasing/Building	As needed		All Commissioners
Snake River Watershed	Monthly	4 <sup>th</sup> Monday	Niemi
Sobriety Court	Monthly	3 <sup>rd</sup> Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund