

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS June 24, 2014 – BOARD AGENDA**

- 9:00** 1) **J. Mark Wedel, County Board Chairperson**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Board of Commissioners Meeting Procedure**  
D) **Approval of Agenda**
- 9:05** E) **Health & Human Services (see separate HHS agenda)**
- 10:00** Break
- 10:15** F) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File June 11, 2014 – June 23, 2014**  
B) **Approve 6/10/14 County Board Minutes**  
C) **Approve 6/17/14 Board of Appeal & Equalization Minutes**  
D) **Approve Auditor Warrants – May Sales & Use Tax**  
E) **Approve Request to Fill Committee Vacancy**  
F) **Authorize McGregor Joint Airport Zoning Board to Assemble**  
G) **Approve Request to Salvage Forfeited Vehicle – Sheriff's Dept.**  
H) **Accept \$1,000 Donation for Purchase of Ballistic Canine Vest for K-9 Officer Loki – John and Carrie Joanne Hagman**  
I) **Accept \$2,000 Donation to STS – Mille Lacs Energy Community Trust**  
J) **Approve Transfer of 2009 Former Squad Car to City of McGregor**  
K) **Approve On Sale Temporary Beer License – Aitkin Fire Dept.**  
L) **Authorize Board Chair and County Auditor Sign Secretary of State Joint Powers Agreements – Primary and General Election Recounts**
- 10:17** 3) **Ross Wagner, Economic Development & Forest Industry Coordinator**  
A) **Approve Tourism and Promotion Grant Requests**
- 10:30** 4) **Kirk Peysar, County Auditor**  
A) **Howie's Mud Bog**

- 10:40 5) Bobbie Danielson, HR Director**
- A) Approve Personnel Committee Recommendations**
    - 1. FT Administrative Coordinator – LLCC**
    - 2. FT Office Assistant V – Environmental Services Dept.**
    - 3. Fill Vacancy Created by filling Child Support Officer position internally**
    - 4. Reaffirm Recruitment Procedures, Article 3, Subject 3.2, with minimal updates as noted**
- 10:50 6) Roxy Traxler, Interim County Administrator**
- A) Approve/Deny Request to Gather Near Courthouse Steps on July 4<sup>th</sup>**
  - B) Aitkin County Board of Commissioners Agenda Request Form**
  - C) County Administrator Transition Update**
- 11:10 7) Committee Updates**
- 11:45 Adjourn**

**BOARD OF APPEAL AND EQUALIZATION**  
**JUNE 17, 2014**  
**OFFICE OF COUNTY AUDITOR**

The Aitkin County Board of Commissioners met this 17<sup>th</sup> day of June, 2014 at 4:03 p.m. with Auditor Kirk Peysar, County Assessor Mike Dangers, County Commissioners J. Mark Wedel, Laurie Westerlund, Don Niemi, Brian Napstad, Interim County Administrator Roxy Traxler and Administrative Assistant Sue Bingham. Commissioner Marcotte arrived late.

Also present County Attorney Jim Ratz.

Staff present – Karen Ladd, Darcy Moore, and Jim Hicks.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (5-0 Marcotte absent), to approve the BAE agenda.

Introduction and General Review of 2014 Assessment

The following persons appeared, wrote letters, or telephoned regarding appeal and equalization of property:

**Jerry Demenge**

14-0-053800

Information presented: Land typing for 2014 assessment was reviewed and changed.

Action: Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (5-0 Marcotte absent). All voted to reduce the 2014 assessment from \$46,500 to \$42,500 as recommended by the County Assessor.

Commissioner Anne Marcotte arrived at 4:18 p.m.

**David and Kim Lesnau**

08-0-013508

Information presented: Valuation too high.

Action: Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (6-0). All voted to lower the estimated market value of land from \$110,400 to \$92,900, and to lower the estimated market value of buildings from \$5,600 to \$4,500 as recommended by the County Assessor. The total estimated market value changes from \$116,000 to \$97,400.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 4:21 p.m.

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

ATTEST:

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Kirk Peysar  
Aitkin County Auditor

SEAL

# AITKIN COUNTY BOARD

June 10, 2014

The Aitkin County Board of Commissioners met this 10<sup>th</sup> day of June, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Interim County Administrator Roxy Traxler, and Administrative Assistant Sue Bingham.

Chairperson J. Mark Wedel closed the meeting at 9:01 a.m. under MN Statute 13D.03 Subd. 1(b) Labor Negotiations.

Commissioner Anne Marcotte arrived at 9:04 a.m.

Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to reopen the meeting at 9:31 a.m.

Break: 9:31 a.m. to 9:39 a.m.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve the June 10, 2014 amended agenda. Item 3F, Approve Sale of Used Squads – Sheriff's Dept., was amended to approve the sale of 2008 Chevy Impala only, as the 2009 Impala may be donated to the McGregor Airport Commission as a courtesy car. Item 4A2, Personnel Committee Recommendation for Shared Assessor Contract, was removed.

David Kohanek and Susan Hagberg-Miller voiced their concerns about the high water level on Clear Lake.

Mike Geis and Dennis Kohlgraf discussed and presented materials to the Board relating to shooting range ordinances.

Veteran Charlie Makidon commended Veteran Service Officer Penny Harms on her outstanding service to veterans, and discussed the Veterans Radio Show in Aitkin.

Motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: 27, 2014 – June 9, 2014; B) Approve County Board Minutes: May 27, 2014; C) Approve Auditor Warrants – School Advance: Agency \$1,759,711.34; D) Approve RecordEASE Torrence Management Training & Certificate Conversion; E) Adopt Resolution – OJP (DPS) Grant Agreements and Amendments; F) Approve Sale of Used Squad – 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: General Fund \$14,157.06, Road & Bridge \$1,133.15, Health & Human Services \$1,860.51, State \$1,528,950.07, Trust \$196.40, Forest Development \$363.52, Taxes & Penalties \$1,452.00, Long Lake Conservation Center \$73.38, Parks \$217.32 for a total of \$1,548,403.41; J) Accept \$200 Donation to STS – Round Lake Cemetery Association; K) Ratify 2013 Teamsters Supervisory Unit Collective Bargaining Agreement and authorize signatures; L) Ratify 2014-2016 Teamsters Non-Licensed Essential Unit Bargaining Agreement and authorize signatures; a) Approve Commissioner Warrants: General Fund \$103,035.99, Road & Bridge \$30,533.15, Health & Human Services \$776.60, Debt Service \$8,375.00, Trust \$2,637.94,

**CALL TO ORDER**

**CLOSED SESSION**

**MARCOTTE  
ARRIVED**

**OPEN MEETING**

**BREAK**

**APPROVED  
AGENDA**

**CITIZENS PUBLIC  
COMMENTS**

**CONSENT  
AGENDA**

Forest Development \$3,865.86, Taxes & Penalties \$110,822.92, Long Lake Conservation Center \$9,811.49, Parks \$455.55 for a total of \$270,314.50; b) Approve Auditor Warrants – Tax Overpays: Taxes & Penalties \$8,739.73

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to 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 \$7,500.00.

Under the consent agenda, motion for a resolution by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to adopt resolution – 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.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to authorize sale of the following used squad: 2008 Chevrolet Impala – Sheriff's Dept.

Under the consent agenda, motion by Commissioner Marcotte, seconded by Commissioner Napstad and carried, all members voting yes to authorize sale of the following vehicle seized under forfeiture: 1997 Chrysler Concorde – Sheriff's Dept.

Personnel Committee Recommendations:

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve recommendation to hire Nathan Burkett as County Administrator, with a start date of June 30, 2014, and to approve offer as negotiated.

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve recommendation to fill one full-time Maintenance Coordinator position at Long Lake Conservation Center.

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve recommendation to fill one full-time Child Support Officer position in Health and Human Services.

Roxy Traxler, Interim County Administrator held a public hearing to consider adopting a Countywide Fee Schedule. There were no comments from the public. Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to adopt the Countywide Fee Schedule, with added revisions. This will become Appendix C of the Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act.

**TORRENS AND  
CERTIFICATE  
MANAGEMENT**

**RESOLUTION  
061014-041  
OJFP (DPS)  
GRANT  
AGREEMENTS  
AND  
AMENDMENTS**

**SALE OF USED  
SQUAD –  
SHERIFF'S DEPT.**

**SALE OF SEIZED  
VEHICLE –  
SHERIFF'S DEPT.**

**PERSONNEL  
COMMITTEE**

**COUNTY  
ADMINISTRATOR**

**MAINTENANCE  
COORDINATOR**

**CHILD SUPPORT  
OFFICER**

**PUBLIC HEARING  
TO ADOPT  
COUNTYWIDE  
FEE SCHEDULE**

Steve Hughes, District Manager Aitkin County Soil & Water discussed with the Board the proposed extension for completion of the Aitkin County Water Plan. Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adopt resolution - 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.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to schedule a Public Hearing for Partial Ditch Abandonment of a Drainage System pursuant to Minnesota Statute 103E.806, Subdivision 3, on Tuesday, July 22, 2014 at 10:30 a.m. in the County Boardroom located in the Courthouse at 217 2<sup>nd</sup> Street NW, Aitkin, MN.

The Board reported on the following: NCLUCB, MAC, Public Health Summit at LLCC, Broadband, Sandpiper Pipeline, Personnel, Economic Development, Health & Human Services, Locally Laid Eggs, Quadna Mud Nationals, Historical Society, Aitkin Airport

**RESOLUTION  
061014-042  
REVISION OF  
AITKIN COUNTY  
COMPREHENSIVE  
LOCAL WATER  
PLAN – SPECIAL  
EXTENSION  
REQUEST**

**SCHEDULE  
PUBLIC HEARING  
FOR PARTIAL  
DITCH  
ABANDONMENT**

**BOARD  
DISCUSSION**

Sheriff Scott Turner compared the high water levels of 2012 with the high water levels this year and noted the event in 2012 was declared a local state of emergency. This year's high water levels are not a public safety issue but rather a resource management issue. He also discussed the flood stage with the Board.

**HIGH WATER  
LEVELS & FLOOD  
STAGE**

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to adjourn the meeting at 11:58 a.m. until Tuesday, June 24, 2014 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Roxy Traxler, Interim County Administrator



DKB1  
6/13/14 9:23AM

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

*may Sales & Use Tax*

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT		Auditor		
	89991 Bremer Bank				
1	01-040-000-0000-5517		0.19	Receipt Nbr 1071 05/29/2014	Fees For Services
2	01-040-000-0000-5840		0.18	Receipt Nbr 33529 05/14/2014	Misc Receipts
3	01-040-000-0000-5840		0.03	Receipt Nbr 1069 05/20/2014	Misc Receipts
4	01-040-021-0000-5840		4.41	Receipt Nbr 936 05/12/2014	Misc Receipts
5	01-040-021-0000-5840		0.93	Receipt Nbr 939 05/27/2014	Misc Receipts
6	01-040-021-0000-5840		0.26	Receipt Nbr 939 05/27/2014	Misc Receipts
	89991 Bremer Bank		6.00	6 Transactions	
40	DEPT Total:		6.00	Auditor	1 Vendors 6 Transactions
42	DEPT		Treasurer		
	89991 Bremer Bank				
7	01-042-000-0000-5840		0.13	Receipt Nbr 3352 05/01/2014	Misc Receipts
8	01-042-000-0000-5840		0.13	Receipt Nbr 3354 05/01/2014	Misc Receipts
9	01-042-000-0000-5840		0.19	Receipt Nbr 3356 05/02/2014	Misc Receipts
10	01-042-000-0000-5840		0.13	Receipt Nbr 3357 05/05/2014	Misc Receipts
11	01-042-000-0000-5840		0.13	Receipt Nbr 3360 05/06/2014	Misc Receipts
12	01-042-000-0000-5840		0.26	Receipt Nbr 3361 05/06/2014	Misc Receipts
13	01-042-000-0000-5840		0.71	Receipt Nbr 3363 05/09/2014	Misc Receipts
14	01-042-000-0000-5840		0.26	Receipt Nbr 3363 05/09/2014	Misc Receipts
15	01-042-000-0000-5840		0.26	Receipt Nbr 3364 05/09/2014	Misc Receipts
16	01-042-000-0000-5840		0.13	Receipt Nbr 3365 05/12/2014	Misc Receipts
17	01-042-000-0000-5840		0.51	Receipt Nbr 3366 05/12/2014	Misc Receipts
18	01-042-000-0000-5840		0.13	Receipt Nbr 3366 05/12/2014	Misc Receipts
19	01-042-000-0000-5840		0.13	Receipt Nbr 3367 05/12/2014	Misc Receipts
20	01-042-000-0000-5840		2.44	Receipt Nbr 3369 05/13/2014	Misc Receipts
21	01-042-000-0000-5840		0.13	Receipt Nbr 3370 05/14/2014	Misc Receipts
22	01-042-000-0000-5840		0.06	Receipt Nbr 3373 05/15/2014	Misc Receipts
23	01-042-000-0000-5840		0.13	Receipt Nbr 3374 05/16/2014	Misc Receipts
24	01-042-000-0000-5840		0.45	Receipt Nbr 3377 05/19/2014	Misc Receipts
25	01-042-000-0000-5840		0.06	Receipt Nbr 3380 05/20/2014	Misc Receipts
26	01-042-000-0000-5840		0.06	Receipt Nbr 3384 05/27/2014	Misc Receipts
27	01-042-000-0000-5840		0.13	Receipt Nbr 3387 05/28/2014	Misc Receipts
28	01-042-000-0000-5840		0.13	Receipt Nbr 3389 05/29/2014	Misc Receipts
29	01-042-000-0000-5840		0.06	Receipt Nbr 3390 05/29/2014	Misc Receipts
	89991 Bremer Bank		6.75	23 Transactions	

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>	
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
42	DEPT Total:		6.75	Treasurer	1 Vendors	23 Transactions
43	DEPT			Assessor		
	89991 Bremer Bank					
30	01-043-000-0000-5840		78.13	Receipt Nbr 809 05/09/2014		Misc Receipts
31	01-043-000-0000-5840		1.61	Receipt Nbr 810 05/19/2014		Misc Receipts
32	01-043-000-0000-5840		0.48	Receipt Nbr 810 05/19/2014		Misc Receipts
33	01-043-000-0000-5840		78.09	Receipt Nbr 811 05/23/2014		Misc Receipts
	89991 Bremer Bank		158.31		4 Transactions	
43	DEPT Total:		158.31	Assessor	1 Vendors	4 Transactions
44	DEPT			Central Services		
	89991 Bremer Bank					
34	01-044-000-0000-5840		0.32	Receipt Nbr 744 05/01/2014		Misc Receipts
	89991 Bremer Bank		0.32		1 Transactions	
44	DEPT Total:		0.32	Central Services	1 Vendors	1 Transactions
90	DEPT			Attorney		
	89991 Bremer Bank					
35	01-090-000-0000-5840		0.64	Receipt Nbr 1410 05/05/2014		Misc Receipts
36	01-090-000-0000-5840		1.29	Receipt Nbr 1412 05/12/2014		Misc Receipts
37	01-090-000-0000-5840		1.29	Receipt Nbr 1413 05/12/2014		Misc Receipts
	89991 Bremer Bank		3.22		3 Transactions	
90	DEPT Total:		3.22	Attorney	1 Vendors	3 Transactions
100	DEPT			Recorder		
	89991 Bremer Bank					
38	01-100-000-0000-5840		0.32	Receipt Nbr 1696 05/30/2014		Misc Receipts
85	01-100-000-0000-6311		99.29	May copies sales tax		Sales Tax
86	01-100-000-0000-6312		0.29	May copies tax adjustment		Sales Tax Adjustment
	89991 Bremer Bank		99.32		3 Transactions	
100	DEPT Total:		99.32	Recorder	1 Vendors	3 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
1 General Fund

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
252	DEPT			Corrections	
	89991 Bremer Bank				
39	01-252-252-0000-5872		68.19	Receipt Nbr 2432 05/09/2014	Phone Card Prisoner Welfare(Taxable)
40	01-252-252-0000-5872		24.06	Receipt Nbr 2436 05/16/2014	Phone Card Prisoner Welfare(Taxable)
41	01-252-252-0000-5872		143.94	Receipt Nbr 2449 05/29/2014	Phone Card Prisoner Welfare(Taxable)
42	01-252-252-0000-5885		6.11	Receipt Nbr 2436 05/16/2014	Commissary Sales Taxable
43	01-252-252-0000-5885		13.56	Receipt Nbr 2449 05/29/2014	Commissary Sales Taxable
	89991 Bremer Bank		255.86	5 Transactions	
252	DEPT Total:		255.86	Corrections	1 Vendors 5 Transactions
1	Fund Total:		529.78	General Fund	45 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
3 Road & Bridge

	<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		
	89991 Bremer Bank					
44	03-000-000-0000-5855		1.93	Receipt Nbr 1873 05/07/2014		Charges- Individuals
45	03-000-000-0000-5855		1.93	Receipt Nbr 1876 05/12/2014		Charges- Individuals
46	03-000-000-0000-5855		11.58	Receipt Nbr 772 05/16/2014		Charges- Individuals
47	03-000-000-0000-5855		6.88	Receipt Nbr 772 05/16/2014		Charges- Individuals
48	03-000-000-0000-5855		0.26	Receipt Nbr 772 05/16/2014		Charges- Individuals
49	03-000-000-0000-5855		0.77	Receipt Nbr 774 05/27/2014		Charges- Individuals
50	03-000-000-0000-5855		1.93	Receipt Nbr 1890 05/28/2014		Charges- Individuals
51	03-000-000-0000-5855		1.93	Receipt Nbr 1891 05/28/2014		Charges- Individuals
52	03-000-000-0000-5855		1.93	Receipt Nbr 776 05/30/2014		Charges- Individuals
53	03-000-000-0000-5855		1.93	Receipt Nbr 776 05/30/2014		Charges- Individuals
54	03-000-000-0000-5855		3.44	Receipt Nbr 776 05/30/2014		Charges- Individuals
55	03-000-000-0000-5855		13.75	Receipt Nbr 776 05/30/2014		Charges- Individuals
	89991 Bremer Bank		48.26	12 Transactions		
0	DEPT Total:		48.26	Undesignated	1 Vendors	12 Transactions
303	DEPT			R&B Highway Maintenance		
	8410 Bremer Bank					
87	03-303-000-0000-6513		143.07	May Diesel tax		Motor Fuel & Lubricants
	8410 Bremer Bank		143.07	1 Transactions		
303	DEPT Total:		143.07	R&B Highway Maintenance	1 Vendors	1 Transactions
3	Fund Total:		191.33	Road & Bridge		13 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
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	
	4580 Mn Dept Of Finance				
89	09-000-000-0000-2022		64.00	May Birth	Birth/Death Surcharges
90	09-000-000-0000-2022		428.00	May Death	Birth/Death Surcharges
91	09-000-000-0000-2024		48.00	May Childrens	St Share Of Birth Cert.- Children
92	09-000-000-0000-2031		3.00	May Torrens	Real Estate Assurance (Was 5874 And 627
93	09-000-000-0000-2036		4,263.00	May State Gen Fund	Recording Surcharges (Was 5871 & 6281)
94	09-000-000-0000-2036		160.00	May State Gen Fund	Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		4,966.00	6 Transactions	
	3375 Mn Dept Of Health				
88	09-000-000-0000-2027		680.00	May State Well	State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		680.00	1 Transactions	
0	DEPT Total:		5,646.00	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		5,646.00	State	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT		Forfeited Tax Sales		
	89991 Bremer Bank				
81	10- 923- 000- 0000- 6311		May Sales Tax		Sales Tax
	89991 Bremer Bank	8.04		1 Transactions	
923	DEPT Total:	8.04	Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:	8.04	Trust		1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>
					<u>On Behalf of Name</u>
925	DEPT				
	89991 Bremer Bank				
	82 11-925-000-0000-6312		0.04-	may sales tax adjustment	Sales Tax Adjustment
	89991 Bremer Bank		0.04-	1 Transactions	
925	DEPT Total:		0.04-	Reforestation	1 Vendors 1 Transactions
11	Fund Total:		0.04-	Forest Development	1 Transactions



# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
19 Long Lake Conservation C

<u>Vendor Name</u>		<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
56	19-521-000-0000-5840		1.16 Receipt Nbr 944 05/13/2014		Misc Receipts
57	19-521-000-0000-5885		45.24 Receipt Nbr 942 05/06/2014		Commissary Sales Taxable
58	19-521-000-0000-5885		40.20 Receipt Nbr 945 05/13/2014		Commissary Sales Taxable
59	19-521-000-0000-5885		133.77 Receipt Nbr 949 05/29/2014		Commissary Sales Taxable
	89991 Bremer Bank		220.37		4 Transactions
521	DEPT Total:		220.37	LLCC Administration	1 Vendors 4 Transactions
19	Fund Total:		220.37	Long Lake Conservation Center	4 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
6/13/14 9:23AM  
21 Parks

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>Paid On Bhf #</u>	<u>On Behalf of Name</u>
520 DEPT				Parks
89991 Bremer Bank				
60 21-520-000-0000-5510		1.54		Receipt Nbr 1872 05/05/2014
61 21-520-000-0000-5510		5.79		Receipt Nbr 1874 05/12/2014
62 21-520-000-0000-5510		4.63		Receipt Nbr 1874 05/12/2014
63 21-520-000-0000-5510		1.16		Receipt Nbr 1875 05/12/2014
64 21-520-000-0000-5510		1.29		Receipt Nbr 1879 05/16/2014
65 21-520-000-0000-5510		7.72		Receipt Nbr 1880 05/16/2014
66 21-520-000-0000-5510		2.32		Receipt Nbr 1881 05/16/2014
67 21-520-000-0000-5510		4.63		Receipt Nbr 1881 05/16/2014
68 21-520-000-0000-5510		3.47		Receipt Nbr 1881 05/16/2014
69 21-520-000-0000-5510		4.63		Receipt Nbr 1883 05/21/2014
70 21-520-000-0000-5510		0.77		Receipt Nbr 1884 05/21/2014
71 21-520-000-0000-5510		1.54		Receipt Nbr 1884 05/21/2014
72 21-520-000-0000-5510		1.54		Receipt Nbr 1886 05/22/2014
73 21-520-000-0000-5510		1.54		Receipt Nbr 1887 05/23/2014
74 21-520-000-0000-5510		4.63		Receipt Nbr 1888 05/27/2014
75 21-520-000-0000-5510		1.54		Receipt Nbr 1889 05/27/2014
76 21-520-000-0000-5510		8.11		Receipt Nbr 1892 05/30/2014
77 21-520-000-0000-5510		17.30		Receipt Nbr 1894 05/30/2014
78 21-520-000-0000-5510		9.65		Receipt Nbr 1894 05/30/2014
79 21-520-000-0000-5510		16.08		Receipt Nbr 1894 05/30/2014
80 21-520-000-0000-5510		11.71		Receipt Nbr 1894 05/30/2014
83 21-520-000-0000-5510		2.57-		sales tax overpay- R.1868
84 21-520-000-0000-5510		0.43-		adjustment on sales tax overpa
89991 Bremer Bank		108.59	R.1868	23 Transactions
520 DEPT Total:		108.59	1 Vendors	23 Transactions
21 Fund Total:		108.59	Parks	23 Transactions
Final Total:		6,704.07	15 Vendors	94 Transactions

# Aitkin County

## Audit List for Board AUDITOR'S VOUCHERS ENTRIES



<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	529.78	General Fund
	3	191.33	Road & Bridge
	9	5,646.00	State
	10	8.04	Trust
	11	-0.04	Forest Development
	19	220.37	Long Lake Conservation Center
	21	108.59	Parks
All Funds		6,704.07	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: 6-11-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Committee Appointment – Aitkin County HRA

Requested Meeting Date: 6-24-14 Estimated Presentation Time: n/a

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

**HOUSING & REDEVELOPMENT AUTHORITY  
OF  
AITKIN COUNTY**

NANCY J. JOHNSON-HOUG  
Executive Director  
nancy@aitkinhra.org

215 – 3rd St. SE  
Aitkin, MN 56431  
Phone: (218) 927-2151  
Fax: (218) 927-4159

JUN 11 2014

June 11, 2014

Ms. Roxy Traxler  
Interim County Administrator  
Aitkin County Administration  
Room 130  
217 2<sup>nd</sup> St. N.W.  
Aitkin, MN 56431

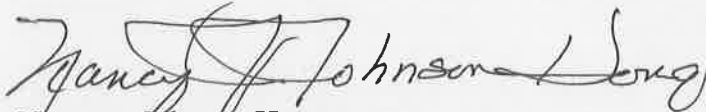
RE: HRA Appointment, Aitkin County HRA

Dear Ms. Traxler:

Enclosed is an application for Commissioner of the Housing & Redevelopment Authority of Aitkin County. Recently one of our Commissioners passed away and we would like to have his wife Evelyn Turner fill the unexpired term. The term expires November 2018. It is our request for you to place this on your Consent Agenda for your meeting of June 24, 2014.

If you have any questions regarding this please contact our office at 218-927-2151.

Sincerely,



Nancy J. Johnson-Houg  
Executive Director  
Housing & Redevelopment Authority of Aitkin County

Enclosure (1)

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Housing & Redevelopment Authority of Aitkin County  
(fill unexpired term of Larry Turner)

AITKIN COUNTY COMMISSIONER DISTRICT 4

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

- Longtime resident of McGregor
- 35 years of working with the public
  - 25 years at Fire side Inn
  - 10 years manager of McGregor Community Center
- Member of American Legion Auxiliary - 3 years as President
- Member of McGregor Lions
- Member of Methodist Church
- 3 wonderful children - all in MN
- Marrried to a wonderful husband for almost 53 years (Larry)
- Enjoy Civic participation in the Community

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

Evelyn Turner  
Signature of Applicant

5-5-2014  
Date

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

Is this application submitted by appointing authority? Yes  No

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

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

NAME OF APPLICANT: Evelyn Turner

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 6-16-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Authorize McGregor Joint Airport Zoning Board to Assemble

Requested Meeting Date: 6-24-10      Estimated Presentation Time: n/a

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

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

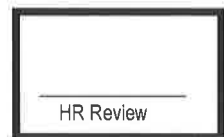
- For info only, no action requested       Approve under Consent Agenda
- For discussion with possible action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal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

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

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

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

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



**Supporting Attachment(s)**

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

**Clerk-Treasurer  
P.O. Box 100  
McGregor, MN 55760  
City of McGregor**

June 13, 2014

JUN 16 2014

Aitkin County Board of Commissioners  
209 – 2<sup>nd</sup> Street N.W.  
Aitkin MN 56431

Dear Aitkin County Board of Commissioners:

Thank you for appointing John Welle and Terry Neff to the Joint Airport Zoning Board for the McGregor Airport.

Will you please authorize this Board to assemble? I will also be asking the McGregor City Council to do the same. After the Aitkin County Board and the McGregor City Council have authorized this Board to assemble, I will coordinate with the appointees, MN-DOT Office of Aeronautics personnel, City Attorney and City Engineer to get the first meeting under way.

If you have questions, please call me at 218-768-2717 or e-mail at [mcg1@frontiernet.net](mailto:mcg1@frontiernet.net).

Thank you.

Sincerely,



Judith M. Cirilli

**Telephone/FAX 218-768-2717  
E-mail: [mcg1@frontiernet.net](mailto:mcg1@frontiernet.net)  
This institution is an Equal Opportunity  
Provider and Employer.**



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

ADOPTED May 13, 2014

By Commissioner: Napstad

051314-036

McGregor Airport Joint Airport Zoning Board

**WHEREAS**, the City of McGregor, McGregor Isedor Iverson Airport Owner, hereinafter called the Municipality, owns and controls the McGregor Isedor Iverson Airport, and

**WHEREAS**, portions of the airport hazard area adjacent to the airport are located outside the territorial limits of said Municipality but within the territorial limits of this County, and

**WHEREAS**, the above Municipality has requested in writing that we join with them in the creation of a Joint Airport Zoning Board, and

**WHEREAS**, this County deems it necessary and expedient to create a Joint Airport Zoning Board in cooperation with the above Municipality pursuant to MN Statutes Section 360.063, Subdivision 3, and other applicable laws for the purpose of establishing, administering and enforcing zoning laws for the areas surrounding the airport and for the protection of the airport and the public, and

**WHEREAS**, the above statute provides that this County has the right to appoint two (2) persons to said Board (said persons should not be members of this Board), and

**WHEREAS**, Subdivision 3 of Section 32 of the Appropriations Bill passed by the Minnesota Legislature effective July 1, 1973, provides that no moneys shall be expended by the Commissioner of Transportation of the State of Minnesota to improve and maintain an airport unless the governmental unit owning the airport has or is establishing a zoning authority for the airport.

**NOW, THEREFORE, BE IT RESOLVED** by Aitkin County that there is hereby created in cooperation with the above Municipality a Joint Airport Zoning Board to be composed of representatives of the undersigned County and representatives of the above Municipality pursuant to MN Statutes Section 360.063, Subdivision 3.

**BE IT FURTHER RESOLVED** that Aitkin County hereby appoints Terry Neff and John Welle to be its representatives on said Board, and said terms will be indefinite until they resign or are replaced by Aitkin County.

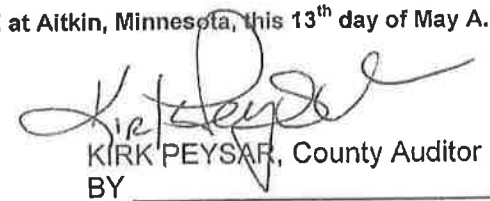
Commissioner Niemi moved the adoption of the resolution and it was declared adopted upon the following vote

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 13<sup>th</sup> day of May 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 13<sup>th</sup> day of May 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 13, 2014  
Via: Roxy Traxler, Interim County Administrator  
From: Undersheriff John Drahota  
Title of Item: Salvage Forfeited Vehicle  
Requested Meeting Date: June 24, 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)
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- Bid/quote comparison worksheet
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- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

**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 13, 2014  
FROM: Undersheriff John Drahotka      RE: Salvage Forfeited Vehicle

---

I am requesting approval to sell as salvage the following vehicle:

- 2000 Dodge Intrepid (163,582 miles)

This vehicle was seized in forfeiture and would ordinarily have been included in our public auction, however, this vehicle has indications of a blown transmission and would likely not garner a high bid. Salvage price will be \$150 which will help offset the vehicle's tow cost of \$226.

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: 06/10/2014

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item: Canine Vest Donation

Requested Meeting Date: 06/24/14 Estimated Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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**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 10, 2014  
FROM: Sheriff Scott Turner      RE: Canine Vest Donation

---

Aitkin County residents John and Carrie Joanne Hagman have made a generous donation of \$1,000 for the purchase of a ballistic vest for K-9 Officer Loki.

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



To: Chairperson, Aitkin County Board of Commissioners

Date: 06/17/14

From: Sheriff Scott Turner

Title of Item: STS Donation

Requested Meeting Date: 07/08/2014 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)**

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- 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 17, 2014  
FROM: Sheriff Scott Turner      RE: STS Donation

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The Mille Lacs Energy Community Trust has made a generous donation of \$2,000 to the Aitkin County STS program.

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



To: Chairperson, Aitkin County Board of Commissioners Date: June 18, 2014

Via: Roxy Traxler, Interim County Administrator

From: Sheriff Scott Turner

Title of Item:  
Transfer of 2009 Impala (former squad) to City of McGregor

Requested Meeting Date: 07/08/14 Estimated Presentation Time: \_\_\_\_\_

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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



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

217 Second Street NW, Room 185  
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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 18, 2014  
FROM: Sheriff Scott Turner      RE: Transfer of Squad

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As was determined during the June 10, 2014, Board of Commissioners meeting, one former squad, a 2009 Chevrolet Impala, VIN 2G1WS57MX91309656, was removed from the list of vehicles to be auctioned. The City of McGregor was offered the opportunity to accept donation of that former squad for an airport courtesy vehicle. The City of McGregor, via City Clerk Judy Cirilli, has accepted our offer pending approval by the Board.

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 18, 2014

Via: Administrator

From: Sally M. Huhta, Deputy Auditor

Title of Item: On Sale Temporary Beer License – Aitkin Fire Department

Requested Meeting Date: June 24, 2014      Estimated Presentation Time: n/a

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

For: County Board of June 24, 2014

Motion by Commissioner X, seconded by Commissioner X and carried, all members voting yes to approve the following Temporary On Sale **3.2 Malt Liquor License** for July 9 through July 12, 2014 (July 9,10, 11, & 12, 2014)

**OFF Sale:**

**ON Sale:**

Aitkin Fire Department, d/b/a **Aitkin Fire Department Relief Association** – Aitkin Township

**ON & OFF Sale:**

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



To: Chairperson, Aitkin County Board of Commissioners Date: June 18, 2014

Via: Roxy Traxler, Interim County Administrator

From: Kirk Peysar, County Auditor

Title of Item:

Secretary of State primary and general election recount agreements

Requested Meeting Date: 6/24 Estimated Presentation Time: n/a

Presenter: Kirk Peysar, County Auditor

**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: 01-060.5840
- Expenditure line account # for this item is: 01-060.xxxx

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

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



**Supporting Attachment(s)**

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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) agreements (2)

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

June 18, 2014

To: County Board

From: Kirk Peysar, County Auditor

Re: Secretary of State-Joint Powers Agreements-Primary and General Election  
Recounts

The Minnesota Secretary of State has asked that a joint powers agreement be executed to authorize the payment of primary/general election recount expenses to Aitkin County in the event of a recount at the Federal, State, or Judicial level(s). The term of the agreement will be from July 1, 2014 to December 31, 2014.

The request is to authorize board chair and my signature to the agreements.

**STATE OF MINNESOTA  
JOINT POWERS AGREEMENT**

This agreement is between the State of Minnesota, acting through its Office of the Secretary of State ("State") and the County Auditor of each of the Counties or the City Clerk of each of the cities listed in Appendix A. ("Contractor").

**Recitals**

Under Minn. Stat. § 471.59, subd. 10, and Minnesota Rules, subpart 8235.0200 the State is empowered to engage such assistance as deemed necessary. The State is in need of election recount services for the automatic recount of votes pursuant to Minnesota Statutes, section 204C.35, subd. 1 for the 2014 primary election, as necessary for federal and state offices. The Contractor represents that it is duly qualified and agrees to perform all services described in this contract to the satisfaction of the State.

**Agreement**

**1 Term of Agreement**

- 1.1 *Effective date:* July 1, 2014, or the date the State obtains all required signatures under Minnesota Statutes Section 16C.05, subdivision 2, whichever is later.
- 1.2 *Expiration date:* December 31, 2014, or until all obligations have been satisfactorily fulfilled, whichever occurs later.

**2 Agreement between the Parties**

The Contractor will act as a Deputy Recount Official designated by the Secretary of State pursuant to Minnesota Rules, part 8235.0200 and will conduct a recount as necessary of the votes cast in the county in which the Contractor is the County Auditor and in any additional jurisdiction mutually agreed upon by Contractor and State, pursuant to the provisions of Minnesota Statutes and Minnesota Rules relating to recounts, the Minnesota 2014 Recount Guide, all of which are attached to this contract as Appendices B, C and D, respectively, as well as the information provided during the Web streaming video transmission to counties to be provided on a date to be determined by State, and any other guidance provided to the Deputy Recount Official by State. Appendix A is the list of participating jurisdictions and it will be updated prior to the commencement of the recount to reflect all participating jurisdictions. The primary election recount will begin on August 20, 2014 at 9:00 A.M, and recounts will continue until all ballots in the jurisdictions being counted by the Deputy Recount Official are counted or designated as challenged. In the event that an election contest is filed in any of these elections and the court takes jurisdiction, the State may cancel the relevant portion of this contract immediately and without any further cause. The State and Contractor agree that this process will be completed on August 22, 2014 for any primary election recount, unless civil litigation delays completion. The results of the recount, along with all explanatory notes and any ballots challenged by candidates in the election shall be securely forwarded and provided to the State by personal delivery or express courier for delivery to the State, at the expense of the State at the conclusion of the recount process in the county or city.

**3. Payment**

- a) *Compensation.* The Contractor will be paid three cents for each ballot handled in the course of any recount covered by this agreement, with a minimum payment of \$100 if a recount occurs in the Contractor's jurisdiction. The Contractor will submit a log of all ballots handled to State to verify the total.
- b) *Travel.* No travel expenses will be paid.

The total obligation of the State under this agreement will not exceed an aggregate of \$ 50,000 for all Contractors for the primary election.

**4 Authorized Representatives** The State's Authorized Representative is Gary Poser, Director of Elections, 180 State Office Building, Saint Paul MN 55155, 651-556-0612, or his/her successor, and has the responsibility to monitor the Contractor's performance and the authority to accept the services provided under this contract. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Governmental Unit's Authorized Representative is the County Auditor or municipal clerk who has signed the contract.

**5 Assignment, Amendments, Waiver, and Contract Complete**

- 5.1 *Assignment.* The Governmental Unit may neither assign nor transfer any rights or obligations under this agreement without the prior

consent of the State and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

5.2 **Amendments.** Any amendment to this agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original agreement, or their successors in office.

5.3 **Waiver.** If the State fails to enforce any provision of this agreement, that failure does not waive the provision or its right to enforce it.

5.4 **Contract Complete.** This agreement contains all negotiations and agreements between the State and the Governmental Unit. No other understanding regarding this agreement, whether written or oral, may be used to bind either party.

6. **Liability**

The Governmental Unit will 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 agreement by the Governmental Unit or the Governmental Unit's agents or employees. This clause will not be construed to bar any legal remedies the Governmental Unit may have for the State's failure to fulfill its obligations under this agreement.

Signatures for this agreement are being obtained by the signing of counterparts. Each Contractor will sign signature block #2 and return the entire agreement document to Jenny Kurz, Office of the Secretary of State, 60 Empire Drive, Suite 100, Saint Paul MN 55103-2141.

1. **STATE ENCUMBRANCE VERIFICATION**

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

Signed: Jenny Kurz

Date: 6/12/14

SWIFT Contract No. 79328 SWIFT PO 1112

2. **GOVERNMENTAL UNIT**

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

Print Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

3. **STATE AGENCY**

By: [Signature]  
(with delegated authority)

Title: Deputy Secretary of State

Date: 6/14/14

4. **COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

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

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

**APPENDICES ATTACHED:**

**APPENDIX A – List of Participating Jurisdictions**

**APPENDIX B – Minnesota Statutes Relating to Recounts**

**APPENDIX C – Minnesota Rules Relating to Recounts**

**APPENDIX D – Minnesota 2012 Recount Guide**



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Signed: Jenny Kurz

Date: 6/12/14

SWIFT Contract No. 79331 SWIFT PO 1113

2. **GOVERNMENTAL UNIT**

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

Print Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

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

Print Name: \_\_\_\_\_

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

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

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

3. **STATE AGENCY**

By: [Signature]  
(with delegated authority)

Title: Deputy Secretary of State

Date: 6/12/14

4. **COMMISSIONER OF ADMINISTRATION**  
delegated to Materials Management Division

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

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

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**APPENDIX D – Minnesota 2012 Recount Guide**

County	Name of Deputy Recount Official	Title of Deputy Recount Official	Phone Number	Start Date	Start Time	Recount Address	Room Name or Number	Number of Teams <small>Updated 6/17/2014</small>
Aitkin	Kirk Peysar	County Auditor	218-927-7324	December 1st	9:00 AM	40 Club Convention Center 960 2nd Street NW Aitkin, MN	N/A	4
Anoka	Cindy Reichert	Elections Manager	763-323-5277	December 1st	9:00 AM	Govt Center 2100 3rd Ave S Anoka, MN	Atrium/Lobby	10
Becker	Mary E. Hendrickson	Acting County Auditor-Treasurer	218-846-7311	December 1st	9:00 AM	Courthouse – Courts Addition 915 Lake Ave Detroit Lakes, MN	1st Floor Courtroom	3
Beltrami	JoDee Treat	County Auditor-Treasurer	218-333-4175	December 1st	9:00 AM	Admin Bldg 701 Minnesota Ave NW Bemidji, MN	County Board Room	6
Benton	Karri Thorsten	County Auditor - Treasurer	320-968-5006	December 1st	9:00 AM	Govt Center 531 Dewey St Foley, MN	County Board Room	2-4
Big Stone	Michelle R. Knutson	County Auditor	320-839-6366	December 1st	9:00 AM	Courthouse 20 2nd St SE Ortonville, MN	Commissioners Room	2
Blue Earth	Patty O'Connor	Director Taxpayer Services	507-304-4300	December 1st	9:00 AM	Govt. Center 410 South Fifth St Mankato, MN	Elections Room	2
Brown	Marlin C. Helget	County Auditor-Treasurer	507-233-6617	December 1st	9:00 AM	Law Enforcement Ctr 14 S. Washington St New Ulm, MN	Training Lab Room #B11	3-5
Carlton	Paul G. Gassert	County Auditor-Treasurer	218-384-9133	December 1st	9:00 AM	Courthouse 301 Walnut Ave Carlton MN	Board Room	TBD
Carver	Laurie Davies	County Auditor-Treasurer	952-361-1907	December 1st	9:00 AM	Govt Center 600 E 4th St Chaska, MN	Township Hall Conf Room	4
Cass	Sharon K. Anderson	County Auditor-Treasurer	218-547-7260	December 1st	9:00 AM	Land Dept & Service Center 218 Washburn Ave E Backus, MN	Land Dept Public Meeting Room	6 to 8

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6/12/14

Via: Roxy Traxler, Interim County Administrator

From: Ross Wagner

Title of Item: Tourism Promotion and Development Grants

Requested Meeting Date: 6/24/14 Estimated Presentation Time: 10 Minutes

Presenter: Ross Wagner

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

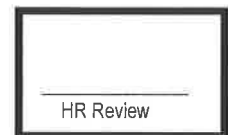
- For info only, no action requested
- For discussion with possible action
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by motion
- Authorize filling vacant staff position
- Request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

**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 Economic Development & Forest Industry Coordinator**

**Aitkin County Courthouse**

**Ross Wagner**

217 Second Street N.W.

Aitkin, MN 56431

Phone: 218/927-7305

Fax: 218/927-7374

**TO:** Aitkin County Board of Commissioners

**FROM:** Ross Wagner, Economic Development & Forest Industry Coordinator 

**DATE:** June 12, 2014

**SUBJECT: Tourism Promotion and Development Grants**

Aitkin County received Eight Tourism and Promotion Grants. \$6,904 was requested out of \$5,000 in available funds. Applications are below; actual applications and a list of previous grants are attached.

1. Aitkin County Historical Society, \$1,000.00 requested for Map of 100 Historic Sites.
2. Jaques Art Center, \$1,000.00 to replace and upgrade Francis Jaques Mural in Aitkin.
3. City of Tamarack, \$500.00 to promote 4<sup>th</sup> of July Activities & Fireworks.
4. Aitkin Area Chamber of Commerce, \$1,000.00 to develop a Web Site and Brochures for Economic Development.
5. Up North Riders ATV Club, \$1,000.00 for Trailer & Graphics to be used as "Rolling Billboard" for Northwood's ATV Trail and Club promotions.
6. McGregor Chamber of Commerce, \$1,000.00 to promote new acts for Wild Rice Days.
7. Tamarack Activities Club, \$1,000.00 promote and advertising for "School of Screams".
8. Evergreen PAC ATV Club, \$404.00 to promote Northwood's ATV Trail at Carlton County Fair.

The Economic Development Committee has reviewed the applications and makes the following recommendations.

Recommendation to approve amount requested of \$1,000.00; Aitkin County Historical Society, (Map of Historical Places) Aitkin Area Chamber of Commerce, (Web and Economic Development Brochure) Up North Riders ATV Club, (Rolling Billboard) and McGregor Chamber of Commerce (promote new events for Wild Rice Days).

Recommendation to partially approve the amount requested; Tamarack Activities Club, recommend \$500.00 to promote the "School of Screams", Evergreen PAC ATV Club, recommend \$250.00 to cover the booth rental but not individual entrance fee at the Carlton County Fair.

Recommendation to not fund request; Jaques Art Center, Jaques Mural, and City of Tamarack for 4<sup>th</sup> of July promotions. Committee noted both organizations recently received funding and event was not new.

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name: Historical Map of Aitkin County**

**Date(s) of Program: August 2014**

**Location of Program: Aitkin County**

**Organization/Community Name: Aitkin County Historical Society**

**Person in Charge of Project: Gregory M. Leach**

**Organization Mailing Address:**

**P.O. Box 215, Aitkin, MN 56431**

**Contact Person's Phone #: W-218-927-3348 H-218-545-3348**

**Legal Status of Organization: \_\_\_\_\_ Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

XXXXX\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State? YES**

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization is to collect, preserve and disseminate the history of Aitkin County.**

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1,000.00  
 (Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 2500.00

**Total projected budget** **\$\_3500.00**

3. **PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.**  
 Our plan is to print a two sided brochure with a map of Aitkin County showing 100 historic sites in the county. The map will be 17" X 22" that folds up to 3 ¾" X 8 ½". It will describe the 100 sites (some will have pictures) and have its GPS location listed so visitors can find the site.

**What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.**

We hope to share the rich history of Aitkin County with residents and visitors to our county. This map will help to increase the interest in Aitkin County history. We will do this by printing a map of Aitkin County highlighting our history. Grant funds will be used to help offset some of the printing costs.

**Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.**

Our historical map will show the location of 100 historic sites located in Aitkin County with GPS coordinates. Visitors to the County will be able to pick up a map and explore different historical sites in the County. Maps will be distributed throughout the County to be given away.

**List target markets:**

**Where – geographic areas (s)**

All of Aitkin County \_\_\_\_\_

**List target audience:**

**Who – type of group or activity**

GEO Cashing visitors to County

Families studying our County history

**Please estimate the number of people who will come from: local community and surrounding area; 2250**

**From other communities in Minnesota: 2500**

**From outside of Minnesota: 350**

4. **PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Printing of historical map	\$1000.00	2109.00	3109.00
Graphic design work		391.00	391.00
<b>TOTALS</b>	<b>\$1000.00</b>	<b>2500.00</b>	<b>3500.00</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Gregory M. Leach Date: April 23<sup>rd</sup>, 2014



ACHS 2014 BUDGET

**REVENUE**

	2015	2014
Membership	* \$ 3,500.00	\$ 4,000.00
Door Donations	\$ 1,500.00	\$ 1,500.00
Interest Earned	\$ 1,500.00	\$ 1,500.00
Aitkin County Appropriation	\$ 15,000.00	\$ 15,000.00
Museum Store Sales	* \$ 4,000.00	\$ 3,500.00
Garage Sale	* \$ 7,000.00	\$ 6,500.00
Aitkin Rendezvous	\$ -	\$ -
Raffle	* \$ 3,000.00	\$ 2,500.00
Cookie Walk	\$ 1,000.00	\$ 1,000.00
Townships & Cities	* \$ 1,500.00	\$ 2,000.00
Donations & Memorials	\$ 2,000.00	\$ 2,000.00
<b>TOTAL REVENUE</b>	<b>\$ 40,000.00</b>	<b>\$ 39,500.00</b>

**EXPENSES**

Administrators Salary	* \$ 15,480.00	\$ 15,000.00
Payroll Benefit - employer	* \$ 1,180.00	\$ 1,150.00
Mileage	\$ 700.00	\$ 700.00
Utilities	\$ 3,000.00	\$ 3,000.00
Telephone	\$ 1,200.00	\$ 1,200.00
Natural Gas	\$ 5,000.00	\$ 5,000.00
Office Supplies & Equipment	\$ 1,500.00	\$ 1,500.00
Janitorial Services & Supply	\$ 1,000.00	\$ 1,000.00
Rentals: Booths & Boxes	\$ 700.00	\$ 700.00
Postage	\$ 1,300.00	\$ 1,300.00
Trash Removal	\$ 150.00	\$ 150.00
Advertising	\$ 1,300.00	\$ 1,300.00
Society Memberships	\$ 200.00	\$ 200.00
Educational Activities Fund	\$ 200.00	\$ 200.00
Maintenance	\$ 1,000.00	\$ 1,000.00
Museum Store	\$ 1,750.00	\$ 1,750.00
Collections/Archival	\$ 1,000.00	\$ 1,000.00
Museum Displays	* \$ 840.00	\$ 710.00
Volunteer Expense	* \$ -	\$ 140.00
Capital Improvement	\$ 1,000.00	\$ 1,000.00
Fire Protection	\$ 300.00	\$ 300.00
Accountant Fees	\$ 1,200.00	\$ 1,200.00
<b>TOTAL EXPENSES</b>	<b>\$ 40,000.00</b>	<b>\$ 39,500.00</b>

*Aitkin County Historical Society*  
*Depot Museum*

P.O. Box 215  
Aitkin, MN 56431  
(218) 927-3348

To: Aitkin County Board of Commissioners

From: **Aitkin County Historical Society**

WHEREAS, the Aitkin County Historical Society is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to publish a Historical map of Aitkin County to be given away throughout the County and,

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1,000.00 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for (\$1,000.00) to provide funds to do the program/event.

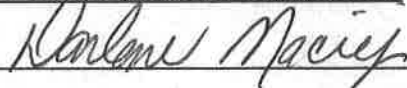
BE IT FURTHER RESOLVED that the Applicant **Gregory M. Leach (Administrator)** is/are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that **Gregory M. Leach** is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: April 23rd, 2014

By: Aitkin County Historical Society Board of Directors

Its (Darlene Maciej)  
(President)



I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Aitkin County Historical Society on April 23<sup>rd</sup>, 2014.

By (Collen Bremner)  
Its Secretary



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** Jaques Mural

**Date(s) of Program:** 2014-2015

**Location of Program:** Main Street, Aitkin, MN

**Organization/Community Name:** Jaques Art Center

**Person in Charge of Project:** Jerry Holm

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

121 2<sup>nd</sup> Street NW Aitkin, MN 56431

**Contact Person's Phone #:** 218-927-2363

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

\_\_\_\_\_ **Non-profit Tourism Association**

X \_\_\_\_\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** Yes

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** The mission of the Jaques is to present exhibits, workshops and programming in the arts for people of all ages and backgrounds.

**FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)  
(Minimum \$100.00, maximum request is 1,000.00)

\$ 1000.00

Amount of your organization's match

\$ 5800.00

Total projected budget

\$\_6800.00\_\_\_\_\_

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

The Jaques intends to re-design the mural located on the south side of building located at 120 Minnesota Avenue in downtown Aitkin. It is our intent to incorporate various other historical sites in the community of Aitkin in the design, such as the Rialto Theater and the Butler Building as well as the historical Carnegie Library in which the Jaques is housed. We believe that the renovation of the current mural could provide tourists with additional locations to visit in Aitkin, keeping them and their dollars in our community.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

We intend to hire an artist to re-design the mural using Jaques art as the background. The grant funds along with additional funds from the Jaques will be used to pay for the design, production and hanging of a metal mural to replace the current painted mural.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

The mural project will provide a positive economic impact to Aitkin County by giving visitors additional places to stop and spend their dollars. Because of the location of the Jaques, the Butler building or the Rialto, many visitors are not even aware of their existence, if they are just passing through. We believe that an updated mural on Minnesota Avenue will give options for travelers as they are waiting for the only stoplight in Aitkin County to change. Perhaps enough of a reason to turn left or go straight ahead instead to turning right and continuing north.

List target markets:

Where – geographic areas (s)

Statewide \_\_\_\_\_

List target audience:

Who – type of group or activity

Vacationers, Lake Residents and their guests.

Please estimate the number of people who will come from: Your local community and surrounding area: 50%\_

From other communities in Minnesota: 35%\_

From outside of Minnesota: 15%\_

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Design	\$1000	\$1000	\$2000
Sign Production		\$3600	
Sign Installation		\$800	
Removal of old Mural		\$400	
TOTALS	\$1000	\$5800	\$6800

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Jeremy Holm

Date: 5-24-14

# JAQUES Art Center & Gallery Gifts

## Board of Directors

Jerry Holm  
*President*

Leslie Goble  
*Secretary*

Barden Heft  
*President-Elect*

Cherie Holm  
*Treasurer*

Angie Barnhart

Dan Borseth

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Katherine Ella

Angela Erickson

Ruth Hauge

Paul Hauge

Shirley Lundstrom

Ryan Menzel

Michael J. Ryan

Wayne Johnson

Linda Zasmata  
*Office Manager*

[info@jaquesart.com](mailto:info@jaquesart.com)

[www.jaquesart.com](http://www.jaquesart.com)

121 2nd St. NW

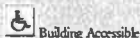
Aitkin, MN 56431

(218) 927-2363

Fax - (218) 927-4724

Hours: 11AM - 4PM  
Tuesday - Saturday

Jaques Art Center is committed to  
equal opportunity and equal access.



*Celebrate the Arts!*

May 1, 2014

To: Aitkin County Board of Commissioners  
From: Jaques Art Center

WHEREAS, the Jaques Art Center is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Jaques has a need for a grant to fund advertising, which will provide an audience beyond Aitkin County an awareness of what the Jaques Art Center has to offer.

WHEREAS, the Jaques determined that it will need an ACTGAC Fund grant for \$1000 in order to do the program/event; and,

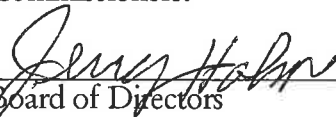
WHEREAS, the Jaques has available One Hundred Dollars (\$100) as matching funds for the Program/Event; which funds the Jaques will not use as matching funds for any other program or event; and

WHEREAS the Jaques understands and agrees that ACTGAC Funds will not be used to reimburse the Jaques for any cost incurred prior to the date on which this Project/event is approved by the Aitkin County Board of Commissioners;


NOW, THEREFFORE BE IT RESOLVED that the Jaques organization hereby authorizes and approves making application to Aitkin County for a grant for \$1000 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that Cherie Holm is hereby designated as the person who will supervise the Program/Event and successfully complete the Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: May 1, 2014

By: Jerry Holm   
Its: President, Board of Directors

I, the undersigned Secretary of the Jaques organization, hereby certify the the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Jaques Art Center on the 1<sup>st</sup> day of May, 2014

By: Leslie Goble   
Its; Secretary, Board of Directors

### Mission Statement

*The Jaques Art Center publicly presents exhibits, workshops, seminars and programming for people of all ages, cultures and backgrounds.*

*Its focus is to publicly present the arts including that of Francis Lee and Florence Page Jaques.*

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

**Project Name:** July 4th Celebration  
**Date(s) of Program:** July 4th 2014      **Location of Program:** City Park Tamarack, MN.  
**Organization/Community Name:** City of Tamarack  
**Person in Charge of Project:** Beth Fredrickson and Cheryl Meld  
**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**  
City of Tamarack 235 main St. North P.O. Box 98 Tamarack, MN. 55787  
**Contact Person's Phone #:** 768-0975 or Cell 612-968-1079 (Beth Fredrickson)  
**Legal Status of Organization:**     **Unit of Government (for example cities, townships etc.)** City Clerk (Treasurer)  
     **Non-profit Tourism Association**  
     **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** NO  
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** July 4th Fireworks and Fun for Families, Locals and Tourists.

**2. FUNDING:**  
 Amount requested from Aitkin County Tourism (ACTGAC)      \$ 500.00  
 (Minimum \$100.00, maximum request is 1,000.00)  
 Amount of your organization's match      \$ 100.00

Total projected budget

\$ 600.00

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Please See attached Paper.  
Thank you.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Please See attached Paper.  
Thank you.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

Please See attached Paper  
Thank you.

List target markets:

Where - geographic areas (s)

Lakes area - Minnewawa, Big Sand, Round Lake,  
Comwell, Wright, Cloquet, McGee, also  
Greater Minnesota and beyond.

List target audience:

Who - type of group or activity

Local, Campus, People who live close by,  
Families, Kids, Senior Citizens, all age  
Groups.

Please estimate the number of people who will come from: Your local community and surrounding area: 150

From other communities in Minnesota: 50

From outside of Minnesota: 50

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Premier Pyrotechnics Fireworks		3,650.00	
Insurance		600.00	
KRTV Radio Advertising		120.00	
Aitkin End Age Advertising		172.20	
Voyageurs Press Advertising		144.00	
<b>TOTALS</b>	500.00	4,686.20	4,186.20

436.20

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

3. Project/Event Description: Be concise and complete; Attach supporting information if needed.

Fireworks Display for Locals and Tourists.

Summer is here and the City of Tamarack wants to bring people together for our July 4<sup>th</sup> Celebration. Fireworks at dusk and activities in the City Park will bring families and friends together to celebrate the 4<sup>th</sup> of July. There will be pie and ice cream, music and food. Fun for people of all ages!

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Grant funds will be used to help with the cost of advertising, insurance and fireworks. We hope to accomplish a memorable family experience that will ensure continued support from our community and continued success with people visiting from around Minnesota, spending time here and bringing with them an economic boost to Aitkin County and City of Tamarack

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

Tamarack is proud to bring people together for our fireworks display. This event has had a strong economic impact on our small town and the surrounding lakes area. The City of Tamarack's fireworks display draws in 250 to 300 people for this event. Of those people some are staying here in Aitkin County enjoying our ATV trails, (right south of Tamarack) fishing and camping. Others travel from McGregor, Wright and Cromwell and still others come from outstate and beyond all bringing money to Aitkin County's economic growth.



Name

Beth Fredrickson

Clerk/Treasurer

Date:

May 20th 2014

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

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Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

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**APPLICANT INFORMATION**

***Note: No reimbursement grants will be awarded.***

**1. PROGRAM INFORMATION**

**Project Name:** Economic Development Marketing Program

**Date(s) of Program:** Summer 2014                      **Location of Program:** Aitkin Area

**Organization/Community Name:** Aitkin Area Chamber, Economic Development Committee

**Person in Charge of Project:** Matthew Hill, Executive Director

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

P.O. Box 127, 10 Third Street NE, Aitkin, MN 56431

**Contact Person's Phone #:** 218-927-2316

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

**Non-profit Tourism Association**

\_\_\_\_\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** yes

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

**Description/focus/purpose of your organization** As an Economic Development Committee, we have priorities of creating new housing for our community and working to help new and existing businesses expand and add employees to our community.

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC)                      \$ 1,000.00

(Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match                      \$ 100.00

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

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

**Application for Aitkin County Tourism Promotion and Development Funds**

**TO: Aitkin County Board of Commissioners**

**FROM: Aitkin Area Chamber of Commerce**

WHEREAS, the Aitkin Area Chamber of Commerce (hereafter the "Applicant") is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to promote and market the Economic Development Committee and its tools, a new Committee with goals of soliciting new business to the Aitkin County Area; and

WHEREAS, the applicant has determined that it will need an ACTGAC Fund grant for \$1,000.00 in order to do the project; and

WHEREAS, the Applicant has available One Hundred Dollars (\$100.00) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTGAC Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for \$1,000.00 to provide funds to do the project; and

BE IT FURTHER RESOLVED that the Applicant's President, Olivia Speed, is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or the application for it; and

BE IT FURTHER RESOLVED that Matthew Hill, Executive Director, is hereby designated as the person who will supervise the Project and successfully complete the project in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

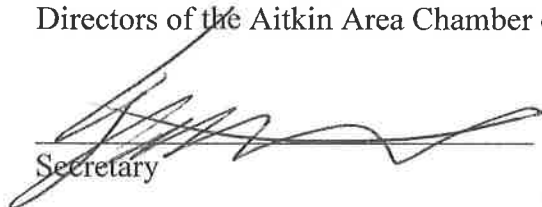
Adopted: May 30, 2014

By: 

Its: President/Chairman of the Board

CERTIFICATION

I, the undersigned Secretary of the Applicant organization, hereby certify that the above resolution is a true copy of or the Resolution duly passed, adopted, and approved by the Board of Directors of the Aitkin Area Chamber of Commerce.

  
Secretary

\_\_\_\_\_  
May 30, 2014  
Date

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

*Note: No reimbursement grants will be awarded.*

**1. PROGRAM INFORMATION**

Project Name: TRAILER & SIGNAGE  
 Date(s) of Program: 6/9/2014 Location of Program: McGregor MN  
 Organization/Community Name: UP NORTH RIDES ATV CLUB  
 Person in Charge of Project: GARY HENNEN  
 Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
P.O. Box 96 McGregor MN 55760  
 Contact Person's Phone #: 763-238-8128  
 Legal Status of Organization: \_\_\_\_\_ Unit of Government (for example cities, townships etc.)  
 \_\_\_\_\_ Non-profit Tourism Association  
 Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? \_\_\_\_\_  
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization SAFE AND RESPONSIBLE  
ATV RIDING AND EDUCATION

**2. FUNDING:**

Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000<sup>00</sup>  
 (Minimum \$100.00, maximum request is 1,000.00)  
 Amount of your organization's match \$ 500<sup>00</sup>

Total projected budget

\$ 1,500<sup>00</sup>

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

BUY AND USE A 5'x8' ENCLOSED TRAILER, HAVE IT LETTERED WITH NORTHWOOD ATV TRAIL LOGO, UP NORTH RIDERS ATV CLUB. WE WOULD USE IT TO STORE TRAIL MAINTENANCE EQUIPMENT. EVERYTHING WE WOULD NEED TO ENSURE A SAFE AND FUN TRAIL RIDE.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

WE WOULD BUY THE TRAILER, GLEN SIGNS WOULD PUT THE LOGO'S ON IT, THIS WILL LOOK PROFESSIONAL AND WELL DONE. IT WILL BE A ROLLING BILLBOARD FOR THE TRAIL SYSTEM.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

WE WOULD ALSO BRING THE TRAILER TO THE AITKIN COUNTY FAIR, WHICH WE HAVE A BOOTH. PEOPLE CAN LOOK INSIDE AND SEE WHAT GOES INTO TRAIL MAINTENANCE, PLUS THE NORTHWOOD TRAIL LOGO WILL BE ON THE TRAILER.

List target markets:

Where - geographic areas (s)

List target audience:

Who - type of group or activity

THE NORTHWOOD ATV TRAILS ATV RIDERS  
COMPLETE

AND TRAIL MAPS WOULD BE AVAILABLE

Please estimate the number of people who will come from: Your local community and surrounding area:

From other communities in Minnesota: \_\_\_\_\_

From outside of Minnesota: \_\_\_\_\_

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
TRAILER	1000 <sup>00</sup>		1000 <sup>00</sup>
SIGNAGE	500 <sup>00</sup>	500 <sup>00</sup>	500 <sup>00</sup>
<b>TOTALS</b>			1,500 <sup>00</sup>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to; ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

# State of Minnesota

## SECRETARY OF STATE

### CERTIFICATE OF INCORPORATION

I, Mary Kiffmeyer, Secretary of State of Minnesota, do certify that: Articles of Incorporation, duly signed and acknowledged under oath, have been filed on this date in the Office of the Secretary of State, for the incorporation of the following corporation, under and in accordance with the provisions of the chapter of Minnesota Statutes listed below.

This corporation is now legally organized under the laws of Minnesota.

Corporate Name: Up North Riders, Inc.

Corporate Charter Number: 671597-2

Chapter Formed Under: 317A

This certificate has been issued on 10/28/2003.



*Mary Kiffmeyer*  
Secretary of State.



STATE OF MINNESOTA  
SECRETARY OF STATE

NP-OR

6715970002

ARTICLES OF INCORPORATION  
Business and Nonprofit Corporations

PLEASE TYPE OR PRINT LEGIBLY IN BLACK INK.

Please read the directions on the reverse side before completing this form. All information on this form is public information.

The undersigned incorporator(s) is an (are) individual(s) 18 years of age or older and adopt the following articles of incorporation to form a (mark ONLY one):

FOR-PROFIT BUSINESS CORPORATION (Chapter 302A)

NONPROFIT CORPORATION (Chapter 317A)

ARTICLE I NAME

The name of the corporation is:

Up North Riders, Inc.

(Business Corporation names must include a corporate designation such as Incorporated, Corporation, Company, Limited or an abbreviation of one of those words.)

ARTICLE II REGISTERED OFFICE ADDRESS AND AGENT

The registered office address of the corporation is:

418 East County Road D Little Canada, MN 55117

(A complete street address or rural route and rural route box number is required; the address cannot be a P.O. Box) City State Zip

The registered agent at the above address is:

Name (Note: You are not required to have a registered agent.)

STATE OF MINNESOTA  
DEPARTMENT OF STATE  
FILED

OCT 28 2003

Mary Hoffmeyer  
Secretary of State

ARTICLE III SHARES

The corporation is authorized to issue a total of 1000 shares.

(If you are a business corporation you must authorize at least one share. Nonprofit corporations are not required to have shares.)

ARTICLE IV INCORPORATORS

I (We), the undersigned incorporator(s) certify that I am (we are) authorized to sign these articles and that the information in these articles is true and correct. I (We) also understand that if any of this information is intentionally or knowingly misstated that criminal penalties will apply as if I (we) had signed these articles under oath. (Provide the name and address of each incorporator. Each incorporator must sign below. List the incorporators on an additional sheet if you have more than two incorporators.)

Arlyce Richardson 332 E Cty Road D Little Canada, MN 55117

Arlyce Richardson  
Signature

Name Street City State Zip Signature

Print name and phone number of person to be contacted if there is a question about the filing of these articles.

Arlyce Richardson  
Name

( 651 ) 481-0017  
Phone Number



# APPLICANT INFORMATION

*Note: No reimbursement grants will be awarded.*

## 1. PROGRAM INFORMATION

**Project Name:** McGregor Wild Rice Days Entertainment

**Date(s) of Program:** Saturday August 30, 2014      **Location of Program:** McGregor, MN

**Organization/Community Name:** McGregor Area Chamber of Commerce

**Person in Charge of Project:** Marcia Norton and Bonnie Farah

**Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):**

PO BOX 68 McGregor, MN 55760

**Contact Person's Phone #:** Marcia Norton (218) -768-3692

**Legal Status of Organization:** \_\_\_\_\_ **Unit of Government (for example cities, townships etc.)**

**Non-profit Tourism Association**

\_\_\_\_\_ **Non-profit Association**

**Is your organization registered as a nonprofit corporation with the Secretary of State?** YES

If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

### **Description/focus/purpose of your organization:**

The McGregor Area Chamber of Commerce unites businesses, professional firms, resorts and individuals to create a unique central agency working to improve business, tourism and community well-being.

## 2. FUNDING:

**Amount requested from Aitkin County Tourism (ACTGAC) \$1,000**  
(Minimum \$100.00, maximum request is 1,000.00)

**Amount of your organization's match \$ 100**

**Total projected budget \$1,100**

## 3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Promote and provide prominent and exciting entertainment to Wild Rice Days – to the parade and/or as an accompaniment to Wild Rice Day festivities in McGregor.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

- Along with the economy in the last 5 years, Wild Rice Days has experienced a slump in crowd sizes, sales, and community participation. We think the return on investment would be the spark needed to boost interest in parade participation and excitement and provide for incentive and ideas for future Wild Rice Days
- Community feedback tells us the parade content has been disappointing and entertainment repetitive. We want our families to experience exciting, different and entertaining attractions. We want our families to come and enjoy this festive, historic event and look forward with enthusiasm to coming again next year.
- The grant funds would be used to advertise and otherwise promote the professional entertainment acts incorporated into the Wild Rice Days festivities. The professional entertainment acts would be contracted through a professional entertainment agency (one or two entertainment acts to perform outdoors) in the parade or on a stage as an accompaniment to the other Wild Rice Days festivities.

1. Iron Will Dog Sled exhibition \$550
2. Caught in the Act- Jugglers- \$650
3. Amazing Kelvin- Kids magic \$450
4. Finding Blakesley \$550 (youth band; variety of music)
5. Simple Guys \$550

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

- Labor Day Weekend already brings a large number of people to our area; it's summer's last hurrah for tourists.
- By taking what we have and "pumping it up" with some innovative features and energy, we believe Wild Rice Days will attract even more people to this area and those from this area out of their "nests".
- People want to take this time to have FUN. Hiring professional entertainment provide attractions and generate excitement that would bring even more people to the area, to the town and would also entice them to stay longer – eat more, buy more, enjoy more.
- Hiring professional entertainment acts, would bring about an infectious, positive effect that would entice more visitors to get out and explore more. Besides adding revitalization to Community Spirit, this project would also have a rippling effect for the economic outcome for all concerned (street vendors, church bazaars, local bars and restaurants, lodging businesses, sportsmen/outdoors enthusiasts and more).

List target markets: Craft & food vendors; every variety of business, tourists, community churches

List target audience: All ages & Physical abilities, Families with kids, Singles, Travelers, Outdoors Enthusiasts

Where - geographic areas (s): The 5-state area Who - type of group or activity: All – non-specific

Please estimate the number of people who will come from:

Your local community and surrounding area: 3,000

From other communities in Minnesota: 1,500

From outside of Minnesota: 500

**4. PROJECT BUDGET:** in the space below, provide a budget for the entire event.

Category:	ACTGAC Funds	Applicant Funds	Total
Promote Professional Entertainment	\$1,000		
Chamber Match Funds		\$ 100	
<b>TOTALS</b>	<b>\$1,000</b>	<b>\$ 100</b>	<b>\$1,100</b>

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds.

Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name: Marian Norton

Date: May 29, 2014



Leading On A Progressive Track Of Tourism And Industry For Our Community

## RESOLUTION FORM

### Application for Aitkin County Tourism Promotion and Development Grant

To: Aitkin County Board of Commissioners

From: McGregor Area Chamber of Commerce

WHEREAS, the **McGregor Area Chamber of Commerce** (hereafter the "Applicant") is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to: **Assist with Revitalization of Wild Rice Days and/or Wild Rice Days Parade by adding exciting and unusual entertainment professionals.**

WHEREAS, the Applicant has determined that it will need an ACTPDG Fund grant for \$1,000 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (**\$100.00**) matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees that ACTPDG Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which this Project/Event is approved by the Aitkin County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the Applicant organization hereby authorizes and approves making application to Aitkin County for a grant for **\$1,000.00** to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant **President, Vice-President, Secretary, Treasurer** are hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that **Marcia Norton** is hereby designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

ADOPTED: May 29, 2014 By: BONNIE FARAH  
Its President  
(President or other Chief Corporate Officer)

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the **McGregor Area Chamber of Commerce** on **May 29, 2014**.

By: LISA KRAUSE  
Its Secretary

**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

**General Criteria for funding annual or repeat events.** Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

*Note: No reimbursement grants will be awarded.*

**1. PROGRAM INFORMATION**

Project Name: School of Screams  
 Date(s) of Program: Oct. 17, 18, 24, 25, 31 Location of Program: Tamarack Schoolhouse  
 Organization/Community Name: Tamarack, MN  
 Person in Charge of Project: Tamarack Activities Club, Inc (T.A.C)  
 Person in Charge of Project: Cheryl Meld  
 Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
42555 110<sup>th</sup> Ave Tamarack, MN 55787  
 Contact Person's Phone #: 218 768 3241  
 Legal Status of Organization:  Unit of Government (for example cities, townships etc.)  
 Non-profit Tourism Association  
 Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? Yes  
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization To preserve and promote the Tamarack community by engaging community members in events and activities that sustain ongoing sense of community

**2. FUNDING:** Amount requested from Aitkin County Tourism (ACTGAC) \$ 1000.00  
 (Minimum \$100.00, maximum request is 1,000.00)

Amount of your organization's match \$ 1200.00

Total projected budget

\$ 2200.00

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

T.A.C. started the School of Screams in 2012. It is a spook house using the Tamarack School House as a unique backdrop, Various individuals and groups help build and staff the gory scenes, mazes, and special effects. The event operates Fridays + Saturdays during the last two weeks of Oct. and will also operate on Halloween.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

Funds will be used for advertising: Posters, post cards (to leave at businesses in surrounding area) and newspaper. (Floodwood, Cloquet) We hope to increase the number of visitors.

Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County.

Halloween attractions are growing in popularity - we believe we have the only spookhouse in the county and surrounding area. In 2012 we had 110 visitors 2013 - 450 visitors. We are aiming for 1000 this year. We have been told by visitors that School of Screams beats Duluth's Haunted Ship!

List target markets:

Where - geographic areas (s)

Aitkin Co., Crow Wing Co, Carlton Co, Pine Co, M. Itacs Co, Itasca Co, St. Louis Co.

List target audience:

Who - type of group or activity

Generally, ages 6-100 enjoy the event equally.

Please estimate the number of people who will come from: Your local community and surrounding area: 200

From other communities in Minnesota: 750

From outside of Minnesota: 50

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Advertising	1000	200	1200
Props/Costuming		200	200
Construction of Scenes		800	800
TOTALS	1000	1200	2200

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2nd & NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Cheryl Meld May 30, 2014

To: Aitkin County Board of Commissioners  
From: Tamarack Activities Club, Inc.

WHEREAS the Tamarack Activities Club, Inc. (hereafter the "Applicant" ) is a non-profit corporation organized/operating under the laws of the State of Minnesota; and

WHEREAS, the Applicant has a need for a grant to Promote the **School of Screams** (hereafter called "the Project"); and,

WHEREAS, the Applicant has determined that it will need an ACTGAC Fund grant for \$1000 in order to do the program/event; and,

WHEREAS, the Applicant has available One Hundred Dollars (\$100) as matching funds for the Program/Event; which funds the Applicant will not use as matching funds for any other programs or events; and

WHEREAS, the Applicant understands and agrees the ACTGAC Funds will not be used to reimburse the Applicant for any costs incurred prior to the date on which the Project/Event is approved by the County Board of Commissioners;

NOW, THEREFORE BE IT RESOLVED that the applicant organization hereby authorizes and approves making application to Aitkin County for a grants for \$1000 to provide funds to do the program/event.

BE IT FURTHER RESOLVED that the Applicant President of the Tamarack Activities Club, Inc. is hereby authorized and directed to sign and submit an application for the said grant monies and all applicable contracts, documents and agreements associated with the grant or application for it; and

BE IT FURTHER RESOLVED that Cheryl Meld is here by designated as the person who will supervise the Program/Event and successfully complete the Program/Event in a timely manner to the satisfaction of the Aitkin County Board of Commissioners.

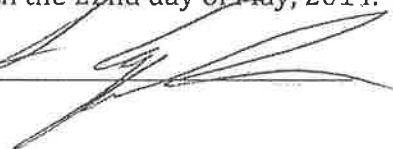
ADOPTED: May 22, 2014 By: \_\_\_\_\_



Its: President

I, the undersigned Secretary of the Applicant organization, hereby certify that the above Resolution is a true copy of the Resolution duly passed, adopted and approved by the Tamarack Activities Club Inc. on the 22nd day of May, 2014.

By: \_\_\_\_\_  
Its: Secretary



**Aitkin County**  
**Application for Aitkin County Tourism Promotion and Development Grants**  
**January 1, 2014 - December 31, 2014**

**DEADLINE:** Grant requests must be submitted to ACTPDG c/o Ross Wagner, Aitkin County Courthouse, 217 2nd St. N.W.#131, Aitkin, MN 56431. Funding recommendations will be considered at the regularly scheduled meeting of the Aitkin County Economic Development Committee in June. Application deadline is May 30<sup>th</sup>.

Committee recommendations will be submitted to the Aitkin County Board of Commissioners for final approval.

**Event/Activity Eligibility:** Tourism Grant Funds shall be used to market tourism and related events that will benefit Aitkin County. Funds shall be targeted towards attracting new, repeat and extended stay tourism visitations to Aitkin County or activities that will enhance the Aitkin County economy. Events eligible for funding include: community/recreational events such as races, rides, tournaments, shows and exhibits; community celebrations; logistic and informational materials for tourism related information booths or trade shows and other. Eligible uses include radio, newspaper, TV, signage, internet, brochures and other related advertising; printed publications and marketing promotions.

Special consideration will be given to applications that will enhance the Northwood's ATV Trail through signage, promotion, activities or trail amenities.

Tourism grant funds shall not be used for salaries, awards, prizes or gifts. Maximum grant amount is \$1,000.00 minimum is \$100.00.

General Criteria for funding annual or repeat events. Annual events are described as events such as 4<sup>th</sup> of July Celebrations, annually held races or contests and similar type events. New annual events will be considered for funding. Repeat annual events may be considered if the event changes in a significant way or if the event wants to try new advertising/promotion activities to reach a significantly new market. Tourism funds are not intended to be used an annual subsidy or line item budget amount.

**APPLICANT INFORMATION**

**Note: No reimbursement grants will be awarded.**

**1. PROGRAM INFORMATION**

Project Name: Carlton County Fair  
 Date(s) of Program: Aug. 14-18 Location of Program: Barnum, MN  
 Organization/Community Name: Evergreen PAC ATV Club  
 Person in Charge of Project: Darlene Turnock  
 Organization Mailing Address (Street Name or P.O. Box or Route and Box # and City and Zip Code):  
12196 360<sup>th</sup> Street McGregor, MN 55760  
 Contact Person's Phone #: 218-768-2713  
 Legal Status of Organization:  Unit of Government (for example cities, townships etc.)  
 Non-profit Tourism Association  
 Non-profit Association

Is your organization registered as a nonprofit corporation with the Secretary of State? Yes  
 If yes, please include a copy of your certificate of corporation. (Local units of government do not need to file.) In multi-community/multi-organization projects, only the entity responsible for signing documents and administering funds needs to be registered. Use your registered name on all documents.

Description/focus/purpose of your organization To make people aware of safe ATV riding - to "train" our youth with life long

**2. FUNDING:** ATV skills  
 Amount requested from Aitkin County Tourism (ACTGAC) \$ 404.00  
 (Minimum \$100.00, maximum request is 1,000.00)  
 Amount of your organization's match \$ 1,000.00  
 Total projected budget \$ 4404.00

3. PROJECT/EVENT DESCRIPTION: Be concise and complete; attach supporting information if needed.

Carlton County Fair Booth - the simulator is available  
We will hand out maps and have raffle tickets for a  
Sportsmen 400 ATV. It's members opportunity to talk  
ATV riding and training with the public.

What do you hope to accomplish, how it will be done and specifically how the grant funds will be used.

We want to have a positive image for ATV riding.  
We have to get the message out its a family activity  
with many riding opportunities. Funds will be used for a booth  
 Explain how your project will bring visitors to or provide a positive economic impact on Aitkin County and  
Maps will be provided - trails will be discussed - the manning  
ATV simulator will be utilized - It will spur more  
interest and opportunities in Aitkin County for ATV riding.

List target markets:  
Where - geographic areas (s)

List target audience:  
Who - type of group or activity

Aitkin, Carlton, Pine Counties      Riders and potential riders

Please estimate the number of people who will come from: Your local community and surrounding area: 115,000  
 From other communities in Minnesota: 4,000  
 From outside of Minnesota: 4,000

4. PROJECT BUDGET: in the space below, provide a budget for the entire event.

Category	ACTGAC Funds	Applicant Funds	Total
Booth	\$250.00		
Admission 22 @ \$7.	\$154.00		
Sportsmen 400 ATV		\$4000.00	
TOTALS	\$404.00	\$4000.00	\$4404.00

NOTE: A written evaluation must be completed and returned to the Aitkin County Economic Development Committee within 30 days of the completion of the project/event to be eligible to receive future funds. Submit to: ACTDGP, c/o Ross Wagner, Aitkin County Courthouse, 217 2<sup>nd</sup> St NW, #131, Aitkin, MN 56431.

Signature: Official person for community/organization, who will be responsible for the funding request and returning the evaluation to the Aitkin County Tourism Grant Advisory Committee.

Name Carlene Turner, Secretary Date: 5-28-2014



~~INTERNAL~~ REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: SEP 15 2004

EVERGREEN P.A.C.ATV CLUB  
P O BOX 98  
MOOSE LAKE, MN 55767

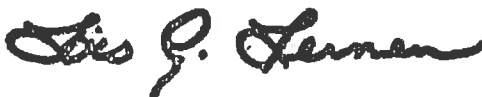
Employer Identification Number:  
46-0503387  
DLN:  
504246034  
Contact Person:  
WILLIE G DAVIS ID# 75082  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
June 30  
Form 990 Required:  
Yes  
Effective Date of Exemption:  
January 17, 2003  
Contribution Deductibility:  
No

Dear Applicant:

We are pleased to inform you that upon review of your application for tax-exempt status we have determined that you are exempt from Federal income tax under section 501(c)(6) of the Internal Revenue Code. Because this letter could help resolve any questions regarding your exempt status, you should keep it in your permanent records.

Please see enclosed Information for Organizations Exempt Under Sections Other Than 501(c)(3) for some helpful information about your responsibilities as an exempt organization.

Sincerely,



Lois G. Lerner  
Director, Exempt Organizations  
Rulings and Agreements

Enclosure: Information for Organizations Exempt Under Sections Other Than 501(c)(3)

Letter 948 (DO/CG)

# Aitkin County Tourism Development and Promotion Grant Award History

Year Granted	Grant #	Organization	Grant Amount	Purpose
1995	1	Aitkin County Historical Society	7,500	Recreation and Tourism Guide Books
1995	2	Hill Lake Trail Association	1,000	Trail
1995	3	McGregor Chamber of Commerce	4,500	Tourism Booth
1995	4	Aitkin Chamber of Commerce	600	Phone System Upgrade to handle tourism calls
1995	5	Aitkin Chamber of Commerce	5,000	Printing and distribution of brochures
1995	6	City of Hill City	500	Printing and distribution of brochures
1995	7			
1995	8	McGregor Chamber of Commerce	4,000	Tourism Booth
1995	9	Aitkin Chamber of Commerce	7,500	Advertising and 800#
1995	10	Aitkin County Historical Society	500	Archaeology Week
1997	11	Aitkin Chamber of Commerce	4,838.85	Snowmobile Marketing
1997	12	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1997	13	Aitkin Chamber of Commerce	900	Corn Feed Ad
1997	14	Aitkin Chamber of Commerce	7,100	Print Brochure and Advertising
1997	15	Aitkin Chamber of Commerce	4,868.50	Snowmobile Promotion and Advertising
1997	16	McGregor Chamber of Commerce	4,000	Tourism Booth
1997	17	McGregor Chamber of Commerce	2,000	Tourism Coordinator
1998	18	Aitkin Chamber of Commerce	1,807.73	County Snowmobile Promotion
1998	19	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
1998	20	Aitkin Chamber of Commerce	7,000	Advertising
1998	21	McGregor Chamber of Commerce	4,000	Tourism Booth
1998	22	Jaques Art Center	2,030	Superimpressionism Exhibit
1998	23	Mille Lacs Area Tourism	720	Tourism Marketing Video
1998	24	Aitkin County Rivers and Lakes Fair	1,300	Promotion
1999	25	City of McGregor	1,600	Airport Dedication
1999	26	Mid-Minnesota Dog Sled Race	1,000	Sled Dog Race
1999	27	Central Cattlemen's Association	475	4-H Beef Show
1999	28	Aitkin Chamber of Commerce	750	Riverboat Days
1999	29	Aitkin Chamber of Commerce	5000	Advertising
1999	30	McGregor Chamber of Commerce	7,500	Tourism Booth
1999	31	Tamarack Activities Club	750	Hey Days Promotion
1999	32	Aitkin Chamber of Commerce	2000	Snowmobile Promotion Advertising
1999	33	Aitkin County Rivers and Lakes Fair	700	Promotion
1999	34	City of Palisade	500	Brochures
1999	35	Aitkin County Historical Society	540	Advertising
1999	36	Aitkin Jaycee's	1,750	Fishing Contest Promotion
2000	37	McGregor Chamber of Commerce	7,500	Tourism Booth
2000	38	McGregor Jaycee's	1,000	Just Plane Fun and Up North Days
2000	39	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2000	40	City of Hill City	477.30	Community Profile
2000	41	Central Minnesota Cattleman's Assoc.	175	4-H Beef Show
2000	42	Aitkin Chamber of Commerce	1,597.70	Snowmobile Advertising
2000	43	Aitkin Jaycee's	2,500	Fishing Contest
2000	44	City of Palisade	120	Web Site Development

2001	45	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2001	46	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2001	47	McGregor Chamber of Commerce	7,500	Tourism Booth
2001	48	Aitkin County Historical Society	550	Post Cards and Web Site
2001	49	Aitkin Chamber of Commerce	1,500	Fish House Parade
2001	50	Aitkin Jaycees	1,750	Fishing Contest
2002	51	Mid-Minnesota 150 Sled Dog Race	1,500	Sled Dog Race
2002	52	McGregor Chamber of Commerce	7,500	Tourism Booth
2002	53	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2002	54	Aitkin Chamber of Commerce	3,500	Snowmobile Advertising
2002	55	Aitkin Chamber of Commerce	3,000	Crappie USA Tourney
2003	56	Palisade Mid-Winter Festival	300	Mid-Winter Festival
2003	57	Aitkin Jaycees	1,350	Fishing Contest
2003	58	Mid-Minnesota 150 Sled Dog Race	1,000	Sled Dog Race
2003	59	McGregor Chamber of Commerce	7,500	Tourism Booth
2003	60	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2003	61	Tamarack Hey Days	300	Hey Days
2003	62	Palisade Mid-Winter Festival	400	Mid-Winter Festival
2003	63	Aitkin Chamber of Commerce	2,366.70	Snowmobile Advertising
2004	64	Jaques Art Center	300	Fresh Fish Exhibit
2004	65	Aitkin Chamber of Commerce	7,500	Advertising and Marketing
2004	66	McGregor Chamber of Commerce	7,500	Tourism Booth
2004	67	Mid-Minnesota 150 Sled Dog Race	850	Sled Dog Race
2004	68	McGregor Chamber of Commerce	1,473	Brochure Development
2004	69	Aitkin Chamber of Commerce	1,473	Snowmobile Advertising
2004	70	Hill City Chamber of Commerce	800	Wild Game – Fishing Contest
2004	71	Jaques Art Center	250	Juried Art – Ex – Fowl Play
2005	72	Jaques Art Center	2,000	2005 Advertising Campaign
2005	73	Hill City Chamber of Commerce	2,500	Tourism booth, signage, website
2005	74	McGregor Chamber of Commerce	2,500	Tourism booth
2005	75	Tamarack Hey Days	500	Banners
2005	76	Jaques Art Center	1,500	Adv. Riverboat Art Fest
2005	77	Aitkin Chamber of Commerce	3,773	Snowmobile Advertising
2005	78	Palisade Community Improvement C.	500	Midwinter Festival
2005	79	Friends of Rice Lake Refuge	2,500	Aitkin County Bird Trail Brochure
2005	80	Wild Encounters	2,000	1 <sup>st</sup> Annual Birding Festival
2005	81	Ball Bluff Township	375	Vintage Snowmobile Run
2006	82	McGregor Area Historical Society	150	Brochure, Adv. For Wild Rice Day Booth
2006	83	McGregor Chamber of Commerce	2,500	Advertising, Wild Rice Days
2006	84	Aitkin Chamber of Commerce	5,000	2006 County Marketing Campaign
2006	85	Jaques Art Center	1,060	Distribution of 2006 Program Booklet
2006	86	Aitkin Chamber of Commerce	3,709.50	2006/2007 Snowmobile Advertising
2006	87	Jaques Art Center	3,000	Billboard Advertising
2007	88	Aitkin Chamber of Commerce	3,000	Tourism Advertising
2007	89	McGregor Chamber of Commerce	2,000	Fishing Contest Promotion
2007	90	McGregor Chamber of Commerce	3,000	Travel Information Center
2007	91	Jaques Art Center	2,500	Twin City Advertising Campaign
2007	92	Aitkin Area Chamber of Commerce	1,800	Snowmobile Advertising

2007	93	Advancing Rural Talents (ARTS)	400	McGregor Music Festival
2008	94	Palisade Community Improvement Co.	500	20 <sup>th</sup> Mid Winter Festival
2008	95	McGregor Chamber of Commerce	5,000	WSA Pro Ice Racing
2008	96	Hill City Chamber of Commerce	3,000	All Class Reunion
2008	97	Dwelling in the Woods	1,500	Wetland Nature Walk Days
2008	98	McGrath Historical Committee	200	Promote McGrath Centennial Book
2008	99	McGrath Historical Committee	550	Promote 4 <sup>th</sup> of July and Historical
2008	100	Aitkin County Ag Society	1,200	Promote County Fair Rodeo
2008	101	City of Tamarack	250	Promote 4 <sup>th</sup> of July
2008	102	Hill City Chamber of Commerce	1,050	Arts in the Park
2008	103	Tamarack Activity Club	1,433	Expand Hey Day Advertising
2008	104	Aitkin Chamber of Commerce	3,000	Snowmobile Advertising
2008	105	Jaques Art Center	4,600	2009 Advertising Campaign
2008	106	Aitkin Co. Economic Development	3,900	Market Area Profiles
2009	107	Aitkin Chamber of Commerce	1,500	MN Gateways Advertising
2009	108	Hill City Chamber of Commerce	5,000	Summer Events Advertising
2009	109	McGregor Chamber of Commerce	3,800	Web Site Mgmt. Postage & Distribution
2009	110	McGrath Historical Committee	1,750	Museum Exhibit Promotion
2009	111	Palisade Community Improvement	500	River Fest Promotion
2009	112	Tamarack Activity Club	1,200	Hey Day Advertising/Promotion
2009	113	City of McGregor	600	Fly In Promotion, Trail Signage
2009	114	Aitkin Jaycees	1,000	Ice Fishing Contest
2009	115	Upper Miss. Cert. Wood Prod. Group	750	Living Green Expo Booth
2009	116	Jaques Art Center	1,181	2010 Advertising
2009	117	Tourism Committee, Aitkin County	2,330	Snowmobile Advertising
2010	118	Aitkin Area Chamber of Commerce	2,850	Commerce and Sport Show Promotions
2010	119	City of Tamarack	630	4 <sup>th</sup> of July Advertising
2010	120	Aitkin County Ag Society	1,200	2010 County Fair Adv, Promo
2010	121	McGrath Historical Committee	1,750	4 <sup>th</sup> of July, Threshing Show Exhibit Adv.
2010	122	Aitkin County Historical Society	650	New Brochures
2010	123	Aitkin County	4,635	Snowmobile Advertising
2010	124	Tamarack Activities Club	3,000	50 <sup>th</sup> Annual Hey Day Promotion
2010	125	Aitkin Riverboat Capt. & Queen Assoc	550	Renovate Riverboat Float
2010	126	McGrath Historical Committee	2,000	Promote Events, brochure printing
2010	127	Aitkin Area Chamber of Commerce	2,735	Fish House Parade promotion, advertising
2011	128	Aitkin Area Chamber of Commerce	2,500	2011 Aitkin Area Sports & Commerce Show
2011	129	Aitkin County Historical Society	485	2011 Discovery Rack Subscription
2011	130	Jaques Art Center	1,800	Century of Service Birthday Party
2011	131	City of Tamarack	1,885	4th of July Celebration
2011	132	Tamarack Activities Club	2,000	Annual Hey Days
2011	133	Aitkin Area Chamber of Commerce	3,550	Riverboat Days Advertising
2011	134	McGrath Historical Committee	1,210	Promote Display at Logging & Threshing Show
2011	135	Aitkin County Economic Development	2,060	Signage & Advertising Northwoods ATV
2011	136	Aitkin Area Chamber of Commerce	4,510	2011 Fish House Parade Promotion

2012	137	City of Aitkin	750	4 <sup>th</sup> of July Community Celebration
2012	138	Aitkin County Trail Towns	5,000	Northwoods ATV Trail Promotions
2012	139	Aitkin County Historical Society	530	Discovery Rack Subscription
2012	140	Jaques Art Center	2,124	Promoting Tourism with Advertising
2012	141	Aitkin Area Chamber of Commerce	3,500	Aitkin Riverboat Days promotions
2012	142	McGrath 4 <sup>th</sup> of July Committee	1,552	4 <sup>th</sup> of July promotions
2012	143	Aitkin Chamber Retail Committee	1,000	Moonlight Madness Promotions
2012	144	Aitkin Area Chamber of Commerce	2,500	Fish House Parade Promotions
2012	145	Tamarack Activities Club	1,000	Annual Hey Day Promotions
2012	146	Hill City Lions Club	1,000	2013 Ice Fishing Contest
2012	147	Hill City Chamber of Commerce	1,044	2013 4 <sup>th</sup> of July
2013	148	Hill City Chamber of Commerce	500	2013 4 <sup>th</sup> of July Events
2013	149	City of Tamarack	500	2013 4 <sup>th</sup> of July Celebration
2013	150	City of Aitkin	640	Amazing Race -- Aitkin Edition
2013	151	Aitkin County	500	Quadna Mud Nationals Promotions
2013	152	McGrath Historical Committee	650	McGrath/So. Aitkin County Brochure
2013	153	Jaques Art Center	1,000	Promotion for the JAC and Events

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



To: Chairperson, Aitkin County Board of Commissioners Date: June 18, 2014

Via: County Administrator

From: Sally M. Huhta

Title of Item:  
Application for Large Assembly – Howie’s Mud Bog

Requested Meeting Date: June 24, 2014 Estimated Presentation Time: \_\_\_\_\_

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) Approve/deny request

**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) Letter to County Board

**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: Howie's Mud Bog**

**DATE: June 18, 2014**

At Tuesday's Board meeting County Auditor Kirk Peysar will review the Application for Large Assembly from Howie's Mud Bog, along with their request for reimbursement of the \$250 fee they submitted.

## ATTENTION Aitkin County Board

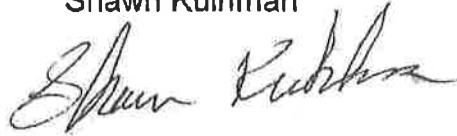
I would like the County Board to please consider waiving or refunding the \$250.00 application fee.

My reasoning for this request is because the county has my land classified as RV NHSTD Resort which in Section 6.6.01 "Exceptions", states Resorts are exempt. And any permantly established place of assembly are exempt. Which personally I feel after 21 years "Howie's Mud Bog" is a permantly established place of assembly.

In summary, we are just trying to waive the application fee. Let it be understood that "Howie's Mud Bog" has, and will always, comply with any and all rules or ordinances to protect the health, safety and welfare of all persons at or around any of our events.

Thank You Very Much For Your Time,

Shawn Kulhman



4-27-14

Note - new fee is 500.00  




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

ADOPTED June 24, 2014

By Commissioner: xx

**062414-0xx**

**Application for Large Assembly – Howie’s Mud Bog**

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

Shawn Kuhlman, d/b/a Howie’s Mud Bog – Wagner Township

This is scheduled to take place July 4th & 5th, 2014 from 8:00 A.M. to 1:00 A.M. daily.

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 24<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 24<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: 6/18/2014

Via: Roxy Traxler, Interim County Administrator

From: Bobbie Danielson, HR Director

Title of Item:

Personnel Committee Recommendations

Requested Meeting Date: 6/24/2014 Est. Presentation Time: Consent or 5-10 Mins.

Presenter: Bobbie Danielson, HR Director

**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) n/a
- What type of expenditure is this?  Operating  Capital  Other (attach explanation) n/a
- Revenue line account # that funds this item is: \_\_\_\_\_
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

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

# AITKIN COUNTY HUMAN RESOURCES

**Bobbie Danielson, HR 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 18, 2014

Subject: Personnel Committee Recommendations

## **Recommendations**

The Personnel Committee met on June 10, 2014, and unanimously recommends the following:

1. Fill one full-time Administrative Coordinator at LLCC. This position will be vacant due to a retirement, effective August 29, 2014. The current incumbent has held the position for 34 years; we anticipate there will be some limited training/overlap in August. Grade P \$13.79 to \$24.47/hour, 2014 scale. Grade 5 position in 2015. The job description will be updated to include instruction and website maintenance functions, both Grade 5 activities so the classification rating will not change.
2. Fill one full-time Office Assistant V position in the Zoning & Environmental Services Department. This position will be vacant when the current incumbent transitions to a seasonal position as she is semi-retiring. The non-union "temporary/seasonal/seasonal/substitute" wage scale will be updated to include a "Temporary Zoning & E.S. Office Assistant" position at the start wage rate of \$17.93 per hour for 2014. This is a unique opportunity for the department. Grade P \$13.79 to \$24.47/hour, 2014 scale. Grade 5 position in 2015. (Note, the seasonal position is also budgeted and will not exceed 67 days per calendar year.)
3. It appears the Child Support Officer position (previously authorized to be filled) will be filled with an internal candidate. Authorize back filling the corresponding vacancy.

The Personnel Committee met on June 17, 2014, and unanimously recommends the following:

4. Reaffirm recruitment procedures, Article 3, Subject 3.2, with minimal updates as noted.

## **Action Requested**

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

# Memorandum

June April 17, 2014

To: Aitkin County Personnel Committee

From: Scott Rian, LLCC Business and Marketing Manager

RE: Retirement of LLCC Administrative support and hiring to fill full time position.

Pam Carlson is retiring as of August 29, 2014. Her primary duties are the Administration and record keeping at LLCC. She responds to inquiries and questions relative to the Center and the programs offered. Maintains calendar and reservations for participating groups and summer camp programs.

Prepares correspondence, reports, program participant databases and other documents to maintain a systematic resource file system.

Keeps accurate accounts receivable and accounts payable records.

Prepares claim forms for all expenditures and submits to the Business and Marketing Manager for approval.

Researches and prepares annual budget and financial reports. Orders and maintains inventory for commissary (store). Maintains financial records for capital improvement projects which are separate from Conservation Center accounts. Additional duties of classroom instruction and web content administrator will be added in a revised job description.

A courteous knowledgeable Administrative staff reflects directly on the public's perception of Aitkin County.

The position is currently a Grade P position (Budgeted) with a 2014 wage range of \$13.79/hour to \$24.47/hour after 28 years.

In the new pay system, this will be a Grade 5 position.



## **ADMINISTRATIVE COORDINATOR**

**\*\*Update to include web and instruction\*\***

**Department** Land Department, Long Lake Conservation Center  
**Grade** Grade 5  
**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 administrative and office support for the Long Lake Conservation Center and to perform accounting and recordkeeping duties.

### **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. Responds to inquiries and questions relative to the Center and the programs offered.
2. Maintains calendar and reservations for participating groups and summer camp programs.
3. Prepares correspondence, reports, program participant databases and other documents to maintain a systematic resource file system.
4. Compares timecards to time sheets and time off requests for those LLCC employees not using the eTime system.
5. Keeps accurate accounts receivable and accounts payable records.
6. Prepares claim forms for all expenditures and submits to the Business and Marketing Manager for approval.
7. Researches and prepares annual budget and financial reports.
8. Orders and maintains inventory for commissary (store).



## ***Position Description***

9. Maintains financial records for capital improvement projects which are separate from Conservation Center accounts.
  10. Operates and maintains office equipment efficiently to accomplish duties.
  11. Purchases supplies and equipment for all departments at the Center as needed.
  12. Performs accounting and clerical duties for Long Lake Conservation Foundation as needed.
  13. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Associate's degree or equivalent from a two-year college or technical school in an Administrative Assistant, Business, or Accounting program; plus three or more years related office experience and/or training; or an equivalent combination of education and experience.

Must have the ability to focus and work productively with continual interruptions.

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

Must be willing to work flexible hours when required, including occasional evenings for meetings and rare weekends for special events.

### **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, in addition to departmental policies sufficient to promote business and to interpret and explain policy, regulations and operating procedures to the general public.
3. Budgeting, accounting, and bookkeeping practices sufficient to track expenses and revenues.
4. Word processing, database, spreadsheet, and financial management programs.
5. Business English, spelling, grammar and punctuation.
6. Modern office procedures, practices and equipment.
7. The MN Government Data Practices Act requirements.

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. Outstanding computer skills and proficiency at using a variety of software programs.
3. Typing skill sufficient to complete 55 net words per minute without errors.
4. Reading, writing, and speaking English proficiently.
5. Organizing and prioritizing work.



## ***Position Description***

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. Maintain confidentiality regarding budgetary and personnel issues.
3. Understand and carry out oral and written instructions
4. Work independently and exercise good judgment, demonstrating a high degree of self-motivation.
5. Attention to detail and ability to review and/or complete a variety of forms properly.
6. Exercise independent judgment, effective organization and time management as it relates to office procedures.

### **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, and procedure manuals. Ability to effectively present information 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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software, E-time, Microsoft Word, Excel, Outlook, Publisher, Access, 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, analytical, problem solving, technical skills, customer service, interpersonal skills, oral communication, written communication, teamwork, quality management, cost consciousness, diversity, organizational support, judgment, motivation, planning/organizing, professionalism, quality, quantity, adaptability, and initiative.



## ***Position Description***

### **Work Environment**

The noise level in the work environment is usually quiet.

Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks. Standing and bending to respond to inquiries and to obtain information is required.

### **Equipment and Tools**

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

### **Physical Activities/Requirements**

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 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**

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.”*



**Aitkin County Environmental Services Planning and Zoning**  
**209 Second Street NW**  
**Room 100**  
**Aitkin, MN 56431**  
 Phone: 218-927-7342  
 Fax: 218-927-4372



**MEMORANDUM**

**DATE:** June 6, 2014  
**TO:** Personnel Committee  
**FROM:** Terry Neff, Environmental Services Director   
**RE:** Request to Fill Secretary/Clerk/Typist Position

In August, one of our two clerical staff will be semi-retiring and will have her hours reduced from full time to part time. This will require the hiring of a full time person to assume the job duties of that position (see attached job description). With the permit activity increasing the past two years and the overall office activities increasing (phone calls, counter questions, property transfers, parcel splits, data entry) the option of not filling the position would require taking existing inspection staff away from their duties and having them do the clerical duties of this position. This office can't operate without two full time clerical and a part time clerical. At the present time we are still down one inspector staff from a 2010 retirement.

The permitted activity from 2010 to 2013 is shown below. From 2011 to 2013 there was a 22% increase in permit activity and a 27.5% increase in revenue. The variance and conditional use permit applications are up for years 2012 and 2013. Variance and conditional use permits are a large workload for the clerical positions, each requires different legal notification, and these permits create the most litigation for the department.

The wage for this position will likely decrease with a new staff person. The present clerk makes \$36,358.40 annually, the new position would make approximately \$30,300.00 annually.

	2010	2011	2012	2013
Permits	761	741	855	907
Permit Revenue	\$182,809.00	\$172,245.00	\$194,246.00	\$219,410.00
Septic System Permits	140	163	166	196
Variances	39	23	38	41
CUP's	17	12	13	14

Complaints and follow-up inspections are not getting done in a timely manner with the increase in permit activity.

At the present time we need to have a minimum of three staff members in the office to answer phones and assist clients at the counter with questions and permits. This doesn't always allow the clerical staff time to get the necessary scanning, data entry and filing of the documents completed. Therefore, we need to have one of the inspection staff stay in the office to assist with the phones and counter. This is resulting in the complaints and follow-up inspections not being investigated or completed in a timely manner.

If you have any questions, please contact me at 218-927-7342, by e-mail at [tneff@co.aitkin.mn.us](mailto:tneff@co.aitkin.mn.us), or I can answer questions at the committee meeting.

c:personnelcommittee



## **OFFICE ASSISTANT V**

**Department** Environmental Services  
**Grade** Grade 5  
**Reports to** Assistant Zoning Administrator  
**FLSA Status** Non-Exempt  
**Union Status** AFSCME Courthouse 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 complete paperwork related to planning and zoning, keep records of transactions, track budgets for the department, provide customer service to citizens requiring information and permits.

### **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. Board of Adjustment and Planning Commission. Reviews applications to prepare publications, prepares packets, prepares notices, determines neighbors to send notices to, attends meeting, takes accurate minutes, keeps files of minutes, meetings, and tapes, responds to public inquiries and Board Member requests, prepares and submits recording document to County Recorder.
2. Answers phones and public inquiries at the counter thereby educating and assisting the public to understand and interpret ordinances; assists with permit applications; orders and maintains office supplies, forms, envelopes, etc.; maintains filing systems-hard copy, computer, permit cards, permits to public info files; operates office equipment-copier, phones, computers; takes complaints-acquires information for investigation; prepares, types correspondence; billing; mail-outgoing and incoming; researches and purchases office equipment.
3. Assists Director with writing and submitting grant proposals; special projects; the budget; correspondence for grants, contracts, reservations for conferences; ordering educational materials, Solid Waste & Recycling Program; Township Correspondence; respond to HW spill reports.



## ***Position Description***

Participates in workshops, training sessions, special projects; presents information; preparation of materials such as invitations, agendas, evaluations, informational materials, name tags, guest lists, thank you letters, etc.

4. Parcel Tracking using the Record Trax System – monitors parcel splits, compliance inspections and property transfers, sends letters of non-compliance, maintains correspondence with Attorney’s Office. Enters permits into RtVision permitting program and maintains system.
  5. Assists with year-end annual reports for solid waste and planning/zoning, solicits donations for Environmental Education Day and assists with the organization of the schools and LLCC.
  6. Bookkeeping Duties. Proofs and prepares vouchers for payments of bills, order supplies, schedules training sessions for staff, verifies deposits to Auditors Office.
  7. Prepares, types, and processes a variety of correspondence and other documents.
  8. Follows office procedures in an efficient manner to accomplish the workload of the department.
  9. Interprets and explains policies, regulations, and procedures so that laws and ordinances are understood by answering questions and inquiries posed by employees and the general public.
  10. Maintains an accurate and complete record keeping system.
  11. Assists in the training of new office support staff as directed.
  12. Attends training and meetings as needed.
- Performs other related duties as assigned or apparent.

### **Minimum Qualifications**

Associate’s degree or equivalent from a two-year college or technical school in an Administrative Assistant, Business, or Accounting program; plus three or more years related office experience and/or training; or an equivalent combination of education and experience.

Must have the ability to focus and work productively with continual interruptions.

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.

Must be willing to work flexible hours when necessary, including occasional evenings for meetings and occasional weekends.

### **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, in addition to departmental policies sufficient to interpret and explain policy, regulations and operating procedures to the general public.
3. Business English, spelling, grammar and punctuation.
4. Basic math and accounting skills sufficient to track expenses and revenues.
5. Modern office procedures, practices and equipment.
6. Data practices law and policies.



## ***Position Description***

### **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. Outstanding computer skills and proficiency at using a variety of software programs such as MS Office, Access, Adobe, Record Trax, ePermitting, and other programs.
3. Typing skill sufficient to complete 55 net words per minute without errors.
4. Reading, writing, and speaking English proficiently.
5. Organizing and prioritizing work.

### **Ability to:**

1. Present a positive attitude in the workplace, promote a spirit of teamwork and cooperation, and be able to treat all county staff and the general public with respect, honesty, and consideration.
2. Understand and carry out oral and written instructions
3. Work independently and exercise good judgment.
4. Attention to detail and ability to review and/or complete a variety of forms properly.
5. Deal with the public on a daily basis in a pleasant and polite and tactful manner.
6. Read, understand, and locate properties by legal 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, and procedure manuals. Ability to effectively present information 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. Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

### **Reasoning Skills**

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

### **Computer Skills**

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

County Payroll Software, E-time, Webfusion, Microsoft Word, Excel, Outlook, Access, PowerPoint, e-Permitting, Record Trax and other job-related software.



## ***Position Description***

### **Ability to Travel**

Infrequent travel may be required for errands, trainings, or meetings in and out of Aitkin County.

### **Competencies**

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

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

### **Work Environment**

The noise level in the work environment is usually moderate. Must have the ability to focus and concentrate despite being subject to repeated interruptions; required to sit for long periods of time and perform repetitive tasks; occasionally subject to dealing with irate customers in person and via telephone. Standing and bending to respond to inquiries and to obtain information is required.

### **Equipment and Tools**

Computer, copier, fax, telephone, printer, 10-key calculator, shredder, scanner, and county-owned vehicles.

### **Physical Activities/Requirements**

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 25 pounds.

While performing the duties of this job, the employee performs light work, exerting up to 25 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.

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

### **Disclaimer**

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

### **Reasonable Accommodation Notice**

The County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and



***Position Description***

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.”*

## ARTICLE 3: EMPLOYMENT

### SUBJECT 3.2: RECRUITMENT PROCEDURES

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Effective: 6/24/2014

Deleted: 11/28/00

#### PURPOSE:

The Human Resources Department has the primary responsibility for recruiting, screening, interviewing and recommending the hire of new employees. The County Administrator must approve the recommendation for a previously budgeted position. The Aitkin County Board of Commissioners must approve the recommendation for a newly created position.

1. All County job openings will be posted.
  - a. Non-union job openings will be posted internally to all employees and advertised externally simultaneously. Qualified County employees will be given consideration.
  - b. All bargaining unit job openings will be posted according to applicable collective bargaining agreements.
  - c. Minnesota Merit Service hiring practices shall apply where applicable.

Deleted: (3/24/92)



## ARTICLE 3: EMPLOYMENT

### SUBJECT 3.3: HIRING PRACTICES

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Effective: 6/24/2014

Deleted: 11/28/00 (revised 6/5/01)

**PURPOSE:** To fill newly created or vacant County positions.

A. **COUNTY APPLICATION:**

Attachment 3A, to include periodic updates

B. **DESIGNATION OF DATA:**

Except for applicants to undercover law enforcement positions, the following personnel data on current and former applicants for employment by the County is public data:

- 1) Names of applicants when determined to be eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position.
- 2) Veteran's status.
- 3) Relevant test scores.
- 4) Rank on eligibility list.
- 5) Job history.
- 6) Education and training.
- 7) Work availability.

Personnel examinations and answer keys are nonpublic data, except pursuant to valid court order.

C. **APPLICATIONS FOR AND THE FILLING OF VACANCIES:**

The following procedure will be followed:

Aitkin County will afford employment to the applicant possessing the best qualifications that fit the requirements of the job regardless of race, creed, color, national origin, sexual orientation, age or other protected class status.

Job requirements will be posted and included on the job description.

A high school education or equivalent is generally required as consideration for employment.

Any testing requirements will be conducted by the Human Resources Department or by the Minnesota Merit System and will only be used for testing skills specifically required for the job.

Where applicable, Minnesota Merit System hiring practices will be used.

All applications will be required to be completed on the Aitkin County official application forms. Resumes will not be requested, but can be attached to the completed application form.

When an opening exists or is contemplated for a bargaining unit position, applicable provisions from a collective bargaining agreement shall be followed.

Job applications are to be submitted for a designated position and must be received before the published deadline.

**D. ADVERTISEMENT FOR EXTERNAL APPLICANTS:**

Sources for recruiting employees from outside are listed below:

1. Advertising will be placed in the officially designated County paper, and sent to AMC, Jobs and Training in Grand Rapids, the Aitkin and Brainerd Work Force Centers, and the Director of the Band of Ojibwe, Mille Lacs Lake Band. The advertisement of any County position will appear in the designated County paper twice, two editions. Additional advertisements may be placed as deemed necessary by the Human Resources Director, County Administrator and/or County Board.
2. Job applications from the general public for employment will only be accepted in the event that there are position vacancies.

Deleted: Manager

**E. JOB DESCRIPTION:**

The current job description for the position being advertised will be reviewed and updated if necessary by Human Resources Department after approval of the County Administrator. The Board must approve revisions if the Human Resources Department anticipates that a classification change may occur.

The required evaluation procedure and point system shall be in place prior to any recruiting for the position.

**F. SCREENING PROCESS:**

All applications will be reviewed and screened by the Human Resources Department.

The hiring Supervisor will review qualified applications for further screening.

The Human Resources Department will then do the final screening of this group. This final screening shall result in the candidates for the final selection interview.

G. **INTERVIEW:**

Once the applications are screened and a determination has been made that applicants are eligible for a position, the following will take place:

1. Set up a time for the interview. Interviews will be set up in an office or room where there will be privacy and freedom from interruptions.
2. An interview will begin with introductions, review of job description and duties.
3. The candidate will be asked prepared interview questions. The same questions will be asked of all candidates being interviewed. Follow-up questions may be asked based on the individual's response.
4. The length of the interview will depend on the type of job being filled.
5. The results of the interviews will be recorded on the interview questionnaire form.

The interview teams for all positions will include a representative from the Human Resources Department, the Supervisor or designated representative, and the Department Head or designated representative. County Board representative(s) may participate in the interview portion of the hiring process if the opening is for a Department Head position.

Any candidate not receiving an interview will be notified in writing. If a candidate is interviewed, but not selected for the position, the Human Resources Department shall notify the candidate in writing. The Human Resources Department shall be responsible for notification of the candidates.

H. **CONDITIONAL JOB OFFER:**

Once a candidate is selected for the position, a written conditional job offer will be made. At that time, the candidate is informed of:

**Deleted:** verbal

[renumber...]

3. The conditional starting date, if determined.
4. The statement that a conditional job offer is pending the results of a pre-employment physical, references check(s), background check(s), proof of eligibility for employment and final County Administrator or County Board approval.

**Deleted:** 1. The beginning wage for the position ¶  
2. To expect a written conditional job offer letter ¶  
The conditional job offer letter will include:¶  
1. The date the conditional job offer was made.¶

**Deleted:** 2. The date when the candidate accepted the conditional job offer.¶

5. Insurance and benefit information.
6. The starting wage.
7. When the individual may expect a wage increase.
8. Information regarding the County's two-week hold back procedure on pay.
9. The probationary period.
10. To whom and where to report on the start date.
11. The union collective bargaining agreement, when applicable.

Deleted: , vacation, sick leave, and personal leave information

I. **REFERENCE AND BACKGROUND CHECKS:**

Employment references will be checked on all candidates conditionally offered employment with Aitkin County. Personal references may also be checked.

Deleted: and personal

Background checks will be done by McDowell Agency, the Bureau of Criminal Apprehension, and/or Aitkin County Sheriff's Department on the candidate conditionally offered employment with Aitkin County and in accordance with the law.

J. **PRE-EMPLOYMENT PHYSICAL:**

Candidates for designated positions who have received a conditional offer of employment will be required to pass a Health Screening/Pre-Employment Physical, Attachment 3B

1. The Health Screening/Pre-Employment Physical shall be conducted by a local medical facility, at no cost to the applicant.
2. Class I Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.
3. Class II and III Pre-Employment Physicals will be completed at a local medical facility at no cost to the applicant.
4. The Human Resources Director or County Administrator may approve an alternate pre-employment physical site when deemed necessary.

Deleted: Manager

K. **HIRING OF RELATIVES:**

The employment of relatives in the same area of an organization may cause conflicts. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment may be carried into day-to-day working relationships.

Relatives of persons currently employed by Aitkin County may be hired only if they will not be working directly for or supervising a relative within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Aitkin County employees cannot be transferred into such a reporting relationship.

For the purposes of this policy, a relative includes: child, step-child, parent, step-parent, sibling, step-sibling, grandparent, grandchild, the employee's spouse, spouse's parent, spouse's step-parent, spouse's sibling, spouse's step-sibling and any other person whom the employee has been declared legal guardian.

## **PRE-EMPLOYMENT JOB MEDICAL CATEGORIES AND PHYSICAL ACTIVITY DETERMINATION FORM**

### **JOB MEDICAL CATEGORY I:**

Vehicles operated as part of the job are usually limited to County cars or private vehicles. During an average day, an employee in Category I is required to sit most of the time. Occasionally, while performing a job, an employee may be required to bend/stoop, squat, kneel, push/pull, or reach above or below shoulder level.

The types of machines, tools, and equipment used in Category I jobs are limited to office equipment or the equipment needed in the health or social services departments. Physical activity includes occasional lifting and carrying of weights under 15 pounds, simple grasping and use of foot controls when driving. The employee is usually not exposed to extreme temperatures, dust, chemicals, fumes, etc. Using the head and neck in frequent rotation is generally not required. Employee works indoors nearly all of the time.

### **JOB MEDICAL CATEGORY II:**

Vehicles operated as part of the job include cars and pickup trucks. During an average day, an employee is required to stand or walk more frequently than sit. While performing the job, the employee is required to bend/stoop, push/pull, reach above and below shoulder level frequently, and squat, kneel, and balance occasionally.

The types of machines, tools, and office equipment are more extensive than those used in Category I. They require more physical activity when used by the employee. These include hand tools, cooking equipment, and other specific equipment needed on the job.

Frequently, the employee must lift and carry weights under 15 pounds, and occasionally 15-50 pounds. The job requires some exposure to extreme temperatures, dust, solvents, chemicals or fumes. The head and neck are used in frequent rotation. The majority of work is performed indoors, but occasionally the employee is required to work outside.

### **JOB MEDICAL CATEGORY III:**

The list of vehicles operated as part of the job is more extensive than in Job Categories I and II. Some jobs require operation of graders, dump trucks, forklifts and other shop vehicles. Employees frequently operate half to three-quarter ton pickup trucks.

Standing and walking take up the majority of an average day. The employee is frequently required to bend/stoop, squat, kneel, climb ladders, push/pull, balance, reach above and below shoulder level, walk on uneven ground, and occasionally crawl.

Machines, tools, and equipment used include general hand tools, road tools, equipment used in construction operations, etc. Employees frequently lift and carry weights up to 35 pounds and occasionally lift and carry 50 pounds. Simple and firm grasping are used frequently.

Employees are commonly exposed to high and low temperatures, dust, chemicals, paints, exhaust fumes or gasses. The head and neck are used in frequent rotation. A greater percentage of the workday is spent outside than in Categories I and II.

Attachment 3B Physical Activity Determination Form

**PHYSICAL ACTIVITY DETERMINATION FORM**

DEPARTMENT \_\_\_\_\_

CLASSIFICATION \_\_\_\_\_

WORKING TITLE \_\_\_\_\_

1. Listing of vehicles operated as part of job.

_____	_____
_____	_____
_____	_____
_____	_____

2. In an average day, the employee is required to:

a. Sit/Number of Hours:	1	2	3	4	5	6	7	8
b. Stand/Number of Hours:	1	2	3	4	5	6	7	8
c. Walk/Number of Hours:	1	2	3	4	5	6	7	8

3. While performing job, employee is required to:

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
a. Bend/Stoop	_____	_____	_____	_____
b. Squat	_____	_____	_____	_____
c. Kneel	_____	_____	_____	_____
d. Climb Ladders	_____	_____	_____	_____
e. Push/Pull	_____	_____	_____	_____
f. Balance	_____	_____	_____	_____
g. Reach Above Shoulder Level	_____	_____	_____	_____
h. Reach Below Shoulder Level	_____	_____	_____	_____
i. Walk on Uneven Ground	_____	_____	_____	_____
j. Crawl	_____	_____	_____	_____

4. Types of machines, tools, office equipment, and other special equipment used in job:

_____	_____
_____	_____
_____	_____
_____	_____



5. Physical Activity Required

	<u>Never</u>	<u>Occasionally</u>	<u>Frequently</u>	<u>Continually</u>
Lifting Under 15 lbs.	_____	_____	_____	_____
Lifting 15-35 lbs.	_____	_____	_____	_____
Lifting 35-50 lbs.	_____	_____	_____	_____
Lifting 50-75 lbs.	_____	_____	_____	_____
Lifting Over 75 lbs.	_____	_____	_____	_____
Carrying Under 15 lbs.	_____	_____	_____	_____
Carrying 15-35 lbs.	_____	_____	_____	_____
Carrying 35-50 lbs.	_____	_____	_____	_____
Carrying 50-75 lbs.	_____	_____	_____	_____
Carrying Over 75 lbs.	_____	_____	_____	_____
Simple Grasping	_____	_____	_____	_____
Firm Grasping	_____	_____	_____	_____
Use of Feet in Operating Foot Controls	_____	_____	_____	_____

6. Employee's job requires exposure to high temperatures, dust, solvents, chemicals, paint, fumes, and gases: \_\_\_\_\_ Yes \_\_\_\_\_ No

Explain: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

7. Employee must use head and neck in frequent rotating: \_\_\_\_\_ Yes \_\_\_\_\_ No

8. Employee works inside \_\_\_\_\_ %, outside \_\_\_\_\_ %, = 100%.

9. Any other special physical requirements of job:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-18-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Request to Gather near Courthouse Steps on July 4th

Requested Meeting Date: 6-24-14 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) \_\_\_\_\_

**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 Administrator's Office

Attn: Administrator

217 2<sup>nd</sup> Street NW –Room 134

Aitkin, MN 56431

JUN 18 2014

June 17<sup>th</sup>, 2014

❖ **Request to gather for the reading of the Declaration of Independence on Independence Day 2014.**

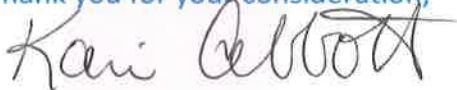
Dear Sirs:

The Aitkin County Republican Party is requesting your permission to meet outside the Courthouse near the steps at 2:00pm on July 4<sup>th</sup>, 2014. We plan to have one person reading the Declaration of Independence to those who gather. Our intent is education, historical remembrance, and to honor the day as John Adams noted should occur without exception with the quote below.

**“I am apt to believe that it will be celebrated by succeeding generations as the great anniversary festival. It ought to be commemorated as the day of deliverance by solemn acts of devotion to God Almighty; it ought to be solemnized with pomp and parade, with shows, games, sports, guns, bells, bonfires and illuminations from one end of this continent to the other, from this time forward forever more.”**

We will not be doing any of the above but do want to commemorate the anniversary of the Declaration by reading it.

Thank you for your consideration,



Kari Abbott

Chair

Aitkin County Republicans

11717 422<sup>nd</sup> Street

Tamarack, MN 55787

218-768-3011 home

218-821-8467 cell

## Sue Bingham

---

**From:** Sue Bingham [sue.bingham@co.aitkin.mn.us]  
**Sent:** Monday, June 09, 2014 8:32 AM  
**To:** 'gkabbott@frontiernet.net'  
**Cc:** 'Roxy Traxler'; 'Bobbie Danielson'  
**Subject:** Agenda Request  
**Attachments:** Meeting Procedures 2014.pdf

Kari ~

Attached is the Aitkin County Board of Commissioners Meeting Procedures and Rules of Business. Please specifically see Pages 4 and 7. Feel free to call if you have any questions. Our next available meeting date is June 24<sup>th</sup>. Your written request needs to be in our office by June 17<sup>th</sup> (7 days prior to the meeting).

Thank you!

*Sue Bingham*  
*Administrative Assistant*  
*Aitkin County Administration*  
*217 - 2nd Street NW, Room 134*  
*Aitkin, MN 56431*  
*218-927-7276*

---

**From:** Bobbie Danielson [mailto:bobbie.danielson@co.aitkin.mn.us]  
**Sent:** Friday, June 06, 2014 4:22 PM  
**To:** 'Sue Bingham'  
**Subject:** 2 messages


While you were out....

Kari Abbott, Chair, Aitkin County Republican Committee will contact you (or you can contact her) on Monday. She inquired about reading the Declaration of Independence in front of the courthouse on July 4<sup>th</sup>, around 1:00 p.m. She wasn't sure if that required board approval or not. I gave her the dates of the June 10<sup>th</sup> and June 24<sup>th</sup> agenda, noting the next opportunity to be placed on an agenda is for the 24<sup>th</sup>. I gave her the 12:00 noon deadline on June 18<sup>th</sup> to submit her request to you, and told her she would need to speak to you about it.

Kari's contact info is:

218-768-3011 home  
218-821-8467 cell  
11717 422<sup>nd</sup> Street, Tamarack, MN 55787

**Bobbie Danielson**  
Human Resources Director  
Aitkin County Courthouse  
217 2nd Street NW, Room 134  
Aitkin, MN 56431  
Phone (218) 927-7306  
Fax (218) 927-7374  
[www.co.aitkin.mn.us](http://www.co.aitkin.mn.us)

We are pleased to announce that Aitkin County's residential environmental learning center, Long Lake Conservation Center, is now on Facebook. Like Us On Facebook! 

**NOTICE:** Unless restricted by law, email correspondence to and from Aitkin County government offices may be public data subject to the Minnesota Data Practices Act and/or may be disclosed to third parties.

This message and any attachments are confidential, may contain privileged information, and are intended solely for the recipient named above. If you are not the intended recipient, or a person responsible for delivery to the named recipient, you are notified that any review, distribution, dissemination or copying is prohibited. If you have received this message in error, you should notify the sender by return email and delete the message from your computer system.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-17-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

Agenda Request Form

Requested Meeting Date: 6-24-14 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)
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**Staffing Impact** (Any yes answer requires a review by Human Resources Manager before going to the board)

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



**Supporting Attachment(s)**

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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

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# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Roxy Traxler, Interim County Administrator**

**RE: Agenda Request Form**

**DATE: June 17, 2014**

Staff has created a new Aitkin County Agenda Request Form, similar to the new Committee Reports Agenda Request Form. The intent is to make the form more concise and the request clear. Using this form will allow staff to submit their request and explanation on one sheet, rather than creating a separate memo of explanation, and provides a space to note exactly what action/motion they recommend. Staff will continue to attach supporting documents as needed.

If the Board approves, we will send this out to staff and begin using it in place of the old form.



# Board of County Commissioners Agenda Request

Agenda Item #
---------------

Requested Meeting Date:

Title of Item:

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested:</b>	<input type="checkbox"/> Direction Requested
<input type="checkbox"/> CONSENT AGENDA	<input type="checkbox"/> Approve/Deny Motion	<input type="checkbox"/> Discussion Item
<input type="checkbox"/> INFORMATION ONLY	<input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>

Submitted by:	Department:
---------------	-------------

Presenter (Name and Title):	Estimated Time Needed:
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Summary of Issue (attach any supporting documentation):

DRAFT

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

**Financial Impact:**

Is there a cost associated with this request?  Yes  No

What is the total cost, with tax and shipping? \$

Is this budgeted?  Yes  No Please Explain:



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



To: Chairperson, Aitkin County Board of Commissioners Date: 6-18-14

Via: Roxy Traxler, Interim County Administrator

From: Roxy Traxler, Interim County Administrator

Title of Item:

County Administrator Transition Update

Requested Meeting Date: 6-24-14 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
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- Item should be addressed in closed session under MN Statute \_\_\_\_\_
- Approve under Consent Agenda
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- Other (please list) \_\_\_\_\_

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

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- Item may impact a bargaining unit agreement or county work policy.  Yes  No
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# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Roxy Traxler, Interim County Administrator**

**RE: County Administrator Transition Update**

**DATE: June 18, 2014**

Nathan Burkett's first day as County Administrator will be June 30, 2014. Nathan will be attending the June 24<sup>th</sup> Board meeting and at that time we will discuss the transition process.



# Aitkin County Board of Commissioners Agenda Request Form

# 7

Agenda Item #

**Requested Meeting Date: June 24, 2014**  
**Title of Item: Committee Reports**

<input type="checkbox"/> REGULAR AGENDA	<b>Action Requested by:</b> 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