

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

- 9:00 1) **J. Mark Wedel, County Board Chairperson**
- A) **Call to Order**
 - B) **Pledge of Allegiance**
 - C) **Board of Commissioners Meeting Procedure**
 - D) **Approval of Agenda**
 - E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person. The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File June 25, 2014 – July 7, 2014**
 - B) **Approve 6/24/14 County Board Minutes**
 - C) **Approve Auditor Warrants – May/June Tax Settlements**
 - D) **Approve License to Sell Tobacco Products – Staceys Prairie River Retreat**
 - E) **Adopt Resolution: Liquor License – Staceys Prairie River Retreat**
 - F) **Approve Update to Personnel Policy 7.1 – Safety Committee**
 - G) **Approve Update to Personnel Policy 8.16 – Data Practices**
 - H) **Authorize Sale and Disposal of County Property - Administration**
 - I) **Authorize Sale of County Equipment – Highway Dept.**
 - J) **Approve Out of State Travel Request – John Welle**
- 9:05 3) **Bobbie Danielson, Human Resources Director**
- A) **Employee Recognition**
- 9:10 4) **Scott Turner, Sheriff**
- A) **Present Aitkin County Life Saving Award**
- 9:20 5) **Nathan Burkett, County Administrator**
- A) **2015 Budget**
 - B) **County Administrator's Work Plan**
- 10:05 6) **Committee Updates**
- 10:45 **Adjourn**

The Aitkin County Board of Commissioners met this 24th day of June, 2014 at 9:01 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, and Brian Napstad. Commissioner Anne Marcotte was absent. Interim County Administrator Roxy Traxler and Administrative Assistant Sue Bingham were also present.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried (4-0 Marcotte absent), all members voting yes to approve the June 24, 2014 amended agenda. Item 5A4 – Reaffirm Recruitment Procedures, Article 3, Subject 3.2, with minimal updates, was removed.

AITKIN COUNTY HEALTH & HUMAN SERVICES BOARD MEETING MINUTES June 24, 2014

I. Attendance

The Aitkin County Board of Commissioners met this 24th day of June, 2014, at 9:03 a.m. as the Aitkin County Health & Human Services Board, with the following members present: Chairperson Commissioner Mark Wedel; Commissioners, Brian Napstad, Don Niemi, and Laurie Westerlund; (Absent: Anne Marcotte); and others present included: Interim County Administrator Roxy Traxler; H&HS Director Tom Burke; H&HS Staff Members Eileen Foss, Income Maintenance Supervisor; Erin Melz, Public Health Supervisor; Sue Tange, Social Service Supervisor; Julie Lueck, Clerk to the Health & Human Services Board; and guests; Nate Burkett, Aitkin County Administrator beginning June 30, 2014; Dave Leaf & Gayle Janzen, H&HS Advisory Committee Members; and Nancy Sauerbrei, Aitkin Independent Age; Kari Abbott, Aitkin County Republicans; Roberta Elvecrog, Mike Geis, and Georgia Johnson, citizens.

II. Approval of Health & Human Services Board Agenda

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

III. Review May 27, 2014 Health & Human Service Board Minutes

Motion by Commissioner Brian Napstad, seconded by Commissioner Don Niemi, and carried, the vote was to approve the May 27, 2014, Health & Human Services Board Meeting Minutes.

IV. Review Bills

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

V. Contracts:

A. Administrative Agreement for Purchase of Supplies and Equipment between ACH&HS and Minnesota Mobility Systems, Inc., Aitkin for the period June 1, 2014 to June 30, 2016.

Motion by Commissioner Don Niemi, seconded by Commissioner Brian Napstad, and carried, the vote was to approve and authorize the Board Chair to sign the Administrative Agreement for Purchase of Supplies and Equipment between ACH&HS and Minnesota Mobility Systems, Inc., Aitkin for the period June 1, 2014 to June 30, 2016.

CALL TO ORDER

APPROVED
AGENDA

HEALTH &
HUMAN
SERVICES
BOARD

- B. Purchase of Service Agreement between ACH&HS and Nystrom & Associates, Baxter, for the period January 1, 2014 to December 31, 2014.**

Motion by Commissioner Brian Napstad, seconded by Commissioner Laurie Westerlund, and carried, the vote was to approve and authorize the Board Chair to sign the Purchase of Service Agreement between ACH&HS and Nystrom & Associates, Baxter, for the period January 1, 2014 to December 31, 2014.

- C. Facilities Use Agreement – Off-Campus Facilities Only between Pine Technical College and ACHHS for the period July 1, 2014 to June 30, 2015.**

Motion by Commissioner Laurie Westerlund, seconded by Commissioner Don Niemi, and carried, the vote was to approve and authorize the Board Chair to sign the Facilities Use Agreement – Off-Campus Facilities Only between Pine Technical College and ACHHS for the period July 1, 2014 to June 30, 2015.

VI. Administrative Reports:

- A. Financial & Transportation Reports** – Tom Burke noted that we are on track for the year with the budget but that we may see an increase in the transportation needs during the remainder of the year with gas prices rising again.

VII. Committee Reports from Commissioners

- A. H&HS Advisory Committee** – Commissioners Westerlund and/or Marcotte Meeting updates from Committee Members: Dave Leaf & Gayle Janzen Draft minutes of the June 4, 2014 meeting. Dave Leaf noted that the Committee continues to work on projects (task forces and goals and objectives) with Health & Human Services.
- B. AEOA Committee Updates** - Commissioner Niemi discussed his attendance at the Senior Carnival held in Eveleth with vendors representing all areas of services to seniors. He also noted a Resolution was passed for 2015 with respect to transportation services throughout a number of counties.
- C. NEMOJT Committee Updates** – Commissioner Napstad gave updates regarding WEA and WEB funding as well as other aspects of NEMOJT grant funding.
- D. CJI (Children’s Justice Initiative)** – Commissioner Westerlund did not attend the last meeting. Sue Tange noted routine information was shared at the meeting.
- E. Lakes & Pines Update** – Commissioner Niemi noted he did not attend the most recent meeting.
- F. CHS** - report presented by Commissioner Westerlund and H&HS Tom Burke.

Commissioner Wedel introduced Nate Burkett who will begin next Monday, June 30th as the new Aitkin County Administrator.

Next Health & Human Services Board Meeting – July 22, 2014

**HHS BOARD
ADJOURNED**

Break: 10:00 a.m. to 10:19 a.m.

Spalding Township resident Mike Geis asked the Board for help dealing with Shooting Range issues.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: June 10, 2014 – June 23, 2014; B) Approve County Board Minutes: June 10, 2014; C) Approve June 17, 2014 Board of Appeal & Equalization Minutes; D) Approve Auditor Warrants – May Sales & Use Tax: General Fund \$529.78, Road & Bridge \$191.33, State \$5,646.00, Trust \$8.04, Forest Development \$-0.04, Long Lake Conservation Center \$220.37, Parks \$108.59 for a total of \$6,704.07; 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; a) Approve Additional May Manual Warrants – General Fund \$41.45-, Road & Bridge \$1,139,40-, Trust \$198.04-, Forest Development \$198.04- for a total of \$1,576.93-; b) Approve Commissioner Warrants – General Fund \$133,707.10, Road & Bridge \$50,537.71, State \$300.00, Trust \$5,008.27, Forest Development \$10,593.24, Long Lake Conservation Center \$7,197.18, Parks \$4,377.32 for a total of \$211,720.82

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting to accept Evelyn Turner’s request and application to fill unexpired term of Larry Turner, as Commissioner on the Housing & Redevelopment Authority of Aitkin County. This term expires November 2018.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve selling as salvage the following vehicle which was seized in forfeiture: 2000 Dodge Intrepid - Sheriff’s Dept.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to donate and transfer ownership of former squad, 2009 Chevrolet Impala, to City of McGregor for an airport courtesy vehicle.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), 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, and 12, 2014):

BREAK

CITIZEN’S PUBLIC COMMENT

REGULAR BOARD RECONVENED

CONSENT AGENDA

HRA APPOINTMENT

SALVAGE FORFEITED VEHICLE

TRANSFER OF SQUAD TO CITY OF MCGREGOR

TEMPORARY ON SALE 3.2 MALT LIQUOR LICENSE AITKIN FIRE DEPT.

ON Sale:

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

Ross Wagner, Economic Development & Forest Industry Coordinator presented Economic Development Committee's recommendations for Tourism Promotion and Development Grants. Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0), all members voting yes to approve the following grants:

- \$1,000.00 – Aitkin County Historical Society
- \$1,000.00 – Aitkin Area Chamber of Commerce
- \$1,000.00 – Up North Riders ATV Club
- \$1,000.00 – McGregor Chamber of Commerce
- \$ 500.00 – Tamarack Activities Club
- \$ 250.00 – Evergreen PAC ATV Club
- \$4,750.00

Motion for a resolution by Commissioner Niemi, seconded by Commissioner Napstad and carried (4-0), all members voting yes to adopt resolution – 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.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting to reimburse \$250 application fee to Shawn Kuhlman, Howie's Mud Bog, if County Assessor Mike Dangers justifies current classification. If the County Assessor finds it has been classified in error and does not meet the exemption, Aitkin County will retain the fee.

Personnel Committee Recommendations:

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve filling one full-time Administrative Coordinator at LLCC. This position will be vacant due to a retirement.

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to approve filling one full-time Office Assistant V position in Environmental Services Dept. This position will be vacant when the current incumbent semi-retires and transitions to a budgeted seasonal position.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0), all members voting yes to authorize back filling a vacancy which will be created by filling an open Child Support Officer position internally.

**TOURISM
 PROMOTION AND
 DEVELOPMENT
 GRANTS**

**HOWIE'S MUD
 BOG**

**RESOLUTION
 062414-043
 APPLICATION
 FOR LARGE
 ASSEMBLY –
 HOWIE'S MUD
 BOG**

**REQUEST TO
 WAIVE \$250
 APPLICATION FEE**

**PERSONNEL
 COMMITTEE**

**ADMINISTRATIVE
 COORDINATOR -
 LLCC**

**OFFICE
 ASSISTANT V –
 ENVIRONMENTAL
 SERVICES**

**AUTHORIZE BACK
 FILLING POSITION**

AITKIN COUNTY BOARD

June 24, 2014

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried (4-0), all members voting yes to authorize the Aitkin County Republican Party to meet outside the Courthouse near the steps at 2:00 p.m. on July 4, 2014 for the reading of the Declaration of Independence.

**JULY 4TH
READING OF THE
DECLARATION OF
INDEPENDENCE**

Roxy Traxler, Interim County Administrator reviewed a newly created Aitkin County Agenda Request Form with the Board. The Board consensus is to begin using the new form.

**AGENDA
REQUEST FORM**

Roxy Traxler, Interim County Administrator and Nathan Burkett, new County Administrator beginning June 30, 2014 discussed transitioning plans with the Board.

**ADMINISTRATOR
TRANSITION**

Nathan Burkett discussed 2015 budget with the Board.

2015 BUDGET

The Board reported on the following: MHB, AMC District 1 meeting, EQB, Snake River Watershed, HRA, DAC, CMCC, TZD, Flooding

**BOARD
DISCUSSION**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried (4-0), all members voting yes to adjourn the meeting at 12:06 p.m. until Tuesday, July 8, 2014 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

DKB1
6/19/14 2:06PM

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

May/June Tax Settlements

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/19/14 2:06PM
12 Agency

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
931	DEPT			Towns		
1010	City Of Aitkin 12- 931- 156- 0000- 2045		462,497.97	May/June Settlement		Payable To Village Of Aitkin
1010	City Of Aitkin		462,497.97		1 Transactions	
173	City Of Hill City 12- 931- 157- 0000- 2045		128,419.76	May/June Settlement		Payable To Village Of Hill City
	12- 931- 157- 0000- 2045		20.20	FTS		Payable To Village Of Hill City
173	City Of Hill City		128,439.96		2 Transactions	
1025	City Of McGrath- Treasurer 12- 931- 158- 0000- 2045		8,154.62	May/June Settlement		Payable To Village Of Mcgrath
1025	City Of McGrath- Treasurer		8,154.62		1 Transactions	
175	City Of Mcgregor 12- 931- 159- 0000- 2045		133,030.58	May/June Settlement		Payable To Village Of Mcgregor
175	City Of Mcgregor		133,030.58		1 Transactions	
176	City Of Palisade 12- 931- 160- 0000- 2045		32,503.67	May/June Settlement		Payable To Village Of Palisade
176	City Of Palisade		32,503.67		1 Transactions	
178	City Of Tamarack 12- 931- 161- 0000- 2045		15,867.24	May/June Settlement		Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045		38.33	FTS		Payable To Village Of Tamarack
178	City Of Tamarack		15,905.57		2 Transactions	
13110	Lake Minnewawa Lake Improvement Dist 12- 931- 163- 0000- 2045		17,583.87	May/June Settlement		Payable To Lake Minnewawa LID
13110	Lake Minnewawa Lake Improvement Dist		17,583.87		1 Transactions	
7000	Town Of Aitkin Treasurer 12- 931- 101- 0000- 2045		91,723.34	May/June Settlement		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045		9.12	FTS		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer		91,732.46		2 Transactions	
7001	Town Of Ball Bluff Treasurer 12- 931- 102- 0000- 2045		59,166.18	May/June Settlement		Payable To Ball Bluff Twp
	12- 931- 102- 0000- 2045		1,167.40	FTS		Payable To Ball Bluff Twp

Aitkin County



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12 Agency

<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>
7001 Town Of Ball Bluff Treasurer		60,333.58	2 Transactions		
7002 Town Of Balsam Treasurer					
12- 931- 103- 0000- 2045		3,883.26	2013 May/June Settlement		Payable To Balsam Twp
7002 Town Of Balsam Treasurer		3,883.26	1 Transactions		
7003 Town Of Beaver Treasurer					
12- 931- 104- 0000- 2045		27,248.65	May/June Settlement		Payable To Beaver Twp
12- 931- 104- 0000- 2045		904.72	FTS		Payable To Beaver Twp
7003 Town Of Beaver Treasurer		28,153.37	2 Transactions		
7004 Town Of Clark Treasurer					
12- 931- 105- 0000- 2045		22,591.24	May/June Settlement		Payable To Clark Twp
7004 Town Of Clark Treasurer		22,591.24	1 Transactions		
7005 Town Of Cornish Treasurer					
12- 931- 106- 0000- 2045		20,407.97	May/June Settlement		Payable To Cornish Twp
12- 931- 106- 0000- 2045		2,425.22	FTS		Payable To Cornish Twp
7005 Town Of Cornish Treasurer		22,833.19	2 Transactions		
7006 Town Of Farm Island Treasurer					
12- 931- 107- 0000- 2045		171,586.28	May/June Settlement		Payable To Farm Island Twp
12- 931- 107- 0000- 2045		1.07	FTS		Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer		171,587.35	2 Transactions		
7007 Town Of Fleming Treasurer					
12- 931- 108- 0000- 2045		73,741.68	May/June Settlement		Payable To Fleming Twp
12- 931- 108- 0000- 2045		392.47	FTS		Payable To Fleming Twp
7007 Town Of Fleming Treasurer		74,134.15	2 Transactions		
7008 Town Of Glen Treasurer					
12- 931- 109- 0000- 2045		1,868.60	FTS		Payable To Glen Twp
12- 931- 109- 0000- 2045		59,097.90	May/June Settlement		Payable To Glen Twp
7008 Town Of Glen Treasurer		60,966.50	2 Transactions		
7009 Town Of Haugen Treasurer					
12- 931- 110- 0000- 2045		30,444.83	May/June Settlement		Payable To Haugen Twp
12- 931- 110- 0000- 2045		2,736.76	FTS		Payable To Haugen Twp

Aitkin County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
7009	Town Of Haugen Treasurer		33,181.59	2 Transactions		
7010	Town Of Hazelton Treasurer					
	12- 931- 111- 0000- 2045		113,644.88	May/June Settlement		Payable To Hazelton Twp
7010	Town Of Hazelton Treasurer		113,644.88	1 Transactions		
4879	Town Of Hill Lake Clerk- Treas					
	12- 931- 112- 0000- 2045		49,856.36	May/June Settlement		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		696.29	FTS		Payable To Hill Lake Twp
4879	Town Of Hill Lake Clerk- Treas		50,552.65	2 Transactions		
7011	Town Of Idun Treasurer					
	12- 931- 113- 0000- 2045		93.49	FTS		Payable To Idun Twp
	12- 931- 113- 0000- 2045		36,860.66	May/June Settlement		Payable To Idun Twp
7011	Town Of Idun Treasurer		36,954.15	2 Transactions		
7012	Town Of Jevne Treasurer					
	12- 931- 114- 0000- 2045		57,544.94	May/June Settlement		Payable To Jevne Twp
7012	Town Of Jevne Treasurer		57,544.94	1 Transactions		
7013	Town Of Kimberly Treasurer					
	12- 931- 115- 0000- 2045		1,450.60	FTS		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045		56,705.19	May/June Settlement		Payable To Kimberly Twp
7013	Town Of Kimberly Treasurer		58,155.79	2 Transactions		
7014	Town Of Lakeside Treasurer					
	12- 931- 116- 0000- 2045		156,284.94	May/June Settlement		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045		793.82	FTS		Payable To Lakeside Twp
7014	Town Of Lakeside Treasurer		157,078.76	2 Transactions		
7015	Town Of Lee Treasurer					
	12- 931- 117- 0000- 2045		2,407.13	FTS		Payable To Lee Twp
	12- 931- 117- 0000- 2045		5,661.44	May/June Settlement		Payable To Lee Twp
7015	Town Of Lee Treasurer		8,068.57	2 Transactions		
7016	Town Of Libby Treasurer					
	12- 931- 118- 0000- 2045		13,189.12	May/June Settlement		Payable To Libby Twp
	12- 931- 118- 0000- 2045		79.92	FTS		Payable To Libby Twp

Aitkin County



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12 Agency

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
7016 Town Of Libby Treasurer		13,269.04	2 Transactions	
7017 Town Of Logan Treasurer				
12- 931- 119- 0000- 2045		30,511.15	May/June Settlement	Payable To Logan Twp
7017 Town Of Logan Treasurer		30,511.15	1 Transactions	
7018 Town Of Macville Treasurer				
12- 931- 120- 0000- 2045		18,961.50	May/June Settlement	Payable To Macville Twp
12- 931- 120- 0000- 2045		596.47	FTS	Payable To Macville Twp
7018 Town Of Macville Treasurer		19,557.97	2 Transactions	
7019 Town Of Malmo Treasurer				
12- 931- 121- 0000- 2045		684.00	FTS	Payable To Malmo Twp
12- 931- 121- 0000- 2045		46,750.99	May/June Settlement	Payable To Malmo Twp
7019 Town Of Malmo Treasurer		47,434.99	2 Transactions	
7020 Town Of Mcgregor - Treasurer				
12- 931- 122- 0000- 2045		5,410.66	May/June Settlement	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		9.92	FTS	Payable To Mcgregor Twp
7020 Town Of Mcgregor - Treasurer		5,420.58	2 Transactions	
7021 Town Of Millward Treasurer				
12- 931- 141- 0000- 2045		1,737.17	FTS	Payable To Millward Twp
12- 931- 141- 0000- 2045		8,472.69	May/June Settlement	Payable To Millward Twp
7021 Town Of Millward Treasurer		10,209.86	2 Transactions	
7022 Town Of Morrison Treasurer				
12- 931- 123- 0000- 2045		21,035.03	May/June Settlement	Payable To Morrison Twp
12- 931- 123- 0000- 2045		153.06	FTS	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		21,188.09	2 Transactions	
7023 Town Of Nordland Treasurer				
12- 931- 124- 0000- 2045		126,593.88	May/June Settlement	Payable To Nordland Twp
12- 931- 124- 0000- 2045		1.34	FTS	Payable To Nordland Twp
7023 Town Of Nordland Treasurer		126,595.22	2 Transactions	
7024 Town Of Pliny Treasurer				
12- 931- 125- 0000- 2045		9,311.17	May/June Settlement	Payable To Pliny Twp
12- 931- 125- 0000- 2045		92.38	FTS	Payable To Pliny Twp

Aitkin County



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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf # On Behalf of Name
7024	Town Of Pliny Treasurer		9,403.55		2 Transactions
7025	Town Of Rice River Treasurer				
	12- 931- 126- 0000- 2045		471.50	FTS	Payable To Rice River Twp
	12- 931- 126- 0000- 2045		40,901.22	May/June Settlement	Payable To Rice River Twp
7025	Town Of Rice River Treasurer		41,372.72		2 Transactions
7026	Town Of Salo Treasurer				
	12- 931- 127- 0000- 2045		10,760.59	May/June Settlement	Payable To Salo Twp
	12- 931- 127- 0000- 2045		1,366.36	FTS	Payable To Salo Twp
7026	Town Of Salo Treasurer		12,126.95		2 Transactions
7027	Town Of Seavey Treasurer				
	12- 931- 128- 0000- 2045		5,706.53	FTS	Payable To Seavey Twp
	12- 931- 128- 0000- 2045		10,768.62	May/June Settlement	Payable To Seavey Twp
7027	Town Of Seavey Treasurer		16,475.15		2 Transactions
7028	Town Of Shamrock Treasurer				
	12- 931- 129- 0000- 2045		385,101.70	May/June Settlement	Payable To Shamrock Twp
	12- 931- 129- 0000- 2045		3,581.09	FTS	Payable To Shamrock Twp
	12- 931- 129- 0000- 2045		17,583.87-	to lake minnewawa LID	Payable To Shamrock Twp
7028	Town Of Shamrock Treasurer		371,098.92		3 Transactions
7029	Town Of Spalding Treasurer				
	12- 931- 130- 0000- 2045		736.27	FTS	Payable To Spalding Twp
	12- 931- 130- 0000- 2045		24,128.93	May/June Settlement	Payable To Spalding Twp
7029	Town Of Spalding Treasurer		24,865.20		2 Transactions
7030	Town Of Spencer Treasurer				
	12- 931- 131- 0000- 2045		44,846.09	May/June Settlement	Payable To Spencer Twp
	12- 931- 131- 0000- 2045		3.22	FTS	Payable To Spencer Twp
7030	Town Of Spencer Treasurer		44,849.31		2 Transactions
7031	Town Of Turner Treasurer				
	12- 931- 132- 0000- 2045		42,304.87	May/June Settlement	Payable To Turner Twp
	12- 931- 132- 0000- 2045		20.42	FTS	Payable To Turner Twp
7031	Town Of Turner Treasurer		42,325.29		2 Transactions
7032	Town Of Verdon Treasurer				

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/19/14 2:06PM
12 Agency

Vendor No.	Name	Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
		12- 931- 133- 0000- 2045		12,070.49	May/June Settlement		Payable To Verdon Twp
		12- 931- 133- 0000- 2045		586.81	FTS		Payable To Verdon Twp
7032	Town Of Verdon	Treasurer		12,657.30		2 Transactions	
7033	Town Of Wagner	Treasurer					
		12- 931- 134- 0000- 2045		3,516.57	FTS		Payable To Wagner Twp
		12- 931- 134- 0000- 2045		45,301.89	May/June Settlement		Payable To Wagner Twp
7033	Town Of Wagner	Treasurer		48,818.46		2 Transactions	
7034	Town Of Waukenabo	Treasurer					
		12- 931- 135- 0000- 2045		50,452.82	May/June Settlement		Payable To Waukenabo Twp
		12- 931- 135- 0000- 2045		2.41	FTS		Payable To Waukenabo Twp
7034	Town Of Waukenabo	Treasurer		50,455.23		2 Transactions	
7035	Town Of Wealthwood	Treasurer					
		12- 931- 136- 0000- 2045		20,336.29	May/June Settlement		Payable To Wealthwood Twp
7035	Town Of Wealthwood	Treasurer		20,336.29		1 Transactions	
7036	Town Of White Pine	Treasurer					
		12- 931- 137- 0000- 2045		2,456.81	May/June Settlement		Payable To White Pine Twp
7036	Town Of White Pine	Treasurer		2,456.81		1 Transactions	
7037	Town Of Williams	Treasurer					
		12- 931- 138- 0000- 2045		2,557.85	FTS		Payable To Williams Twp
		12- 931- 138- 0000- 2045		17,969.85	May/June Settlement		Payable To Williams Twp
7037	Town Of Williams	Treasurer		20,527.70		2 Transactions	
7038	Town Of Workman	Treasurer					
		12- 931- 139- 0000- 2045		45,726.27	May/June Settlement		Payable To Workman Twp
		12- 931- 139- 0000- 2045		562.22	FTS		Payable To Workman Twp
7038	Town Of Workman	Treasurer		46,288.49		2 Transactions	
931	DEPT Total:			2,887,756.94	Towns	47 Vendors	83 Transactions
932	DEPT				Schools		
	393	Isd 1 Aitkin- Treasurer					
		12- 932- 000- 0000- 6801		23,301.00	FTS		Appropriations
		12- 932- 000- 0000- 6801		27,140.39	May/June Settlement		Appropriations

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/19/14 2:06PM
12 Agency

<u>Vendor No.</u>	<u>Name</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
393	Isd 1 Aitkin- Treasurer		50,441.39		2 Transactions	
1985	Isd 182 Crosby- Treasurer					
	12- 932- 000- 0000- 6801		76.22	May/June Settlement		Appropriations
1985	Isd 182 Crosby- Treasurer		76.22		1 Transactions	
392	Isd 2 Hill City- Treasurer					
	12- 932- 000- 0000- 6801		21,830.15	FTS		Appropriations
	12- 932- 000- 0000- 6801		19,210.21	May/June Settlement		Appropriations
392	Isd 2 Hill City- Treasurer		41,040.36		2 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer					
	12- 932- 000- 0000- 6801		913.60	FTS		Appropriations
	12- 932- 000- 0000- 6801		2,568.66	May/June Settlement		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer		3,482.26		2 Transactions	
1979	Isd 2580 East Central- Treasurer					
	12- 932- 000- 0000- 6801		525.99	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801		466.74	FTS		Appropriations
1979	Isd 2580 East Central- Treasurer		992.73		2 Transactions	
395	ISD 4 McGregor- Treasurer					
	12- 932- 000- 0000- 6801		35,588.73	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801		55,420.84	FTS		Appropriations
395	ISD 4 McGregor- Treasurer		91,009.57		2 Transactions	
1982	Isd 473 Isle- Treasurer					
	12- 932- 000- 0000- 6801		5,693.69	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801		1,849.24	FTS		Appropriations
1982	Isd 473 Isle- Treasurer		7,542.93		2 Transactions	
1981	Isd 577 Willow River- Treasurer					
	12- 932- 000- 0000- 6801		3,474.34	FTS		Appropriations
	12- 932- 000- 0000- 6801		370.57	May/June Settlement		Appropriations
1981	Isd 577 Willow River- Treasurer		3,844.91		2 Transactions	
394	Isd 698 Floodwood- Treasurer					
	12- 932- 000- 0000- 6801		184.84	May/June Settlement		Appropriations
	12- 932- 000- 0000- 6801		390.51	FTS		Appropriations

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
6/19/14 2:06PM
12 Agency

Vendor	<u>Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
394	Isd 698 Floodwood- Treasurer			2 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer				
	12- 932- 000- 0000- 6801	15.08	May/June Settlement		Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer	15.08		1 Transactions	
932	DEPT Total:	199,020.80	Schools	10 Vendors	18 Transactions
12	Fund Total:	3,086,777.74	Agency		101 Transactions
	Final Total:	3,086,777.74	57 Vendors	101 Transactions	

Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	3,086,777.74	Agency
All Funds	3,086,777.74	Total

Approved by,
.....
.....



Board of County Commissioners Agenda Request

20
Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: License to Sell Tobacco Products

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sally M. Huhta		Department: Auditor's
Presenter (Name and Title): N/A		Estimated Time Needed: N/A
Summary of Issue: New owner of Prairie River Retreat - "Staceys Prairie River Retreat"		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve the following Application for License to Sell Tobacco Products for the period ending March 31, 2015: • # 23 B Staceys Prairie River Retreat Inc., d/b/a Staceys Prairie River Retreat – Shamrock Township		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

Legally binding agreements must have County Attorney approval prior to submission.



Board of County Commissioners Agenda Request



Requested Meeting Date: July 8, 2014

Title of Item: On, Off & Sunday Liquor License/Staceys Prairie River Retreat

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

Submitted by: Sally M. Huhta	Department: Auditor's
--	---------------------------------

Presenter (Name and Title): N/A	Estimated Time Needed: N/A
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Summary of Issue:
Applications for County On, Off & Sunday Liquor License

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
Resolution to approve Liquor License

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:**

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

ADOPTED July 8, 2014

By Commissioner: xx

070814-0xx

Liquor License – Staceys Prairie River Retreat

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

“ON”, “OFF” and “SUNDAY” Sale:

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

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

FIVE MEMBERS PRESENT All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 8th day of July A.D., 2015, and that the same is a true and correct copy of the whole thereof.

WITNESS MY HAND AND SEAL OF OFFICE at Aitkin, Minnesota, this 8th day of July A.D., 2015

KIRK PEYSAR, County Auditor

BY _____, Deputy



Board of County Commissioners Agenda Request

2F
 Agenda Item #

Requested Meeting Date: 7/8/14

Title of Item: Personnel Policy Update: Subject 7.1, Safety Committee

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, HR Director <i>Bobbie Danielson</i>		Department: Human Resources Department
Presenter (Name and Title): Bobbie Danielson		Estimated Time Needed: 0 / Consent Agenda Item
Summary of Issue: The policy is being updated to reflect the Safety Coordinator assignment and participation of the Land Department, LLCC, and Sheriff's Office representatives. Recommended updates attached.		
Alternatives, Options, Effects on Others/Comments: None		
Recommended Action/Motion: Motion to update Section 7.1 of the personnel policy manual as presented.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

ARTICLE 7: SAFETY AND HEALTH

SUBJECT 7.1 SAFETY COMMITTEE

Effective: 7/8/2014

Deleted: 11/28/00

PURPOSE:

To develop a committee as defined by state statute, to oversee Aitkin County's safety and health issues as they relate to employees and the public.

The Human Resources Director is designated as the Safety Coordinator who oversees the Safety Committee. Members of the Safety Committee include a representative from the following departments:

Deleted: County Administrator

Administration
Building Maintenance
Courthouse
Health & Human Services
Road & Bridge
Land Department
Long Lake Conservation Center
Sheriff's Office

The Safety Committee will meet on a regular, as-needed basis to review injury claims and safety concerns brought forth by County employees and the public. The Safety Committee will review:

- A. Accident frequencies and losses
- B. Overall compliance with the safety program
- C. Areas in the program that may require broader development
- D. Status of any outstanding safety recommendations

These reviews ensure the continued direction of the County program. Recommendations by the Safety Coordinator will be brought to the Aitkin County Board of Commissioners for direction and/or action. Meeting minutes will be posted on the Intranet.

Deleted: on file in the County Administrator's office



Board of County Commissioners Agenda Request



Requested Meeting Date: 7/8/14

Title of Item: Personnel Policy Update: Subject 8.16, Data Practices Policy

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

Submitted by: Bobbie Danielson, HR Director	Department: Human Resources Department
---	--

Presenter (Name and Title): Bobbie Danielson	Estimated Time Needed: 0 / Consent Agenda Item
--	--

Summary of Issue:

The Board adopted the Aitkin County Guidelines and Procedures for MN Government Data Practices Act manual in May 2014 and the corresponding fee schedule, following a public hearing, in June 2014. Section 8.16, Data Practices Policy, of the personnel policy manual is being updated to be consistent.

Recommended updates attached.

Alternatives, Options, Effects on Others/Comments:

None

Recommended Action/Motion:

Motion to update Section 8.16 of the personnel policy manual as presented.

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:*

ARTICLE 8 ORGANIZATION STANDARDS AND RULES

SUBJECT: 8.16 DATA PRACTICES POLICY

Effective: 7/8/2014

Deleted: 11/28/00

The Minnesota Government Data Practices Act (MGDPA), which is Chapter 13 of Minnesota Statutes, is a state law that controls how government data are collected, created, stored, maintained, used, and disseminated.

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The County Administrator is appointed as the Responsible Authority and Data Practices Compliance Official.

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Refer to the Aitkin County Guidelines and Procedures for Minnesota Government Data Practices Act manual for complete information, forms, and the County Board adopted fee schedule.

Deleted: The Minnesota Government Data Practices Act regulates the handling of all government data that are created, collected, received, or released by a state entity, political subdivision, or statewide system, no matter what form the data are in, or how they are stored or used ¶

Deleted: Briefly, the Act regulates:¶

¶
<#>what information can be collected;¶
<#>who may see or have copies of the information;¶
<#>the classification of specific types of government data;¶
<#>the duties of government personnel in administering the provisions of the Act;¶
<#>procedures for access to the information;¶
<#>procedures for classifying information as not public;¶
<#>civil penalties for violation of the Act; and¶
<#>the charging of fees for copies of government data ¶

¶
Almost all government data are either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart, below) ¶

¶
¶
Data on Individuals

... [1]

Briefly, the Act regulates:

- what information can be collected;
- who may see or have copies of the information;
- the classification of specific types of government data;
- the duties of government personnel in administering the provisions of the Act;
- procedures for access to the information;
- procedures for classifying information as not public;
- civil penalties for violation of the Act; and
- the charging of fees for copies of government data.

Almost all government data are either *data on individuals* or *data not on individuals*. Data on individuals are classified as either public, private, or confidential. Data not on individuals are classified as public, nonpublic, or protected nonpublic. This classification system determines how government data are handled (see chart, below).

Data on Individuals	Meaning of Classification	Data not on Individuals
Public	Available to anyone for any reason	Public
Private	Available only to the data subject and to anyone authorized by the data subject or by law to see it	Nonpublic
Confidential	Not available to the public or the data subject	Protected Nonpublic

Aitkin County's Compliance Official is Scott Arneson, County Administrator. Please contact him at (218) 927-7276 for more detailed information regarding the Data Practices procedures.

All Deleted



Board of County Commissioners Agenda Request

2H
 Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: Sale and Disposal of County Property

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett, County Administrator		Department: Administration
Presenter (Name and Title): n/a		Estimated Time Needed: n/a
Summary of Issue: Attached is a list of miscellaneous items that have accumulated over the past couple of years. The list may not be all inclusive. Staff is asking for authorization to sell or dispose of these items. Janzen Auctions will auction off many of the items at their place of business next to the 40 Club on Hwy. 210. Items deemed not acceptable for auction will be disposed of through other avenues.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: Authorize the sale and disposal of miscellaneous County property.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

County Property to Auction

20	Computer towers
17	Computer screens
2	Compressors
1	Stereo System & Speakers
3	Microwaves
2	Desks with 2 Drawer Filing Cabinets
1	Desk with 6 Drawer Filing Cabinets
1	Desk 4 Drawers
3	Boxes VGA Power Cords
1	Battery Backup Surge Protector
2	Laptop Computers
9	Keyboards
1	Cassette Radio
2	APC Backups
1	Microphone
34	Tall 4 Drawer Filing Cabinets
26	Rolling Desk Chairs
10	Leg Chairs
1	Slide Projector, 5 Reels
1	Pencil Sharpener
2	VHS
4	VHS TVs
3	Weed Whips
2	TVs
3	Cereal Dispensers
1	Polaroid Land Camera & 2 Films
7	Plastic Tool Cases (empty)
1	Digital Camera with Case Accessories
2	Electric Calculators
1	Incubator
1	Desktop 4 Drawer 6 ft
1	Desktop 2 Drawer 6 ft
1	Cabinet 5-1/2 x 4 ft, 6 Drawer
1	Table 5x4
1	Metal Shelf 4 Shelves 6 x 4
1	Wooden Shelf, 7 Shelves 8 x 4
1	TV Cabinet with Doors 4 x 2
1	Cabinet 6 Shelves
1	Rolling file cabinet, top drawer
4	Doors with frames
1	Bed, single with mattress, box spring, and frame
3	Tables, folding legs, 8 ft
1	Wheel chair
1	Fax Machine
2	Spotlights
1	Rolling Cart, 2 Shelf
4	Walkie talkies with Chargers
2	Shelf metal cabinet
1	Room Divider 4-1/2 x 6
1	Tall Door with window and transom
1	Desktop Swing Arm Light
3	Small boxes Dishes
1	Marker Board 3 x 4
1	Large Stratus Server
1	Laser Jet Printer



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: 7-8-14

Title of Item: Authorize Sale of Used Equipment

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: John Welle		Department: Highway
Presenter (Name and Title): NA		Estimated Time Needed: NA
Summary of Issue: The following equipment has been replaced by recent equipment purchases and is no longer needed for department operations. 1. 1983 Model 200 Sioux Steam Cleaner (Unit 47) 2. 2000 STEPP Pot Hole Patch Trailer (Unit 39)		
Alternatives, Options, Effects on Others/Comments: None.		
Recommended Action/Motion: Authorization is requested to offer this equipment for sale on an online auction service.		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i> Anticipated sale revenue is reflected in the Operations Budget line item 5840.		



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 7-8-14

Title of Item: Authorize Out-of-State Travel Request - MAASHTO

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: John Welle	Department: Highway
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Presenter (Name and Title): NA	Estimated Time Needed: NA
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Summary of Issue:
 The 105th Annual Meeting of the Mid-America Association of State Highway Transportation Officials (MAASHTO) will take place in Indianapolis, Indiana from July 28, 2014 through July 30, 2014. The MnDOT Office of State Aid for Local Transportation annually invites the Vice President and President of the Minnesota County Engineers Association to this Meeting.

Alternatives, Options, Effects on Others/Comments:
 None.

Recommended Action/Motion:
 Authorize out-of-state travel request for John Welle to MAASHTO from July 28, 2014 through July 30, 2014.

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:*
 All travel costs including airfare, lodging, and registration fees, and meals will be paid by MnDOT.



Board of County Commissioners Agenda Request

3A

Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: Employee Recognition

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Bobbie Danielson, Human Resources Director		Department: Human Resources Department
Presenter (Name and Title): Bobbie Danielson, Human Resources Director		Estimated Time Needed: 5 minutes
Summary of Issue: Employees who have completed 25 years of service or more (in 5 year increments) are formally recognized by presenting them with an award for their achievement. The following employees reached milestones during the 2nd quarter of 2014: <ul style="list-style-type: none"> • Diane Eastman, 25 years of service, Case Aide in the Health and Human Services Department. • Dan Gordon, 25 years of service, Forester in the Land Department. • Robert Backstrom, 30 years of service, Chief Mechanic in the Road and Bridge Department. 		
Alternatives, Options, Effects on Others/Comments: None		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: Present Aitkin County Life Saving Award

<input type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Sheriff Scott Turner		Department: Sheriff's
Presenter (Name and Title): Sheriff Scott Turner		Estimated Time Needed: 10 minutes
Summary of Issue: Sheriff Turner will tell the story, and present Aitkin County Life Saving Award		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: 2015 Budget

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input checked="" type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 30 minutes
Summary of Issue: 2015 Budget Discussion		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Board of County Commissioners Agenda Request

5B
 Agenda Item #

Requested Meeting Date: July 8, 2014

Title of Item: County Administrator's Work Plan

<input type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input checked="" type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <small>*provide copy of hearing notice that was published</small>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett, County Administrator		Estimated Time Needed: 15 minutes
Summary of Issue: This is a follow up to conversation at the June 24th Board meeting. I plan to present a "Draft" One Year Work Plan at Tuesday's Board meeting.		
Alternatives, Options, Effects on Others/Comments: 		
Recommended Action/Motion: 		
Financial Impact: Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Aitkin County Board of Commissioners

Agenda Request Form

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 Agenda Item #

Requested Meeting Date: July 8, 2014
Title of Item: Committee Reports

<input checked="" type="checkbox"/> REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Brian Napstad Commissioner Anne Marcotte HHS Director Tom Burke HHS Director Tom Burke Commissioner Laurie Westerlund Commissioner Don Niemi
Aitkin Airport Commission	Monthly	1 st Thursday	Wedel
Aitkin County Water Planning Task Force	Bi-monthly	3 rd 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 rd Thursday	Niemi
ATV Committee	As needed		Napstad and Marcotte
Big Sandy Lake Management Plan	Monthly	2 nd Thursday	Napstad, Alt. Marcotte
Central MN Corrections	Monthly	3 rd Wednesday	Wedel, Westerlund
Development Achievement Center	Monthly	3 rd Thursday	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 nd Monday	Niemi
Economic Development	Monthly	1 st 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 rd Tues of even numbered mths	Marcotte and Napstad
H&HS Advisory (Liaison)	Monthly except July	1 st Wednesday	Westerlund and Marcotte
Historical Society (Liaison)	Monthly	4 th Wednesday	Wedel
HRA	Monthly	4 th 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 rd Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Niemi
McGregor Airport Commission	Monthly	1 st Wednesday	Napstad
Mille Lacs Watershed	Monthly	3 rd Monday	Niemi, Westerlund
Mississippi Headwaters Board	Monthly	3 rd 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 nd Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 st Thursday	Napstad, Alt. Marcotte
Ordinance	As needed		Napstad and Marcotte
Park Commission	Monthly	2 nd Monday	Westerlund
Personnel	As needed		Marcotte and Wedel
Planning Commission	Monthly	3 rd Monday	Westerlund
Purchasing/Building	As needed		All Commissioners
Snake River Watershed	Monthly	4 th Monday	Niemi
Sobriety Court	Monthly	3 rd Tuesday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 nd Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 nd Thursday	Westerlund