

ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS November 25, 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 November 11, 2014 – November 24, 2014**
B) **Approve 11/11/14 County Board Minutes**
C) **Approve Commissioner Warrants**
D) **Approve Auditor Warrants – October Sales & Use Tax**
E) **Approve Auditor Warrants – Tax Overpays**
F) **Approve Auditor Warrants – Tax Settlement Payments**
G) **Accept \$500 Donation to STS from Tamarack Sno-Flyers**
H) **Accept \$150 Donation to STS from Spencer Township**
I) **Approve Sale of Forfeited Vehicles – Sheriff's Dept.**
J) **Approve Ratification of 2015-2016 Local 49 Agreement**
K) **Adopt Resolution – All Terrain Vehicle Funding**
- 10:17 3) **Scott Turner, Sheriff**
A) **Approve Emergency Operation Plan**
- 10:30 4) **Kirk Peysar, County Auditor**
A) **Second Continuation of Public Hearing for Partial Abandonment of Drainage Systems – EverStar**
- 11:30 5) **John Welle, County Engineer**
A) **Adopt Resolution – Award C.P. 001-090-027, Gravel Crushing Contract**
- 11:40 Break

12:00 6) Nathan Burkett, County Administrator
A) Con-Con Lands Ditch Appropriation Discussion
B) Budget Discussion
C) Facilities Needs Discussion

12:45 7) Committee Updates

1:30 Adjourn

AITKIN COUNTY BOARD

November 11, 2014

The Aitkin County Board of Commissioners met this 11th day of November, 2014 at 9:02 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Nathan Burkett, and Administrative Assistant Sue Bingham.

CALL TO ORDER

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve the November 11, 2014 agenda.

APPROVED AGENDA

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: October 28, 2014 – November 10, 2014; B) Approve County Board Minutes: October 28, 2014; C) Approve Commissioner Warrants: General Fund \$80,059.06, Road & Bridge \$51,357.21, Health & Human Services \$549.92, Trust \$4,880.29, Forest Development \$5,787.73, Long Lake Conservation Center \$6,275.99, Parks \$2,242.25 for a total of \$151,152.45; D) Approve October Manual Warrants: General Fund \$143,341.75, Road & Bridge \$705,015.73, Health & Human Services \$3,485.18, State \$1,160,757.22, Trust \$349.00, Taxes & Penalties \$3,957.00, Long Lake Conservation Center \$2,259.01 for a total of \$2,019,164.89; E) Approve Replacing Lost/Destroyed Health & Human Services Warrant #89639 issued 8/27/14 to Susan Tange for \$51.41.

CONSENT AGENDA

Motion by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting yes to approve ratification of 2015-2016 AFSCME Courthouse Unit and AFSCME HHS Unit Agreements as presented, to authorize the County Administrator to make any final adjustments necessary that do not add any costs to the County, and to authorize the County Board Chair, County Administrator, and HR Director to sign Agreements.

2015-2016 AFSCME COURTHOUSE UNIT & HHS UNIT AGREEMENTS

Break: 10:03 a.m. to 10:14 a.m.

BREAK

Nathan Burkett, County Administrator reviewed the proposed 2015 Budget with the Board, handed the budget over to them for further review, and asked them to bring additional input or feedback to the November 25, 2014 County Board meeting.

PROPOSED 2015 BUDGET

Nathan Burkett, County Administrator discussed Strategic Management with the Board.

STRATEGIC PLANNING

The Board reported on the following: Enbridge Pipeline, NCLUCB, McGregor Airport Commission, MRCC, TIF, AIS, Aitkin Airport.

BOARD DISCUSSION

AITKIN COUNTY BOARD

November 11, 2014

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 12:52 p.m. until Tuesday, November 25, 2014 at 9:00 a.m.

ADJOURN

J. Mark Wedel, Chairperson
Aitkin County Board of Commissioners

Nathan Burkett, County Administrator

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

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 1 General Fund

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
1	DEPT			Commissioners		
86222	Aitkin Independent Age					
	01-001-000-0000-6230		139.43	Synopsis 9/9 & 9/10	1479	Printing, Publishing & Adv
	01-001-000-0000-6230		75.08	Synopsis 9/23	1479	Printing, Publishing & Adv
86222	Aitkin Independent Age		214.51	2 Transactions		
10200	Marcotte/Anne Marie					
	01-001-000-0000-6332		100.63	Hotel/MRCC Mtg	10/22/14	Hotel / Motel Lodging
	01-001-000-0000-6340		15.00	overnight meal/AMC Mtg	10/23/14	Meals (Overnight)
10200	Marcotte/Anne Marie		115.63	2 Transactions		
86235	The Office Shop Inc					
	01-001-000-0000-6405		13.37	Cleaner, stir sticks, creamer	970484-0	Office & Computer Supplies
86235	The Office Shop Inc		13.37	1 Transactions		
10895	Westerlund/Laurie Ann					
	01-001-000-0000-6340		11.80	overnight meal/AMC Mtg	10/23/14	Meals (Overnight)
10895	Westerlund/Laurie Ann		11.80	1 Transactions		
1	DEPT Total:		355.31	Commissioners	4 Vendors	6 Transactions
12	DEPT			Court Administration		
12781	Kragness Law Office/Conrad					
	01-012-000-0000-6232		187.50	Fees 01JV- 13- 1103	36	Attorney Services
	01-012-000-0000-6232		33.60	Costs	36	Attorney Services
12781	Kragness Law Office/Conrad		221.10	2 Transactions		
5176	Wetzel Law Firm					
	01-012-000-0000-6232		15.00	Review file/notes 01PX- 99- 99	2014- 0378	Attorney Services
5176	Wetzel Law Firm		15.00	1 Transactions		
12	DEPT Total:		236.10	Court Administration	2 Vendors	3 Transactions
40	DEPT			Auditor		
86222	Aitkin Independent Age					
	01-040-021-0000-6230		40.00	Serv/Dir	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age		40.00	1 Transactions		

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Amount	Service Dates	Paid On Bhf #	On Behalf of Name
2214	Holder/Maryann					
	01-040-021-0000-6301		750.00	December rent		Rentals
2214	Holder/Maryann		750.00		1 Transactions	
9908	Office Of The Secretary Of State					
	01-040-021-0000-6241		120.00	Notary Renewal Landgren		Registration Fee
9908	Office Of The Secretary Of State		120.00		1 Transactions	
3267	Peysar/Kirk					
	01-040-000-0000-6330		33.60	MCIS board mtg mileage	60@.56	Transportation & Travel
				10/23/2014	10/23/2014	
3267	Peysar/Kirk		33.60		1 Transactions	
12287	Skattum/Brett					
	01-040-021-0000-6231		8.00	wash windows license center	451357	Services, Labor, Contracts
				11/03/2014	11/03/2014	
12287	Skattum/Brett		8.00		1 Transactions	
86235	The Office Shop Inc					
	01-040-021-0000-6405		7.98	3 ring binder, tape	274943-0	Office & Computer Supplies
	01-040-021-0000-6405		3.99	Rubberbands	275224-0	Office & Computer Supplies
	01-040-000-0000-6405		39.41	Manila jacket folders	970287-0	Office & Computer Supplies
	01-040-021-0000-6405		2.97	Pen refills	970409-0	Office & Computer Supplies
	01-040-000-0000-6405		8.38	Post it's	970506-0	Office & Computer Supplies
86235	The Office Shop Inc		62.73		5 Transactions	
40	DEPT Total:		1,014.33	Auditor	6 Vendors	10 Transactions
41	DEPT			Internal Audit		
3358	Minnesota State Auditor					
	01-041-000-0000-6231		5,639.00	Services ending 12/31/13	65214	Services, Labor, Etc
				08/27/2014	10/07/2014	
3358	Minnesota State Auditor		5,639.00		1 Transactions	
41	DEPT Total:		5,639.00	Internal Audit	1 Vendors	1 Transactions
42	DEPT			Treasurer		
11603	Girard's Business Solutions,Inc.					

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-042-000-0000-6231		MI Research single user	90112	Services, Labor, Contracts
	01-042-000-0000-6231		Service agreement	90112	Services, Labor, Contracts
			11/12/2014 11/11/2015		
11603	Girard's Business Solutions, Inc.			2 Transactions	
5892	McGregor Printing & Graphics, Inc				
	01-042-000-0000-6405		TNT Ag Credit Slip	16796	Office & Computer Supplies
5892	McGregor Printing & Graphics, Inc			1 Transactions	
42	DEPT Total:		Treasurer	2 Vendors	3 Transactions
43	DEPT		Assessor		
170	Aitkin Motor Company				
	01-043-000-0000-6302		bearings/brake pads Trailblaze	2943	Car Maintenance
170	Aitkin Motor Company			1 Transactions	
783	Canon Financial Services, Inc				
	01-043-000-0000-6231		Copier Contract- 021	14312337	Services, Labor, Contracts
	01-043-000-0000-6231		Accessories/Print kit- 024	14312339	Services, Labor, Contracts
783	Canon Financial Services, Inc			2 Transactions	
86235	The Office Shop Inc				
	01-043-000-0000-6405		Calculator	970544-0	Office, Film & Computer Supplies
86235	The Office Shop Inc			1 Transactions	
6128	Tire Barn				
	01-043-000-0000-6302		2004 Escape diagnostic	29409	Car Maintenance
6128	Tire Barn			1 Transactions	
43	DEPT Total:		Assessor	4 Vendors	5 Transactions
44	DEPT		Central Services		
10629	Ergometrics & Applied Personnel Research				
	01-044-000-0000-6208		supervisory exam 18789	120277	In Service Training/Education
	01-044-000-0000-6208		shipping of test materials	120277	In Service Training/Education
10629	Ergometrics & Applied Personnel Research			2 Transactions	
2386	Information Systems Corp				

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-044-196-0000-6625		Maint.Agreem./MS400/500	6634	Recorders Equip Fund Exp. 357.18 Subd 4
	01-044-196-0000-6625		01/19/2015 01/18/2016		
		695.00	Maint.Agreem./MS- 300II	6634	Recorders Equip Fund Exp. 357.18 Subd 4
			01/19/2015 01/18/2016		
2386	Information Systems Corp		2 Transactions		
3336	Office Of Enterprise Technology				
	01-044-000-0000-6231	1,300.00	October usage billing	14100354	Services, Labor, Contracts
3336	Office Of Enterprise Technology	1,300.00	1 Transactions		
9261	RTVision, Inc.				
	01-044-000-0000-6231	200.00-	Cr.- Sale Cottonwood County	11814	Services, Labor, Contracts
9261	RTVision, Inc.	200.00-	1 Transactions		
13243	Shred- N- Go, Inc				
	01-044-000-0000-6208	70.00	350 lbs purge service	41341	In Service Training/Education
	01-044-000-0000-6231	25.00	5 pounds electronic material	41341	Services, Labor, Contracts
13243	Shred- N- Go, Inc	95.00	2 Transactions		
86235	The Office Shop Inc				
	01-044-000-0000-6405	579.00	Chair	970394-0	Office & Computer Supplies
86235	The Office Shop Inc	579.00	1 Transactions		
44	DEPT Total:	3,811.60	Central Services	6 Vendors	9 Transactions
45	DEPT		Motor Pool		
12445	Brandl Chevrolet, Buick GMC				
	01-045-000-0000-6302	243.99	lower arm bushings #36	210692	Car Maintenance
	01-045-000-0000-6302	379.95	Struts/Alignment- '06 Saturn#36	210817	Car Maintenance
12445	Brandl Chevrolet, Buick GMC	623.94	2 Transactions		
6128	Tire Barn				
	01-045-000-0000-6302	34.22	Oil change #34	29083	Car Maintenance
	01-045-000-0000-6302	132.50	Used wheel #30	29260	Car Maintenance
6128	Tire Barn	166.72	2 Transactions		
45	DEPT Total:	790.66	Motor Pool	2 Vendors	4 Transactions

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
52	DEPT		Administration/Personnel Dept		
4641	Holiday Credit Office				
	01-052-000-0000-6511		Gas	1400000135194	Gas And Oil
4641	Holiday Credit Office			1 Transactions	
12048	McDowell Agency, Inc./The				
	01-052-000-0000-6234		Background checks	57104	Background Check Fee
12048	McDowell Agency, Inc./The			1 Transactions	
3583	NPELRA				
	01-052-000-0000-6240		2015 Dues	danielson30996	Dues & Subscriptions
3583	NPELRA			1 Transactions	
86235	The Office Shop Inc				
	01-052-000-0000-6405		2 boxes manilla file folders	966160-0	Office & Computer Supplies
	01-052-000-0000-6405		legal pads, staples, post-its	970174-0	Office & Computer Supplies
86235	The Office Shop Inc			2 Transactions	
52	DEPT Total:		Administration/Personnel Dept	4 Vendors	5 Transactions
349.39					
60	DEPT		Elections		
86222	Aitkin Independent Age				
	01-060-000-0000-6230		test optical scan equip ad	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		test optical scan equip ad	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		AB extended hours ad	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		AB extended hours ad	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		General election sample ballot	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		General election sample ballot	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		polling place/times	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		polling place/times	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		notice of general election	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		notice of general election	1014	Printing, Publishing & Adv
86222	Aitkin Independent Age			10 Transactions	
4,161.30					
2099	Harmon/Elizabeth				
	01-060-000-0000-6405		cable ties for machines		Office & Computer Supplies
	01-060-000-0000-6405		election night food supplies		Office & Computer Supplies
	01-060-000-0000-6330		mileage 2 townships	67@.56	Transportation & Travel

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
	01-060-000-0000-6330		42.56	mileage 2 townships	76@.56	Transportation & Travel
2099	Harmon/Elizabeth		201.81	10/31/2014 10/31/2014	4 Transactions	
3390	Minnesota Uc Fund					
	01-060-000-0000-6267		192.18	3rd Qtr unemployment	Gansen	Unemployment Compensation
3390	Minnesota Uc Fund		192.18	1 Transactions		
3267	Peysar/Kirk					
	01-060-000-0000-6205		9.76	postage- elections	11/10/14	Postage
3267	Peysar/Kirk		9.76	1 Transactions		
60	DEPT Total:		4,565.05	Elections	4 Vendors	16 Transactions
90	DEPT			Attorney		
340	Anoka Co Sheriff					
	01-090-000-0000-6234		70.00	subpoena 01CR13758	14004811	Co Sheriff Services
	01-090-000-0000-6234		70.00	subpoena 01CR13758	14004812	Co Sheriff Services
	01-090-000-0000-6234		70.00	subpoena 01CR13758	14004813	Co Sheriff Services
	01-090-000-0000-6234		70.00	subpoena 01CR13758	14004933	Co Sheriff Services
340	Anoka Co Sheriff		280.00	4 Transactions		
485	Beltrami Co Sheriff's Office					
	01-090-000-0000-6234		60.00	subpoena 01CR14166	14001294	Co Sheriff Services
485	Beltrami Co Sheriff's Office		60.00	1 Transactions		
319	Bender/Theresa					
	01-090-000-0000-6625		20.00	notary registration- Bender	11/4/14	Office Equipment
	01-090-000-0000-6330		33.60	mileage for notary registratio	60@.56	Transportation & Travel & Parking
319	Bender/Theresa		53.60	2 Transactions		
783	Canon Financial Services, Inc					
	01-090-000-0000-6625		355.45	Contract charges- 028	14350843	Office Equipment
783	Canon Financial Services, Inc		355.45	1 Transactions		
2140	Hennepin County Sheriff's Office					
	01-090-000-0000-6234		70.00	svc forfeiture order 01CR14298	66169	Co Sheriff Services
2140	Hennepin County Sheriff's Office		70.00	1 Transactions		

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
12775	Shook/Stephanie				
	01-090-000-0000-6330		Chaska Homicide seminar miles	138@.56	Transportation & Travel & Parking
		77.28	10/28/2014 10/28/2014		
	01-090-000-0000-6330		Chaska Homicide seminar miles	138@.56	Transportation & Travel & Parking
		77.28	10/30/2014 10/30/2014		
	01-090-000-0000-6330		overnight meal	Starbucks	Transportation & Travel & Parking
		5.10	10/31/2014 10/31/2014		
12775	Shook/Stephanie		3 Transactions		
		159.66			
11949	Swanson/Sondra				
	01-090-000-0000-6330		Parking for MCAA training		Transportation & Travel & Parking
		6.00			
	01-090-000-0000-6330		Mileage MCAA training	200@.56	Transportation & Travel & Parking
		112.00			
11949	Swanson/Sondra		2 Transactions		
		118.00			
86235	The Office Shop Inc				
	01-090-000-0000-6625		Notary stamp for Theresa	274876-0	Office Equipment
		32.95			
	01-090-000-0000-6625		post- its & Red ropes	970844-0	Office Equipment
		266.98			
86235	The Office Shop Inc		2 Transactions		
		299.93			
5173	West Payment Center				
	01-090-000-0000-6406		October Information charges	830617776	Law Publ. & Subscriptions
		1,102.96			
5173	West Payment Center		1 Transactions		
		1,102.96			
90	DEPT Total:	2,499.60	Attorney	9 Vendors	17 Transactions
100	DEPT		Recorder		
4641	Holiday Credit Office				
	01-100-000-0000-6511		Gas	1400000135194	Gas And Oil
		17.01			
4641	Holiday Credit Office		1 Transactions		
		17.01			
100	DEPT Total:	17.01	Recorder	1 Vendors	1 Transactions
110	DEPT		Courthouse Maintenance		
8239	Ameripride Linen & Apparel Services				
	01-110-000-0000-6422		tissue,towels,soap,mop	2200574678	Janitorial Supplies
		45.93			
8239	Ameripride Linen & Apparel Services		1 Transactions		
		45.93			
12106	Antoine Electric				

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<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>
01-110-000-0000-6422		181.50	4 FOOT FLORESCENT LAMPS	13677 Janitorial Supplies
01-110-000-0000-6422		169.44	100 WATT WALL PACK LAMPS	13680 Janitorial Supplies
12106 Antoine Electric		350.94	2 Transactions	
13211 B & L Masonry				
01-110-000-0000-6231		870.00	4 hours grinding sidewalks	11/1/14 Services, Labor, Contracts
13211 B & L Masonry		870.00	1 Transactions	
246 Brothers Fire Protection				
01-110-000-0000-6231		505.00	2014 sprinkler inspection	10160 Services, Labor, Contracts
246 Brothers Fire Protection		505.00	1 Transactions	
1491 Dutch's Electric, Inc				
01-110-000-0000-6231		106.61	ballast in Courtroom 3	22144 Services, Labor, Contracts
1491 Dutch's Electric, Inc		106.61	1 Transactions	
1754 Garrison Disposal Company, Inc				
01-110-000-0000-6255		556.54	October waste removal	8190212 Garbage
1754 Garrison Disposal Company, Inc		556.54	1 Transactions	
4641 Holiday Credit Office				
01-110-000-0000-6511		8.75	October gas	1400000135208 Gas And Oil
4641 Holiday Credit Office		8.75	1 Transactions	
7525 Hometown Bldg Supply				
01-110-000-0000-6590		14.70	Shelving for HR Office	58637 Repair & Maintenance
7525 Hometown Bldg Supply		14.70	1 Transactions	
2340 Hyytinen Hardware Hank				
01-110-000-0000-6590		8.48	mini glue gun trig	1216219 Repair & Maintenance
01-110-000-0000-6590		73.24	filters,oil,seafoam,tarp	1218106 Repair & Maintenance
01-110-000-0000-6590		53.98	air cleaner filter cons	1219380 Repair & Maintenance
01-110-000-0000-6590		4.99	mag glass	1219833 Repair & Maintenance
01-110-000-0000-6590		38.97	bacteria treatment, filter	1219967 Repair & Maintenance
01-110-000-0000-6590		8.34	wire terminals, cable ties	1221116 Repair & Maintenance
01-110-000-0000-6590		2.07	anchors	1221312 Repair & Maintenance
2340 Hyytinen Hardware Hank		190.07	7 Transactions	
89765 Minnesota Elevator, Inc				

Aitkin County



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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
89765 Minnesota Elevator, Inc		November Service	328793	Services, Labor, Contracts
		1 Transactions		
110 DEPT Total:	2,804.67	Courthouse Maintenance	10 Vendors	17 Transactions
120 DEPT		Service Officer		
86222 Aitkin Independent Age		Senior Ad	1783	Printing, Publishing & Adv
	158.75			
86222 Aitkin Independent Age	158.75		1 Transactions	
10097 Harms Monroe/Penny		mileage- St Cloud Training	190@.46	Transportation & Travel
	87.40	10/27/2014 10/27/2014		
10097 Harms Monroe/Penny	87.40		1 Transactions	
4641 Holiday Credit Office		October gas	1400000136034	Gas And Oil
	394.13			
4641 Holiday Credit Office	394.13		1 Transactions	
2448 Janzen/Carroll Mark		Drive van	mpls	Per Diem
	50.00	10/30/2014 10/30/2014		
2448 Janzen/Carroll Mark	50.00		1 Transactions	
3093 Jones/Stanley Carter		Drive van	St Cloud	Per Diem
	50.00	10/15/2014 10/15/2014		
3093 Jones/Stanley Carter	50.00		1 Transactions	
5767 Lamke/Dennis		Drive van	mpls	Per Diem
	50.00	10/08/2014 10/08/2014		
5767 Lamke/Dennis	50.00		1 Transactions	
10234 Miller/Conrad		Drive Vet Van Mpls	10/1/14	Per Diem
	50.00			
	50.00	Drive Vet Van Mpls	10/24/14	Per Diem
10234 Miller/Conrad	100.00		2 Transactions	

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount		
3225 Mn Assoc Of CVSO				
01-120-000-0000-6240		100.00		Dues
01-120-000-0000-6241		50.00		Registration Fee
3225 Mn Assoc Of CVSO		150.00	2 Transactions	
5472 Newshopper				
01-120-000-0000-6230		426.94	1/4 page color ad 3936	Printing, Publishing & Adv
5472 Newshopper		426.94	1 Transactions	
10677 Olsen/Gerald D				
01-120-000-0000-6350		50.00	Drive vet van St Cloud 10/29/14	Per Diem
10677 Olsen/Gerald D		50.00	1 Transactions	
11362 Roscoe/Bernie				
01-120-000-0000-6350		50.00	Drive vet van St Cloud 10/2/14	Per Diem
11362 Roscoe/Bernie		50.00	1 Transactions	
86235 The Office Shop Inc				
01-120-000-0000-6405		5.47	red & white construction paper 970037-0	Office & Computer Supplies
86235 The Office Shop Inc		5.47	1 Transactions	
6097 Verizon Wireless				
01-120-000-0000-6250		13.71	Vet van cell phone 88069036400001	Telephone
6097 Verizon Wireless		13.71	1 Transactions	
3518 Voyageur Press Of Mcgregor/The				
01-120-000-0000-6230		333.00	Veteran's Benefits color ad 30193	Printing, Publishing & Adv
3518 Voyageur Press Of Mcgregor/The		333.00	1 Transactions	
10882 Wark/Charles F.				
01-120-000-0000-6350		50.00	Drive vet van Mpls 10/20/14	Per Diem
01-120-000-0000-6350		50.00	Drive vet van St Cloud 10/7/14	Per Diem
10882 Wark/Charles F.		100.00	2 Transactions	
6054 Willette/Richard Francis				
01-120-000-0000-6350		50.00	Drive vet van St Cloud 10/3/14	Per Diem
6054 Willette/Richard Francis		50.00	1 Transactions	
5960 Wilmo/Wesley S.				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01- 120- 000- 0000- 6350		Drive vet van St Cloud	10/21/14	Per Diem
	01- 120- 000- 0000- 6350		Drive vet van St Cloud	10/9/14	Per Diem
5960	Wilmo/Wesley S.	100.00		2 Transactions	
9255	Witt/Warren				
	01- 120- 000- 0000- 6350	50.00	Drive vet van mpls	10/22/14	Per Diem
9255	Witt/Warren	50.00		1 Transactions	
120	DEPT Total:	2,219.40	Service Officer	18 Vendors	22 Transactions
122	DEPT		Planning & Zoning		
12445	Brandl Chevrolet, Buick GMC				
	01- 122- 000- 0000- 6302	52.50	Oxygen sensor Equinox	210194	Car Maintenance
12445	Brandl Chevrolet, Buick GMC	52.50		1 Transactions	
734	Bright/Irene				
	01- 122- 000- 0000- 6350	50.00	BOA meeting	11/5/14	Per Diem
	01- 122- 038- 0000- 6330	53.20	BOA/Onsites mileage	95@.56	Boa/Pc Mileage
	01- 122- 000- 0000- 6350	10.00	Onsite	GASSER	Per Diem
	01- 122- 000- 0000- 6350	10.00	Onsite	HAWKS	Per Diem
	01- 122- 000- 0000- 6350	10.00	Onsite	KUCK	Per Diem
	01- 122- 000- 0000- 6350	10.00	Onsite	MANTEL	Per Diem
	01- 122- 000- 0000- 6350	10.00	Onsite	WILKINSON	Per Diem
734	Bright/Irene	153.20		7 Transactions	
13066	Hargrave/Bryan				
	01- 122- 000- 0000- 6231	1,625.00	Contract Inspections	5@325	Services, Labor, Contracts, Programming
			11/03/2014	11/07/2014	
13066	Hargrave/Bryan	1,625.00		1 Transactions	
4641	Holiday Credit Office				
	01- 122- 000- 0000- 6511	24.00	October gas	1400000135321	Gas And Oil
4641	Holiday Credit Office	24.00		1 Transactions	
5784	Lake/Robert				
	01- 122- 000- 0000- 6350	50.00	BOA meeting	11/5/14	Per Diem
	01- 122- 038- 0000- 6330	47.60	BOA/Onsite mileage	85@.56	Boa/Pc Mileage
	01- 122- 000- 0000- 6350	10.00	Onsite	GASSEN	Per Diem
	01- 122- 000- 0000- 6350	10.00	Onsite	HAWKS	Per Diem

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<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>
01-122-000-0000-6350		10.00	Onsite	KUCK Per Diem
01-122-000-0000-6350		10.00	Onsite	MANTEL Per Diem
01-122-000-0000-6350		10.00	Onsite	WILKINSON Per Diem
5784 Lake/Robert		147.60		7 Transactions
4010 Rasley Oil Company				
01-122-000-0000-6511		28.48	October fuel	AITCOZOS Gas And Oil
4010 Rasley Oil Company		28.48		1 Transactions
4400 Security State Bank				
01-122-052-0000-6304		13,377.00	Chenevert BMP loan Pymt	See R#1401 ISTS AG BMP EXPENSES
4400 Security State Bank		13,377.00		1 Transactions
3479 Sovde/Becky				
01-122-000-0000-6405		21.99	Boots for site reviews	10230000701251 Office, Computer, Film, & Field Supplies
01-122-000-0000-6405		9.65	Storage tubs	24297065900822 Office, Computer, Film, & Field Supplies
01-122-000-0000-6330		16.56	Mileage	36@.46 Transportation & Travel
3479 Sovde/Becky		48.20		3 Transactions
10028 Spiel/Edward				
01-122-000-0000-6350		50.00	BOA meeting	11/5/14 Per Diem
01-122-038-0000-6330		51.58	BOA/Onsites mileage	92.1@.56 Boa/Pc Mileage
01-122-000-0000-6350		10.00	Onsite	FARRINGTON Per Diem
01-122-000-0000-6350		10.00	Onsite	GASSER Per Diem
01-122-000-0000-6350		10.00	Onsite	HAWKS Per Diem
01-122-000-0000-6350		10.00	Onsite	MANTEL Per Diem
01-122-000-0000-6350		10.00	Onsite	WILKINSON Per Diem
10028 Spiel/Edward		151.58		7 Transactions
10017 Tveit/Galen				
01-122-000-0000-6350		50.00	BOA meeting	11/5/14 Per Diem
01-122-038-0000-6330		64.96	BOA/Onsites mileage	116@.56 Boa/Pc Mileage
01-122-000-0000-6350		10.00	Onsite	HAWKS Per Diem
01-122-000-0000-6350		10.00	Onsite	KUCK Per Diem
01-122-000-0000-6350		10.00	Onsite	MANTEL Per Diem
01-122-000-0000-6350		10.00	Onsite	WILKINSON Per Diem
10017 Tveit/Galen		154.96		6 Transactions
6097 Verizon Wireless				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	01-122-000-0000-6250		P&Z Cellular	38069013800001	Telephone
6097	Verizon Wireless				
		37.71			
		37.71			
			1 Transactions		
122	DEPT Total:	15,800.23	Planning & Zoning	11 Vendors	36 Transactions
200	DEPT		Enforcement		
13325	Bruggman/Paul				
	01-200-040-0000-6304		October phone expense		TZD Grant Expenses
	01-200-040-0000-6304	10.00	snacks for meeting	10/8/14	TZD Grant Expenses
	01-200-040-0000-6304	25.00	October 2014 hours worked	40@32.00	TZD Grant Expenses
	01-200-040-0000-6304	1,280.00	October miles	50@.56	TZD Grant Expenses
		28.00			
13325	Bruggman/Paul	1,343.00			
			4 Transactions		
10878	Sew Much & More				
	01-200-000-0000-6205		UPS	803194	Postage
		12.71			
10878	Sew Much & More	12.71			
			1 Transactions		
12214	Shopko Store Operating Co. LLC				
	01-200-000-0000-6405		Battery for trail cam	7796	Office Supplies
		7.99			
12214	Shopko Store Operating Co. LLC	7.99			
			1 Transactions		
4681	Streichers				
	01-200-000-0000-6610		Ballistic vest - Winter	11119782	Equipment & Radios
		830.00			
4681	Streichers	830.00			
			1 Transactions		
86235	The Office Shop Inc				
	01-200-000-0000-6231		Service contract deputy copier	275099-0	Services & Labor (Incl Contracts)
	01-200-000-0000-6405	288.00	Toner	970495-0	Office Supplies
		80.79			
86235	The Office Shop Inc	368.79			
			2 Transactions		
4797	TransUnion Risk and Alternative				
	01-200-000-0000-6231		Reverse phone #222	1371322	Services & Labor (Incl Contracts)
		0.75			
4797	TransUnion Risk and Alternative	0.75			
			1 Transactions		
200	DEPT Total:	2,563.24	Enforcement	6 Vendors	10 Transactions
206	DEPT		Forfeitures		
117	Aitkin County Sheriff				

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
117 Aitkin County Sheriff		title forfeited vehicle	11/4/14	Forfeiture Supplies
		1 Transactions		
206 DEPT Total:		Forfeitures	1 Vendors	1 Transactions
252 DEPT		Corrections		
3483 AAF International		air filters	90825727	Repair & Maintenance Supplies
		air filters	90828130	Repair & Maintenance Supplies
3483 AAF International		2 Transactions		
12106 Antoine Electric		repair main entry light fixtur	13674	Repair & Maintenance Supplies
		replace hallway ballast	13675	Repair & Maintenance Supplies
		fifty 4' florescent lamps	13678	Repair & Maintenance Supplies
		wall pack lamps	13679	Repair & Maintenance Supplies
12106 Antoine Electric		4 Transactions		
163 Charter Communications		cable tv	83523056600060	Prisoner Welfare
163 Charter Communications		1 Transactions		
8694 Department of Transportation		facility user agreem.- Glen	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
		facility user agreem.- Lawler	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
		facility user agreem.- Logan	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
		facility user agreem.- Quadna	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
		facility user agreem.- Sandy Lk	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
		facility user agreem.- White Pn	110146	Services & Labor (Incl Contracts)
		12/01/2014 11/30/2015		
8694 Department of Transportation		6 Transactions		
1754 Garrison Disposal Company, Inc		dispose of TV	262380	Services & Labor (Incl Contracts)

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<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>
1754 Garrison Disposal Company, Inc		25.00	1 Transactions	
2186 Hillyard Inc - Kansas City				
01- 252- 000- 0000- 6422		606.46	janitorial	601363675 Janitorial Supplies
01- 252- 000- 0000- 6405		80.56	gloves	601369756 Office & Computer Supplies
2186 Hillyard Inc - Kansas City		687.02	2 Transactions	
2340 Hyytinen Hardware Hank				
01- 252- 252- 0000- 6405		49.47	TV box shelves	1214806 Prisoner Welfare
01- 252- 252- 0000- 6405		44.45	anchors, bits for TV shelves	1215753 Prisoner Welfare
01- 252- 000- 0000- 6590		23.97	hose adapters for jail sinks	1216240 Repair & Maintenance Supplies
01- 252- 000- 0000- 6590		3.99	T- holder for sprinkler system	1217853 Repair & Maintenance Supplies
01- 252- 252- 0000- 6405		19.99	power supply jail TV system	1220367 Prisoner Welfare
2340 Hyytinen Hardware Hank		141.87	5 Transactions	
10567 Lake Country Auto Center Of Aitkin				
01- 252- 000- 0000- 6302		75.32	oil change- Xport	18739 Car Maintenance
10567 Lake Country Auto Center Of Aitkin		75.32	1 Transactions	
3789 Pan- O- Gold Baking Company				
01- 252- 000- 0000- 6418		137.50	Groceries	010024430314 Groceries
3789 Pan- O- Gold Baking Company		137.50	1 Transactions	
11947 Phoenix Supply				
01- 252- 000- 0000- 6424		46.60	Shave cream	5597 Inmate Supplies
11947 Phoenix Supply		46.60	1 Transactions	
10878 Sew Much & More				
01- 252- 000- 0000- 6205		15.40	UPS	803194 Postage
10878 Sew Much & More		15.40	1 Transactions	
4761 Sysco Minnesota Inc				
01- 252- 000- 0000- 6418		2,660.47	Groceries	410300644 Groceries
4761 Sysco Minnesota Inc		2,660.47	1 Transactions	
86235 The Office Shop Inc				
01- 252- 000- 0000- 6231		152.93	Service contract booking copie	274977- 0 Services & Labor (Incl Contracts)
01- 252- 000- 0000- 6231		464.00	Service contract booking copie	275099- 0 Services & Labor (Incl Contracts)

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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
86235	The Office Shop Inc		616.93	2 Transactions		
11608	Thrifty White Pharmacy- Mcgregor					
	01- 252- 000- 0000- 6262		217.93	October	52914536063080	Medical Expenses & Supplies - Inmates
11608	Thrifty White Pharmacy- Mcgregor		217.93	1 Transactions		
252	DEPT Total:		9,165.05	Corrections	14 Vendors	29 Transactions
253	DEPT			Aitkin Co Community Corrections		
88879	Central Mn Community Corrections- DT					
	01- 253- 000- 0000- 6823		10,724.12	December appropriation		County Allocation
88879	Central Mn Community Corrections- DT		10,724.12	1 Transactions		
12844	Department of Corrections					
	01- 253- 003- 0000- 6241		120.00	STS chainsaw conf.- Oleson	238619	Registration Fee
	01- 253- 003- 0000- 6241		120.00	STS chainsaw conf.- Scollard	238619	Registration Fee
12844	Department of Corrections		240.00	2 Transactions		
5551	Unclaimed Freight North					
	01- 253- 000- 0000- 6405		9.98	PB Penetrating ctaalyst	012435	Operating Supplies
5551	Unclaimed Freight North		9.98	1 Transactions		
253	DEPT Total:		10,974.10	Aitkin Co Community Corrections	3 Vendors	4 Transactions
390	DEPT			Environmental Health (FBL)		
1685	Fisher Scientific					
	01- 390- 000- 0000- 6625		316.61	Nitrate electrodes	967162	Office Equipment & Other Equipment
1685	Fisher Scientific		316.61	1 Transactions		
4641	Holiday Credit Office					
	01- 390- 000- 0000- 6511		88.31	October gas	1400000135321	Gas And Oil
4641	Holiday Credit Office		88.31	1 Transactions		
390	DEPT Total:		404.92	Environmental Health (FBL)	2 Vendors	2 Transactions
391	DEPT			Solid Waste		
1754	Garrison Disposal Company, Inc					
	01- 391- 060- 0000- 6360		1,951.68	October Recycling Contract		Recycling Contract

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
<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>
1754 Garrison Disposal Company, Inc		1,951.68	1 Transactions	
4641 Holiday Credit Office				
01-391-000-0000-6511		20.00	October gas	1400000135321 Gas And Oil
4641 Holiday Credit Office		20.00	1 Transactions	
4010 Rasley Oil Company				
01-391-000-0000-6511		88.14	October fuel	AITCOZOS Gas And Oil
4010 Rasley Oil Company		88.14	1 Transactions	
4370 Science Museum Of Minnesota				
01-391-036-0000-6416		2,200.00	EED programs at LLC	15-0119 EED Expenses/Supplies
4370 Science Museum Of Minnesota		2,200.00	1 Transactions	
6097 Verizon Wireless				
01-391-000-0000-6250		48.42	cell phone charges	286252299 Telephone
6097 Verizon Wireless		48.42	1 Transactions	
391 DEPT Total:		4,308.24	Solid Waste	5 Vendors 5 Transactions
601 DEPT			Extension	
89471 Aitkin Co 4- H Council				
01-601-551-0000-5840		80.00	license center Rcpt 411	4583,4584 4- H Plat Book Sales
01-601-551-0000-5840		400.00	Rec.Office Rcpt 409	4654- 4663 4- H Plat Book Sales
01-601-551-0000-5840		400.00	Rec.Office Rcpt 410	4666- 4675 4- H Plat Book Sales
89471 Aitkin Co 4- H Council		880.00	3 Transactions	
86235 The Office Shop Inc				
01-601-000-0000-6405		12.49	Receipt book	970176-0 Office Supplies
86235 The Office Shop Inc		12.49	1 Transactions	
601 DEPT Total:		892.49	Extension	2 Vendors 4 Transactions
711 DEPT			Economic Development	
5972 Dovetail Partners, Inc				
01-711-000-0000-6241		50.00	bat forestry workshop 10/30-31	AC3865 Registration Fee
5972 Dovetail Partners, Inc		50.00	1 Transactions	

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Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
4641 Holiday Credit Office 01-711-000-0000-6511		46.98	October gas	1400000135895 Gas And Oil
4641 Holiday Credit Office		46.98	1 Transactions	
711 DEPT Total:		96.98	Economic Development	2 Vendors 2 Transactions
1 Fund Total:		70,666.27	General Fund	212 Transactions

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3 Road & Bridge

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
13318	American Peat Technology, LLC				
	03-000-000-0000-5857		DEPOSIT REFUND 110714		Culverts
		500.00			
13318	American Peat Technology, LLC			1 Transactions	
		500.00			
9992	Gansen/Peter				
	03-000-000-0000-5857		DEPOSIT REFUND 110414		Culverts
		500.00			
9992	Gansen/Peter			1 Transactions	
		500.00			
0	DEPT Total:		Undesignated	2 Vendors	2 Transactions
		1,000.00			
301	DEPT		R&B Administration		
10855	Culligan				
	03-301-000-0000-6400		RENTAL AND WATER 101714	359238	Supplies And Materials
	03-301-000-0000-6400		RENTAL AND WATER 103114	NOV	Supplies And Materials
		40.50			
10855	Culligan			2 Transactions	
		10.50			
		51.00			
11406	Innovative Office Solutions				
	03-301-000-0000-6400		OFFICE SUPPLIES 103114	IN0648182	Supplies And Materials
	03-301-000-0000-6400		OFFICE SUPPLIES 110414	IN0650135	Supplies And Materials
		7.01			
		39.76			
11406	Innovative Office Solutions			2 Transactions	
		46.77			
9261	RTVision, Inc.				
	03-301-000-0000-6300		ETIME 110314	11870	Service Contracts
		1,479.00			
9261	RTVision, Inc.			1 Transactions	
		1,479.00			
10431	Verizon Business				
	03-301-000-0000-6250		HWY OFFICE 110114	4227948181410	Telephone
		43.14			
10431	Verizon Business			1 Transactions	
		43.14			
6097	Verizon Wireless				
	03-301-000-0000-6250		DEPT CELL PHONES 110114	9734724293	Telephone
		268.18			
6097	Verizon Wireless			1 Transactions	
		268.18			
301	DEPT Total:		R&B Administration	5 Vendors	7 Transactions
		1,888.09			
303	DEPT		R&B Highway Maintenance		
	170 Aitkin Motor Company				

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3 Road & Bridge

<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>
170 Aitkin Motor Company		REPAIR PARTS 110514	10455	Repair & Maintenance Supplies
	44.36			
	44.36	1 Transactions		
195 Aitkin Tire Shop		REFURBISH WHEELS 102914	53970	Repair & Maintenance Supplies
	224.00			
	529.88	TIRES 102914	53978	Repair & Maintenance Supplies
	70.00	TIRES 102914	53989	Repair & Maintenance Supplies
195 Aitkin Tire Shop				
	823.88	3 Transactions		
10447 American Steel Supply LLC		CLAMP TOGGLES 112114	53106	Misc Bldg & Shop Supplies
	39.00			
10447 American Steel Supply LLC				
	39.00	1 Transactions		
8239 Ameripride Linen & Apparel Services		SHOP LAUNDRY 111114	2200579922	Misc Bldg & Shop Supplies
	94.53			
	48.76	SHOP LAUNDRY 110414	220577269	Misc Bldg & Shop Supplies
8239 Ameripride Linen & Apparel Services				
	143.29	2 Transactions		
86467 Auto Value Aitkin		FILTER 103014	40055627	Repair & Maintenance Supplies
	14.06			
	89.99	PLOW LIGHT KIT 111214	40056299	Repair & Maintenance Supplies
86467 Auto Value Aitkin				
	104.05	2 Transactions		
8674 Boyer Trucks		REPAIR PARTS 102114	150104R	Repair & Maintenance Supplies
	139.66			
	14.57	GASKET 102914	150422R	Repair & Maintenance Supplies
8674 Boyer Trucks				
	154.23	2 Transactions		
8048 Cemstone Products Co		SALT SAND 102614	A6033136	Winter Sand
	2,079.80			
	3,154.27	SALT SAND 102714	A6033211	Winter Sand
	2,782.52	SALT SAND 102814	A6033276	Winter Sand
8048 Cemstone Products Co				
	8,016.59	3 Transactions		
8265 Centurylink		PHONE: HILL CITY 102614		Telephone
	45.40			
8265 Centurylink				
	45.40	1 Transactions		
176 City Of Palisade				

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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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
03- 303- 000- 0000- 6825	3,694.33	2014 MUNICIPAL MAINT 110414		Maintenance Agreements
176 City Of Palisade	3,694.33	1 Transactions		
8618 Compass Minerals America				
03- 303- 000- 0000- 6518	1,703.53	DE- ICING SALT 100914	71231063	De- Icing Salt
03- 303- 000- 0000- 6518	1,710.38	DE- ICING SALT 101014	71231811	De- Icing Salt
03- 303- 000- 0000- 6518	1,732.98	DE- ICING SALT 101314	71232603	De- Icing Salt
03- 303- 000- 0000- 6518	1,473.52	DE- ICING SALT 103014	71242918	De- Icing Salt
03- 303- 000- 0000- 6518	3,239.46	DE- ICING SALT 110514	71246098	De- Icing Salt
8618 Compass Minerals America	9,859.87	5 Transactions		
1115 Contech Engineered Solutions				
03- 303- 000- 0000- 6515	1,246.08	4 24"x22' culverts	140545,135601	Culverts
1115 Contech Engineered Solutions	1,246.08	1 Transactions		
7920 Dixon Mechanical Electric, LLP				
03- 303- 000- 0000- 6590	113.02	REPAIR PARTS 111214	16287	Repair & Maintenance Supplies
03- 303- 000- 0000- 6590	65.00	REBUILD LABOR 111214	16287	Repair & Maintenance Supplies
7920 Dixon Mechanical Electric, LLP	178.02	2 Transactions		
1570 Freedom Valu Centers, Inc				
03- 303- 000- 0000- 6513	13.36	DISCOUNT 103114		Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	74.73	GASOLINE 102114	23689	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	49.21	GASOLINE 100614	27409	Motor Fuel & Lubricants
03- 303- 000- 0000- 6513	40.31	GASOLINE 101714	36842	Motor Fuel & Lubricants
1570 Freedom Valu Centers, Inc	150.89	4 Transactions		
1754 Garrison Disposal Company, Inc				
03- 303- 000- 0000- 6254	42.00	ROAD CLEANUP 102214	262354	Utilities
03- 303- 000- 0000- 6254	24.00	ROAD CLEANUP 100714	262406	Utilities
03- 303- 000- 0000- 6254	78.22	MCGREGOR SHOP 103114	8190531	Utilities
1754 Garrison Disposal Company, Inc	144.22	3 Transactions		
13228 Hardrives, Inc.				
03- 303- 000- 0000- 6517	2,850.95	COLD MIX- ISLE 102414	9995	Asphalt,Crackfiller,Tack Oil,Etc
13228 Hardrives, Inc.	2,850.95	1 Transactions		
4641 Holiday Credit Office				
03- 303- 000- 0000- 6513	23.86	FEDERAL TAX ADJUSTMENT 110114		Motor Fuel & Lubricants

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<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>
03-303-000-0000-6513		3.91-	REBATE 110114		Motor Fuel & Lubricants
03-303-000-0000-6513		80.45	GASOLINE 100614	0-83520010	Motor Fuel & Lubricants
03-303-000-0000-6513		93.01	GASOLINE 101514	0-85835046	Motor Fuel & Lubricants
03-303-000-0000-6513		90.00	GASOLINE 102314	0-90717056	Motor Fuel & Lubricants
03-303-000-0000-6513		75.00	GASOLINE 102314	0-93001020	Motor Fuel & Lubricants
03-303-000-0000-6513		60.50	GASOLINE 101314	104724028	Motor Fuel & Lubricants
4641 Holiday Credit Office		371.19			7 Transactions
2340 Hyytinen Hardware Hank					
03-303-000-0000-6523		1.98	KEY 101014	1216669	Misc Bldg & Shop Supplies
03-303-000-0000-6590		7.90	CABLE CLAMPS 101314	1217379	Repair & Maintenance Supplies
03-303-000-0000-6523		31.73	SHOP SUPPLIES 101714	1218373	Misc Bldg & Shop Supplies
03-303-000-0000-6523		2.40	HARDWARE 102014	1219048	Misc Bldg & Shop Supplies
03-303-000-0000-6523		6.98	SHOP SUPPLIES 102214	1219367	Misc Bldg & Shop Supplies
03-303-000-0000-6523		20.76	SHOP SUPPLIES 102714	1220454	Misc Bldg & Shop Supplies
2340 Hyytinen Hardware Hank		71.75			6 Transactions
2763 J & H Transfer Station-Lakes Sanitary					
03-303-000-0000-6254		93.89	AITKIN 110114	84469	Utilities
03-303-000-0000-6254		57.65	PALISADE 110114	84470	Utilities
2763 J & H Transfer Station-Lakes Sanitary		151.54			2 Transactions
91187 Lake Country Power					
03-303-000-0000-6254		55.07	JACOBSON 110414	1400073000	Utilities
03-303-000-0000-6254		303.01	SWATARA 110714	140946401	Utilities
91187 Lake Country Power		358.08			2 Transactions
2991 Malmo Market					
03-303-000-0000-6513		74.55	GASOLINE 100214	31311	Motor Fuel & Lubricants
03-303-000-0000-6513		13.60	GASOLINE 101314	33615	Motor Fuel & Lubricants
03-303-000-0000-6513		53.54	GASOLINE 101314	33656	Motor Fuel & Lubricants
03-303-000-0000-6513		72.66	GASOLINE 102814	36305	Motor Fuel & Lubricants
2991 Malmo Market		214.35			4 Transactions
10824 Maney International Inc					
03-303-000-0000-6590		430.04	FILTERS 110514	680866	Repair & Maintenance Supplies
03-303-000-0000-6590		42.64	BLADES 110514	680979	Repair & Maintenance Supplies
10824 Maney International Inc		472.68			2 Transactions

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
3100	McGregor Oil				
	03-303-000-0000-6513	2,038.50	DIESEL-PALISADE 100214	51651	Motor Fuel & Lubricants
	03-303-000-0000-6513	954.00	BLEND-JACOBSON 101714	51713	Motor Fuel & Lubricants
	03-303-000-0000-6513	1,908.00	BLEND-SWATARA 101714	51714	Motor Fuel & Lubricants
	03-303-000-0000-6513	2,078.30	DIESEL-PALISADE 101714	51715	Motor Fuel & Lubricants
3100	McGregor Oil	6,978.80	4 Transactions		
9692	Minnesota Energy Resources Corporation				
	03-303-000-0000-6297	217.70	NAT GAS: AITKIN SHOP 110614	4255217-4	Shop Fuel
9692	Minnesota Energy Resources Corporation	217.70	1 Transactions		
8436	Northland Parts				
	03-303-000-0000-6590	45.93	HOSE/HOSE END 102114	290223	Repair & Maintenance Supplies
	03-303-000-0000-6523	15.98	20LB OIL DRY 102114	290224	Misc Bldg & Shop Supplies
8436	Northland Parts	61.91	2 Transactions		
8583	Olsen Companies				
	03-303-000-0000-6523	418.44	CROSS HOOK 110414	530264	Misc Bldg & Shop Supplies
8583	Olsen Companies	418.44	1 Transactions		
3760	Palisade Cooperative Oil Assoc				
	03-303-000-0000-6513	59.06	GASOLINE 103014	297817	Motor Fuel & Lubricants
	03-303-000-0000-6513	44.27	GASOLINE 103114	297865	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc	103.33	2 Transactions		
8537	Powerplan OIB				
	03-303-000-0000-6590	48.83	RELAY 082414	1097859	Repair & Maintenance Supplies
	03-303-000-0000-6590	1,006.05	ALTERNATOR/LAMP/BELT 110414	1148034	Repair & Maintenance Supplies
	03-303-000-0000-6590	576.72	ALTERNATOR 110514	1148867	Repair & Maintenance Supplies
	03-303-000-0000-6590	798.48	VBELT/ALTERNATOR 110514	1148873	Repair & Maintenance Supplies
8537	Powerplan OIB	833.12	4 Transactions		
4010	Rasley Oil Company				
	03-303-000-0000-6513	86.37	GASOLINE 100914	30814	Motor Fuel & Lubricants
	03-303-000-0000-6513	68.02	GASOLINE 100914	30831	Motor Fuel & Lubricants
	03-303-000-0000-6513	51.85	GASOLINE 100114	30942	Motor Fuel & Lubricants
	03-303-000-0000-6513	57.50	GASOLINE 100214	31569	Motor Fuel & Lubricants
	03-303-000-0000-6513	36.56	GASOLINE 100614	31606	Motor Fuel & Lubricants
	03-303-000-0000-6513	36.27	GASOLINE 100714	31656	Motor Fuel & Lubricants

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<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>
03-303-000-0000-6513		96.01	GASOLINE 100714	31681	Motor Fuel & Lubricants
03-303-000-0000-6513		21.63	GASOLINE 101314	31728	Motor Fuel & Lubricants
03-303-000-0000-6513		76.30	GASOLINE 101314	31746	Motor Fuel & Lubricants
03-303-000-0000-6513		39.53	GASOLINE 102414	31766	Motor Fuel & Lubricants
03-303-000-0000-6513		59.01	GASOLINE 101814	31855	Motor Fuel & Lubricants
03-303-000-0000-6513		51.70	GASOLINE 102014	31903	Motor Fuel & Lubricants
03-303-000-0000-6513		68.84	GASOLINE 102014	31924	Motor Fuel & Lubricants
03-303-000-0000-6513		57.98	GASOLINE 102014	31935	Motor Fuel & Lubricants
03-303-000-0000-6513		11.49	GASOLINE 100814	33216	Motor Fuel & Lubricants
03-303-000-0000-6513		68.23	GASOLINE 100814	33217	Motor Fuel & Lubricants
03-303-000-0000-6513		58.11	GASOLINE 101514	33320	Motor Fuel & Lubricants
03-303-000-0000-6513		46.51	GASOLINE 101514	33327	Motor Fuel & Lubricants
03-303-000-0000-6513		69.48	GASOLINE 101514	33350	Motor Fuel & Lubricants
03-303-000-0000-6513		24.60	GASOLINE 101614	33372	Motor Fuel & Lubricants
03-303-000-0000-6513		20.25	GASOLINE 103114	33907	Motor Fuel & Lubricants
03-303-000-0000-6513		83.77	GASOLINE 103114	33908	Motor Fuel & Lubricants
03-303-000-0000-6513		60.71	GASOLINE 103014	34154	Motor Fuel & Lubricants
03-303-000-0000-6521		61.98	PROPANE TANK 103014	34160	Maintenance Supplies
03-303-000-0000-6513		76.75	GASOLINE 103014	34164	Motor Fuel & Lubricants
03-303-000-0000-6513		51.78	GASOLINE 102314	34355	Motor Fuel & Lubricants
03-303-000-0000-6513		61.82	GASOLINE 102214	34716	Motor Fuel & Lubricants
03-303-000-0000-6513		40.87	GASOLINE 102214	34722	Motor Fuel & Lubricants
03-303-000-0000-6513		84.21	GASOLINE 102714	34782	Motor Fuel & Lubricants
03-303-000-0000-6513		76.20	GASOLINE 102814	34814	Motor Fuel & Lubricants
03-303-000-0000-6513		39.28	GASOLINE 102814	34819	Motor Fuel & Lubricants
03-303-000-0000-6513		34.65	GASOLINE 102914	34876	Motor Fuel & Lubricants
03-303-000-0000-6513		65.82	GASOLINE 101014	38810	Motor Fuel & Lubricants
03-303-000-0000-6513		80.30	GASOLINE 101014	38822	Motor Fuel & Lubricants
03-303-000-0000-6513		59.25	GASOLINE 101014	38825	Motor Fuel & Lubricants
4010 Rasley Oil Company		1,983.63		35 Transactions	
4031 Reedsburg Hardware Company					
03-303-000-0000-6600		1,145.23	SHOP SUPPLIES 102714	6106	Capital Outlay
4031 Reedsburg Hardware Company		1,145.23		1 Transactions	
4070 Riley Auto Supply					
03-303-000-0000-6523		31.07	AITKIN SHOP SUPPLIES 100714	554230	Misc Bldg & Shop Supplies
03-303-000-0000-6590		35.98	REPAIR PARTS 101314	554472	Repair & Maintenance Supplies
03-303-000-0000-6590		41.00	REPAIR PARTS 101614	554629	Repair & Maintenance Supplies

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590		REPAIR PARTS 101714	554646	Repair & Maintenance Supplies
	03-303-000-0000-6523		AITKIN SHOP SUPPLIES 102014	554756	Misc Bldg & Shop Supplies
	03-303-000-0000-6590		REPAIR PARTS 102114	554785	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102114	554798	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102314	554865	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102314	554878	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102314	554888	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102314	554889	Repair & Maintenance Supplies
	03-303-000-0000-6590		REPAIR PARTS 102414	554897	Repair & Maintenance Supplies
	03-303-000-0000-6523		AITKIN SHOP SUPPLIES 102914	555081	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		AITKIN SHOP SUPPLIES 102914	555093	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		AITKIN SHOP SUPPLIES 102914	555096	Misc Bldg & Shop Supplies
4070	Riley Auto Supply		766.41	15 Transactions	
8208	Royal Tire, Inc				
	03-303-000-0000-6590		1,205.46	TIRES 111214	317-15700
8208	Royal Tire, Inc		1,205.46	1 Transactions	Repair & Maintenance Supplies
4711	Sunnys Citgo				
	03-303-000-0000-6513		80.77	GASOLINE 103014	30663
4711	Sunnys Citgo		80.77	1 Transactions	Motor Fuel & Lubricants
86235	The Office Shop Inc				
	03-303-000-0000-6523		9.99	SDHC CARD 102314	274860-0
	03-303-000-0000-6523		28.19	PRINTER INK 110714	275217-0
86235	The Office Shop Inc		38.18	2 Transactions	Misc Bldg & Shop Supplies
8364	Towmaster, Inc				
	03-303-000-0000-6590		205.74	REPAIR PARTS 110414	363685
8364	Towmaster, Inc		205.74	1 Transactions	Repair & Maintenance Supplies
8671	Village Laundromat & Car Wash, Inc				
	03-303-000-0000-6523		16.00	RAGS 101114	841474
8671	Village Laundromat & Car Wash, Inc		16.00	1 Transactions	Misc Bldg & Shop Supplies
303	DEPT Total:		43,189.47	R&B Highway Maintenance	35 Vendors
					126 Transactions
307	DEPT			R&B Capital Infrastructure	
13317	Amundson/Marvin				

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
13317 Amundson/Marvin		1,500.00	DAMAGES R- W 110514 LAND R- W 110514	PARCEL NO 54 PARCEL NO 54 Right Of Way Right Of Way
			2 Transactions	
12341 Apfelbacher/Scott		250.00	APPRAISAL REIMBURSEMENT 111214	0- 0003979 Professional Services
12341 Apfelbacher/Scott		250.00		1 Transactions
13316 Carlson/Duane S.		1,850.00	LAND R- W 110514	PARCEL NO 34 Right Of Way
13316 Carlson/Duane S.		1,850.00		1 Transactions
13319 Dahlquist/Eugene W.		1,400.00	LAND R- W 110314	PARCEL NO 31 Right Of Way
13319 Dahlquist/Eugene W.		1,400.00		1 Transactions
13332 Kraemer/Michael & Linda		125.00	LAND R- W 111314	PARCEL NO 55 Right Of Way
13332 Kraemer/Michael & Linda		125.00		1 Transactions
13321 Ladd/Terry L.		6,882.36	LAND R- W 110314	PARCEL NO 7,8 Right Of Way
		17.64	DAMAGES R- W 110314	PARCEL NO 7,8 Right Of Way
13321 Ladd/Terry L.		6,900.00		2 Transactions
13311 Lemons/James & Kimberly		900.00	LAND R- W 110714	PARCEL NO 58 Right Of Way
13311 Lemons/James & Kimberly		900.00		1 Transactions
13324 Miller/Charlotte		500.00	LAND R- W 110714	PARCEL NO 47 Right Of Way
13324 Miller/Charlotte		500.00		1 Transactions
13323 Miller/Lois E.		500.00	LAND R- W 110714	PARCEL NO 47 Right Of Way
13323 Miller/Lois E.		500.00		1 Transactions
971 MN Dept of Transportation		298.02	JOB COST TRANSFERS 102714	PO0003803 Professional Services

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No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
		Amount			
971	MN Dept of Transportation	298.02		1 Transactions	
13333	Schwieters/Mark & Karla 03-307-000-0000-6362	125.00	LAND R- W 111314	PARCEL NO 55	Right Of Way
13333	Schwieters/Mark & Karla	125.00		1 Transactions	
13322	Woodward/Gary R. 03-307-000-0000-6362	500.00	LAND R- W 110714	PARCEL NO 47	Right Of Way
13322	Woodward/Gary R.	500.00		1 Transactions	
307	DEPT Total:	14,848.02	R&B Capital Infrastructure	12 Vendors	14 Transactions
308	DEPT		R&B Equipment & Facilities		
5128	Widseth Smith & Nolting Inc 03-308-000-0000-6600	8,300.00	JACOBSON ADDITION 110414	99940	Capital Outlay- Facilities
5128	Widseth Smith & Nolting Inc	8,300.00		1 Transactions	
308	DEPT Total:	8,300.00	R&B Equipment & Facilities	1 Vendors	1 Transactions
3	Fund Total:	69,225.58	Road & Bridge		150 Transactions

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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>
0	DEPT		Undesignated		
4580	Mn Dept Of Finance				
	09- 000- 000- 0000- 2030		150.00	October 2014 marriage lic fees	State Fees, Assessments & Surcharges
4580	Mn Dept Of Finance		150.00	1 Transactions	
0	DEPT Total:		150.00	Undesignated	1 Vendors 1 Transactions
9	Fund Total:		150.00	State	1 Transactions

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Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
900	DEPT			Timber Permit Bonds		
1211	Croatt Enterprises Inc 10-900-000-0000-2300		1,852.00	timber permit bond refundR1454	13101	Timber Permit Bonds
1211	Croatt Enterprises Inc		1,852.00	1 Transactions		
1735	Gelhar/Paul 10-900-000-0000-2300		499.00	Bond refund rec 1691	13060	Timber Permit Bonds
1735	Gelhar/Paul		499.00	1 Transactions		
5791	Sappi 10-900-000-0000-2300		2,403.90	Bond refund Rec 1953	13544	Timber Permit Bonds
5791	Sappi		2,403.90	1 Transactions		
4427	Simcoe/Ralph 10-900-000-0000-2300		1,200.00	Bond refund Rec 1906	13545	Timber Permit Bonds
4427	Simcoe/Ralph		1,200.00	1 Transactions		
900	DEPT Total:		5,954.90	Timber Permit Bonds	4 Vendors	4 Transactions
921	DEPT			Co. Development		
1115	Contech Engineered Solutions 10-921-000-0000-6515		2,102.40	12 12"x24' culverts	140545,135601	Culverts
	10-921-000-0000-6515		2,583.36	12 15"x24' culverts	140545,135601	Culverts
	10-921-000-0000-6515		1,019.52	6 24"x24' culverts	140545,135601	Culverts
1115	Contech Engineered Solutions		5,705.28	3 Transactions		
921	DEPT Total:		5,705.28	Co. Development	1 Vendors	3 Transactions
923	DEPT			Forfeited Tax Sales		
170	Aitkin Motor Company 10-923-000-0000-6590		197.19	LOF, drive belt #394	2735	Repair & Maintenance Supplies
170	Aitkin Motor Company		197.19	1 Transactions		
86467	Auto Value Aitkin 10-923-000-0000-6590		8.49	Car wash concentrate	40054523	Repair & Maintenance Supplies
86467	Auto Value Aitkin		8.49	1 Transactions		
783	Canon Financial Services, Inc					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
10 Trust

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
	10- 923- 000- 0000- 6231		390.94	Copier contract 022	14312338	Services, Labor, Contracts
783	Canon Financial Services, Inc		390.94	1 Transactions		
1754	Garrison Disposal Company, Inc					
	10- 923- 000- 0000- 6254		228.15	Rhodes property garbage	228.15	Utilities
1754	Garrison Disposal Company, Inc		228.15	1 Transactions		
1044	Minnesota Forest Resources Partnership					
	10- 923- 000- 0000- 6240		920.35	2015 MN Forest Res. Assessment		Dues
1044	Minnesota Forest Resources Partnership		920.35	1 Transactions		
3810	Paulbeck's County Market					
	10- 923- 000- 0000- 6590		16.00	Car washes	9277364	Repair & Maintenance Supplies
3810	Paulbeck's County Market		16.00	1 Transactions		
4233	S & T Office Products Inc					
	10- 923- 000- 0000- 6405		52.05	11 x 17 Paper	01QQ3871	Office Supplies
4233	S & T Office Products Inc		52.05	1 Transactions		
5791	Sappi					
	10- 923- 000- 0000- 6820		4,731.66	Overappraised refund	13544	Refunds & Reimbursements
5791	Sappi		4,731.66	1 Transactions		
86235	The Office Shop Inc					
	10- 923- 000- 0000- 6405		769.36	Copies	274976- 0	Office Supplies
86235	The Office Shop Inc		769.36	1 Transactions		
6128	Tire Barn					
	10- 923- 000- 0000- 6590		41.32	LOF - 395	29460	Repair & Maintenance Supplies
6128	Tire Barn		41.32	1 Transactions		
923	DEPT Total:		7,355.51	Forfeited Tax Sales	10 Vendors	10 Transactions
926	DEPT			Law Library		
	5173 West Payment Center					
	10- 926- 000- 0000- 6408		1,108.72	October Information charges	830617778	Law Books
5173	West Payment Center		1,108.72	1 Transactions		

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
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>
926 DEPT Total:		1,108.72 Law Library	1 Vendors	1 Transactions
10 Fund Total:		20,124.41 Trust		18 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
11 Forest Development

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
			Amount		
924	DEPT				Forest Resource
13208	Dale Aho Dozing and Excavating				
	11-924-000-0000-6820		250.00	1982	Refunds & Reimbursements
13208	Dale Aho Dozing and Excavating		250.00	1 Transactions	
1570	Freedom Valu Centers, Inc				
	11-924-000-0000-6511		963.26	9423	Gas And Oil
1570	Freedom Valu Centers, Inc		963.26	1 Transactions	
4641	Holiday Credit Office				
	11-924-000-0000-6511		86.18	1400000134961	Gas And Oil
4641	Holiday Credit Office		86.18	1 Transactions	
3100	McGregor Oil				
	11-924-000-0000-6511		66.43	AITKINLA	Gas And Oil
3100	McGregor Oil		66.43	1 Transactions	
3760	Palisade Cooperative Oil Assoc				
	11-924-000-0000-6511		55.32	ACPARKS	Gas And Oil
3760	Palisade Cooperative Oil Assoc		55.32	1 Transactions	
4010	Rasley Oil Company				
	11-924-000-0000-6511		1,265.54	AITCOL&PS	Gas And Oil
4010	Rasley Oil Company		1,265.54	1 Transactions	
6097	Verizon Wireless				
	11-924-000-0000-6250		64.50	580683827	Telephone
6097	Verizon Wireless		64.50	1 Transactions	
4654	Westerlund Cenex				
	11-924-000-0000-6511		117.02	7364	Gas And Oil
	11-924-000-0000-6511		46.07	7364	Gas And Oil
4654	Westerlund Cenex		163.09	2 Transactions	
13234	Western EcoSystems Technology, Inc.				
	11-924-000-0000-6231		347.50	43366	Services, Labor, Contracts
	11-924-000-0000-6231		930.00	43367	Services, Labor, Contracts
13234	Western EcoSystems Technology, Inc.		1,277.50	2 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
11 Forest Development

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
924 DEPT Total:		4,191.82	Forest Resource	9 Vendors 11 Transactions
925 DEPT			Reforestation	
1115 Contech Engineered Solutions				
11- 925- 000- 0000- 6515		2,102.40	12 12"x24' culverts	140545,135601 Culverts
11- 925- 000- 0000- 6515		2,583.36	12 15"x24' culverts	140545,135601 Culverts
11- 925- 000- 0000- 6515		1,019.52	6 24"x24' culverts	140545,135601 Culverts
1115 Contech Engineered Solutions		5,705.28		3 Transactions
91022 Courtemanche/Richard				
11- 925- 000- 0000- 6405		163.92	Tree Supplies	Office Supplies
91022 Courtemanche/Richard		163.92		1 Transactions
7525 Hometown Bldg Supply				
11- 925- 000- 0000- 6590		43.48	Road sign materials	58736 Repair & Maintenance Supplies
7525 Hometown Bldg Supply		43.48		1 Transactions
3390 Minnesota Uc Fund				
11- 925- 000- 0000- 6267		9.85	3rd Qtr unemployment	O'Brien Unemployment Compensation
3390 Minnesota Uc Fund		9.85		1 Transactions
3555 Newman Signs				
11- 925- 000- 0000- 6406		1,796.34	Green U posts, ATV signs	TI- 0279930 Field Supplies
3555 Newman Signs		1,796.34		1 Transactions
4070 Riley Auto Supply				
11- 925- 000- 0000- 6590		86.93	antifreeze & tester	555195 Repair & Maintenance Supplies
4070 Riley Auto Supply		86.93		1 Transactions
925 DEPT Total:		7,805.80	Reforestation	6 Vendors 8 Transactions
935 DEPT			Forest Road	
3100 McGregor Oil				
11- 935- 000- 0000- 6511		450.40	October fuel - grader	AITKINLA Gas And Oil
3100 McGregor Oil		450.40		1 Transactions
4010 Rasley Oil Company				
11- 935- 000- 0000- 6511		240.64	October gas - graders	AITCOL&PS Gas And Oil

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
11 Forest Development

<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>
4010	Rasley Oil Company		240.64	1 Transactions	
935	DEPT Total:		691.04	Forest Road	2 Vendors 2 Transactions
11	Fund Total:		12,688.66	Forest Development	21 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
13 Taxes & Penalties

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
943	DEPT		Taxes And Penalties		
	4258 St Louis County Auditor				
	13-943-000-0000-2068	110,822.91	2nd half 2014 fiscal disparity		Cur - State Aids
	4258 St Louis County Auditor	110,822.91	1 Transactions		
943	DEPT Total:	110,822.91	Taxes And Penalties	1 Vendors	1 Transactions
13	Fund Total:	110,822.91	Taxes & Penalties		1 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description	
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name	
			Amount			
521	DEPT		LLCC Administration			
12710	Adventure Publications					
	19- 521- 000- 0000- 6400		227.48	journals for commissary	390990	Commissary Items
12710	Adventure Publications		227.48	1 Transactions		
13320	Amer Sports Winter and Outdoor					
	19- 521- 000- 0000- 6400		279.31	compasses for commissary	4516679531	Commissary Items
13320	Amer Sports Winter and Outdoor		279.31	1 Transactions		
5998	Appert's Foodservice					
	19- 521- 000- 0000- 6400		77.35	Groceries	410300459	Commissary Items
5998	Appert's Foodservice		77.35	1 Transactions		
11419	Beaudry Propane					
	19- 521- 000- 0000- 6254		366.78	Propane- Director residence	665916	Utilities
	19- 521- 000- 0000- 6254		618.38	propane dining hall	665917	Utilities
11419	Beaudry Propane		985.16	2 Transactions		
783	Canon Financial Services, Inc					
	19- 521- 000- 0000- 6231		126.47	CONTRACT CHARGES 020	14312340	Services, Labor, Contracts
783	Canon Financial Services, Inc		126.47	1 Transactions		
8622	Frontier					
	19- 521- 000- 0000- 6250		427.69	Service & Long distance	2187684653	Telephone
8622	Frontier		427.69	1 Transactions		
1829	Goble's Sewer Service Inc.					
	19- 521- 000- 0000- 6231		760.00	Tank pumping	1220823	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.		760.00	1 Transactions		
3160	Mille Lacs Energy Coop- Albert Lea					
	19- 521- 000- 0000- 6254		570.86	electricity for dining hall	271300601	Utilities
3160	Mille Lacs Energy Coop- Albert Lea		570.86	1 Transactions		
3358	Minnesota State Auditor					
	19- 521- 000- 0000- 6231		940.50	Audit 2013 billing	65126	Services, Labor, Contracts
3358	Minnesota State Auditor		940.50	1 Transactions		
4425	Shirts Plus					

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKBI
11/17/14 9:01AM
19 Long Lake Conservation C

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	19- 521- 000- 0000- 6400			240.00	120 bandannas	61264	Commissary Items
	19- 521- 000- 0000- 6400			155.40	12 beanies	61268	Commissary Items
4425	Shirts Plus			395.40			
					2 Transactions		
521	DEPT Total:			4,790.22	LLCC Administration	10 Vendors	12 Transactions
522	DEPT				LLCC Education		
12560	Rian/Scott						
	19- 522- 000- 0000- 6416			32.97	Easton Scout Target Points	131290652988	Education Supplies
12560	Rian/Scott			32.97		1 Transactions	
11136	St.Michael- Albertville M.S.- West						
	19- 522- 000- 0000- 6820			1,363.77	REFUND OVERPAYMENT	5294	Refunds & Reimbursements
11136	St.Michael- Albertville M.S.- West			1,363.77		1 Transactions	
86235	The Office Shop Inc						
	19- 522- 000- 0000- 6416			14.00	Owl Ed supplies	274952- 0	Education Supplies
86235	The Office Shop Inc			14.00		1 Transactions	
3518	Voyageur Press Of Mcgregor/The						
	19- 522- 000- 0000- 6230			49.50	LLCC PT/Seasonal	30038	Printing, Publ & Adv Promotion
3518	Voyageur Press Of Mcgregor/The			49.50		1 Transactions	
522	DEPT Total:			1,460.24	LLCC Education	4 Vendors	4 Transactions
523	DEPT				LLCC Food		
5998	Appert's Foodservice						
	19- 523- 000- 0000- 6418			883.32	Groceries	410300459	Groceries- Students
	19- 523- 000- 0000- 6420			30.00	Groceries	410300459	Food Service Supplies
5998	Appert's Foodservice			913.32		2 Transactions	
3390	Minnesota Uc Fund						
	19- 523- 000- 0000- 6267			280.00	3rd Qtr unemployment	Essen	Unemployment Compensation
3390	Minnesota Uc Fund			280.00		1 Transactions	
2190	Northern Star Food Equipment						
	19- 523- 000- 0000- 6590			101.73	dishwasher parts	DC764516	Repair & Maintenance Supplies

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
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19 Long Lake Conservation C

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
2190	Northern Star Food Equipment				
		101.73		1 Transactions	
3810	Paulbeck's County Market				
	19- 523- 000- 0000- 6418	37.35	groceries	7684653	Groceries- Students
3810	Paulbeck's County Market				
		37.35		1 Transactions	
4968	Upper Lakes Foods, Inc				
	19- 523- 000- 0000- 6418	92.60	GROCERIES	398505- 00	Groceries- Students
	19- 523- 000- 0000- 6418	1,092.95	GROCERIES	411167- 00	Groceries- Students
4968	Upper Lakes Foods, Inc				
		1,185.55		2 Transactions	
523	DEPT Total:	2,517.95	LLCC Food	5 Vendors	7 Transactions
524	DEPT		LLCC Maintenance		
2186	Hillyard Inc - Kansas City				
	19- 524- 000- 0000- 6422	58.90	sprayers, vaccuum bags	601363619	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	427.81	towels, soap	601370900	Janitorial Services/Supplies
	19- 524- 000- 0000- 6590	9.71	wheels for scrubber	700157277	Repair & Maintenance Supplies
	19- 524- 000- 0000- 6590	94.33	wheels for scrubber	700158128	Repair & Maintenance Supplies
2186	Hillyard Inc - Kansas City				
		590.75		4 Transactions	
7525	Hometown Bldg Supply				
	19- 524- 000- 0000- 6422	32.53	return bench screws	3541C	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	29.94	naturalists window materials	59361	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	36.16	naturalists window materials	59393	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	303.18	materials for sign	59506	Janitorial Services/Supplies
7525	Hometown Bldg Supply				
		336.75		4 Transactions	
2340	Hyytinen Hardware Hank				
	19- 524- 000- 0000- 6422	48.98	cleaner/rug doctor rental	1219135	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	4.99	spray paint for sign	1219790	Janitorial Services/Supplies
	19- 524- 000- 0000- 6422	10.97	faucet repair supplies	1221428	Janitorial Services/Supplies
2340	Hyytinen Hardware Hank				
		64.94		3 Transactions	
524	DEPT Total:	992.44	LLCC Maintenance	3 Vendors	11 Transactions
19	Fund Total:	9,760.85	Long Lake Conservation Center		34 Transactions

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
10083	Cedarbrook Lumber Comp				
	21- 520- 000- 0000- 6590		Lumber LLCC	65489	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	19.86	Lumber LLCC	65497	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	12.70	Drive, fastener, adhesive shop	66111	Repair & Maintenance Supplies
		36.46			
10083	Cedarbrook Lumber Comp	69.02			3 Transactions
1754	Garrison Disposal Company, Inc				
	21- 520- 000- 0000- 6254	46.61	Waste removal services	8190213	Utilities
1754	Garrison Disposal Company, Inc	46.61			1 Transactions
1829	Goble's Sewer Service Inc.				
	21- 520- 000- 0000- 6231	130.00	Aitkin RV dump station	1220513	Services, Labor, Contracts
	21- 520- 000- 0000- 6231	130.00	Aitkin RV dump station	1220633	Services, Labor, Contracts
1829	Goble's Sewer Service Inc.	260.00			2 Transactions
2340	Hyytinen Hardware Hank				
	21- 520- 000- 0000- 6590	26.81	Rivet, nozzle, drain, cleaner	1214880	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	23.70	Hardware - Berglund	1214953	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	14.99	Safety goggles - shop	1215031	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	2.35	Chisel - shop	1215107	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	9.36	Nail set - shop	1216217	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	19.98	Paint thinner for shop	1216821	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	9.47	Bolts, center punch - Berglund	1219219	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	29.88	Nuts, bolts - signs	1219422	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	2.55	Spring - 445	1220689	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	1.53	Spring - 445	1220694	Repair & Maintenance Supplies
	21- 520- 000- 0000- 6590	15.00	Antifreeze- RV / marine	1220747	Repair & Maintenance Supplies
2340	Hyytinen Hardware Hank	155.62			11 Transactions
9354	Kangas Enterprises, Inc				
	21- 520- 000- 0000- 6231	120.00	Pump Jacobson rest area 9/12	10393	Services, Labor, Contracts
	21- 520- 000- 0000- 6231	120.00	Pump Jacobson rest area 10/15	10393	Services, Labor, Contracts
9354	Kangas Enterprises, Inc	240.00			2 Transactions
11008	Lake States Lumber, Inc.				
	21- 520- 000- 0000- 6590	59.67	McGrath bridge boards	AKM- 451782	Repair & Maintenance Supplies
11008	Lake States Lumber, Inc.	59.67			1 Transactions

Aitkin County

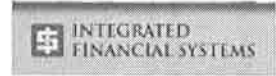


Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

DKB1
11/17/14 9:01AM
21 Parks

Vendor	Name	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr		Service Dates	Paid On Bhf #	On Behalf of Name
9692	Minnesota Energy Resources Corporation 21- 520- 000- 0000- 6254		206.83	Heating gas for shop	4162495- 8	Utilities
9692	Minnesota Energy Resources Corporation		206.83	1 Transactions		
13334	Minnesota Logger Education Program 21- 520- 000- 0000- 6208		75.00	Erosion control workshop	798	Training/Education
13334	Minnesota Logger Education Program		75.00	1 Transactions		
520	DEPT Total:		1,112.75	Parks	8 Vendors	22 Transactions
21	Fund Total:		1,112.75	Parks		22 Transactions
	Final Total:		294,551.43	239 Vendors	459 Transactions	

Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	70,666.27	General Fund
	3	69,225.58	Road & Bridge
	9	150.00	State
	10	20,124.41	Trust
	11	12,688.66	Forest Development
	13	110,822.91	Taxes & Penalties
	19	9,760.85	Long Lake Conservation Center
	21	1,112.75	Parks
All Funds		294,551.43	Total

Approved by,

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Aitkin County

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Page 1

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

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

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

October Sales + Use Tax

DKB1
 11/17/14 8:34AM
 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
40	DEPT			Auditor		
	89991 Bremer Bank					
1	01-040-000-0000-5517		0.19	Receipt Nbr 1120 10/10/2014		Fees For Services
2	01-040-000-0000-5517		0.19	Receipt Nbr 1122 10/14/2014		Fees For Services
3	01-040-000-0000-5517		0.19	Receipt Nbr 1124 10/14/2014		Fees For Services
4	01-040-000-0000-5517		0.19	Receipt Nbr 1129 10/16/2014		Fees For Services
5	01-040-000-0000-5517		0.26	Receipt Nbr 1131 10/24/2014		Fees For Services
6	01-040-000-0000-5840		1.29	Receipt Nbr 1118 10/02/2014		Misc Receipts
7	01-040-000-0000-5840		0.02	Receipt Nbr 33572 10/28/2014		Misc Receipts
8	01-040-021-0000-5840		1.58	Receipt Nbr 971 10/13/2014		Misc Receipts
111	01-040-000-0000-6405		1.00	October sales tax adjustment		Office & Computer Supplies
	89991 Bremer Bank		4.91	9 Transactions		
40	DEPT Total:		4.91	Auditor	1 Vendors	9 Transactions
42	DEPT			Treasurer		
	89991 Bremer Bank					
9	01-042-000-0000-5840		0.06	Receipt Nbr 3491 10/01/2014		Misc Receipts
10	01-042-000-0000-5840		0.26	Receipt Nbr 3491 10/01/2014		Misc Receipts
11	01-042-000-0000-5840		0.06	Receipt Nbr 3492 10/01/2014		Misc Receipts
12	01-042-000-0000-5840		0.06	Receipt Nbr 3493 10/02/2014		Misc Receipts
13	01-042-000-0000-5840		0.06	Receipt Nbr 3493 10/02/2014		Misc Receipts
14	01-042-000-0000-5840		0.06	Receipt Nbr 3495 10/02/2014		Misc Receipts
15	01-042-000-0000-5840		0.13	Receipt Nbr 3495 10/02/2014		Misc Receipts
16	01-042-000-0000-5840		0.13	Receipt Nbr 3495 10/02/2014		Misc Receipts
17	01-042-000-0000-5840		1.54	Receipt Nbr 3496 10/03/2014		Misc Receipts
18	01-042-000-0000-5840		0.13	Receipt Nbr 3498 10/03/2014		Misc Receipts
19	01-042-000-0000-5840		0.13	Receipt Nbr 3498 10/03/2014		Misc Receipts
20	01-042-000-0000-5840		1.29	Receipt Nbr 3498 10/03/2014		Misc Receipts
21	01-042-000-0000-5840		0.58	Receipt Nbr 3500 10/06/2014		Misc Receipts
22	01-042-000-0000-5840		0.06	Receipt Nbr 3500 10/06/2014		Misc Receipts
23	01-042-000-0000-5840		0.13	Receipt Nbr 3500 10/06/2014		Misc Receipts
24	01-042-000-0000-5840		0.26	Receipt Nbr 3500 10/06/2014		Misc Receipts
25	01-042-000-0000-5840		0.13	Receipt Nbr 3501 10/06/2014		Misc Receipts
26	01-042-000-0000-5840		0.26	Receipt Nbr 3502 10/07/2014		Misc Receipts
27	01-042-000-0000-5840		0.13	Receipt Nbr 3504 10/07/2014		Misc Receipts
28	01-042-000-0000-5840		0.32	Receipt Nbr 3505 10/07/2014		Misc Receipts
29	01-042-000-0000-5840		0.13	Receipt Nbr 3505 10/07/2014		Misc Receipts
30	01-042-000-0000-5840		0.19	Receipt Nbr 3508 10/10/2014		Misc Receipts

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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1 General Fund

Vendor Name	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
31 01-042-000-0000-5840		0.26	Receipt Nbr 3509 10/10/2014	Misc Receipts
32 01-042-000-0000-5840		0.13	Receipt Nbr 3511 10/13/2014	Misc Receipts
33 01-042-000-0000-5840		0.13	Receipt Nbr 3513 10/14/2014	Misc Receipts
34 01-042-000-0000-5840		0.13	Receipt Nbr 3513 10/14/2014	Misc Receipts
35 01-042-000-0000-5840		0.13	Receipt Nbr 3513 10/14/2014	Misc Receipts
36 01-042-000-0000-5840		0.13	Receipt Nbr 3514 10/14/2014	Misc Receipts
37 01-042-000-0000-5840		0.26	Receipt Nbr 3515 10/15/2014	Misc Receipts
38 01-042-000-0000-5840		0.45	Receipt Nbr 3516 10/15/2014	Misc Receipts
39 01-042-000-0000-5840		0.45	Receipt Nbr 3517 10/15/2014	Misc Receipts
40 01-042-000-0000-5840		0.32	Receipt Nbr 3519 10/17/2014	Misc Receipts
41 01-042-000-0000-5840		0.06	Receipt Nbr 3530 10/27/2014	Misc Receipts
42 01-042-000-0000-5840		1.03	Receipt Nbr 3531 10/28/2014	Misc Receipts
43 01-042-000-0000-5840		0.13	Receipt Nbr 3532 10/28/2014	Misc Receipts
89991 Bremer Bank		9.71	35 Transactions	
42 DEPT Total:		9.71	Treasurer	1 Vendors 35 Transactions
43 DEPT			Assessor	
89991 Bremer Bank				
44 01-043-000-0000-5840		0.48	Receipt Nbr 825 10/03/2014	Misc Receipts
45 01-043-000-0000-5840		1.03	Receipt Nbr 825 10/03/2014	Misc Receipts
89991 Bremer Bank		1.51	2 Transactions	
43 DEPT Total:		1.51	Assessor	1 Vendors 2 Transactions
44 DEPT			Central Services	
89991 Bremer Bank				
46 01-044-000-0000-5840		0.13	Receipt Nbr 767 10/31/2014	Misc Receipts
89991 Bremer Bank		0.13	1 Transactions	
44 DEPT Total:		0.13	Central Services	1 Vendors 1 Transactions
90 DEPT			Attorney	
89991 Bremer Bank				
47 01-090-000-0000-5840		1.29	Receipt Nbr 1459 10/10/2014	Misc Receipts
48 01-090-000-0000-5840		2.57	Receipt Nbr 1462 10/27/2014	Misc Receipts
49 01-090-000-0000-5840		1.29	Receipt Nbr 1463 10/27/2014	Misc Receipts
50 01-090-000-0000-5840		3.22	Receipt Nbr 1464 10/27/2014	Misc Receipts

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 1 General Fund

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>On Behalf of Name</u>
				<u>Paid On Bhf #</u>	
51	01-090-000-0000-5840 89991 Bremer Bank		1.93 10.30	Receipt Nbr 1468 10/31/2014 5 Transactions	Misc Receipts
90	DEPT Total:		10.30	Attorney	1 Vendors 5 Transactions
100	DEPT 89991 Bremer Bank			Recorder	
100	01-100-000-0000-6311		108.36	October copies sales tax	Sales Tax
101	01-100-000-0000-6312 89991 Bremer Bank		0.36- 108.00	October sales tax adjustment 2 Transactions	Sales Tax Adjustment
100	DEPT Total:		108.00	Recorder	1 Vendors 2 Transactions
252	DEPT 89991 Bremer Bank			Corrections	
52	01-252-252-0000-5872		26.18	Receipt Nbr 2527 10/02/2014	Phone Card Prisoner Welfare(Taxable)
53	01-252-252-0000-5872		175.10	Receipt Nbr 2533 10/09/2014	Phone Card Prisoner Welfare(Taxable)
54	01-252-252-0000-5872		181.46	Receipt Nbr 2539 10/21/2014	Phone Card Prisoner Welfare(Taxable)
55	01-252-252-0000-5872		29.01	Receipt Nbr 2545 10/24/2014	Phone Card Prisoner Welfare(Taxable)
56	01-252-252-0000-5885		16.45	Receipt Nbr 2527 10/02/2014	Commissary Sales Taxable
57	01-252-252-0000-5885		19.11	Receipt Nbr 2536 10/15/2014	Commissary Sales Taxable
58	01-252-252-0000-5885		7.24	Receipt Nbr 2539 10/21/2014	Commissary Sales Taxable
59	01-252-252-0000-5885		5.24	Receipt Nbr 2545 10/24/2014	Commissary Sales Taxable
60	01-252-252-0000-5885 89991 Bremer Bank		16.77 476.56	Receipt Nbr 2548 10/29/2014 9 Transactions	Commissary Sales Taxable
252	DEPT Total:		476.56	Corrections	1 Vendors 9 Transactions
1	Fund Total:		611.12	General Fund	63 Transactions

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 3 Road & Bridge

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
89991	Bremer Bank				
61	03-000-000-0000-5855		Receipt Nbr 2071 10/08/2014		Charges- Individuals
62	03-000-000-0000-5855		Receipt Nbr 2072 10/08/2014		Charges- Individuals
63	03-000-000-0000-5855		Receipt Nbr 2074 10/13/2014		Charges- Individuals
64	03-000-000-0000-5855		Receipt Nbr 818 10/16/2014		Charges- Individuals
65	03-000-000-0000-5855		Receipt Nbr 818 10/16/2014		Charges- Individuals
66	03-000-000-0000-5855		Receipt Nbr 818 10/16/2014		Charges- Individuals
67	03-000-000-0000-5855		Receipt Nbr 818 10/16/2014		Charges- Individuals
68	03-000-000-0000-5855		Receipt Nbr 2076 10/16/2014		Charges- Individuals
69	03-000-000-0000-5855		Receipt Nbr 2077 10/16/2014		Charges- Individuals
70	03-000-000-0000-5855		Receipt Nbr 2081 10/28/2014		Charges- Individuals
71	03-000-000-0000-5855		Receipt Nbr 2082 10/28/2014		Charges- Individuals
72	03-000-000-0000-5855		Receipt Nbr 820 10/31/2014		Charges- Individuals
73	03-000-000-0000-5855		Receipt Nbr 820 10/31/2014		Charges- Individuals
74	03-000-000-0000-5855		Receipt Nbr 820 10/31/2014		Charges- Individuals
75	03-000-000-0000-5855		Receipt Nbr 2090 10/31/2014		Charges- Individuals
76	03-000-000-0000-5857		Receipt Nbr 820 10/31/2014		Culverts
89991	Bremer Bank		51.25	16 Transactions	
0	DEPT Total:		51.25	Undesignated	1 Vendors 16 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
110	03-303-000-0000-6513		October Diesel Tax		Motor Fuel & Lubricants
8410	Bremer Bank		1,895.25	1 Transactions	
303	DEPT Total:		1,895.25	R&B Highway Maintenance	1 Vendors 1 Transactions
3	Fund Total:		1,946.50	Road & Bridge	17 Transactions

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 9 State

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
0	DEPT		Undesignated		
	4580 Mn Dept Of Finance				
103	09-000-000-0000-2022		124.00 October Birth		Birth/Death Surcharges
104	09-000-000-0000-2022		436.00 October Death		Birth/Death Surcharges
105	09-000-000-0000-2024		93.00 October Children's		St Share Of Birth Cert.- Children
106	09-000-000-0000-2031		10.50 October Torrens		Real Estate Assurance (Was 5874 And 627
109	09-000-000-0000-2031		534.00 October Tax forfeited		Real Estate Assurance (Was 5874 And 627
107	09-000-000-0000-2036		6,531.00 October State General Fund		Recording Surcharges (Was 5871 & 6281)
108	09-000-000-0000-2036		310.00 October State General Fund		Recording Surcharges (Was 5871 & 6281)
	4580 Mn Dept Of Finance		8,038.50	7 Transactions	
	3375 Mn Dept Of Health				
102	09-000-000-0000-2027		1,020.00 October State Well		State Well Cert Fees (Was 5097 & 6203)
	3375 Mn Dept Of Health		1,020.00	1 Transactions	
0	DEPT Total:		9,058.50 Undesignated	2 Vendors	8 Transactions
9	Fund Total:		9,058.50 State		8 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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10 Trust

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>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT					
	89991					
	Bremer Bank					
97	10- 923- 000- 0000- 6311		16.08	October gravel sales tax		Sales Tax
98	10- 923- 000- 0000- 6311		0.97	October maps sales tax		Sales Tax
	89991		17.05		2 Transactions	
	Bremer Bank					
923	DEPT Total:		17.05	Forfeited Tax Sales	1 Vendors	2 Transactions
10	Fund Total:		17.05	Trust		2 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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 11 Forest Development

<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>
925	DEPT			Reforestation	
	89991 Bremer Bank				
99	11-925-000-0000-6312		0.05-	October sales tax adjustment	Sales Tax Adjustment
	89991 Bremer Bank		0.05-	1 Transactions	
925	DEPT Total:		0.05-	Reforestation	1 Vendors 1 Transactions
11	Fund Total:		0.05-	Forest Development	1 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
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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				
77	19-521-000-0000-5885		Receipt Nbr 981 10/09/2014		Commissary Sales Taxable
78	19-521-000-0000-5885		Receipt Nbr 982 10/09/2014		Commissary Sales Taxable
79	19-521-000-0000-5885		Receipt Nbr 983 10/13/2014		Commissary Sales Taxable
80	19-521-000-0000-5885		Receipt Nbr 984 10/14/2014		Commissary Sales Taxable
81	19-521-000-0000-5885		Receipt Nbr 986 10/21/2014		Commissary Sales Taxable
82	19-521-000-0000-5885		Receipt Nbr 987 10/23/2014		Commissary Sales Taxable
83	19-521-000-0000-5885		Receipt Nbr 988 10/28/2014		Commissary Sales Taxable
	89991 Bremer Bank		147.85	7 Transactions	
521	DEPT Total:		147.85	LLCC Administration	1 Vendors 7 Transactions
19	Fund Total:		147.85	Long Lake Conservation Center	7 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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21 Parks

Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
520	DEPT		Parks		
	89991 Bremer Bank				
84	21-520-000-0000-5510		Receipt Nbr 2066 10/02/2014		Co. Parks Campground Fees
85	21-520-000-0000-5510		Receipt Nbr 2066 10/02/2014		Co. Parks Campground Fees
86	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
87	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
88	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
89	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
90	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
91	21-520-000-0000-5510		Receipt Nbr 2069 10/03/2014		Co. Parks Campground Fees
92	21-520-000-0000-5510		Receipt Nbr 2070 10/06/2014		Co. Parks Campground Fees
93	21-520-000-0000-5510		Receipt Nbr 2070 10/06/2014		Co. Parks Campground Fees
94	21-520-000-0000-5510		Receipt Nbr 2089 10/31/2014		Co. Parks Campground Fees
95	21-520-000-0000-5510		Receipt Nbr 2089 10/31/2014		Co. Parks Campground Fees
96	21-520-000-0000-5510		Receipt Nbr 2089 10/31/2014		Co. Parks Campground Fees
	89991 Bremer Bank		13 Transactions		
520	DEPT Total:		Parks	1 Vendors	13 Transactions
21	Fund Total:		Parks		13 Transactions
	Final Total:		11,854.75	15 Vendors	111 Transactions

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	611.12	General Fund
	3	1,946.50	Road & Bridge
	9	9,058.50	State
	10	17.05	Trust
	11	-0.05	Forest Development
	19	147.85	Long Lake Conservation Center
	21	73.78	Parks
	All Funds	11,854.75	Total

Approved by,

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Tax Overpays

Explode Dist. Formulas N

Paid on Behalf Of Name
on Audit List?: N

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

Save Report Options?: N

Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1
11/18/14 12:08PM
13 Taxes & Penalties

Vendor No.	Vendor Name Account/Formula	Rpt Accr	Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
943	DEPT			Taxes And Penalties		
12602	Anderson/Barry 13- 943- 000- 0000- 2001		290.00	24- 0- 004600 PER 2 OVERPAY	ANDERSON	Cur - Property Taxes
12602	Anderson/Barry		290.00	1 Transactions		
13303	Anderson/Richard 13- 943- 000- 0000- 2001		39.99	07- 0- 069901 overpay period 2	ANDERSON	Cur - Property Taxes
13303	Anderson/Richard		39.99	1 Transactions		
13248	Anderson/Sharon 13- 943- 000- 0000- 2001		102.00	08- 0- 031008 per 2 OVERPAY	ANDERSON	Cur - Property Taxes
13248	Anderson/Sharon		102.00	1 Transactions		
13249	Bank Mutual 13- 943- 000- 0000- 2001		224.00	04- 0- 030400 per 2 OVERPAY	OSIECKI	Cur - Property Taxes
13249	Bank Mutual		224.00	1 Transactions		
13304	Bartz/Jeffrey or Beverly 13- 943- 000- 0000- 2001		100.00	29- 1- 411000 overpay period 2	BARTZ	Cur - Property Taxes
13304	Bartz/Jeffrey or Beverly		100.00	1 Transactions		
11773	Big Sandy Development, Inc. 13- 943- 000- 0000- 2001		856.00	29- 1- 524400 PER 2 OVERPAY	BIG SANDY	Cur - Property Taxes
11773	Big Sandy Development, Inc.		856.00	1 Transactions		
13288	Bigaouette/Dean 13- 943- 000- 0000- 2001		1,231.00	29- 0- 013705 PER 2 OVERPAY	BIGAOUETTE	Cur - Property Taxes
13288	Bigaouette/Dean		1,231.00	1 Transactions		
13270	Brabeck/Paula 13- 943- 000- 0000- 2001		32.00	11- 1- 111200 per 2 OVERPAY	BRABECK	Cur - Property Taxes
13270	Brabeck/Paula		32.00	1 Transactions		
11865	Bremer Bank 13- 943- 000- 0000- 2001		296.00	29- 1- 196700 overpay period 2	FRITZ	Cur - Property Taxes
	13- 943- 000- 0000- 2001		67.00	29- 1- 382500 overpay period 2	FRITZ	Cur - Property Taxes
	13- 943- 000- 0000- 2001		74.00	07- 0- 043300 overpay period 2	KLINGELHOETS	Cur - Property Taxes
	13- 943- 000- 0000- 2001		64.00	56- 1- 098500 overpay period 2	MEYER	Cur - Property Taxes

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI
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13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
11865 Bremer Bank		501.00	4 Transactions	
8048 Cemstone Products Co				
13- 943- 000- 0000- 2001		6.00	09- 0- 006400 overpay period 2	CEMSTONE
8048 Cemstone Products Co		6.00	1 Transactions	Cur - Property Taxes
13308 Coonrod/Donald or Shirley				
13- 943- 000- 0000- 2001		10.00	35- 0- 029800 overpay period 2	COONROD
13308 Coonrod/Donald or Shirley		10.00	1 Transactions	Cur - Property Taxes
11472 Corelogic Real Estate Tax Service				
13- 943- 000- 0000- 2001		252.00	32- 1- 058500 per 2 OVERPAY	BOWEN
13- 943- 000- 0000- 2001		457.00	01- 1- 161600 per 2 OVERPAY	KOSTOHRYZ
13- 943- 000- 0000- 2001		387.00	56- 1- 092700 per 2 OVERPAY	KRUSE
13- 943- 000- 0000- 2001		969.00	12- 1- 074000 per 2 OVERPAY	LAKE
13- 943- 000- 0000- 2001		1,077.00	29- 1- 481300 per 2 OVERPAY	ROBECK
13- 943- 000- 0000- 2001		512.00	34- 0- 019600 per 2 OVERPAY	SHARP
11472 Corelogic Real Estate Tax Service		3,654.00	6 Transactions	Cur - Property Taxes
13244 Davis/David				
13- 943- 000- 0000- 2001		7.44	32- 0- 052100 PER 2 OVERPAY	DAVIS
13244 Davis/David		7.44	1 Transactions	Cur - Property Taxes
13271 Denardo/Kathy				
13- 943- 000- 0000- 2001		247.50	11- 0- 003604 PER 2 OVERPAY	DENARDO
13271 Denardo/Kathy		247.50	1 Transactions	Cur - Property Taxes
13272 Duerr Decorating and Drywall LLC				
13- 943- 000- 0000- 2001		40.00	11- 0- 021901 PER 2 OVERPAY	DUERR
13272 Duerr Decorating and Drywall LLC		40.00	1 Transactions	Cur - Property Taxes
9897 Grand Timber Bank				
13- 943- 000- 0000- 2001		795.00	39- 0- 036100 overpay period 2	LADD
13- 943- 000- 0000- 2001		265.00	22- 0- 037300 overpay period 2	PELTO
9897 Grand Timber Bank		1,060.00	2 Transactions	Cur - Property Taxes
13289 Grave/Terry				
13- 943- 000- 0000- 2001		69.00	09- 0- 067202 PER 2 OVERPAY	GRAVE
				Cur - Property Taxes

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
13289 Grave/Terry		69.00	1 Transactions	
13273 Gross/Robert				
13- 943- 000- 0000- 2001		64.00	19- 0- 052202 PER 2 OVERPAY	GROSS Cur - Property Taxes
13273 Gross/Robert		64.00	1 Transactions	
13274 Grunau/Richard				
13- 943- 000- 0000- 2001		5.00	15- 1- 065200 PER 2 OVERPAY	GRUNAU Cur - Property Taxes
13274 Grunau/Richard		5.00	1 Transactions	
13275 Hammer/Jennifer				
13- 943- 000- 0000- 2001		484.00	30- 0- 000302 PER 2 OVERPAY	HAMMER Cur - Property Taxes
13275 Hammer/Jennifer		484.00	1 Transactions	
13277 Hanson/Charlotte				
13- 943- 000- 0000- 2001		144.00	16- 1- 076300 PER 2 OVERPAY	HANSON Cur - Property Taxes
13277 Hanson/Charlotte		144.00	1 Transactions	
11850 Harris/Nancy				
13- 943- 000- 0000- 2001		1,008.00	29- 1- 506300 PER 2 OVERPAY	HARRIS Cur - Property Taxes
11850 Harris/Nancy		1,008.00	1 Transactions	
13326 Harris/William				
13- 943- 000- 0000- 2001		10.82	08- 0- 014100 overpay period 2	HARRIS Cur - Property Taxes
13326 Harris/William		10.82	1 Transactions	
13329 Hauer/James				
13- 943- 000- 0000- 2001		375.00	13- 1- 082900 overpay period 2	HAUER Cur - Property Taxes
13329 Hauer/James		375.00	1 Transactions	
13242 Haugen/Linda or Marty				
13- 943- 000- 0000- 2001		56.16	16- 1- 114300 PER 2 OVERPAY	HAUGEN Cur - Property Taxes
13242 Haugen/Linda or Marty		56.16	1 Transactions	
13250 Hegedus/Michael or Jacqueline				
13- 943- 000- 0000- 2001		4.48	16- 0- 025201 PER 2 OVERPAY	HEGEDUS Cur - Property Taxes
13250 Hegedus/Michael or Jacqueline		4.48	1 Transactions	
13347 Helen Taplett Trust				

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



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13 Taxes & Penalties

<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13347 Helen Taplett Trust		29- 0- 033802 overpay period 2	TAPLETT	Cur - Property Taxes
		1 Transactions		
13328 Holm/Melvin or Delores		12- 1- 068200 overpay period 2	HOLM	Cur - Property Taxes
		1 Transactions		
13278 John Wolney Construction		08- 0- 027105 PER 2 OVERPAY	WOLNEY	Cur - Property Taxes
		1 Transactions		
13330 Johnson/Brian		24- 1- 071601 overpay period 2	JOHNSON	Cur - Property Taxes
		1 Transactions		
12650 Johnson/Harley or Deborah		04- 0- 041900 overpay period 2	JOHNSON	Cur - Property Taxes
		1 Transactions		
12846 Johnson/Margie		04- 0- 043000 overpay period 2	JOHNSON	Cur - Property Taxes
		1 Transactions		
13290 Johnson/Robert		61- 1- 010600 PER 2 OVERPAY	JOHNSON	Cur - Property Taxes
		1 Transactions		
13335 Kandt/Jeffrey		29- 1- 203900 overpay period 2	KANDT	Cur - Property Taxes
		1 Transactions		
91012 Kangas/Judith B		05- 0- 023801 overpay period 2	KANGAS	Cur - Property Taxes
		1 Transactions		
13251 Kemske/Nickolas		07- 0- 038000 PER 2 OVERPAY	KEMSKE	Cur - Property Taxes
		1 Transactions		

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<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>
11944 Kett/Andrew				
13- 943- 000- 0000- 2001		8.95	38- 0- 006701 PER 2 OVERPAY	KETT Cur - Property Taxes
11944 Kett/Andrew		8.95	1 Transactions	
13336 KINGSLEY/ELLA				
13- 943- 000- 0000- 2001		20.00	57- 1- 020500 overpay period 2	KINGSLEY Cur - Property Taxes
13336 KINGSLEY/ELLA		20.00	1 Transactions	
13245 Kohman/John				
13- 943- 000- 0000- 2001		3.79	12- 0- 030508 PER 2 OVERPAY	KOHMAN Cur - Property Taxes
13245 Kohman/John		3.79	1 Transactions	
13337 Lange/David				
13- 943- 000- 0000- 2001		12.28	12- 0- 024901 overpay period 2	LANGE Cur - Property Taxes
13337 Lange/David		12.28	1 Transactions	
13291 Lemke/Deanna				
13- 943- 000- 0000- 2001		26.00	29- 1- 320200 PER 2 OVERPAY	LEMKE Cur - Property Taxes
13291 Lemke/Deanna		26.00	1 Transactions	
8358 Leonard/Gary				
13- 943- 000- 0000- 2001		57.00	52- 0- 028800 overpay period 2	LEONARD Cur - Property Taxes
8358 Leonard/Gary		57.00	1 Transactions	
5707 Lereta LLC				
13- 943- 000- 0000- 2001		293.00	35- 0- 034400 PER 2 OVERPAY	KRZYWON Cur - Property Taxes
13- 943- 000- 0000- 2001		84.00	19- 0- 040100 PER 2 OVERPAY	OLESON Cur - Property Taxes
13- 943- 000- 0000- 2001		57.00	08- 0- 044500 PER 2 OVERPAY	RUPRECHT Cur - Property Taxes
5707 Lereta LLC		434.00	3 Transactions	
13338 Loeffelholz/Mary				
13- 943- 000- 0000- 2001		71.00	21- 0- 035901 overpay period 2	LOEFFELHOLZ Cur - Property Taxes
13338 Loeffelholz/Mary		71.00	1 Transactions	
13339 Marsh/Marcus or Christine				
13- 943- 000- 0000- 2001		300.00	01- 1- 103400 overpay period 2	MARSH Cur - Property Taxes
13339 Marsh/Marcus or Christine		300.00	1 Transactions	
11706 Members Coop Credit Union				

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<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>
11706 Members Coop Credit Union		07-0-002101 PER 2 OVERPAY	SMITH	Cur - Property Taxes
		1 Transactions		
12661 Merchants Bank		11-0-025603 overpay period 2	WILSON	Cur - Property Taxes
		1 Transactions		
13340 Moe/Amy		03-0-047300 overpay period 2	MOE	Cur - Property Taxes
		1 Transactions		
13279 Myers/Phillip W		29-0-014502 PER 2 OVERPAY	MYERS	Cur - Property Taxes
		1 Transactions		
12614 Nagel/Sarah E		39-0-044401 overpay period 2	NAGEL	Cur - Property Taxes
		1 Transactions		
13246 Nelson/Michael or Lola		24-0-024400 PER 2 OVERPAY	NELSON	Cur - Property Taxes
		1 Transactions		
12258 Nisswa Inc		14-0-018000 overpay period 2	NISSWA INC	Cur - Property Taxes
		1 Transactions		
12440 Olson/Clinton		35-1-077000 PER 2 OVERPAY	OLSON	Cur - Property Taxes
		1 Transactions		
13280 Olson/Margaret		07-0-069300 PER 2 OVERPAY	OLSON	Cur - Property Taxes
		1 Transactions		
13341 Paich/Mel or Judy		29-1-142200 overpay period 2	PAICH	Cur - Property Taxes
		1 Transactions		

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Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
13342 Palmer/Douglas or Dina 13- 943- 000- 0000- 2001		36- 1- 055700 overpay period 2	PALMER	Cur - Property Taxes
13342 Palmer/Douglas or Dina	20.00	1 Transactions		
13247 Pedersen/Margaret 13- 943- 000- 0000- 2001		21- 0- 049600 PER 2 OVERPAY	PEDERSEN	Cur - Property Taxes
13247 Pedersen/Margaret	10.00	1 Transactions		
13343 Pierskalla/Joan or Vernon 13- 943- 000- 0000- 2001		08- 1- 071800 overpay period 2	PIERSKALLA	Cur - Property Taxes
13343 Pierskalla/Joan or Vernon	10.00	1 Transactions		
13281 Rae/Robert or Barbara 13- 943- 000- 0000- 2001		07- 0- 071104 PER 2 OVERPAY	RAE	Cur - Property Taxes
13281 Rae/Robert or Barbara	100.00	1 Transactions		
13282 Riley/Albert 13- 943- 000- 0000- 2001		55- 0- 028900 PER 2 OVERPAY	RILEY	Cur - Property Taxes
13- 943- 000- 0000- 2001	72.00	55- 0- 029200 PER 2 OVERPAY	RILEY	Cur - Property Taxes
13282 Riley/Albert	74.00	2 Transactions		
13283 Rowland/Joel 13- 943- 000- 0000- 2001		28- 0- 027900 PER 2 OVERPAY	ROWLAND	Cur - Property Taxes
13283 Rowland/Joel	5.20	1 Transactions		
12431 Sabean/Allen 13- 943- 000- 0000- 2001		21- 0- 039300 PER 2 OVERPAY	SABEAN	Cur - Property Taxes
12431 Sabean/Allen	10.99	1 Transactions		
13327 Sam Hertogs & Assoc Profit Sharing 13- 943- 000- 0000- 2001		50- 0- 023800 overpay period 2	HERTOGS	Cur - Property Taxes
13327 Sam Hertogs & Assoc Profit Sharing	351.00	1 Transactions		
13252 Sarenpa/Eugene 13- 943- 000- 0000- 2001		34- 0- 038702 PER 2 OVERPAY	SARENPA	Cur - Property Taxes
13252 Sarenpa/Eugene	59.64	1 Transactions		
13292 Sather/Paul 13- 943- 000- 0000- 2001		03- 0- 028400 PER 2 OVERPAY	SATHER	Cur - Property Taxes
	153.00			

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<u>No. Account/Formula</u>	<u>Accr</u>		<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
13292 Sather/Paul		153.00		1 Transactions	
13344 Schreiber/Marcella					
13-943-000-0000-2001		10.00	24-0-068702 overpay period 2	SCHREIBER	Cur - Property Taxes
13344 Schreiber/Marcella		10.00		1 Transactions	
13284 Schwalenberg/Douglas or Stef					
13-943-000-0000-2001		100.00	15-0-060402 PER 2 OVERPAY	SCHWALENBERG	Cur - Property Taxes
13284 Schwalenberg/Douglas or Stef		100.00		1 Transactions	
12618 Schwantz/Gary					
13-943-000-0000-2001		43.83	38-0-026504 PER 2 OVERPAY	SCHWANTZ	Cur - Property Taxes
12618 Schwantz/Gary		43.83		1 Transactions	
13345 Sladek/William					
13-943-000-0000-2001		43.00	13-0-049300 overpay period 2	SLADEK	Cur - Property Taxes
13345 Sladek/William		43.00		1 Transactions	
13253 Smalley/Regenia					
13-943-000-0000-2001		6.36	29-1-533800 PER 2 OVERPAY	SMALLEY	Cur - Property Taxes
13253 Smalley/Regenia		6.36		1 Transactions	
13346 Sunnyside Builders, Inc					
13-943-000-0000-2001		153.00	31-0-035600 overpay period 2	SUNNYSIDE	Cur - Property Taxes
13346 Sunnyside Builders, Inc		153.00		1 Transactions	
13254 Swing/Tamra					
13-943-000-0000-2001		74.00	02-0-020001 PER 2 OVERPAY	SWING	Cur - Property Taxes
13254 Swing/Tamra		74.00		1 Transactions	
13348 The Shack					
13-943-000-0000-2001		272.00	54-0-024100 overpay period 2	THE SHACK	Cur - Property Taxes
13348 The Shack		272.00		1 Transactions	
9478 Thompson Farms					
13-943-000-0000-2001		184.00	01-0-017703 PER 2 OVERPAY	THOMPSON	Cur - Property Taxes
9478 Thompson Farms		184.00		1 Transactions	
13349 Visser/Arie					

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
13349 Visser/Arie		311.00	13- 1- 084600 overpay period 2	VISSER Cur - Property Taxes
		311.00	1 Transactions	
5703 Wells Federal Bank				
13- 943- 000- 0000- 2001		77.00	07- 1- 088200 overpay period 2	MANNING Cur - Property Taxes
5703 Wells Federal Bank		77.00	1 Transactions	
13285 Wetterlind/Martha				
13- 943- 000- 0000- 2001		18.00	39- 0- 041504 PER 2 OVERPAY	WETTERLIND Cur - Property Taxes
13285 Wetterlind/Martha		18.00	1 Transactions	
13293 Wickoren/John				
13- 943- 000- 0000- 2001		95.50	25- 0- 012200 PER 2 OVERPAY	WICKOREN Cur - Property Taxes
13293 Wickoren/John		95.50	1 Transactions	
10547 Wolfbauer/J.R.				
13- 943- 000- 0000- 2001		146.00	10- 0- 042800 overpay period 2	WOLFBAUER Cur - Property Taxes
10547 Wolfbauer/J.R.		146.00	1 Transactions	
12889 Woodlands National Bank				
13- 943- 000- 0000- 2001		69.00	31- 0- 037800 PER 2 OVERPAY	PETERSON Cur - Property Taxes
12889 Woodlands National Bank		69.00	1 Transactions	
13294 Zollner/Clara				
13- 943- 000- 0000- 2001		7.40	44- 0- 049401 PER 2 OVERPAY	ZOLLNER Cur - Property Taxes
13294 Zollner/Clara		7.40	1 Transactions	
943 DEPT Total:		18,028.05	Taxes And Penalties	81 Vendors 93 Transactions
13 Fund Total:		18,028.05	Taxes & Penalties	93 Transactions
Final Total:		18,028.05	81 Vendors	93 Transactions

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Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
13	18,028.05	Taxes & Penalties
All Funds	18,028.05	Total

Approved by,

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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

Tax Settlement Payments

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

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
931	DEPT		Towns		
1010	City Of Aitkin				
	12- 931- 156- 0000- 2045	0.39	PILT		Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045	97,575.21	TIF		Payable To Village Of Aitkin
	12- 931- 156- 0000- 2045	380,618.19	OCT/NOV SETTLEMENT		Payable To Village Of Aitkin
1010	City Of Aitkin	478,193.79		3 Transactions	
173	City Of Hill City				
	12- 931- 157- 0000- 2045	103,517.55	OCT/NOV SETTLEMENT		Payable To Village Of Hill City
173	City Of Hill City	103,517.55		1 Transactions	
1025	City Of McGrath- Treasurer				
	12- 931- 158- 0000- 2045	0.17	PILT		Payable To Village Of Mcgrath
	12- 931- 158- 0000- 2045	10,097.79	OCT/NOV SETTLEMENT		Payable To Village Of Mcgrath
1025	City Of McGrath- Treasurer	10,097.96		2 Transactions	
175	City Of Mcgregor				
	12- 931- 159- 0000- 2045	104,125.68	OCT/NOV SETTLEMENT		Payable To Village Of Mcgregor
	12- 931- 159- 0000- 2045	9,160.20	TIF		Payable To Village Of Mcgregor
	12- 931- 159- 0000- 2045	14.53	PILT		Payable To Village Of Mcgregor
175	City Of Mcgregor	113,300.41		3 Transactions	
176	City Of Palisade				
	12- 931- 160- 0000- 2045	33,534.58	OCT/NOV SETTLEMENT		Payable To Village Of Palisade
176	City Of Palisade	33,534.58		1 Transactions	
178	City Of Tamarack				
	12- 931- 161- 0000- 2045	11,418.78	OCT/NOV SETTLEMENT		Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045	102.65	PILT		Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045	6,514.40	MINERAL RENTS/ROYALTIES		Payable To Village Of Tamarack
	12- 931- 161- 0000- 2045	3,405.95	MINERAL LEASE REVENUE		Payable To Village Of Tamarack
178	City Of Tamarack	21,441.78		4 Transactions	
7000	Town Of Aitkin Treasurer				
	12- 931- 101- 0000- 2045	73,415.80	OCT/NOV SETTLEMENT		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045	787.18	PILT		Payable To Aitkin Twp
	12- 931- 101- 0000- 2045	20.00	BEER LICENSE FEE		Payable To Aitkin Twp
7000	Town Of Aitkin Treasurer	74,222.98		3 Transactions	

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<u>No.</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Amount</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u> <u>On Behalf of Name</u>
7001 Town Of Ball Bluff Treasurer				
12-931-102-0000-2045		38,359.12	OCT/NOV SETTLEMENT	Payable To Ball Bluff Twp
12-931-102-0000-2045		1,607.54	PILT	Payable To Ball Bluff Twp
12-931-102-0000-2045		20.00	BEER LICENSE FEE	Payable To Ball Bluff Twp
7001 Town Of Ball Bluff Treasurer		39,986.66		3 Transactions
7002 Town Of Balsam Treasurer				
12-931-103-0000-2045		8,212.74	PILT	Payable To Balsam Twp
12-931-103-0000-2045		2,543.14	OCT/NOV SETTLEMENT	Payable To Balsam Twp
12-931-103-0000-2045		946.85	CON CON	Payable To Balsam Twp
7002 Town Of Balsam Treasurer		11,702.73		3 Transactions
7003 Town Of Beaver Treasurer				
12-931-104-0000-2045		1,724.36	PILT	Payable To Beaver Twp
12-931-104-0000-2045		16,480.74	OCT/NOV SETTLEMENT	Payable To Beaver Twp
7003 Town Of Beaver Treasurer		18,205.10		2 Transactions
7004 Town Of Clark Treasurer				
12-931-105-0000-2045		10,536.78	OCT/NOV SETTLEMENT	Payable To Clark Twp
12-931-105-0000-2045		3,318.32	MINERAL RENTS/ROYALTIES	Payable To Clark Twp
12-931-105-0000-2045		102.89	PUBLIC HUNTING GROUND	Payable To Clark Twp
12-931-105-0000-2045		1,754.85	PILT	Payable To Clark Twp
12-931-105-0000-2045		8,687.57	CON CON	Payable To Clark Twp
12-931-105-0000-2045		1,240.61	MINERAL LEASE REVENUE	Payable To Clark Twp
7004 Town Of Clark Treasurer		25,641.02		6 Transactions
7005 Town Of Cornish Treasurer				
12-931-106-0000-2045		2,848.38	PILT	Payable To Cornish Twp
12-931-106-0000-2045		12,040.47	OCT/NOV SETTLEMENT	Payable To Cornish Twp
12-931-106-0000-2045		1.25	CON CON	Payable To Cornish Twp
7005 Town Of Cornish Treasurer		14,890.10		3 Transactions
7006 Town Of Farm Island Treasurer				
12-931-107-0000-2045		138,772.12	OCT/NOV SETTLEMENT	Payable To Farm Island Twp
12-931-107-0000-2045		885.57	PUBLIC HUNTING GROUNDS	Payable To Farm Island Twp
12-931-107-0000-2045		1,147.53	PILT	Payable To Farm Island Twp
7006 Town Of Farm Island Treasurer		140,805.22		3 Transactions
7007 Town Of Fleming Treasurer				

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	12- 931- 108- 0000- 2045		PILT		Payable To Fleming Twp
	12- 931- 108- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Fleming Twp
	12- 931- 108- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Fleming Twp
7007	Town Of Fleming Treasurer			3 Transactions	
	12- 931- 109- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Glen Twp
	12- 931- 109- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Glen Twp
	12- 931- 109- 0000- 2045		PILT		Payable To Glen Twp
7008	Town Of Glen Treasurer			3 Transactions	
	12- 931- 110- 0000- 2045		PILT		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		CON CON		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		MINERAL RENTS/ROYALTIES		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Haugen Twp
	12- 931- 110- 0000- 2045		MINERAL LEASE REVENUE		Payable To Haugen Twp
7009	Town Of Haugen Treasurer			5 Transactions	
	12- 931- 111- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		CON CON		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		PILT		Payable To Hazelton Twp
	12- 931- 111- 0000- 2045		BEER LICENSE FEE		Payable To Hazelton Twp
7010	Town Of Hazelton Treasurer			5 Transactions	
	12- 931- 112- 0000- 2045		PILT		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		CON CON		Payable To Hill Lake Twp
	12- 931- 112- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Hill Lake Twp
4879	Town Of Hill Lake Clerk- Treas			3 Transactions	
	12- 931- 113- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Idun Twp
	12- 931- 113- 0000- 2045		PILT		Payable To Idun Twp
7011	Town Of Idun Treasurer			2 Transactions	
	12- 931- 114- 0000- 2045				
7012	Town Of Jevne Treasurer				

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
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	12- 931- 114- 0000- 2045		PILT		Payable To Jevne Twp
	12- 931- 114- 0000- 2045	823.59	PUBLIC HUNTING GROUNDS		Payable To Jevne Twp
	12- 931- 114- 0000- 2045	218.28	OCT/NOV SETTLEMENT		Payable To Jevne Twp
	12- 931- 114- 0000- 2045	37,011.99	CON CON		Payable To Jevne Twp
7012	Town Of Jevne Treasurer	28.11			
		38,081.97		4 Transactions	
7013	Town Of Kimberly Treasurer				
	12- 931- 115- 0000- 2045	35,855.11	OCT/NOV SETTLEMENT		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045	514.30	PUBLIC HUNTING GROUNDS		Payable To Kimberly Twp
	12- 931- 115- 0000- 2045	1,658.22	PILT		Payable To Kimberly Twp
7013	Town Of Kimberly Treasurer			3 Transactions	
7014	Town Of Lakeside Treasurer				
	12- 931- 116- 0000- 2045	513.41	PILT		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045	113,895.02	OCT/NOV SETTLEMENT		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045	25.00	BEER LICENSE FEE		Payable To Lakeside Twp
	12- 931- 116- 0000- 2045	0.01	CON CON		Payable To Lakeside Twp
7014	Town Of Lakeside Treasurer			4 Transactions	
7015	Town Of Lee Treasurer				
	12- 931- 117- 0000- 2045	2,720.20	OCT/NOV SETTLEMENT		Payable To Lee Twp
	12- 931- 117- 0000- 2045	263.93	PUBLIC HUNTING GROUNDS		Payable To Lee Twp
	12- 931- 117- 0000- 2045	2,141.22	PILT		Payable To Lee Twp
	12- 931- 117- 0000- 2045	555.80	WILDLIFE REVENUE SHARING		Payable To Lee Twp
7015	Town Of Lee Treasurer			4 Transactions	
7016	Town Of Libby Treasurer				
	12- 931- 118- 0000- 2045	726.00	PILT		Payable To Libby Twp
	12- 931- 118- 0000- 2045	8,813.45	OCT/NOV SETTLEMENT		Payable To Libby Twp
	12- 931- 118- 0000- 2045	1.25	CON CON		Payable To Libby Twp
7016	Town Of Libby Treasurer			3 Transactions	
7017	Town Of Logan Treasurer				
	12- 931- 119- 0000- 2045	19,126.82	OCT/NOV SETTLEMENT		Payable To Logan Twp
	12- 931- 119- 0000- 2045	1,374.33	PILT		Payable To Logan Twp
	12- 931- 119- 0000- 2045	1,362.78	PUBLIC HUNTING GROUNDS		Payable To Logan Twp
	12- 931- 119- 0000- 2045	391.72	CON CON		Payable To Logan Twp
7017	Town Of Logan Treasurer			4 Transactions	
		22,255.65			

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Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

<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>
7018 Town Of Macville Treasurer				
12- 931- 120- 0000- 2045		588.01	PUBLIC HUNTING GROUNDS	Payable To Macville Twp
12- 931- 120- 0000- 2045		2,200.35	PILT	Payable To Macville Twp
12- 931- 120- 0000- 2045		6,980.79	CON CON	Payable To Macville Twp
12- 931- 120- 0000- 2045		11,217.36	OCT/NOV SETTLEMENT	Payable To Macville Twp
7018 Town Of Macville Treasurer		20,986.51	4 Transactions	
7019 Town Of Malmo Treasurer				
12- 931- 121- 0000- 2045		34,273.74	OCT/NOV SETTLEMENT	Payable To Malmo Twp
12- 931- 121- 0000- 2045		1,118.85	PILT	Payable To Malmo Twp
7019 Town Of Malmo Treasurer		35,392.59	2 Transactions	
7020 Town Of Mcgregor - Treasurer				
12- 931- 122- 0000- 2045		4,718.35	PILT	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		261.16	PUBLIC HUNTING GROUNDS	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		1,006.14	CON CON	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		2,826.27	OCT/NOV SETTLEMENT	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		133.46	MINERAL LEASE REVENUE	Payable To Mcgregor Twp
12- 931- 122- 0000- 2045		218.67	RENTS & ROYALTIES	Payable To Mcgregor Twp
7020 Town Of Mcgregor - Treasurer		9,164.05	6 Transactions	
7021 Town Of Millward Treasurer				
12- 931- 141- 0000- 2045		4,098.73	OCT/NOV SETTLEMENT	Payable To Millward Twp
12- 931- 141- 0000- 2045		3,281.12	PILT 44- 22	Payable To Millward Twp
12- 931- 141- 0000- 2045		2,454.83	PILT 45- 22	Payable To Millward Twp
12- 931- 141- 0000- 2045		12,629.77	CON CON	Payable To Millward Twp
7021 Town Of Millward Treasurer		22,464.45	4 Transactions	
7022 Town Of Morrison Treasurer				
12- 931- 123- 0000- 2045		8,270.20	CON CON	Payable To Morrison Twp
12- 931- 123- 0000- 2045		1,021.32	PILT	Payable To Morrison Twp
12- 931- 123- 0000- 2045		11,166.66	OCT/NOV SETTLEMENT	Payable To Morrison Twp
12- 931- 123- 0000- 2045		858.95	PUBLIC HUNTING GROUNDS	Payable To Morrison Twp
7022 Town Of Morrison Treasurer		21,317.13	4 Transactions	
7023 Town Of Nordland Treasurer				
12- 931- 124- 0000- 2045		104,261.82	OCT/NOV SETTLEMENT	Payable To Nordland Twp
12- 931- 124- 0000- 2045		474.54	PUBLIC HUNTING GROUNDS	Payable To Nordland Twp
12- 931- 124- 0000- 2045		846.02	PILT	Payable To Nordland Twp

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<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>
7023	Town Of Nordland Treasurer		105,582.38		3 Transactions	
7024	Town Of Pliny Treasurer					
	12-931-125-0000-2045		2,632.08	PILT		Payable To Pliny Twp
	12-931-125-0000-2045		6,692.76	CON CON		Payable To Pliny Twp
	12-931-125-0000-2045		3,964.87	OCT/NOV SETTLEMENT		Payable To Pliny Twp
	12-931-125-0000-2045		148.55	PUBLIC HUNTING GROUNDS		Payable To Pliny Twp
7024	Town Of Pliny Treasurer		13,438.26		4 Transactions	
7025	Town Of Rice River Treasurer					
	12-931-126-0000-2045		2,148.23	PUBLIC HUNTING GROUNDS		Payable To Rice River Twp
	12-931-126-0000-2045		761.61	PILT		Payable To Rice River Twp
	12-931-126-0000-2045		20,807.47	OCT/NOV SETTLEMENT		Payable To Rice River Twp
	12-931-126-0000-2045		0.26	CON CON		Payable To Rice River Twp
7025	Town Of Rice River Treasurer		23,717.57		4 Transactions	
7026	Town Of Salo Treasurer					
	12-931-127-0000-2045		5,670.98	OCT/NOV SETTLEMENT		Payable To Salo Twp
	12-931-127-0000-2045		280.14	PUBLIC HUNTING GROUNDS		Payable To Salo Twp
	12-931-127-0000-2045		2,196.16	PILT		Payable To Salo Twp
7026	Town Of Salo Treasurer		8,147.28		3 Transactions	
7027	Town Of Seavey Treasurer					
	12-931-128-0000-2045		2,073.65	PILT		Payable To Seavey Twp
	12-931-128-0000-2045		6,525.86	OCT/NOV SETTLEMENT		Payable To Seavey Twp
7027	Town Of Seavey Treasurer		8,599.51		2 Transactions	
7028	Town Of Shamrock Treasurer					
	12-931-129-0000-2045		301,534.90	OCT/NOV SETTLEMENT		Payable To Shamrock Twp
	12-931-129-0000-2045		2,398.68	CON CON		Payable To Shamrock Twp
	12-931-129-0000-2045		3,123.45	PILT		Payable To Shamrock Twp
	12-931-129-0000-2045		45.00	BEER LICENSE FEE		Payable To Shamrock Twp
	12-931-129-0000-2045		31.68	MINERAL LEASE REVENUE		Payable To Shamrock Twp
	12-931-129-0000-2045		25.03	MINERAL RENTS/ROYALTIES		Payable To Shamrock Twp
7028	Town Of Shamrock Treasurer		307,158.74		6 Transactions	
7029	Town Of Spalding Treasurer					
	12-931-130-0000-2045		1,096.64	PILT		Payable To Spalding Twp
	12-931-130-0000-2045		15,771.66	OCT/NOV SETTLEMENT		Payable To Spalding Twp

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<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>
12- 931- 130- 0000- 2045		979.63	WILDLIFE REVENUE SHARING	Payable To Spalding Twp
12- 931- 130- 0000- 2045		139.95	MINERAL RENTS/ROYALTIES	Payable To Spalding Twp
7029 Town Of Spalding Treasurer		17,987.88	4 Transactions	
7030 Town Of Spencer Treasurer				
12- 931- 131- 0000- 2045		35,334.84	OCT/NOV SETTLEMENT	Payable To Spencer Twp
12- 931- 131- 0000- 2045		584.65	PUBLIC HUNTING GROUNDS	Payable To Spencer Twp
12- 931- 131- 0000- 2045		1,099.67	PILT	Payable To Spencer Twp
12- 931- 131- 0000- 2045		1,806.12	CON CON	Payable To Spencer Twp
7030 Town Of Spencer Treasurer		38,825.28	4 Transactions	
7031 Town Of Turner Treasurer				
12- 931- 132- 0000- 2045		4,158.25	CON CON	Payable To Turner Twp
12- 931- 132- 0000- 2045		4,784.62	PILT	Payable To Turner Twp
12- 931- 132- 0000- 2045		32,116.39	OCT/NOV SETTLEMENT	Payable To Turner Twp
7031 Town Of Turner Treasurer		41,059.26	3 Transactions	
7032 Town Of Verdon Treasurer				
12- 931- 133- 0000- 2045		6,705.40	OCT/NOV SETTLEMENT	Payable To Verdon Twp
12- 931- 133- 0000- 2045		462.41	CON CON	Payable To Verdon Twp
12- 931- 133- 0000- 2045		2,838.15	PILT	Payable To Verdon Twp
7032 Town Of Verdon Treasurer		10,005.96	3 Transactions	
7033 Town Of Wagner Treasurer				
12- 931- 134- 0000- 2045		1,509.08	PILT	Payable To Wagner Twp
12- 931- 134- 0000- 2045		28,750.48	OCT/NOV SETTLEMENT	Payable To Wagner Twp
12- 931- 134- 0000- 2045		20.00	BEER LICENSE FEE	Payable To Wagner Twp
7033 Town Of Wagner Treasurer		30,279.56	3 Transactions	
7034 Town Of Waukenabo Treasurer				
12- 931- 135- 0000- 2045		37,170.27	OCT/NOV SETTLEMENT	Payable To Waukenabo Twp
12- 931- 135- 0000- 2045		458.76	PUBLIC HUNTING GROUNDS	Payable To Waukenabo Twp
12- 931- 135- 0000- 2045		2,224.99	PILT	Payable To Waukenabo Twp
12- 931- 135- 0000- 2045		1,434.26	CON CON	Payable To Waukenabo Twp
7034 Town Of Waukenabo Treasurer		41,288.28	4 Transactions	
7035 Town Of Wealthwood Treasurer				
12- 931- 136- 0000- 2045		929.07	CON CON	Payable To Wealthwood Twp
12- 931- 136- 0000- 2045		3,235.37	PILT	Payable To Wealthwood Twp

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Vendor	Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
	12- 931- 136- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Wealthwood Twp
	12- 931- 136- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Wealthwood Twp
	12- 931- 136- 0000- 2045		BEER LICENSE FEE		Payable To Wealthwood Twp
7035	Town Of Wealthwood	Treasurer		5 Transactions	
	12- 931- 137- 0000- 2045		OCT/NOV SETTLEMENT		Payable To White Pine Twp
	12- 931- 137- 0000- 2045		CON CON		Payable To White Pine Twp
	12- 931- 137- 0000- 2045		PILT		Payable To White Pine Twp
7036	Town Of White Pine	Treasurer		3 Transactions	
	12- 931- 138- 0000- 2045		PILT		Payable To Williams Twp
	12- 931- 138- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Williams Twp
	12- 931- 138- 0000- 2045		BEER LICENSE FEE		Payable To Williams Twp
7037	Town Of Williams	Treasurer		3 Transactions	
	12- 931- 139- 0000- 2045		OCT/NOV SETTLEMENT		Payable To Workman Twp
	12- 931- 139- 0000- 2045		PUBLIC HUNTING GROUNDS		Payable To Workman Twp
	12- 931- 139- 0000- 2045		PILT		Payable To Workman Twp
7038	Town Of Workman	Treasurer		3 Transactions	
931	DEPT Total:		Towns	46 Vendors	157 Transactions
932	DEPT		Schools		
393	Isd 1 Aitkin- Treasurer				
	12- 932- 000- 0000- 6801		OCT/NOV SETTLEMENT		Appropriations
	12- 932- 000- 0000- 6801		PUBLIC HUNTING GROUNDS		Appropriations
	12- 932- 000- 0000- 6801		CON CON		Appropriations
	12- 932- 000- 0000- 6801		WILDLIFE REVENUE SHARING		Appropriations
	12- 932- 000- 0000- 6801		VOLSTEAD		Appropriations
393	Isd 1 Aitkin- Treasurer			5 Transactions	
1985	Isd 182 Crosby- Treasurer				
	12- 932- 000- 0000- 6801		OCT/NOV SETTLEMENT		Appropriations
1985	Isd 182 Crosby- Treasurer			1 Transactions	
392	Isd 2 Hill City- Treasurer				

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<u>Vendor No.</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	12-932-000-0000-6801			150,871.56	CON CON		Appropriations
	12-932-000-0000-6801			12,682.77	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801			1,491.22	PUBLIC HUNTING GROUNDS		Appropriations
	12-932-000-0000-6801			150.18	VOLSTEAD		Appropriations
392	Isd 2 Hill City- Treasurer			165,195.73		4 Transactions	
1983	Isd 2165 Hinckley Finlayson- Treasurer						
	12-932-000-0000-6801			1,875.64	OCT/NOV SETTLEMENT		Appropriations
1983	Isd 2165 Hinckley Finlayson- Treasurer			1,875.64		1 Transactions	
1979	Isd 2580 East Central- Treasurer						
	12-932-000-0000-6801			185.34	OCT/NOV SETTLEMENT		Appropriations
1979	Isd 2580 East Central- Treasurer			185.34		1 Transactions	
395	ISD 4 McGregor- Treasurer						
	12-932-000-0000-6801			26,536.04	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801			3,407.20	PUBLIC HUNTING GROUNDS		Appropriations
	12-932-000-0000-6801			161,321.03	CON CON		Appropriations
	12-932-000-0000-6801			54,296.32	MINERAL RENTS/ROYALTIES		Appropriations
	12-932-000-0000-6801			2,138.99	WILDLIFE REVENUE SHARING		Appropriations
	12-932-000-0000-6801			23,357.65	MINERAL LEASE REVENUE		Appropriations
395	ISD 4 McGregor- Treasurer			271,057.23		6 Transactions	
1982	Isd 473 Isle- Treasurer						
	12-932-000-0000-6801			6,539.65	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801			0.05	CON CON		Appropriations
1982	Isd 473 Isle- Treasurer			6,539.70		2 Transactions	
1981	Isd 577 Willow River- Treasurer						
	12-932-000-0000-6801			126.67	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801			9,818.80	CON CON		Appropriations
1981	Isd 577 Willow River- Treasurer			9,945.47		2 Transactions	
394	Isd 698 Floodwood- Treasurer						
	12-932-000-0000-6801			352.83	OCT/NOV SETTLEMENT		Appropriations
	12-932-000-0000-6801			4,388.79	CON CON		Appropriations
394	Isd 698 Floodwood- Treasurer			4,741.62		2 Transactions	
1984	Isd 95 Cromwell- Wright- Treasurer						

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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>
	12- 932- 000- 0000- 6801		OCT/NOV SETTLEMENT		Appropriations
1984	Isd 95 Cromwell- Wright- Treasurer			1 Transactions	
932	DEPT Total:		Schools	10 Vendors	25 Transactions
12	Fund Total:		Agency		182 Transactions
	Final Total:		56 Vendors	182 Transactions	

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Audit List for Board AUDITOR'S VOUCHERS ENTRIES



Recap by Fund

<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
12	3,024,492.31	Agency
All Funds	3,024,492.31	Total

Approved by,

.....

.....



Board of County Commissioners Agenda Request

2G
Agenda Item #

Requested Meeting Date: 11/25/14

Title of Item: STS Donation

<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: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

Tamarack Sno-Flyers Inc has made a generous donation of \$500.00 to the Aitkin County STS program.

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:*



Board of County Commissioners Agenda Request

2H
Agenda Item #

Requested Meeting Date: 11/25/14

Title of Item: STS Donation

<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: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed:
--	-------------------------------

Summary of Issue:

Spencer Township has made a generous donation of \$150.00 to the Aitkin County STS program.

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:*



Board of County Commissioners Agenda Request

21
Agenda Item #

Requested Meeting Date: 11/25/14

Title of Item: Sell Forfeited Vehicles

<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: Undersheriff John Drahota		Department: Sheriff's Office
Presenter (Name and Title): Undersheriff John Drahota		Estimated Time Needed:
Summary of Issue: Seeking to sell at auction the following vehicles: - 1998 Dodge Durango (mileage unknown, condition unknown) - 1998 Ford F150 (147,363 miles, "poor" condition) The above vehicles were forfeited under Minnesota DWI laws.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Approve sale of 1998 Dodge Durango and 1998 Ford F150.		
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>		



Board of County Commissioners Agenda Request

25
Agenda Item #

Requested Meeting Date: 11/25/2014

Title of Item: Ratify 2015-2016 Local 49 Agreement

<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: Bobbie Danielson	Department: Human Resources Dept.
--	---

Presenter (Name and Title): Bobbie Danielson, HR Director	Estimated Time Needed: n/a, consent agenda
---	--

Summary of Issue:

A copy of the red-lined contract is attached showing all changes.

Alternatives, Options, Effects on Others/Comments:

None

Recommended Action/Motion:

Motion to ratify the 2015-2016 Local 49 Agreement as presented and authorize the Chairperson, County Administrator, and HR Director to sign.

Financial Impact:

Is there a cost associated with this request? Yes No

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

Is this budgeted? Yes No *Please Explain:*

n/a

Agreement

between

Aitkin County and

The International Union of
Operating Engineers, Local #49

Road & Bridge Department

January 1, 2015 – December 31, 2016

Deleted: 2013

Deleted: 2014

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AGREEMENT

This Agreement, entered into on January 1, 2015, between Aitkin County Board, hereinafter referred to as the "Employer", and Local Union No. 49, International Union of Operating Engineers, hereinafter referred to as the "Union".

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ARTICLE I UNION RECOGNITION

Section 1.1 The Board hereby recognizes Local Union No. 49, International Union of Operating Engineers, as the exclusive representative of all employees of the Aitkin County Road & Bridge Department who are employed for fourteen (14) or more hours per week or for more than sixty-seven (67) working days per calendar year, excluding supervisory employees, confidential employees, and the County Engineer, for the purposes of collective bargaining with respect to rates of pay, hours of work, and other conditions of employment as per certification by the State Bureau of Mediation Services dated November 21, 1989 as defined in Case No. 90-PCL-3018.

Section 1.2 In recognition of the Union as the exclusive representative, the Employer shall deduct from the pay of all employees an amount sufficient to provide payment of dues (or a fair share deduction, as provided in Minn. Stat. 179A.06, subd. 3, if the employee elects not to become a member of the Union) established by the Union from the wages of all employees authorizing, in writing, such a deduction. The Employer shall remit such deduction to the appropriate designated officers of the Union.

ARTICLE II DEFINITIONS

Section 2.1 Permanent Employee: For purposes of this Agreement "permanent employee" means an employee hired for a position other than temporary or seasonal.

Section 2.2 Employee: For purposes of this Agreement, "employee" means an employee considered as a public employee as defined by PELRA.

Section 2.3 Seasonal Employee: For purposes of this Agreement, "seasonal employee" means a temporary employee hired to cover increased workloads in the department due to peak business demands.

Section 2.4 Temporary Employee: For purposes of this Agreement, "temporary employee" means an employee hired for a pre-established period of time which may not exceed sixty-seven days in a one calendar year period or 100 days if a student as defined in PELRA. Temporary employees work standard hours but are not seasonal. Temporary and seasonal employees are not eligible for benefits as defined under this Agreement.

Section 2.5 Employer: Aitkin County Board of Commissioners

ARTICLE III
MANAGEMENT RIGHTS

Section 3.1: The management of Aitkin County and the direction of working forces, including the right to direct, plan and control the County's operations, to hire, recall, transfer, promote, demote, suspend, discipline, and discharge employees for good and sufficient reason, to lay off employees because of lack of work or for other legitimate reasons, to introduce new and improved operating methods and/or facilities, to manage the County, and perform any inherent managerial functions not specifically limited by this agreement, are vested exclusively in the County Board of Commissioners. The Employer agrees that in the exercising of these rights, it will not alter this Agreement.

Section 3.2: Any term or condition of employment not specifically established or modified by this Agreement shall remain solely within the discretion of the Employer to modify, establish or eliminate.

ARTICLE IV
HOURS

Section 4.1 Normal Hours: The regular workday for employees shall be eight (8) hours. The regular workweek for employees shall be forty (40) hours, Monday through Friday.

Section 4.2 Summer Hours: Before May 15th of each year, the Employer will decide when members of the Road & Bridge Department will go to Summers Hours, which constitute ten (10) hours per day, Monday through Thursday, from approximately June 1st to September 30th. For those employees on Summer Hours, overtime is defined as all hours worked in excess of ten (10) hours per day, or forty (40) hours per week. Holidays are computed at ten (10) hours, and if a Major Holiday falls on a Friday or Saturday, the preceding Thursday shall be considered the holiday.

The County Engineer will determine Summer Hours for any employee hired after January 1, 1999 within the Road & Bridge Department.

Section 4.3 Overtime Pay: Overtime is defined as all hours worked in excess of eight (8) hours per day or the employee's regular work day if other than eight (8) hours or forty (40) hours per week, and for all hours worked on Saturday, Sunday and legal Holidays, or days observed as Holidays.

Overtime for all employees shall be paid as it is earned at the rate of time and one-half (1-1/2) cash payment. An employee who works on the calendar day on which a Major Holiday falls shall be paid at double time rates. An employee who works on the day observed as a Major Holiday shall be paid at the rate of time and one-half (1-1/2) the employee's regular rate of pay.

Section 4.4 Call Back: A permanent employee called back to work after completing the regular work day, or called out on a day off, shall receive a minimum of four (4) hours compensation at the overtime rate.

Section 4.5 Overtime Distribution: Overtime assignments shall be distributed fairly by classification and shop location. Overtime status will be reviewed quarterly.

Section 4.6 Compensatory Time: An employee working overtime shall have the option of electing compensatory time off in lieu of overtime at the time and one-half (1-1/2) rate subject to the following conditions:

- A. Compensatory time can be accumulated up to a maximum of forty (40) hours.
- B. Prior approval of the County Engineer shall be necessary before using compensatory time.
- C. Compensatory time off shall be taken consistent with the needs of the department.

Section 4.7 Rest Periods: There shall be a fifteen (15) minute break in the a.m. and a fifteen (15) minute break in the p.m. of a working day for all employees covered under this Agreement.

Section 4.8 Work Location: The Employer may assign an employee to report in the employee's own vehicle to a shop location of equal or less distance than the employee's normal reporting shop location.

ARTICLE V HOLIDAYS

Section 5.1: All permanent employees shall be granted leave of absence with regular pay on all legal holidays. These are:

New Year's Day	Independence Day	Friday after Thanksgiving
Martin Luther King Day	Labor Day	Christmas Day
President's Day	Veterans Day	
Memorial Day	Thanksgiving Day	

Permanent part-time (probationary and non-probationary) employees shall be entitled to holiday pay on a pro-rated basis.

Deleted: employed 20 or more hours per week on average

Section 5.2: If a major holiday falls upon a Saturday, the preceding Friday shall be considered a holiday for all employees. If a major holiday falls upon a Sunday, the following Monday will be considered a holiday for all employees. The remaining holidays will be observed only when they fall within the regular workweek. The term "major holiday" is defined to include New Year's Day, Memorial Day, Independence Day, Veterans Day and Christmas Day.

Deleted: Section 5.3: All permanent employees hired prior to April 1, 1984 shall be eligible for one (1) floating holiday per calendar year. The date of the "Floating Holiday" must be mutually agreed to between the permanent employee and the County Engineer ¶

**ARTICLE VI
VACATIONS**

Section 6.1: Full-time (probationary and non-probationary) employees shall be granted the following vacation schedule:

Completed Years of Service:	Rates of Accumulation of Vacation Days Per Month of Work:	Working Days Employee May Earn as Vacation Per Year:
0 – 3	1	12
3 – 5	1 – 1/4	15
5 – 10	1 – 1/2	18
10 – 15	1 – 3/4	21
15+	2	24

Section 6.2: Any vacation not taken in accordance with the above schedule will be allowed to accumulate up to one and one-half (1-1/2) times the employee's yearly vacation earned.

Section 6.3: Employees shall be allowed to take their vacation in accordance with their position on the seniority list according to classification. Accumulated vacation shall be paid upon termination, or in event of the death of the employee, it shall be paid to the beneficiary.

Section 6.4: Any vacation will be accrued and utilized by the hour.

Section 6.5: Vacation leave may be taken consistent with the needs of the Department subject to the prior approval of the County Engineer or designee.

**ARTICLE VII
HEALTH & WELFARE INSURANCE**

Section 7.1 Health and Welfare: Aitkin County Road and Bridge Department employees will participate in the Operating Engineers Local #49 Health and Welfare Fund. Permanent employees eligible are those individuals who are members of the Operating Engineers Local #49 and fair share permanent employees, and all new probationary permanent employees who are and will be working 30 or more hours per week on average.

Since the eligibility for coverage of insurance in the benefit fund is on a quarterly basis beginning September 1, December 1, March 1 and June 1, Aitkin County may pro-rate the sum on a monthly basis required to acquire health insurance for the new employee entering into the bargaining unit of Local #49. Upon any employee in this unit terminating his/her employment or going into retirement, Aitkin County will pro-rate and withhold any monies that have been paid for his or her insurance coverage beyond employee termination or retirement date from their last payroll earnings including any fringe benefits due and owing said employee upon termination. The County will withhold the amount equal to the employee's cost share as per current agreement.

The Employer's contribution toward the total premium for group insurance shall be as follows:

Effective January 1, 2015, \$950.00 per month

Deleted: Permanent employees hired prior to April 1, 1984 shall be granted the following vacation schedule:
 ¶ Completed Years of Service:¶
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Deleted: Since the payment of insurance to the benefit fund is paid

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Effective January 1, 2016, \$1,000.00 per month

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Any additional amount due shall be paid by the employee through payroll deduction.

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

Section 7.2 Employee Contribution: In no event will the County's contribution exceed the actual cost of the coverage.

Section 7.3 Life Insurance: The County Board agrees to provide and pay for a life insurance policy of \$15,000.00 (fifteen thousand dollars) for all permanent employees and to provide life insurance coverage in the amount of \$10,000 (ten thousand dollars) for their spouses and dependents to age 26.

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ARTICLE VIII
SICK LEAVE BENEFITS / CARE OF RELATIVES

Section 8.1 Sick Leave: ~~Full-time (probationary and non-probationary)~~ employees shall be credited with one (1) day (8 hours) of sick leave for each month worked. Sick leave shall be accumulated to a maximum of one hundred twenty (120) days (960 hours).

Deleted: All permanent

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

Deleted: Sick leave will be granted for actual sickness, temporary physical disability, serious illness or death in the immediate family as defined in Section 8.2 and 8.3 or quarantine

Sick leave may be used because of illness of the employee's sibling or grandparent as well. For siblings and grandparents, use is limited to 160 hours all combined per calendar year.

Deleted: employed 20 or more hours per week on average

Part-time (probationary and non-probationary) employees shall be entitled to sick leave pay on a pro-rated basis.

Deleted: If sick leave is depleted, the employee shall be entitled to reduce the severance pay that is set aside as sick leave only after using all of the available sick leave ¶

Sick leave will be accrued and utilized by the hour.

Section 8.2 Family and Medical Leave: Eligible employees will be granted FMLA in accordance with County policy.

Deleted: Eligible employees will be granted up to twelve (12) weeks of unpaid Family or Medical leave for their own serious illness, the birth or adoption of a child, or the care of a seriously ill child, spouse, or parent. Family and Medical Leave is defined in Public Law 103-3 and detailed in the Special Supplement published by the Bureau of national Affairs, Inc. Employees taking this leave are entitled to receive health benefits while they are on unpaid leave under the same terms and conditions as when they were on the job. The County guarantees the employee the right to return to their previous or an equivalent position with no loss of benefits at the end of the leave. The employee must use all accrued Sick Leave, Personal Leave, and Vacation prior to starting any unpaid portion as per Aitkin County Board Resolution 93-88. The probationary period shall be extended by a period of time equal to the total number of duty days on leave.

Section 8.3 Funeral Leave: Up to three (3) days paid funeral leave will be granted to an employee when a death occurs in their immediate family for the purpose of attending the funeral and related matters.

Immediate family includes: spouse, child, step-child, parents, step-parents, siblings, step-siblings, grandparent, grandchild, the employee's spouse's mother, father, grandparent, sister or brother, and any person whom the employee has been declared legal guardian.

An additional leave of up to two (2) days absence may be granted for travel to and from a funeral and must be approved by the Department Head.

Temporary and seasonal employees shall not be eligible for funeral leave benefits.

Section 8.4 Workers' Compensation: ~~Worker's Compensation will be administered in accordance with county policy. (Willie, please ask members to provide feedback on the draft.)~~

ARTICLE IX PERSONAL LEAVE

Full-time (probationary and non-probationary) employees shall be granted four (4) days personal leave, not to be accumulative. Personal leave may be taken consistent with the needs of the department subject to the prior approval of the County Engineer or designee. Personal leave days may not be used in increments of less than one-half day.

Part-time (probationary and non-probationary) employees shall be entitled to personal leave on a pro-rated basis.

ARTICLE X SENIORITY

Section10.1: A policy of Seniority shall be formulated that will give permanent employees with longer periods of service an opportunity for promotion and also give all employees a feeling of security.

A. There shall be a seniority list established which shall include the Maintenance Department, based on the employee's original date of hire.

B. There shall be a seniority list established which shall include the Engineering Department, based on the employee's original date of hire.

C. There shall be a seniority list established which shall include all permanent employees of the Road and Bridge Department, based on the employees' original date of hire.

Section10.2: New employees shall be on a six (6) month probationary period.

Section10.3: In the event of lay off due to lack of work, employees with the least seniority shall be first to be laid off, then permanent employees with the least seniority shall be laid off, and in the event of rehire, the last permanent employee laid off shall be the first to be rehired. No permanent employee shall be laid off out of turn on the seniority list, according to classification.

Deleted: Three (3) days sick leave may be taken for death of the employee's spouse, child, parent, sibling, grandparent, grandchild, mother-in-law, or father-in-law. Two (2) additional days may be allowed when travel is necessary, subject to the approval of the Employer ¶

Deleted: In the event that an employee is disabled by an accident or injury which is compensable, the employee will continue to be paid from accumulated sick leave, personal leave, or vacation until Workers' Compensation begins. The Employer will continue to contribute its normal portion of the Medical Insurance in force when the Workers' Compensation begins ¶

¶ The first Workers' Compensation check shall be signed over to the County to credit the employee's sick leave, comp time, personal leave, or vacation accounts that were charged. These accounts will also be credited with the equivalent time for any taxes that would have been withheld from the amount of the Workers' Compensation check. Continuing Workers' Compensation checks will be retained by the employee and the employee will be allowed to utilize any accrued sick leave, comp time, personal leave, or vacation to maintain their normal payroll deductions ¶

¶ Under PERA regulations, Workers' Compensation payments are not subject to PERA withholdings. The County payroll department is required to report the status change, when an employee receives Workers' Compensation, on the PERA Salary Deduction Report

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Deleted: Permanent employees hired prior to April 1, 1984 shall be granted five (5) days personal leave each year, not to be accumulative, and permanent

Deleted: hired after April 1, 1984

Deleted: employed 20 or more hours per week on average

Section 10.4: In the event of a job opening, the job shall be announced by bulletin and the most senior permanent qualified employee shall be given first opportunity to step up for promotion.

Whenever employees are hired, comparable work experience and/or qualifications may be recognized in which the beginning wage may be set at the appropriate pay level allowing for the number of years experience and comparable employment.

Section 10.5: Seniority shall be deemed broken if an employee:

- A. Quits or is discharged.
- B. Is laid off for a period exceeding one year.
- C. Is on medical leave of absence for a period exceeding one (1) year, providing that a review will be made by the County at the end of that year.
- D. Fails to report for work at the end of a leave of absence.
- E. Fails to accept a recall from layoff.

Section 10.6: Seasonal employees will be used under the following conditions:

- A. Between the months of May 1 through December 1.
- B. ~~Salaries for the first sixty-seven (67) days will be set by Board policy. Salaries after sixty –seven (67) days will be set out in Wage Appendix E.~~
- C. Seasonal employees will not displace permanent full time employees from their usual and customary work.

Deleted: <#>Three can work over sixty-seven (67) days per year.¶

ARTICLE XI GRIEVANCE PROCEDURE

Section 11.1 Definition of Grievance: A grievance is defined as a dispute or disagreement as to the interpretation or application of the specific terms and conditions of this Contract. It is specifically understood that any matters governed by statutory provisions shall not be considered grievances and subject to the grievance procedure hereinafter set forth.

Deleted: Civil Service rules, merit system rules or

Deleted: No disciplinary action which may be appealed to a civil service or merit system authority will be considered a grievance and subject to the grievance procedure herein.¶

Section 11.2 Organization Representatives: The Employer will recognize employee representatives designated by the exclusive representatives as the grievance representatives of the bargaining unit having the duties and responsibilities established by this Article. The exclusive representative shall notify the Employer in writing of the names of such employee representatives and of their successors when so designated.

Section 11.3 Processing of Grievance: It is recognized and accepted by the exclusive representative and the Employer that the processing of grievances as hereinafter provided is limited by the job duties and responsibilities of the employees and shall therefore be accomplished during normal working hours only when consistent with such employee duties and responsibilities.

The aggrieved employee and the employee representative shall be allowed a reasonable amount of time without loss of pay when a grievance is investigated and presented to the Employer during normal working hours, provided the employee and employee representative have notified and received the approval of the designated supervisor who has determined that such absence is reasonable and would not be detrimental to the work programs of the Employer.

Section 11.4 Procedure: Grievances, as defined by Section 1, shall be resolved in conformance with the following procedure:

Step 1. An employee claiming a violation concerning the interpretation or application of this Contract shall within twenty-one (21) calendar days after such alleged violation has occurred present such grievance to the employee's immediate supervisor. The immediate supervisor will meet and discuss the grievance within ten (10) working days and give an answer to such Step 1 grievance within ten (10) working days after the meeting. A grievance not resolved in Step 1 and appealed to Step 2 shall be placed in writing setting forth the nature of the grievance, the facts on which it is based, the provision or provisions of the contract allegedly violated, the remedy requested, and shall be appealed to Step 2 within ten (10) working days after the immediate supervisor's final answer in Step 1. Any grievance not appealed in writing to Step 2 by the union within ten (10) working days shall be considered waived.

Step 2. If appealed, the written grievance shall be presented to the Department Head and a meeting date set within ten (10) working days. The Department Head shall give the union the Employer's Step 2 answer in writing within ten (10) working days after meeting on such Step 2 grievance. A grievance not resolved by the final Step 2 answer shall be appealed to Step 3 by the union within ten (10) working days after the Department Head's final answer in Step 2. Any grievance not appealed to Step 3 by the union within ten (10) working days shall be considered waived.

Step 3. If appealed, the written grievance shall be presented to the Human Resources Manager and a meeting date set within ten (10) working days. The Human Resources Manager, in cooperation with the County Administrator, shall give the union the Employer's Step 3 answer in writing within ten (10) working days after meeting on such Step 3 grievance. A grievance not resolved by the final Step 3 answer may be appealed in writing to Step 4 by the union within ten (10) working days after the Employer's final answer in Step 3. Any grievance not appealed in writing to Step 4 by the union within ten (10) days shall be considered waived.

Step 3A. If the Employer and the Union mutually agree, a grievance unresolved in Step 3 and appealed to Step 4 may be submitted to the Minnesota Bureau of Mediation Services for mediation within ten (10) working days after receipt of the Employer's final answer in Step 3. If the grievance is submitted to mediation and is resolved, the settlement shall be reduced to writing and signed by both the Employer and the Union. If the grievance is submitted to mediation and is not resolved, it may be appealed to Step 4 within ten (10) working days of the date of the mediation meeting.

Step 4. A grievance unresolved in Step 3, or Step 3A if applicable, and appealed to Step 4 shall be submitted to arbitration subject to the provisions of the Public Employment Labor Relations Act of 1971, as amended. The selection of the Arbitrator shall be made in accordance with the "Rules Governing Arbitration of Grievance" as established by the Minnesota Bureau of Mediation Services.

Section 11.5 Arbitrator's Authority:

- A. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the terms and conditions of the contract. The arbitrator shall consider and decide

only the specific issues submitted in writing by the Employer and the Employee, and shall have no authority to make a decision on any other issue not so submitted.

- B. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any of the applications of laws, rules or regulations having the force and effect of law. The arbitrator's decision shall be submitted in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever be later, unless the parties agree to an extension. The decision shall be based solely on the arbitrator's interpretation or application of the express terms of this Contract and to the facts of the grievance presented.
- C. The fees and expenses for the arbitrator's services and proceedings shall be borne equally by the Employer and the exclusive representative provided that each party shall be responsible for compensating its own representative and witnesses. If either party desires a verbatim record of the proceedings, it may cause such a record to be made, providing it pays for the record. If both parties desire a verbatim record of the proceedings, the cost shall be shared equally.

Section 11.6 Waiver: If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof, within the specified time limits, the employee may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual agreement of the Employer and the employee in any step.

Section 11.7 Choice of Remedy: If as a result of the written Employer response in Step 3, the grievance remains unresolved and if the grievance involves the suspension, demotion or discharge of an employee who has completed the required probationary period, the grievance may be appealed either to Step 4 of this Article XI or a procedure such as veterans preference or fair employment. If appealed to any procedure other than Step 4 of this Article XI, the Union and the aggrieved employee shall indicate in writing which procedure is to be utilized -- Step 4 of Article XI or another appeal procedure -- and the employee shall sign a statement to the effect that the choice of any other hearing precludes any subsequent appeal through Step 4 of this Article XI, except that with respect to statutes under the jurisdiction of the United States Equal Employment Opportunity Commission, an employee pursuing a statutory remedy is not precluded from also pursuing an appeal under this grievance procedure.

ARTICLE XII WAGES

Section 12.1 Rate of Pay: Wages applicable to employees covered by this Agreement shall be in accordance with the provisions set forth on Appendix A hereby made a part of this Agreement.

Deleted: For 2013 and 2014, w

Employees whose wage is below the maximum of the appropriate wage schedule will advance to the next step on January 1 each year of the 2015-2016 Agreement. All employees shall remain at their rate of pay at the expiration of this Agreement until a new Agreement is executed by the parties.

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Section 12.2 Pay Period: All employees covered by this Agreement shall be paid according to county policy.

Section 12.3 Reclassification: A permanent employee who works 50% or more at a higher job classification in a calendar year shall be eligible for reclassification.

An employee whose job classification is upgraded will be placed on the step in the new pay range that results in at least a \$0.75 per hour increase.

Section 12.4: Permanent employees shall not be reduced in pay scale when assigned work of a lower classification. Employees performing work of a higher pay classification shall receive the wage scale prevailing for the higher classification.

Section 12.5: Insofar as seniority lists are established in the respective departments, so should the right to determine applicable contract clauses rest with those persons directly affected by said clauses; that is to say that personnel in the Road and Bridge Department and Engineering Department should exercise complete control insofar as approving those items in this contract which directly apply to them, that is wage rates. This clause in no way attempts to circumvent or subdivide the Local Union. It merely attempts to place responsibility directly on those individuals affected by the various clauses.

Section 12.6 Jury Duty: All permanent employees shall be paid full wages when called for jury duty. Permanent employees will reimburse to the County the amount of wages they receive as jury duty pay, not to exceed the employee's regular day's pay.

Section 12.7 Military Pay: ~~Employees will receive military leave in accordance with state and federal statutes.~~

Deleted: The County agrees to pay full wages for any permanent employee serving on military duty, in accordance with Minnesota State Statutes

Section 12.8: For newly created job classifications, the County will notify the Union ten (10) days in advance of posting to negotiate a rate of pay for the new job classification.

ARTICLE XIII SAFETY

The County agrees to furnish all necessary safety equipment including, but not limited to, safety regulated and/or reflective outerwear, footwear¹, gloves and safety glasses for the protection of their employees, and the employees shall use the equipment when necessary.

¹Each member will receive an allowance of up to \$145.00 per calendar year to be used specifically towards safety footwear. (Willie, note the \$145 may be taxable income. This will be determined by the County Auditor.)

ARTICLE XIV SAVINGS CLAUSE

This Agreement is subject to the laws of the United States, the State of Minnesota, and the County. In the event any provision of this Agreement shall be held contrary to law by a court of competent jurisdiction from whose final judgment or decree no appeal has been taken within the time provided, or is contrary to an administrative ruling or is in violation of legislation or administrative regulations, such provision shall be voided. All other provisions of this

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Agreement shall continue in full force and effect. The voided provision may be renegotiated at the request of either party.

ARTICLE XV
DURATION

This Agreement shall be in effect from January 1, ~~2015~~ and shall continue in effect through December 31, ~~2016~~ and from year to year thereafter, unless notice of intention to change, modify, or terminate is given by either party one hundred twenty (120) days prior to December 31st of the year in which the change, modification or termination is to take place.

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This Agreement between the County Board of Aitkin County and the International Union of Operating Engineers, Local No. 49, signed this _____ day of _____, 2014,

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Chairperson, Aitkin County Board of Commissioners

County Administrator

Human Resources Director

Deleted: Manager

IUOE Local No. 49 Business Representative

IUOE Local No. 49 Business Manager

**APPENDIX A
WAGE SCHEDULES**

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¶
2013 Wage Schedule¶

Grade	Min/A	B	C	D	E	F	G	H	I	J	K	L	M	N	Max/O
2015															
6	\$ 19.30	\$ 19.87	\$ 20.46	\$ 21.06	\$ 21.68	\$ 22.33	\$ 22.99	\$ 23.67	\$ 24.37	\$ 25.09	\$ 25.83	\$ 26.60	\$ 27.39	\$ 28.20	\$ 28.80
5	\$ 17.80	\$ 18.33	\$ 18.87	\$ 19.42	\$ 20.00	\$ 20.59	\$ 21.20	\$ 21.82	\$ 22.47	\$ 23.13	\$ 23.82	\$ 24.52	\$ 25.25	\$ 26.00	\$ 26.55
4	\$ 16.30	\$ 16.78	\$ 17.27	\$ 17.78	\$ 18.31	\$ 18.85	\$ 19.40	\$ 19.98	\$ 20.57	\$ 21.18	\$ 21.80	\$ 22.45	\$ 23.11	\$ 23.80	\$ 24.30
(Write, please refer to handout for 1/1/2015 implementation.)															
2016															
6	\$ 19.65	\$ 20.22	\$ 20.81	\$ 21.41	\$ 22.03	\$ 22.68	\$ 23.34	\$ 24.02	\$ 24.72	\$ 25.44	\$ 26.18	\$ 26.95	\$ 27.74	\$ 28.55	\$ 29.15
5	\$ 18.15	\$ 18.68	\$ 19.22	\$ 19.77	\$ 20.35	\$ 20.94	\$ 21.55	\$ 22.17	\$ 22.82	\$ 23.48	\$ 24.17	\$ 24.87	\$ 25.60	\$ 26.35	\$ 26.90
4	\$ 16.65	\$ 17.13	\$ 17.62	\$ 18.13	\$ 18.66	\$ 19.20	\$ 19.75	\$ 20.33	\$ 20.92	\$ 21.53	\$ 22.15	\$ 22.80	\$ 23.46	\$ 24.15	\$ 24.65

APPENDIX B
MEMORANDUM OF AGREEMENT – YEAR ROUND SEASONAL EMPLOYEE

This Memorandum of Agreement is entered into between the County of Aitkin and the Road & Bridge Employees, International Union of Operating Engineers Local Union #49 as an addendum to the Aitkin County Road & Bridge Agreement dated January 1, 2015, through December 31, 2016.

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Whereas, the County is currently in need of a year round seasonal employee in order to meet the demands of their rigorous construction schedule, and

Whereas, the use of seasonal employees is limited as defined in Article X Seniority, Section 10.6 of the collective bargaining agreement between the parties,

Therefore, it is agreed that Aitkin County may employ a seasonal employee to perform seasonal work duties under the following conditions:

- A. From January 1st through December 31st as needed at the discretion of the County Engineer,
- B. Starting wage and subsequent pay increases in accordance with an Engineering Technician position classification,
- C. Paid time off benefits to include vacation, holidays, personal leave, and sick leave prorated according to compensated hours worked in the pay period and where full time equivalency is 2080 hours in the calendar year, and
- D. This employee will not receive any insurance benefits, and is not entitled to participate in any voluntary insurance plans, and
- E. This employee will not displace a permanent full time employee from their usual and customary work.
- F. The provision of the Aitkin County Road and Bridge Agreement do not apply to this seasonal employee other than as set forth in paragraphs B and C above.
- G. This Memorandum of Agreement shall in no way set any precedents.
- H. Limited until December 31, 2016, at which time the provisions of the MOA will be negotiated for 2017.
- I. This employee will be a Union member or pay Fair Share.

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For Aitkin County:

For I.U.O.E. Local No. 49:

Chairperson, Aitkin County Board

Area Business Representative

County Administrator

Business Manager

Human Resources Director

Dated: _____

Dated: _____

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Add new Appendix C

MOU to contain the following language. (Note, this is not "holiday pay".):

1. The parties agree that employees under this bargaining unit may absent themselves from their duties on the following days, without using accrued sick, vacation or personal days – December 24, 2014, December 24, 2015, December 23, 2016, unless they are snow plowing or called out for work.
2. The parties agree that during the period of 2015 – 2016 the parties will meet to discuss options related to pay for performance.
3. The parties agree that during the year of 2015 the parties will meet to discuss employee health plan options and the Local 49 HRA.



Board of County Commissioners Agenda Request

2K
Agenda Item #

Requested Meeting Date: November 25, 2014

Title of Item: ATV GIA fund request

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	Action Requested: <input type="checkbox"/> Approve/Deny Motion <input checked="" 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: Mark Jacobs		Department: Land
Presenter (Name and Title): Mark Jacobs		Estimated Time Needed:
Summary of Issue: Resolution to put in a request for Grant in Aide funds to maintain ATV trails for the 2015 year.		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion: Adopt attached resolution.		
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 Please Explain:		

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

ADOPTED November 25, 2014

By Commissioner: xx

112514-0xx

All Terrain Vehicle Funding

WHEREAS, local units of government can apply for State aid for trail development, maintenance, grooming and administration from the Minnesota Department of Natural Resources at the rate of 90% reimbursement of costs of grooming and maintenance, and

WHEREAS, Aitkin County does not have the facilities to maintain the entire trail system in Aitkin County, and

WHEREAS, clubs wish to contract with the County for maintaining these trails, and

WHEREAS, these trails benefit the recreation, resort, tourism, industry, and economy of Aitkin County,

NOW THEREFORE, BE IT RESOLVED, that the Aitkin County Trail Administrator be authorized to apply for Grants in Aide assistance funds for All Terrain Vehicle Trail maintenance and grooming for the following trail:

Northwoods Regional ATV trail which consists of the following segments: South Soo Line, North Soo Line, Rabey Line, Blind Lake, Redtop, Moose River Connector, Lawler, Blind Lake Connector Trail, Hill City Connector trail and Solana ATV trails.

BE IT FURTHER RESOLVED, that the Aitkin County Trail Administrator be authorized to contract for the development, maintenance and grooming of the aforementioned trails with qualified, interested clubs.

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 25th day of November 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 25th day of November A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy



Board of County Commissioners Agenda Request

3A
Agenda Item #

Requested Meeting Date: 11/25/14

Title of Item: Emergency Operation Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input 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: Sheriff Scott Turner	Department: Sheriff's Office
--	--

Presenter (Name and Title): Sheriff Scott Turner	Estimated Time Needed: 15 minutes
--	---

Summary of Issue:

Review/approve Emergency Operation Plan. (non-budgetary action)

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:

Approve Emergency Operation Plan.

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:

SCOTT A. TURNER
SHERIFF OF AITKIN COUNTY

217 Second Street NW, Room 185
Aitkin, MN 56431

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

MEMO

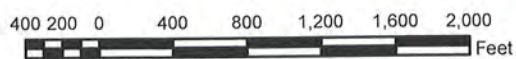
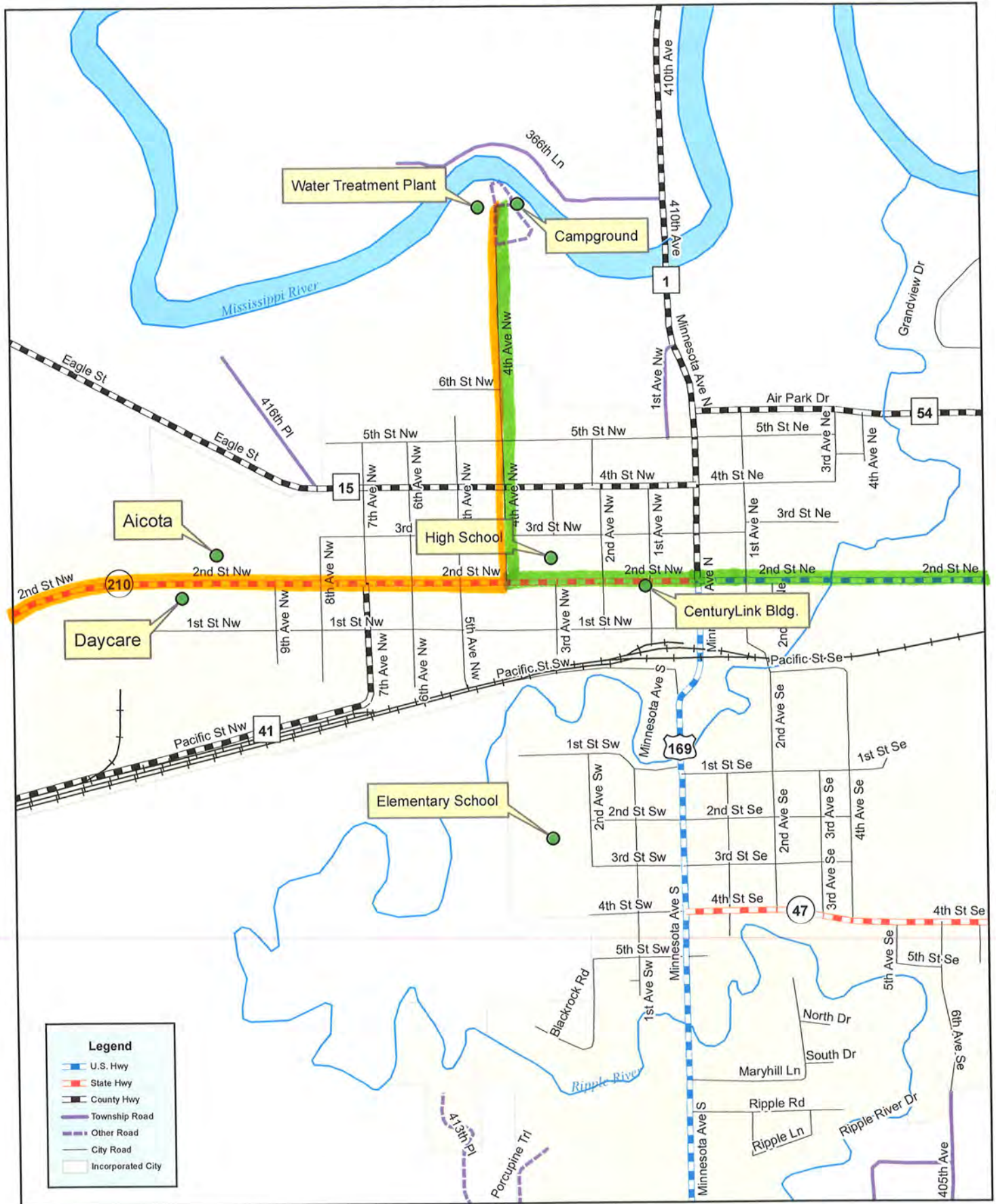
TO:	Aitkin County Board of Commissioners	DATE:	November 20, 2014
FROM:	Sheriff Scott Turner	RE:	2015 EOP

Attached is a copy of the current Aitkin County Emergency Operations Plan. It is that time in the 4-year cycle that requires Aitkin County Board approval of the plan. Very few changes occurred to the plan in any given year. There are, however, some mandated additions that must be updated periodically. I will give you a brief overview of the plan highlighting those additions at the November 25th Board meeting. What I am requesting is Board authorization for the Chair to sign off on the plan approval.

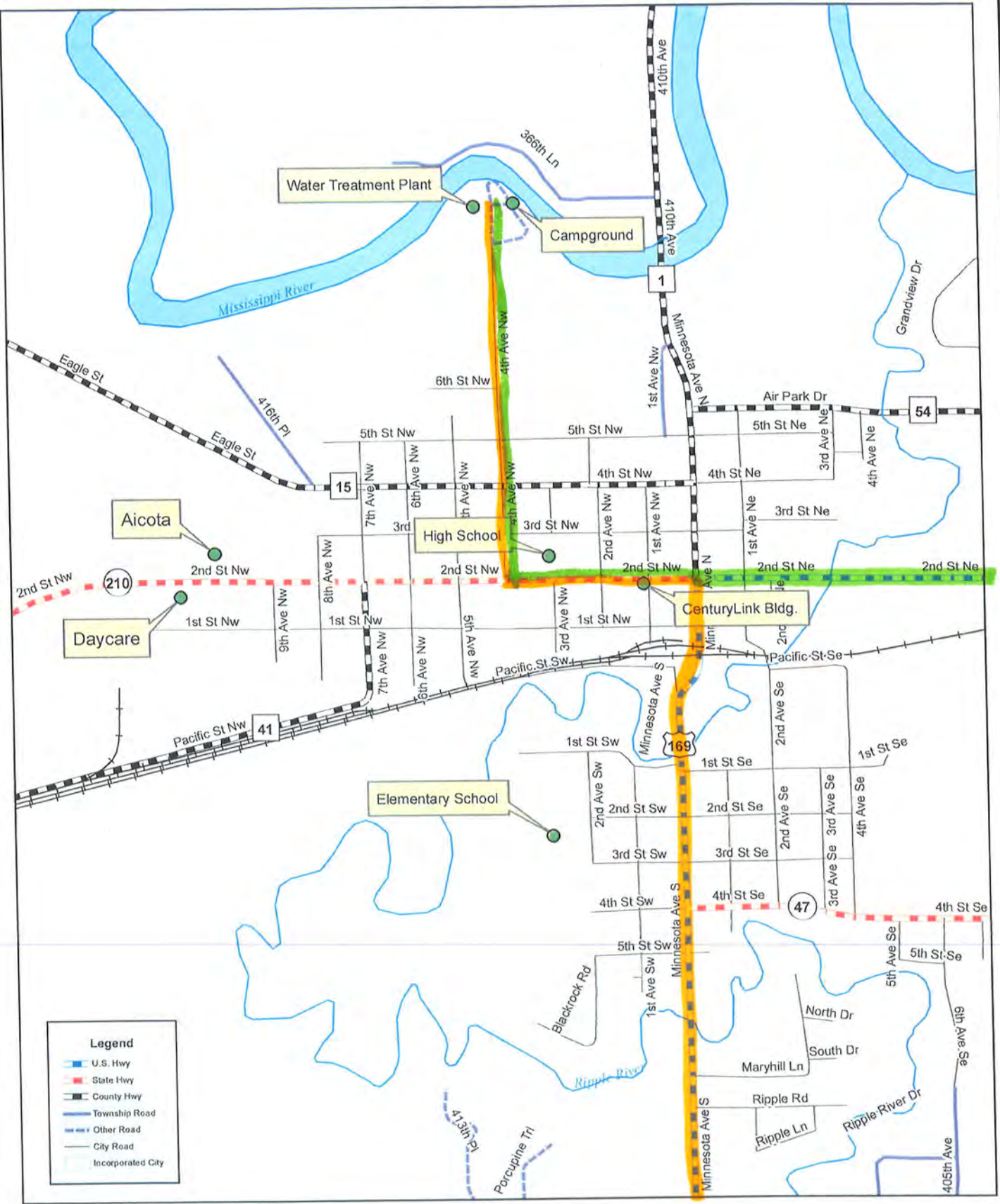
Aitkin County Annex Chiefs

Annex A	Notification and Warning	Sheriff - Scott Turner
Annex B	Incident Management	County Administrator – Nathan Burkett
Annex C	Public Information	County Board Designee – Chair J. Mark Wedel
Annex D	Search and Rescue	Sheriff - Scott Turner
Annex E	Health Protection	Health & Human Services Director - Tom Burke
Annex F	Evacuation and Traffic Control	Sheriff - Scott Turner
Annex G	Fire Protection	Fire Chief's Association - Brian Pisarek
Annex H	Damage Assessment	County Assessor - Mike Dangers
Annex I	Congregate Care	Public Health Supervisor – Erin Meld
Annex J	Debris Management	County Engineer - John Welle
Annex K	Utilities Protection	Aitkin Public Works – Dave Cluff
Annex L	Environmental Hazard	Emergency Mgt Director - Scott Turner

City of Aitkin

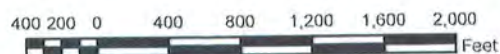


City of Aitkin



Legend

- U.S. Hwy
- State Hwy
- County Hwy
- Township Road
- Other Road
- City Road
- Incorporated City



Contact Us



Welcome Karla White

What's New - E-Plan Updates

Logout

Facility Information [Contact Information](#) [Chemical Inventory](#) [Additional Information](#) [StateFields](#)

Facility Information

Facility Name AITKIN WASTEWATER TREATMENT PLANT
Company Name
Filing Year 2010
Department
Physical Address 4TH AVE NW
 Aitkin, Aitkin County
 MN - 56431
Latitude
Longitude
USNG Not Available
Location Description Information not available
Number of Employees Information not available
Corporate Email Information not available
Type of Facility Tier2
Data Management Last modified Date: 2011-04-01 00:00:00.0 UTC
 First Submit Date: 2011-04-01 00:00:00.0 UTC
 Data Submitted by: State of Minnesota
Document - - No Documents Attached
State Facility ID - 7 -
NAICS - 237110.0 -
SIC - 4952.0 -
Facility Notes Information not available

Google Map not available

[Printer Friendly Version](#)

[Detailed View](#)

[Download Tier2 Zip File](#)

[Download Tier II Report](#)

[Facility Weather](#)

Facility Contact Information

Name	Contact Type	Phone	Email
MURU MOCK	Emergency Contact 1	Work - 2188392945.0	
BJ Wasserzieher	Emergency Contact 2	Work - 2189276602.0	

Chemical Inventory Information

Chemical (Click for ERG link)	CAS #	Max Qty.(lbs)	Avg Qty.(lbs)	NFPA Code H F R	Properties	Fact Sheets
CHLORINE (EHS Chemical)	7782-50-5	900	750	3 0 0 OX	Pure Pressure Gas Acute Reactive EHS	MSDS Profile CHRIS
Synonyms: Bertholite;Chlore (dot french);Chlorine;Chlorine mol.;Chlorine molecule (cl2);Cloro (dot spanish);Diatomic chlorine;Dichlorine;Molecular chlorine;						

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[Facility Chemical Search](#)
[Facility Visual Search](#)

[Chemical Search](#)
[WMD Information](#)
[NIOSH Pocket Guide](#)
[ATSDR Toxic Profile](#)
[CHEMTREC](#)

[E-Plan Online Training](#)
[E-Plan Online Filing \(Tier2\)](#)
[E-Plan News](#)
[E-Plan Facilities/State](#)

[OSHA/EPA Occupational Chemical Database](#)
[DISASTERHELP.GOV](#)
[EPA's May 2010 Consolidated List of Chemicals](#)
[NOAA Chemical Response Tools](#)
[NOAA Oil Response Tools](#)
[U.S. Fire Administration](#)
[U.S. National Response Team](#)
[CAMEO Chemicals](#)
[EPA Tier2 Submit](#)

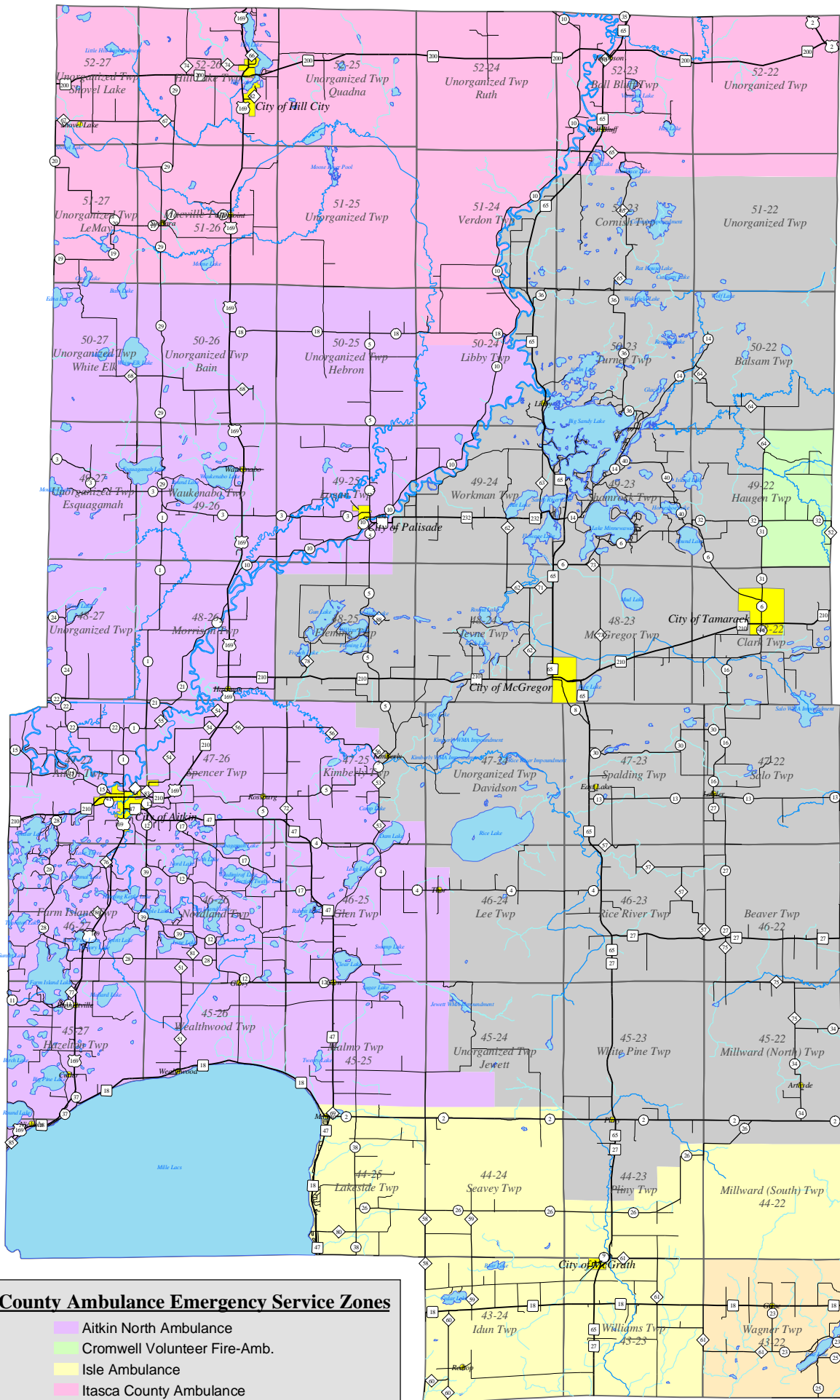
[Weather](#)

[Other Important Links](#)

SULFUR DIOXIDE (EHS Chemical)	7446-09-5	750	500	2 0 0 -	Pure Pressure Gas Acute EHS	MSDS Profile CHRIS
Synonyms: Di+xido de azufre (dot spanish);Di+xido de azufre, licuado (dot spanish);Dioxyde de soufre (dot french);Dioxyde de soufre, liqu+fi+ (dot french);Fermenticide liquid;Sulfur dioxide;Sulfur dioxide (anhydrous);Sulfur dioxide (so2);Sulfur dioxide, liq;						

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Aitkin County Ambulance Emergency Service Zones

- Aitkin North Ambulance
- Cromwell Volunteer Fire-Amb.
- Isle Ambulance
- Itasca County Ambulance
- McGregor Fire-Ambulance
- Pine County Ambulance

Map prepared by Aitkin County GIS for graphic display purposes only.
 Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained. (D.H. 2004)

I. Purpose

To provide an overview of the responsibilities and the procedures whereby the notification of officials and the warning of the public is accomplished.

II. Responsibilities

- A. The Aitkin County Sheriff's Dispatch Center is the County Warning Point. They receive and disseminate all notifications and warnings.
- B. The Aitkin County Sheriff is the County Warning Point Supervisor. He/she has the responsibility to ensure the proper handling of all notifications and warnings.
- C. Upon receipt of a warning, the Aitkin County Warning Point will notify:
 - 1. The Warning Point Supervisor and/or Emergency Management Director
 - 2. All on duty Law Enforcement Officers
 - 3. Municipalities and Emergency Responder Groups (i.e. Fire Departments, First Responders, Ambulance Services) in the affected area.
 - 4. Private and/or public facilities (hospitals, industries, nursing homes, etc.) in the affected area(s).
 - 5. For conditions generated within the County notify the National Weather Service for (EAS) activation at the direction of the Warning Point Supervisor or designee.

III. Organizational Chart: County Warning Point (Sheriff's Office Dispatch Center)

IV. Supporting Documentation

The Aitkin County Warning Plan covers notification procedures for all hazards. The Aitkin County Notification and Warning Standard Operating Procedure (SOG) details the procedures. Both are on file at the Aitkin County Sheriff's Office.

V. Authentication _____

(Date)

Aitkin County Sheriff

These standard operating procedures provide for the receipt and dissemination of notifications and warnings on natural or man made disasters. They provide procedures on dissemination of warnings to the public within the geographical area of Aitkin County to assist in minimizing the effects of and impending or actual disaster. Aitkin County does not have a significant population of hearing impaired and/or non-English-speaking persons; therefore, unless notified prior to the issuance of any warnings, that persons from either group are present in the county, no special methods will be implemented for warning these groups. Notification of special needs population will be done on a case by case basis as their needs are presented.

I. General

The Brainerd State Patrol Warning Point is responsible for disseminating all watches and warnings to Aitkin County, except for conditions generated within the county.

The Aitkin County Warning Point is the Sheriff's Office Dispatch Center in Aitkin

The Aitkin County Warning Point Supervisor is the Aitkin County Sheriff. The alternate is the Aitkin County Undersheriff.

The Aitkin County Warning Point Supervisor is responsible for ensuring all notifications and warnings are properly received and disseminated.

II. Actions to be taken by the Aitkin County Warning Point when there is an IMMEDIATE THREAT TO LIFE:

A. Warning received from Brainerd State Patrol Headquarters Warning Point:

1. Weather Related Emergency

- a. Notify County Warning Point Supervisor and/or the Emergency Management Director who will notify staff and government officials.
- b. Notify the on duty Law Enforcement Officers
- c. Notify affected municipalities and groups by paging the respective Fire Departments and First Responder Groups.
- d. Activate sirens (city of Aitkin) or notifying municipal Emergency Management directors who sound sirens
- e. Notify population not covered by the outdoor warning system by contacting radio station KKIN.
- f. Notify the Duluth Weather Service Office, telephone (800) 685-8612 or 218-729-6572 for activation of the Emergency Alert System as authorized by the Aitkin County Sheriff and/or Emergency Management Office.
- g. Notify critical facilities within the county by telephone.
- h. Notify potentially affected schools, hospitals, and nursing homes, by telephone.

2. Hazardous Materials Incident

- a. Upon notice or discovery of a hazardous material(s) release, local public safety officials will notify the Aitkin County Emergency Notification Center (Warning Point), located at the Aitkin County Sheriff's Office. The Emergency Notification Center will notify immediately the Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan in Aitkin County, plus all other public safety officials designated for similar notification in the plan.
- b. Using prepared criteria (item d below), the Emergency Management Director who has responsibility and authority for implementing the emergency plan in Aitkin

County, will determine whether a public notification is appropriate, and if so, what method is to be used for public notification, what population is to be notified, and what the message shall be (immediate, precautionary, protect-in-place, etc.)

- c. The Aitkin County Emergency Notification Center which controls activation of the emergency warning systems in Aitkin County shall immediately carry out such public warnings instructions as it may receive from the Emergency Management Director, who has primary responsibility and authority for implementing the emergency plan. The Aitkin County Emergency Notification Center can employ several methods of providing emergency warning to the public, including:
 - Emergency systems: individually, in groups, or all at once
 - TV, cable and radio stations
 - Street-to- street locally via law and/or fire department vehicle loudspeakers
- d. Criteria to be used in determining the need for public notification include, but are not limited to the following:
 - Identification and properties of the hazardous substance released
 - Approximate amount or extent of the release
 - Wind speed and direction
 - Time factors
 - Size and nature of the target population
 - Recommendations of designated on-scene authorities

B. Warning received from within the county:

1. Weather Related Emergency
 - a. Complete steps A.1.a. Through A.1.h. Listed above (as appropriate).
 - b. Notify State Patrol Brainerd Warning Point and request them to relay the information to the Duluth National Weather Service Office.
2. Hazardous Materials Emergency
 - a. Complete steps A.2.a. Through A.2.d. Listed above (as appropriate).
 - b. Notify the State Duty Officer and the responsible party (as appropriate)

III. Actions to be taken by the County Warning Point for situations NOT involving an immediate threat to public safety:

- A. Contact the Warning Point Supervisor or Emergency Management Director.
- B. Notify State Duty Officer if needed.
- C. Notify affected Municipal Emergency Management Directors or other appropriate city government officials. (County/Municipal Notification List.)

IV. Testing Procedures

State policy is that the state, counties, and municipalities test their public warning systems at 1300 hours (1:00 p.m.) the first Wednesday of each month. Counties and municipalities are encouraged to make advance announcements of each test through local media

- A. At 1:00 p.m. the first Wednesday of each month, the Aitkin County Warning Point will take the following actions:

1. Acknowledge the TEST warning message from the Brainerd Warning Point.
 2. Relay National Warning Systems (NAWAS) TEST to municipalities in the county by sequenced list.
 3. Activate the rural warning system, contact rural communities
 4. Test county alert lists and other emergency procedures as delineated in previous sections of these standard operating procedures.
- B. At 1:00 p.m. the first Wednesday of each month the municipalities in Aitkin County will take the following actions:
1. Test the outdoor warning sirens in the following ways:
 - a. Sound the (Test) ALERT signal. This is a steady tone or blast of sirens, horns, whistles, or other devices for a period of one (1) minute.
 2. Be prepared to receive and acknowledge the TEST warning from the Aitkin County Warning Point.
 3. Test municipal alert lists and other emergency procedures as delineated in municipal warning point standard operating procedures.

SEVERE WEATHER WARNING SEQUENCE CALL LIST
IS LOCATED IN THE AITKIN COUNTY RESOURCE MANUAL

SAMPLE ANNOUNCEMENT

WEATHER-RELATED

WARNING:

“THIS IS A TORNADO/SEVERE WEATHER WARNING . . . A TORNADO/SEVERE WEATHER HAS BEEN SPOTTED AT AND TAKE APPROPRIATE ACTION. REPEAT . . . THIS IS A TORNADO/SEVERE WEATHER WARNING.”

WATCH:

“THIS IS A TORNADO/SEVERE WEATHER WATCH CONDITIONS ARE RIGHT FOR THE DEVELOPMENT OF A TORNADO/SEVERE WEATHER PREPARE TO TAKE APPROPRIATE ACTION AND STAY TUNED FOR FURTHER ANNOUNCEMENTS REPEAT THIS IS ONLY A WATCH.”

HAZARDOUS MATERIALS INCIDENT INFORMATION SUMMARY

1	DATE REPORTED	TIME REPORTED	NAME & TELEPHONE NUMBER OF PERSON REPORTING		INCIDENT NUMBER
2	DATE OF INCIDENT	TIME OF INCIDENT	PRODUCT(S) INVOLVED & QUANTITY		
3	NAME OF RESPONSIBLE PARTY				TELEPHONE NUMBER
4	STREET ADDRESS, RURAL ROUTE AND/OR BOX NO.		CITY	STATE	ZIP CODE
*****SHIPMENT INFORMATION*****					
5	NAME OF SHIPPER		ADDRESS		TELEPHONE NUMBER
6	NAME OF CARRIER		ADDRESS		TELEPHONE NUMBER
7	NAME OF CONSIGNEE		ADDRESS		TELEPHONE NUMBER
8	WHO HAS POSSESSION OF SHIPPING DOCUMENT				TELEPHONE NUMBER
*****INCIDENT SPECS*****					
9	COUNTY	TOWNSHIP	SECTION	RANGE	DIRECTIONS TO LOCATION
10	<input type="checkbox"/> LEAK <input type="checkbox"/> SPILL <input type="checkbox"/> FIRE...			TRANSPORTATION	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
				MODE:	STORAGE RAIL VEHICLE AIR PIPELINE BARGE
11	NO. OF CONTAINERS	<input type="checkbox"/> NO DAMAGE SURFACE SCRATCHES <input type="checkbox"/> DENTS PUNCTURED LARGE HOLE TORN/EXPLODED			
12	STATE OF MATERIAL: <input type="checkbox"/> SOLID POWDER LIQUID <input type="checkbox"/> JELL GAS <input type="checkbox"/> COMPRESSED GAS <input type="checkbox"/> CRYOGENIC				
13	CLASSIFICATION	<input type="checkbox"/> COMBUSTIBLE <input type="checkbox"/> CORROSIVE <input type="checkbox"/> SO EXPLOSIVE <input type="checkbox"/> FLAMMABLE <input type="checkbox"/> GO GAS <input type="checkbox"/> PEROXIDE			

1 4	OF MATERIALS	<input type="checkbox"/> C O POISON W O D O	<input type="checkbox"/> C O POISON GAS D O	<input type="checkbox"/> W O RADIOACTIVE	<input type="checkbox"/> REACTIVE
1 5	PLACARDS IDENTIFIED	CONTAINER TYPE(S)			
1 6	DISTANCE FROM POPULATED AREA	<input type="checkbox"/> PRIMARY INDUSTRIAL	<input type="checkbox"/> URBAN COMMERCIAL	<input type="checkbox"/> RESIDENTIAL	<input type="checkbox"/> RURAL
1 7	NEAR WATER? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT BODY OF WATER (RIVER, STREAM, LAKE)?	NEAR WELL(S)? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, WHAT IS (ARE) WELL(S) USED FOR?	
*****NOTIFICATIONS*****					

USE REVERSE SIDE FOR ANY REMARKS OR NARRATION

Duty Officer: _____ Date: _____ Time: _____ a.m./p.m.

SARA, TITLE III EMERGENCY NOTIFICATION REPORT

Facilities must, per Title III, Section 304, provide all of the following information:

Caller's NAME _____ Telephone () _____

Representing _____ facility at _____

Contact person for additional information:

NAME _____ Telephone () _____

Chemical NAME/identity of chemical ((s) involved in the release: _____

Is this a Reportable Chemical as listed in SARA, Section 302(A)? ___ Yes ___ No

Incident Specs:

Quantity spilled/released into the environment: _____

Time of spill/release: _____ a.m./p.m.

Duration of spill/release _____ -hours _____ -minutes.

Released into: / / Air / / Water / / Soil

Any known/anticipated acute or chronic health risks associated with this release: If yes, describe.

Any advice, regarding medical attention necessary for exposed individuals? If yes, list.
Proper precautions to take as a result of the release, including evacuation.

The affected area for each precautionary action:

Other individual(s) notified, including Emergency Planning Committee(s), Emergency Coordinator(s), other states, etc.

NAME/Representing Time Telephone Number

This information must, by law, be provided by the facility, in writing, to the State Emergency Response Commission at the following address:

Minnesota Emergency Response Commission
Executive Director
B5 - State Capitol
St. Paul, MN 55155

On the first working day following a release notification, provide a copy of this form to DEM.

SARA TITLE III HAZARDOUS MATERIALS
INCIDENT NOTIFICATION LIST

I. NOTIFICATION AND WARNING BY FACILITIES

A. Notifications

Facilities in Aitkin County are responsible for making the following notifications, in the order listed, in the event of an accidental release, which is subject to the reporting requirements of SARA TITLE III section 304:

1. Aitkin County Sheriff's Office: 911/EAS
2. Minnesota State Duty Officer: 1-800-422-0798
3. National Response Center: 1-800-424-8802

B. Warnings

1. Facilities will contact immediately the Aitkin County Sheriff's Office for dissemination to the public of any safety warnings related to the facility.

II. NOTIFICATION BY THE COUNTY WARNING POINT

A. Key Officials

See annex A and County Resource Manual for notification list by incident level

B. Facilities

See annex F and County Resource Manual for list of 302 facilities and contacts

AITKIN COUNTY
HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level I - Potential Emergency Conditions

An incident or threat of a release which can be controlled by the first response agencies and does not require evacuation of other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

Aitkin County Sheriff	911
* State Duty Officer	1-800-422-0798 or (612) 778-0800
CHEMTREC	1-800-424-9300
National Response Center	1-800-424-8802 or (202) 426-2675
**National Weather Service	(218) 722-7982
**State Warning Point	(218) 828-2400 (STATE PATROL)

LEVEL I CONTACTS:

FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

<u>POSITION</u>	<u>WORK NUMBER</u>
AITKIN COUNTY SHERIFF	927-7400
AITKIN COUNTY BOARD CHAIRPERSON	927-7276
AITKIN COUNTY EMERGENCY MANAGEMENT	927-7400
AITKIN COUNTY HEALTH & HUMAN SERVICES	927-7200
AITKIN COUNTY FIRE DEPARTMENTS	RADIO PAGERS

*The State Duty Officer is responsible for notifying all appropriate state and federal agencies; therefore, it is essential to keep the state duty officer aware of the situation, should it escalate.

**If siren activation is required.

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level II

An incident involving a greater hazard or larger area, which poses a potential threat to life or property and which may require a limited evacuation of the surrounding area.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

Aitkin County Sheriff	911
* State Duty Officer	1-800-422-0798 or (612) 778-0800
CHEMTREC 1-800-424-9300	
National Response Center	1-800-424-8802 or (202) 426-2675
** National Weather Service	(218) 722-7982
** State Warning Point	(218) 828-2400 (BRAINERD)

LEVEL II CONTACTS:

FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

<u>POSITION</u>	<u>WORK NUMBER</u>
AITKIN COUNTY SHERIFF	927-7400
AITKIN COUNTY BOARD CHAIRPERSON	927-7276
AITKIN COUNTY EMERGENCY MANAGEMENT	927-7400
AITKIN COUNTY HEALTH & HUMAN SERVICES	927-7200
AITKIN COUNTY FIRE DEPARTMENTS	RADIO PAGERS
AITKIN COUNTY HIGHWAY DEPARTMENT	927-3741
MNVOAD(VOLUNTEER ORGANIZATIONS)SEE BELOW	
CALL STATE DUTY OFFICER FOR VOLUNTEER GROUPS	1-800-422-0798
AMERICAN RED CROSS (DIRECT LINE IN DULUTH)	1-800-950-4275

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level III

An incident involving a severe hazard or a large area which poses an extreme threat to life and property and may require a large scale evacuation; or an incident requiring the expertise or resources of county, state, federal, or private agencies/organizations.

For **ALL** Response Level I, II and III incidents, the following agencies are to be contacted:

- | | |
|----------------------------|----------------------------------|
| Aitkin County Sheriff | 911 |
| * State Duty Officer | 1-800-422-0798 or (612) 778-0800 |
| CHEMTREC | 1-800-424-9300 |
| National Response Center | 1-800-424-8802 or (202) 426-2675 |
| **National Weather Service | (218) 722-7982 |
| **State Warning Point | (218) 828-2400 (BRAINERD) |

LEVEL III CONTACTS:

<u>POSITION</u>	<u>WORK NUMBER</u>
AITKIN COUNTY SHERIFF	927-7400
AITKIN COUNTY BOARD CHAIRPERSON	927-7276
AITKIN COUNTY EMERGENCY MANAGEMENT	927-7400
AITKIN COUNTY HEALTH & HUMAN SERVICES	927-7200
AITKIN COUNTY FIRE DEPARTMENTS	RADIO PAGERS
AITKIN COUNTY HIGHWAY DEPARTMENT	927-3741
MNVOAD (VOLUNTEER ORGANIZATIONS)	SEE BELOW
CALL STATE DUTY OFFICER FOR VOLUNTEER GROUPS	1-800-422-0798
AMERICAN RED CROSS (DIRECT LINE IN DULUTH)	1-800-950-4275

INDUSTRIES AFFECTED _____

NURSING HOMES AFFECTED _____

HOSPITALS AFFECTED _____

SAMPLE
RESPONSE LEVEL I
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

A malfunctioning valve at the _____ Company has released a small amount of _____ within the building located at _____

The fire department has advised that the release is confined within the building, and there is no danger to life or property within the surrounding area.

All persons working within the building have been evacuated, checked for possible contamination, and released.

We will keep you informed of any further developments, so please stay tuned.

SAMPLE
RESPONSE LEVEL II
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

The _____ Plant located at _____ reports that a problem at the plant has occurred. The problem may result in the release of toxic fumes into the atmosphere that may extend beyond the plant's grounds. Therefore, upon the advisement of the _____, all residents who live within a _____-mile radius of the plant are advised to evacuate the area in a _____ direction, using highway(s) _____.

The siren(s)** is/are being sounded in the area involved, in order to notify the public of the need to turn to local radio and TV stations. Please stay tuned for further information and instructions.

**Where sirens are used.

SAMPLE
RESPONSE LEVEL III
EAS ANNOUNCEMENT

This is _____, Emergency Management Director for Aitkin County.

A truck carrying toxic material has rolled over on Highway _____, _____ mile(s) north/south/east/west of _____. The tank is leaking toxic fumes that may be carried by the _____-bound winds.

Due to potential threat to life, the Aitkin County Sheriff has ordered _____ to be evacuated immediately to _____, located _____.

The siren(s)** is/are being sounded in the area(s) involved in order to notify the public of the need to turn to local radio and TV stations. Please stay tuned for further information and instruction. **Where sirens are used.

AITKIN COUNTY WARNING PLAN
DEFINITIONS OF SIREN TONES

Weather “**WATCH**” is a 3-minute STEADY tone on the siren.

Weather “**WARNING**” is a 3-minute WAILING tone on the siren.

For all TESTS the siren sounds each tone for 1 minute with 3 minutes in between.

To inform citizens of these definitions, a list could be sent with utility bills, or as a general mailing to residents; information could be published in Aitkin County newspapers, aired on radio stations, posted at meeting places, township halls, etc.

A letter to each resident explaining the monthly testing procedures and what to do when they hear the sirens, such as turning on their radio (etc).

FLOOD “**WATCH**” is a 3-minute STEADY tone

Action: Turn on radio for information and prepare to evacuate to high ground.

FLOOD “**WARNING**” is a 3-minute WAILING tone

Action: IMMEDIATELY evacuate to high ground or shelter NOT in the flood area.

TORNADO “**WATCH**” is a 3-minute STEADY tone

Action: Listen to radio, watch sky, and prepare to take shelter.

TORNADO “**WARNING**” is a 3-minute WAILING tone

Action: Listen to radio, take shelter, and take emergency action to protect lives and property.

I. Purpose

To describe Incident Management for Aitkin County's disaster response.

II. Responsibilities

- A. County Board of Commissioners: The Aitkin County Board of Commissioners is responsible for incident management of county government resources in response to a disaster. The line of succession to the Board of Commissioners is as follows:
 - Chairperson / Vice Chairperson
 - Commissioners /County Administrator
- B. County Emergency Management Director: The Aitkin County Emergency Management Director serves in a staff capacity to the Board of Commissioners, and implements and coordinates all aspects of this plan. Line of succession to the Aitkin County Emergency Management Director is as follows:
 - Director / County Sheriff
 - Undersheriff / Dispatchers

III. Aitkin County Emergency Operating Center (EOC)

Incident management of Aitkin County's response to a disaster is carried out at the Aitkin County EOC located in the basement of Aitkin County Jail in Aitkin, Minnesota, in accordance with the National Incident Management (NIMS) principles, policies and terminology. The Incident Command System (ICS) is implemented during emergency situations. The [ICS form 203](#) is used to identify key positions that need to be staffed. The EOC functions in support of the incident command. The City Hall/Police Dept. in Aitkin, Minnesota, serves as the alternate EOC. Each location requires only minimal time to become operational (staff, turn on lights, computers, etc.).

A. Criteria for EOC Activation

The level of EOC's activation will be determined by the severity of the emergency.

1. The EOC may be partially activated for a potential threat to life or property from severe weather, tornadoes, flooding, blizzard; hazardous materials incident/accident that is a controlled release of a reportable product. (Response Level I)
2. The EOC would be fully activated in response to an emergency resulting in a threat to life and property. This would include, but is not limited to, a tornado touchdown or flooding, causing damage to the public and private sector, and requiring a coordinated response effort; hazardous materials incident/accident involving the response of several agencies including, federal and state, as well as, surrounding counties and municipalities. (Response Levels II and III).

B. Responsibility for EOC Activation

In the event of a major disaster, EOC staff will automatically report to the EOC.

However, Aitkin County Emergency Management is responsible for ensuring that the EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

The staffing list for the Aitkin County EOC is on file with the Aitkin County Emergency Management Director. Each department/agency which is represented in the EOC is responsible for ensuring that its representative is familiar with the duties which he or she is expected to perform at the EOC. Each department/ agency is responsible for ensuring that staff is available at necessary times. (24hr –hour staffing will be determined at initial staffing at outset of emergency.)

A representative from the affected municipality(ies) will be requested to report to the EOC to provide assistance on the affected areas within the municipality(ies).

If necessary, Aitkin County will activate its Mobile Communications Post to serve on-scene.

The Sheriff’s Office is responsible for coordinating the activities, at the scene, of all Aitkin County forces; however; all major decisions will be agreed upon by the EOC Operations Coordinator or Chairperson. The EOC will be kept informed, on a timely basis, of the response efforts. The Sheriff and or designee will handle the coordinating and channeling of the services of volunteers and donations pursuant to established protocols.

D. EOC Equipment/Supplies/Capabilities

The Aitkin County Emergency Management Director is responsible for ensuring that the EOC is operational - that the necessary maps, displays, tables and chairs, communications equipment, message logs, etc. are on hand and available for use.

The Aitkin County EOC is located in the basement of the Aitkin County Jail. The basement is located in a facility that is staffed 24/7 and is secured – access is via proximity pass. Emergency (backup) power is provided to the EOC via a 60 KW generator that is powered via a diesel engine. The generator is fed from a 1000 gallon fuel tank. Water, sewer and ventilation are provided via Jail utilities.

E. Communications Capability of the EOC

1. Aitkin County EOC to municipalities within the county: Primary – telephone
Backup - radio or cellular telephone
2. Aitkin County EOC to neighboring county EOCs: Primary - radio; Backup – telephone, teletype or Amateur Radio
3. Aitkin County EOC to Riverwood Health Care Center: Primary – telephone; Backup - radio or Amateur Radio
4. Aitkin County EOC to County Department (field) units: Primary - radio; Backup - cellular telephone;
5. Aitkin County EOC to utility service providers: Primary – telephone; Backup – cellular telephone
6. Aitkin County EOC to On-Scene Mobil Command Post: Primary – radio; Backup - cellular telephone
7. The Aitkin County Sheriff’s Office Dispatch Center is operational 24-hours a day, 7 days a week. In the event that 24-hour communications is necessary for incident, contact can be made through Dispatch. Dispatch will have communications to Incident Command and EOC personnel via radio, telephone, cell phone or the

emergency alert system.

F. Security Sensitive Information

Sensitive records shall be secured in such a manner as to reasonably protect them from unauthorized disclosure. All public data shall be released as required by MGDPA (MN Stat 13.03 subd 1). All information and press releases disseminated from the Aitkin County Sheriff's Office are authorized by the Sheriff or designee. Unauthorized information dissemination shall be minimized by having one point of contact for the Sheriff's Office. The Sheriff or designee shall be the one point of contact for the Aitkin County Sheriff's Office.

G. Interoperable Communications

The Aitkin County Sheriff's Office uses the State of Minnesota's Allied Radio Matrix for Emergency Response (ARMER) radio system. This system includes local, regional and state interoperable talkgroups. The Aitkin County Sheriff's Office also maintains VHF radio frequencies for interoperability with agencies that are not on the ARMER system. In addition to these radio options, the Aitkin County Sheriff's Office has an amateur radio for communications.

IV. Supporting Documentation

On file in the Emergency Management Director's Office:

1. EOC Standard Operating Procedures.
2. Resource Manual for lists of Personnel, Equipment and Supplies.

V. Support Service Assignments

(Current personnel listings and numbers are located in the [Resource Number](#) list)

EOC ASSIGNMENT

1. Communications Service
2. Intelligence Service
3. Headquarters Service
4. Economic Stabilization Service
5. Legal Service
6. General Supply Service
7. Administrative Service
8. Fiscal Service
9. Resource Management Service
10. Food Service
11. Employment Service

COUNTY DEPARTMENT

- ACSO Supervisor
- ACSO Undersheriff/Sergeants
- County Building Maintenance
- County Treasurer's Office
- County Attorney's Office
- County Central Services
- County Administrator's Office
- County Auditor's Office
- County Administrator's Office
- ACSO Food Service
- County Human Resources Dept.

VI. Authentication

(Date) Aitkin County Emergency Management Director

The EOC facility is where county government operates its incident management of county-wide

emergency operations during any type of disaster.

I. ACTIVATION OF THE EOC

- A. The county board, with the county emergency management director implementing its policy, will activate the EOC staff as required to meet the emergency.
- B. The EOC staff is responsible for the operations of their particular assignments
- C. Coordination of operations will be the responsibility of Emergency Management Director; the Director will be responsible for managing and maintaining the operational readiness of the primary EOC.
- D. The Emergency Management Director will alert the EOC staff via telephone or radio.
 - 1. Only staff as needed will report depending on the disaster situation; a list of staff will be on file in the EOC and the Sheriff's Office; **NO ONE WILL BE ADMITTED** to the EOC unless they are on the list. (this list will be kept up-to-date and will include one primary and one alternate from each department that is assigned to the EOC and it will be the responsibility of that department to notify the Emergency Management Director of a second alternate if both of the primary and first alternate will be unavailable.)
 - 2. Hazardous materials incident activation follows Response Levels 1, 2, and 3.
 - 3. Nuclear disaster will follow REACON Actions 3-2-1. (Annex B pg 5)
 - 4. The law enforcement services will assign personnel as required and monitor personnel for their identification.
- E. Operational reports will be handled as specified by the Emergency Management Director.

- F. The County EOC will be a source of information (policies) if there is an (operational) Incident Command System in place during an emergency.
- G. Emergency response officials from the State and Federal government should be instructed to report in to the EOC when they first arrive on the scene.

II. EMERGENCY OPERATIONS FACILITIES

- A. The primary EOC is located in the basement of the Aitkin County Jail, Aitkin, Minnesota.
- B. The alternate EOC is located at the Aitkin City Hall/Police Department

III. SUPPLIES AND EQUIPMENT

- A. The office equipment for the EOC is that which is used in daily routine operations.
- B. Communications equipment will consist of telephones, cell phones, portable radios and base radio equipment, from the Aitkin County Sheriff's Office
- C. Each agency may be required to supplement equipment and supplies.
- D. Food and water will be supplied at the EOC.
- E. Special reporting forms will be provided by the emergency management director.
- F. EOC personnel will be advised to bring necessary clothing and medications.

IV. EOC PERSONNEL DIRECTORY - (position, name, phone number)

- A. SEE [County Resource Manual](#)

V. EMERGENCY POWER

Emergency Power will be supplied by a 60 KW generator located in the EOC area.
(Attachment 6b describes procedures for use of the emergency generator.)

VI. ATTACHMENTS

1. Readiness Condition (REACON) Actions (Annex B pg 5)
2. Operational reports and procedures (Annex B pg 6,7)
3. EOC floor plans (Annex B pg 8)
4. Communications Service SOP (Annex B pg 9)
5. Intelligence Service SOP (Annex B pg 10)
6. Headquarters Service SOP (Annex B pg 11)
Generator Operation (Annex B pg 12)
Alarm Bells for Generator (Annex B pg 13)
7. Economic Stabilization Service SOP (Annex B pg 14)
8. Legal Service SOP (Annex B pg 15)
9. General Supply Service (Annex B pg 16)
10. Administrative Service (Annex B pg 17)
11. Fiscal Service (Annex B pg 18)
12. Resource Management Service (Annex B pg 19)
13. Food Service (Annex B pg 20)
14. Employment Service (Annex B pg 21)

READINESS CONDITION (REACON) ACTIONS

READINESS CONDITION 3

This condition depicts a worsening international situation to the point that a possible break in those relations may occur.

This information would be received from the Federal Emergency Management Agency through NAWAS (National Warning System).

The following actions are to be taken:

1. The Emergency Management Director will notify the chairman of the county board and the chairman will notify the county board.
2. The Emergency Management Director will mobilize key staff personnel and will check the operating procedures of the respective emergency government services.
3. The Emergency Management Director will advise the public that emergency procedures are being reviewed by the county and local government. No public action will be required.

READINESS CONDITION 2

This condition depicts a serious deterioration of international relations, a possible breach of those relations and a possibility of hostile actions. This information would be received from the Federal emergency Management through NAWAS.

The following actions are to be taken:

1. The Emergency Management Director will notify the chairman of the county board and the chairman will notify the county board.
2. The Emergency Management Director will notify key staff personnel and place them on a standby basis (in his/her absence, the Warning Officer will notify).
3. The Emergency Operating Center will be activated and placed on a standby basis.
4. The public information should consist of advising the public as to the situation and the action local government is taking to be prepared.
5. The public is further advised to review their individual and family emergency action plans.
6. Federal authorities may direct an evacuation of the people from potential target areas.

READINESS CONDITION 1

This condition depicts a situation where the president of the United States has advised the governor and the public that war is imminent or hostilities may have already occurred.

The following actions are to be taken:

1. The chairman of the county board will convene the board in an emergency session.
2. The Emergency Operating Center is to be activated for 24-hour operation.
3. The staff will be fully mobilized.
4. **Emergency Management Officials will prepare to open public fallout shelters.**

Warning procedures via the State Warning Systems may be received prior to or concurrent with Readiness Condition 1.

OPERATIONAL REPORTS AND PROCEDURES

A reporting system for emergency operations at local, state and federal levels.

Types of Reports

Reports are divided into three general categories: the reports used during the pre-emergency phase to increase readiness, those used during a disaster showing the situation, and reports of recovery efforts that are used after a disaster.

A. Pre-emergency

A member of the state Division of Homeland Security and Emergency Management (HSEM) staff will be on duty at all times as duty officer to ensure proper handling of reports.

1. Readiness Condition Reports (REACONS are described in Attachment 2.)
2. Increased Readiness Reporting (IRR) local status form.

A FEMA IRR report will be used to evaluate public and local government action and readiness posture for emergency action. The HSEM regional coordinators *** will designate which local and/or county emergency managers will make the IRR report which is to be given to the HSEM regional coordinator. He/she will consolidate the reports and submit them to the state office.

B. Emergency

The following reports will be given upon a disaster occurrence by local officials to DEM regional coordinators *** and from them to state and federal authorities by flash message over NAWAS, FNATS, or FNARS.

1. Initial Report

- a. Nuclear Detonation (NUDET) - The reports including sighting location, damage area, and air surface burst evaluation.
- b. Fallout Arrival - This report is made when 0.5R/Hr is first detected.

2. Basic Operating Situation Report

This report is given to the regional office *** as soon as information is available on either fallout or fire, or on changes from the previously reported condition.

3. Operational Situation Report

A summary report will be submitted to the state from HSEM regional Coordinators after the first day of peace-time-type of emergency, as of 0800 and 1800 hours daily. Reports are summarized daily and sent on to Region Five, FEMA, at 1500 hours. A summary situation report will be submitted to the state from DEM regional Coordinators in a nuclear emergency, as of 1200 and 2400 hours daily. A report will be made to Region Five, FEMA, in a nuclear situation only as an 'exception type' report covering the following situations:

- a. Request for Aid - resources not available in state.
- b. Population Status (POSTAT) - when status is determined.
- c. Government Status (GOVSTAT) - local government destroyed or not functioning and actions taken.
- d. Facility Status (FACSTAT) - damage or destruction of critical facilities.
- e. Fire Situation (FIRESIT) - mass fire outside of the blast area

4. Natural Disaster Damage Assessment Reports

C. Recovery

Action reports will be submitted by counties to HSEM regional coordinators *** showing recovery efforts following a disaster. This report will cover the following:

1. Scope of the disaster, including casualty list and property damages sustained by both public and private property; nature of resources and where used; and personnel involved in rescue, security provisions, and restoration operations.
2. State whether applications will be submitted for state and/or federal aid.
3. State to HSEM Reports - The reports received at the state office from Region Five concerning IRIS summaries, fallout warnings, and damage area summaries, will be sent to the HSEM regional coordinators. In addition, reports received from one DEM region command will be sent to other HSEM regions that have an operational requirement for the information.

*****REGIONAL COORDINATOR=S OFFICE IN EOC DURING A REACON 1.**

INITIAL REPORT

NUCLEAR DETONATION (NUDET)

TITLE: _____

SIGHTING LOCATION: _____

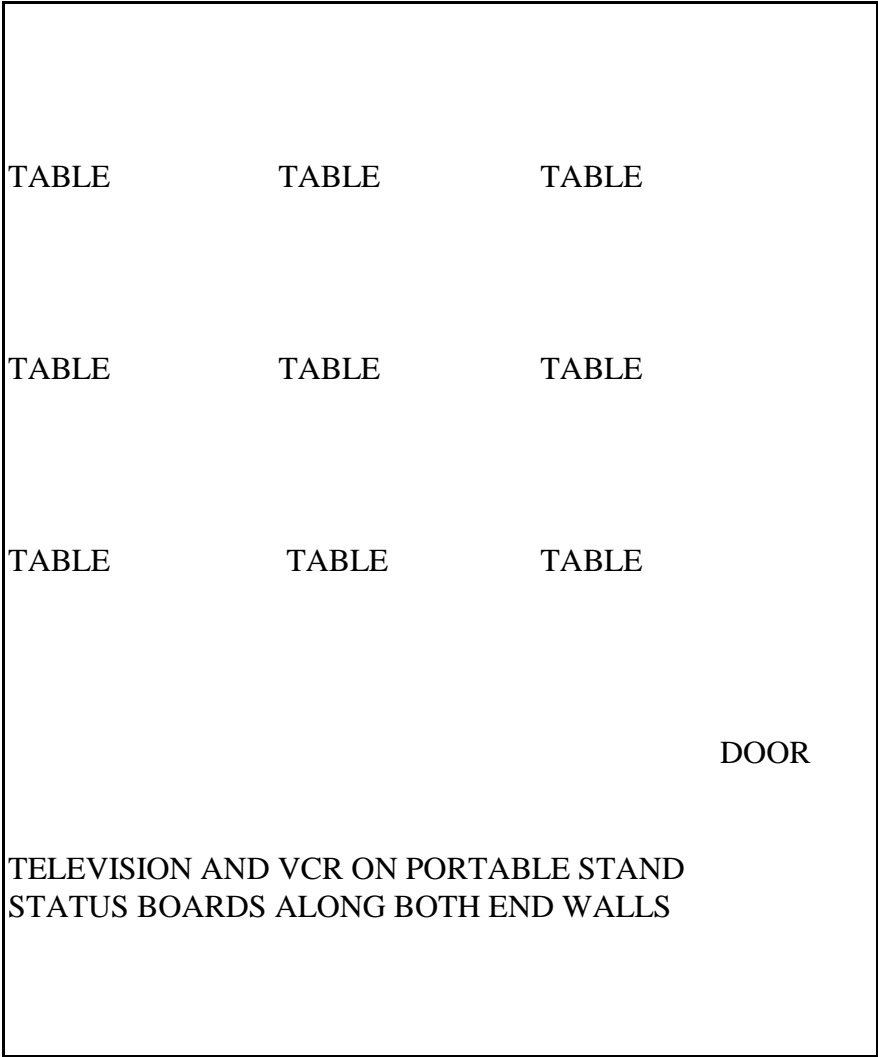
DAMAGE AREA: _____

AIR SURFACE BURST EVALUATION: _____

FALLOUT ARRIVAL: (Time 0.5r/hr. is first detected) _____

FLOOR PLAN FOR EOC

(EMERGENCY OPERATING CENTER -AITKIN COUNTY SHERIFF'S OFFICE AITKIN, MN)



RESTROOMS & LOCKER ROOMS

The EOC is equipped with display boards for showing Shelter Status, Damage Assessment Information, and keeping a Significant Events Log during the Emergency.

**COMMUNICATIONS SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Communications Service plans for, operates, and maintains all command and administrative communications for the Aitkin County EOC.

ACTIVATION OF THE COMMUNICATIONS SERVICE

- A. The Coordinator of the Communications Service will be notified by the Emergency Management Director to report to the EOC in the event of an ordered EOC activation.
 - 1. ACSO DISPATCH SUPERVISOR
- B. The Coordinator will notify, by phone or radio, additional communications personnel needed to meet the requirement of the emergency.
 - 1. ACSO DISPATCH PERSONNEL

EOC DUTIES

- A. Provide instruction.
 - 1. Recruit and train all Communications Service personnel in proper operation and maintenance of service equipment.
 - 2. Provide instruction for all service and agency personnel assigned to the EOC in the utilization of communications.
- B. Provide overall coordination and direction of all communications activities and systems for emergency operations.
 - 1. Maintain command communications from Aitkin County EOC to all support EOCs and to Region II EOC.
 - 2. Coordinate communications with and for other services and agencies including development of alternate communications if primary methods prove inadequate or fail.
 - 3. Insure compliance with administrative procedures for standard utilization of EOC forms and reports, identification, registration, security, etc.
 - 4. Maintain status reports on communications equipment for the Emergency Management Director and or EOC coordinator.

(Date)

ACSO DISPATCH SUPERVISOR
Communications Service

**INTELLIGENCE SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Intelligence Service collects, evaluates, and disseminates information on any natural disaster or emergency affecting the county.

ACTIVATION OF THE INTELLIGENCE SERVICE

- A. The Coordinator of the Intelligence Service will be notified by the Emergency Management Director to report to the EOC in the event of an ordered activation
 - 1. UNDERSHERIFF
- B. The Coordinator notifies additional staff to report to the EOC as needed.
 - 1. ACSO SERGEANTS

EOC DUTIES

- A. Insure that all necessary materials and information required for the conduct of emergency operations are available and in place.
 - 1. Supply maps for use in the EOC.
 - 2. Arrange for the receipt of weather information in the Emergency Operating Center from the U.S. Weather Service.
 - 3. Check communications links with other agencies to insure that arrangements are made for the exchange of information with them.
 - 4. Insure that staff members are familiar with procedures, displays, communications, report forms and distribution methods.
- B. Coordinate closely with both the Damage Assessment Annex and the Radiological Protection Annex.
 - 1. Assist the staff in activating or establishing a radiological monitoring network and in training monitors to be located in shelters and shelter headquarters.
 - 2. Brief staff on effects of nuclear weapons, decontamination, and debris clearance.
 - 3. Provide Public Information Officer the local areas that the public must avoid because of radiological hazards or damage due to the emergency.
 - 4. Record and analyze incoming reports of radiation intensity and the hazard both inside and outside of shelter of radioactivity or other threats and make the results known to other staff.
 - 5. Prepare estimates on time of shelter emergence for the general public and emergency operating staff.
 - 6. Advise and assist the operating staff regarding the hazards of conducting outside activities under emergency situations and insure that undue risks are not taken.
- C. Maintain whatever records are necessary to prepare, on short notice, reports, both oral and written, concerning the situation as it exists.

(Date)

UNDERSHERIFF, Intelligence Service

**HEADQUARTERS SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

Headquarters Service supervises the administrative operations of the Emergency Operating Center (EOC), including the supply and re-supply of office and housekeeping supplies and equipment in the event of an ordered activation of the EOC.

ACTIVATION OF HEADQUARTERS SERVICE

- A. The Coordinator of the Headquarters Service will be notified by the Emergency Management Director or Administration Coordinator to report to the EOC in the event of an ordered activation of the EOC.

BUILDING MAINTENANCE SUPERVISOR

- B. If additional staff is required, the Coordinator will notify them to report to the EOC.
1. BUILDING MAINTENANCE PERSONNEL

EOC DUTIES

- A. Determine supply and equipment requirements for conduct of emergency operations in the EOC and locate them in or near the EOC. (Coordinate with the Supply Coordinator.)
B. Maintain and operate electrical and mechanical systems of the EOC.
C. Provide custodial care of the area.
D. Set up EOC for emergency operations.
1. Set up sleeping quarters.
2. Set up and provide help with EOC table, telephone, etc.
3. Provide other services as directed.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

Manual for Caterpillar Generator, Model 3306, Serial Number 09NR04386, I.D. No. G1158 is stored in Courthouse Maintenance Office. Regularly scheduled generator tests are conducted.

(Date)

BUILDING MAINTENANCE SUPERVISOR
Headquarters Service

**ECONOMIC STABILIZATION SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Economic Stabilization Support Group will assist state and federal agencies in establishing economic controls during activation of the EOC.

ACTIVATION OF THE ECONOMIC SUPPORT GROUP

- A. The Coordinator, Economic Stabilization, will be notified by the Emergency Management Director to report to the EOC
COUNTY TREASURER
- B. The Coordinator will notify additional staff to report to the EOC as needed.
 - 1. COUNTY TREASURER'S OFFICE PERSONNEL

EOC DUTIES

- A. Activate the county rationing plan.
 - 1. Publicize the prohibition of sales and the rationing program as it applies to the freeze order and emphasize conservation.
 - 2. Announce procedures for distribution and use of perishable foods.
 - 3. Announce information regarding the issue of ration cards.
 - 4. Inform the public to present evidence such as doctor's prescriptions, automobile registrations, etc. to determine eligibility.
 - 5. Through law enforcement agencies arrange for protection of consumer stocks.
- B. Inform the public and businesses of existing National Freeze Order, and make known the ceiling prices for important commodities and services.
 - 1. Through law enforcement agencies, insure that controls on prices are enforced.
 - 2. Provide for the handling of price control disputes.
- C. Activate Rent Control Measures.
 - 1. Inform the PIO of all rent stabilization measures, including the freeze order.
 - 2. Insure there is a registration of all rent accommodations within the county.
 - 3. Through law enforcement agencies, insure that controls on rents, evictions, and sales of real property are enforced and that violations are reported.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY TREASURER
Economic Stabilization Service

**LEGAL SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Legal Service will provide the required legal advice and guidance for conducting emergency operations according to law, and represent the County in all matters requiring legal interpretation, prosecution or claims.

ACTIVATION OF LEGAL SERVICE

- A. The Legal Service Coordinator will be notified by phone to report to the EOC in the event of an ordered activation to provide advice and guidance.

COUNTY ATTORNEY

- B. During a minor disaster, the Coordinator may be required to give advice and guidance either in person or by telephone.
- C. In the event the Emergency Management Director is unable to contact the Coordinator, the following alternate will be contacted:

ASSISTANT COUNTY ATTORNEY

- D. Clerical support will be drawn from the office of the County Attorney.

EOC DUTIES

- A. Coordinate with Administration and Fiscal Sections to assure that records of claims against Aitkin County are maintained.
- B. Provide legal advice concerning any emergency measures to be adopted, special proclamations and laws to be drafted.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY ATTORNEY
Legal Service

**GENERAL SUPPLY SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The General Supply Service provides support for the county emergency government.

ACTIVATION OF THE SUPPLY SERVICE

- A. The Emergency Management Director will notify the Coordinator of the Supply Service in the event of an ordered activation of the EOC.

COUNTY CENTRAL SERVICES

- B. If the severity of the situation warrants, the Coordinator will notify additional staff by phone to report to the EOC.
 - 1. COUNTY PERSONNEL

EOC DUTIES

- A. The Supply Service will inventory supplies in the Courthouse to determine what additional supplies will be needed.
- B. The Supply Service will contact Headquarters service to move supplies, as needed.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY CENTRAL SERVICES
General Supply Service

**ADMINISTRATION SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Administration Service provides administrative personnel to support operations in the EOC and coordinates the emergency operations of the EOC support services.

ACTIVATION OF THE ADMINISTRATION SERVICE

- A. Administration Service Coordinator will be notified by phone to report to the EOC in the event of an ordered activation of the EOC.

COUNTY ADMINISTATOR

- B. The Coordinator will notify the Coordinators of the EOC services to report to the EOC in the event of an ordered activation of the EOC, if the Emergency Management Director has not already done so.

1.LIST OF SERVICES AND PERSONNEL MAINTAINED AT EOC.

- C. The Coordinator will notify additional Administration staff to report to the EOC if the situation warrants it.

1.COUNTY PERSONNEL

EOC DUTIES

- A. Determine whether sufficient clerical and administrative personnel are available and obtain additional personnel as required.
 - 1. If sufficient county employees are not available, the Coordinator will contact the Employment Service for assistance.
- B. Coordinate the actions of the EOC Services.
- C. Handle operational reports as specified by the Emergency Management Director.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY COORDINATOR
Administrative Service

**FISCAL SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Fiscal Service provides clerical personnel to keep monetary records of the EOC operations.

ACTIVATION OF THE FISCAL SERVICE

- A. Fiscal Service Coordinator will be notified to report to the EOC in the event of an ordered activation of the EOC.

COUNTY AUDITOR

- B. The Coordinator will notify additional staff members to report to the EOC when conditions warrant.
 - 1. COUNTY PERSONNEL

EOC DUTIES

- A. Determine whether sufficient clerical and administrative personnel are available and obtain additional personnel as required
- B. Keep monetary records.
 - 1. Reconstruct fiscal operations with best records available.
 - 2. Establish procedures for redemption of requisitions, purchase orders, hand receipts, or other acquisitions made in the field.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the Central Services Department of the County Courthouse. EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY AUDITOR
Fiscal Service

**RESOURCE MANAGEMENT SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Resource Management Service coordinates and records actions taken by the various services during the time the Emergency Operating Center is operational.

ACTIVATION OF THE RESOURCE MANAGEMENT SERVICE

- A. The Resource Management Coordinator will be notified by the Emergency Management Director to report to the EOC in the event of an ordered activation of the EOC.

COUNTY ADMINISTRATOR

- B. The Coordinator will notify additional staff members by phone to report to the EOC when conditions warrant.
 - 1. COUNTY PERSONNEL

EOC DUTIES

- A. Coordinate with Emergency Management Director and continues to try to alert EOC staff that have not been contacted.
- B. Review, record, direct, and file all incoming and outgoing messages pertaining to the service and insure timely action is being taken on messages received.
- C. Assure receipt of special messages by subordinate units and reproduce messages to provide an adequate number of copies to the services concerned.
- D. Develop recommendations for action to be taken by subordinate units and directives for EOC operations.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

COUNTY COORDINATOR
Resource Management Service

**FOOD SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

The Food Service supervises the supply and distribution of food county-wide, provides guidance for threatened or contaminated resources, and coordinates caring for relocates in Aitkin County in an ordered activation of the EOC.

ACTIVATION OF THE FOOD SERVICE

- A. The Coordinator of Food Service will be notified by phone by the Emergency Management Director or his/her representative to report to the EOC during an ordered activation of the EOC.

ACSO FOOD SERVICE SUPERVISOR

- B. The Coordinator will phone additional county staff for assistance, if necessary.
- C. The Coordinator will work with the Minnesota State Agencies to coordinate activities.

EOC DUTIES

- A. Develop a food supply and distribution program to assure adequate emergency primary and secondary food supplies for EOC staff and field responders.
 - 1. Process all requests for food, supplies, and equipment.
 - 2. Maintain inventory records of food supplies and equipment.

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

ACSO FOOD SERVICE SUPERVISOR
Food Service

**EMPLOYMENT SERVICE
STANDARD OPERATING GUIDELINES (SOG)**

Employment Service will provide personnel, both paid and volunteer, to assist emergency operations conducted within the county during activation of the EOC.

ACTIVATION OF EMPLOYMENT SERVICE

- A. The Employment Service Coordinator will be notified the Emergency Management Director to report to the EOC in the event of an ordered activation of the EOC.
 - 1. **COUNTY HUMAN RESOURCES MANAGER**
- B. Additional staff from the County will be notified to report to the EOC by the Coordinator if they are needed.

EOC DUTIES

- A. Direct and coordinate employment operations in an emergency.
 - 1. Advise the County Board, Emergency Management Director and cities of the employment situation and needs.
- B. Effect recruitment of labor forces.
 - 1. Establish and maintain inventories of workers in the county.
 - 2. Provide workers requisitioned by the EOC.
- C. Maintain records of personnel assigned to the EOC and field response units.
- D. Establish and maintain lists of volunteer groups in the county

SUPPLIES AND EQUIPMENT

The office equipment to be used in the EOC is that which is used in daily operations. Equipment from other offices will be moved to the EOC if necessary.

Supplies will be issued from the County Courthouse as deemed necessary.

Each agency will be responsible for providing its own equipment and supplies.

EOC personnel will be advised to bring any special medications to the EOC with them.

(Date)

HUMAN RESOURCES MANAGER
Employment Service

I. Purpose

An overview of how public information is disseminated in an EOC event.

II. Spokesperson(s)

The chairperson of the County Board is authorized to serve as the public information officer (PIO) for Aitkin County. The assistant public information officer is the County Sheriff. These individuals would be given access to all information necessary to carry out their role as Aitkin County PIO.

III. Policies and Procedures

- A. If it becomes necessary to establish a news briefing room, the Aitkin County Sheriff's Office Conference room would be used for this purpose. News media personnel would be asked to report to this location.
- B. In the event of a protracted disaster/emergency, news releases would be issued on a regular basis.
- C. Public information would be disseminated through the following radio stations: KKIN AM/FM, and cable access television station Channel 10.

IV. Support Documents

Public Information SOPs. Prepared public information supplements for release to radio, TV, and newspapers are on file in the Emergency Management Office.

V. Authentication

(Date)

Aitkin County Sheriff
Assistant Public Information Officer

**AITKIN COUNTY PUBLIC INFORMATION OFFICER
STANDARD OPERATING PROCEDURE**

I. ACTIVATION

- A. The office of Aitkin County Public Information is to be activated only at the direct instructions of the Chair of the Aitkin County Board of Commissions or the Aitkin County Emergency Management Director or Sheriff.
- B. The office is to be deactivated upon the conclusion of the operation of the EOC and/or upon the order of the Chair of the County Board.

II. PURPOSE OF THE OFFICE

- A. To provide an overview of the nature of an emergency and actions being taken to cope with it to the media for dissemination to the public. This includes, but is not limited to, public information involving the safety and welfare of county residents. Information presented to the media should be as complete and timely as possible.

III. PROCEDURES FOR DISSEMINATION OF INFORMATION

A. News Releases

1. News releases will be prepared on a regular basis with copies available to interested media. Prior approval from the board chair will be required before the release of information concerning the health, safety or welfare of the population and the identity of those killed or injured during the emergency.
2. Information concerning the nature of the disaster situation, areas affected, approximate number of people affected, approximate number of people killed or injured, current assessment of damages, roads closed, power and communication disruptions and actions being taken to deal with the emergency may be released without prior approval but normal procedures are to be followed to insure the accuracy of the information.

B. Emergency Information

1. Emergency information concerning health or safety risks is to be relayed to area radio stations. This information is to be given top priority. Radio stations serving Aitkin County include KKIN AM/FM, and cable access television Channel 10.

C. News Conferences

1. Members of the media will want to talk directly to those involved in handling emergencies. Periodic news conferences will be held. Both the media and those working with the emergency will be asked to cooperate in this. The time and place of news conferences will be established by the information officer in cooperation with the Emergency Management Director and other principals involved.

D. Access to Disaster Scene

1. Tours of the disaster scene will be coordinated by the information officer after consultation with emergency officials. Tours are to be structured to insure the safety of the media and so as not to hamper emergency efforts. The information officer or designated emergency worker should accompany media representatives at the scene.

E. Requests for Information

1. Emergency personnel receiving requests for information should direct callers to contact the emergency information officer. This will allow telephone lines to remain open and free emergency workers to carry out their tasks without interruption.
2. Media representatives arriving at the scene should also be directed to seek out information and instructions.
3. The information officer will be responsible for rumor control.

F. Public Information Personnel

Public Information Officer: County Board Chair Person

Assistant Public Information Officer: County Sheriff

G. Attachments

1. List of media sources (annex C page 4)
2. News release form (annex C page 4)

NEWS MEDIA SERVING AITKIN COUNTY

RADIO STATIONS	ADDRESS	CITY/ZIP	TELEPHONE
KKIN AM/FM	RONAN CORP	AITKIN 56431	218-927-2100/2344
K101AM/KTCFFM	4 HALLET AVE NO	CROSBY	218-546-8155
BL BROADCASTING RADIO STATIONS		BRAINERD	218-828-1244
TELEVISION STN			
WCCO	90 S. 11 TH ST.	MINNEAPOLIS 55303	800-444-9226
ENBERG TV 10	12 MINN AVE SO	AITKIN 56431	218-927-2988
KBJR CHANNEL 6	230 E SUPERIOR	DULUTH 55802	218-727-8484
KDLH CHANNEL 3	425 W SUPERIOR	DULUTH 55811	218-727-8911
WDIO CHANEL 10	10 OBSERVATION	DULUTH 55811	218-727-6864
LAKELAND PUBLIC TV	1500 BIRDMONT DR.	BEMIDJI 56601	218-751-3407
NEWSPAPERS			
AITKIN IND AGE	213 MINN AVE N	AITKIN 56431	218-927-3761
MILLE LACS MESS	280 W MAIN ST	ISLE	320-676-3123
NEWSHOPPER	202 MINN AVE N	AITKIN 56431	218-927-6990
VOYAGEUR PRESS OF MCGREGOR	15 COUNTRY HOUSE LANE	MCGREGOR 55760	218-768-3405
GR HERALD REVIEW	301 NW 1ST AVE	GRAND RAPIDS	218-326-6623

NEWS RELEASE

OFFICE OF EMERGENCY MANAGEMENT
AITKIN COUNTY, MINNESOTA

DATE:

CHAIRPERSON BOARD OF COMMISSIONERS

PUBLIC INFORMATION OFFICER TELEPHONE: _____

I. Purpose

To describe how search and rescue would be accomplished in Aitkin County for missing persons and following a natural or manmade** disaster.

II. Responsibility

- A. Outside city limits, the Aitkin County Sheriff's Office is responsible for performing search and rescue.
- B. Inside city limits, search and rescue is normally the responsibility of the police department up to their capability; then help can be requested from the county.

III. Supporting Agencies/Organizations

- A. Federal and State organizations and agencies (Civil Air Patrol, National Guard, etc) can be accessed by the Aitkin County Sheriff through the State Duty Officer if required.
- B. Volunteer organizations within Aitkin County would be available to assist with a major search and rescue operation (Names/Numbers on file with Law Enforcement Dispatcher):

Examples of Volunteer assistance available not inclusive

- | | |
|-------------------------|-------------------------------|
| 1. Sheriff's ATV Posse | 6. DNR/forestry & enforcement |
| 2. Snowmobile Clubs | 7. U.S. Fish & Wildlife |
| 3. ATV Clubs | 8. Citizen Volunteers |
| 4. Fire / Rescue Teams | 9. Sportsman's Clubs |
| 5. Search Dog/K-9 Teams | 10. Divers |

IV. Supporting Standard Operating Procedures

NOTE:

** Refer to the Environmental Hazard Response SOPs for detailed procedures on chemical identification and decontamination for law enforcement and fire personnel.

V. Authentication

(Date)

AITKIN COUNTY SHERIFF

STANDARD OPERATING PROCEDURE

- A. The Aitkin County Sheriff's Office provides Search and Rescue for:
1. LOST PERSONS:
 - a. Provide aerial photos, maps and personnel
 - b. Provide radio communications
 - c. Call in, if needed, search dogs, Civil Air Patrol, volunteers, and other resources as deemed necessary.
 - d. Provide food, water and shelter for the rescue workers, as needed.
 2. BOAT and WATER:
 - a. Provide divers (when needed)
 - b. Provide equipment (boats, rope, dragging devices, etc.)
 - c. Provide refill of air bottles and replace equipment.
 - d. Provide maps, blankets, and other equipment, if necessary.
 3. AIRCRAFT SEARCHES:
 - a. Call in assistance (State Patrol / DNR Aircraft, Civil Air Patrol, National Guard, etc.) if needed.
 4. BOMB THREATS:
 - a. Provide trained manpower.
 - b. Provide ropes, maps, evacuation routes, etc. as needed.
 - c. Call in bomb squads if needed.

I. Purpose

To provide an overview of how the health protection care needs of Aitkin County residents, including special needs populations would be met in the event of a major disaster.

II. Primary Responsibilities

A. Hospital Care - injured victims would be transported to the following hospitals:

Riverwood Healthcare Center (Hospital) - Aitkin

St. Joseph's Hospital - Brainerd

Crosby Hospital – Crosby

Grand Itasca Medical Center – Grand Rapids

The hospitals listed above have the responsibility for maintaining supplies and staff to augment and/or satisfy expanded medical needs/ mass care facility during emergency operations. If the number of victims requires use of additional hospitals, the following hospitals would be utilized:

Onamia Hospital - Onamia

North Memorial Hospital - Mpls, MN

Mercy Hospital - Moose Lake

First Light Health System - Mora

Miller Dwan Hospital - Duluth, MN

St. Luke's Hospital - Duluth, MN

St. Mary's Medical Center - Duluth, MN

B. Ambulance Service - these services would be used to transport disaster victims:

North Memorial Ambulance Service - Aitkin

McGregor Ambulance Service - McGregor

Itasca Ambulance Service - Grand Rapids

Isle Ambulance Service - Isle

Crosby Ambulance Service - Crosby

North Memorial Ambulance Service - Brainerd

Mora Ambulance Service - Mora

Moose Lake Ambulance Service - Moose Lake

Cromwell Ambulance Service - Cromwell

If additional ambulances are required call the State Duty Officer at 800/422-0798

C. First Aid - Public Health nurses - would be available to provide immediate first aid to disaster victims suffering minor injuries. Call Aitkin County Public Health - 927-7200

D. Emergency Mortuary Operation - would be the responsibility of the Aitkin County Medical Examiner. This service is contracted to the Ramsey County Medical Examiner.

E. Health Threats - serious potential or actual health problems associated with a disaster or threat would be the responsibility of the Aitkin County Health Officer:

F. Inquiry, Referral and Tracking Service - is the responsibility of Aitkin County Health and Human Services.

G. Decontamination - Riverwood Healthcare Center has equipment and personnel to accomplish chemical and biological decontamination of patients. (Mass decontamination needs and radiological decontamination needs will require the use of state sponsored assets).

H. Mass Care Facilities - Aitkin County Public Health has a listing of locations suitable for mass care facilities as well as the responsibility for coordinating staffing at such facilities.

Emergency treatment facility/ transport needs will be determined by the health care facility.

- I. Crisis Counseling - Critical Incident Stress Management (CSIM), mental health treatment, and grief counseling) for emergency workers *and* victims will be coordinated by the Aitkin County Emergency Management office through the Head of the Lakes CISM team: 218-727-8770.
- J. Debris – Debris will generally be disposed of at local county sanitation transport stations under the direction of the Aitkin County Solid Waste Department. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). The MPCA will be requested to assist Aitkin County with coordination and disposal of debris that is posing a potential health hazard such as animal carcasses, farm chemicals, hazardous and infectious waste.
- K. Private Structures – Aitkin County Public Health along with Aitkin County Environmental Services are in charge of declaring public health nuisances within Aitkin County. They have the responsibility of declaring private structures uninhabitable and/or a safety hazard to the public. The Aitkin County Sheriff’s Office is responsible for security if requested by Aitkin County Public Health or Aitkin County Environmental Services.

III. Coordination

If a serious disaster resulting in multiple casualties occurs in Aitkin County, overall coordination of the various health/medical organizations response to the disaster would take place at the Aitkin County EOC (Emergency Operations Center). Riverwood Healthcare Center and Aitkin and McGregor Ambulance Service are equipped with radio communications equipment and can therefore communicate both among themselves and with the EOC.

IV. Supporting Plans and Personnel

- A. Riverwood Healthcare Center (hospital) maintains a disaster plan.
- B. Riverwood Healthcare Center and Ambulance Services have established procedures regarding which hospital an injured victim would be transported to.
- C. All Ambulance Services have entered into a mutual aid agreement.
- D. The Aitkin County Resource Manual contains lists of pharmacies, sources of medical supplies, doctors, hospitals, ambulance services and other health support services.

V. General Instructions and Execution

A. Emergency Actions

- 1. Upon receipt of notification of a Readiness Condition (REACON), an attack warning, or a natural disaster, the Coordinator of the Health/Medical Service will alert staff.
- 2. Various options may be initiated to protect the population such as: evacuating possible disaster areas or target areas under a REACON 2, or directing the populace to the best available shelter with little or no advance notice. The Coordinator, Health/Medical Services, will insure realignment of service demands to meet

changing needs under relocation modes.

B. Post-Emergency Actions

The Coordinator, Health/Medical Service, will establish or continue Service operations until Health and Medical Services can be re-established.

C. Staff Assignments and Actions

The Coordinator, Health Protection Service, is responsible for overseeing Health Protection Services activities within the County. These activities will be performed by the municipalities with County support. The Coordinator serves as Health Protection Service staff advisor to the Chairperson, County Board of Commissioners and the Director, Aitkin County Emergency Management. All orders and directives concerning Health Protection Service activities will be issued by the Director, Aitkin County Emergency Management, in the name of the Chairman, County Board.

D. The listing of Emergency Response equipment and facilities is contained in the County Resource manual and reviewed annually

I. Authentication

(Date)

Health Protection Annex Coordinator

(Date)

Emergency Management Director

I. Purpose

To outline how evacuation and traffic control would be carried out in an Emergency in Aitkin County.

II. Responsibility

A. In the event of a hazardous material(s) incident or other emergency in Aitkin County, the Incident Commander is responsible for determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry. The Emergency Operations Center in Aitkin County shall serve as an alternate to the Incident Commander, in determining and deciding the need for actual or precautionary evacuation, or for shelter-in-place and for re-entry. The Aitkin County Emergency Notification Center will assist in making appropriate notifications. In Aitkin County, the following officials recommend and determine to evacuate or shelter-in-place and or re-entry:

<u>Official</u>	<u>Type(s) of Incident(s)</u>
Aitkin County Sheriff	Nuclear, Hazardous Materials, Pipe Line
Aitkin County Undersheriff	Accidents, Flooding, Military Aircraft
Aitkin County Sheriff Deputies	Accidents

- B. The Aitkin County Sheriff's Office would be responsible for coordinating any large-scale evacuation of rural Aitkin County residents that might be required.
- C. Within the municipalities in Aitkin County, police or fire department personnel would be responsible for coordinating an evacuation effort.
- D. Emergency personnel have their own emergency plans and standard operating procedures and have trained following their SOPs.
- E. The Aitkin County Sheriff's Office will be responsible for maintaining access control and security for the evacuated areas in unincorporated areas or areas without police coverage. The local police department would have this responsibility in areas of their coverage.

III. Procedures

- A. Residents to be evacuated or shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, telephone or other methods as implemented through the Aitkin County Emergency Notification Center (Warning Point).
- B. Procedures for initiating a shelter-in-place option include but are not limited to:
1. Determination of need by incident command using established criteria.
 2. Action by official(s) authorized to implement the plan.
 3. Public notification as appropriate.
 4. Implementation by local law enforcement.
- C. Evacuation routes, assembly points and assistance instruction will be coordinated and announced through the Aitkin County Emergency Notification Center. Aitkin County law enforcement personnel will establish traffic control points at major intersections on the evacuation routes, if needed, to direct and control traffic during an emergency.
1. The primary (orange) evacuation route for the Aitkin Wastewater Treatment Plant is south on 4th Ave NW and west on State Hwy 210. The secondary (green) route is south on 4th Ave NW and east on State Hwy 210. See [Aitkin Wastewater](#)

[Evacuation Map.](#)

2. The primary (orange) evacuation route for AT&T Communications (Citizen's Telecommunications) is north on S Maddy St and west on State Hwy 210. The secondary (green) route is south on S Maddy St (Co Rd 8) and south on State Hwy 65. See [McGregor Evacuation Map](#).
 3. The primary (orange) evacuation route for MN Central Office (Century Link Bldg) is west on State Hwy 210. The secondary (green) route is east on State Hwy 210. See [MN Central Office Evacuation Map](#).
 4. The primary (orange) evacuation route for the Palisade Water Treatment Plant is north on S 5th Ave and west on Main St (480th St). The secondary (green) route is south on S 5th Ave, east on Great River Road and south on State Hwy 232(480th St). See [Palisade Evacuation Map](#).
- D. Mobility-impaired individuals unable to evacuate themselves would receive assistance from the Transportation Service as directed by Law Enforcement.
- E. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound and HART Animal rescue in Brainerd are sheltering options.
- F. The pre-designated shelter in Aitkin is the [Aitkin High School](#) located at 306 2nd St NW. The site in McGregor is the [McGregor School](#) located at 148 2nd St NE. The shelter in Palisade is the [Elementary School](#) located at 401 South 5th Ave.
- G. Re-entry Procedures:
1. Re-entry decisions will be made by Incident Command/Commander.
 2. Appropriate announcements will be made via the Aitkin County Emergency Notification Center.
 3. Re-entry will be implemented by Aitkin County law enforcement, assisted by mutual aid agencies as necessary.

IV. Resources Available

- A. Aitkin County Ambulance Services vehicles would be available, if needed, to evacuate non-ambulatory individuals.
- B. School Districts could provide buses, if needed, to assist in the evacuation process.

V. Authentication

(Date)

Aitkin County Sheriff

This standard operating procedure is intended to provide guidance for both a (potential) evacuation of residents of a hazard area in Aitkin County to a safe area within the county or to a county which will serve as a reception area and an evacuation into Aitkin County of another jurisdiction's residents, and to provide for the control of traffic to, from, and within Aitkin County while an evacuation mode is in effect.

I. General

- A. At the time the decision is made to carry out an evacuation of some/all of Aitkin County's residents, the Sheriff will have primary responsibility for ensuring that the affected residents and facilities (schools, hospitals, nursing homes, businesses, industries, etc.) are notified of the need to evacuate. Notification will be accomplished by:
 - 1. Radio and television stations
 - 2. Door-to-door and/or loudspeakers
 - 3. Telephone where applicable
- B. The selection of specific evacuation routes will be based on the extent of the evacuation required, weather and road conditions, and other factors. MN Highway numbers 169, 200, 65, 47, 210, 27 and 18 will be main routes of transit for hazard residents evacuating to relocation sites.
- C. A listing of both the congregate care facilities and the fallout shelter facilities that can be used to house evacuees is included in the county resource manual. (Detailed information concerning congregate care arrangements is included in the Congregate Care Annex and the Congregate Care SOP.)
- D. People requiring transportation should report to one of the staging areas below. Mass transportation to the reception area will only be provided from these points. Special needs persons or those unable to get to one of these locations should call the Transportation Coordinator for assistance.
- E. Staging areas are to be released to the Transportation Coordinator by the Aitkin County Sheriff's Office at the time of the incident.
- F. Transportation from the staging areas to reception areas will be provided by available transport and school buses.
- G. Reception centers will register and assign evacuees to shelters. Evacuees will be given information to assist them to locate their facility. This information will consist of routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.
- H. The State Patrol, the Sheriff's Office, and local law enforcement will coordinate assistance to any vehicles having mechanical problems during evacuations.
- I. Local law enforcement will be assigned as security to each congregate care parking facility.
- J. Evacuees who will be traveling in recreational vehicles and mobile homes will be assigned to campgrounds or fairgrounds.

II. EVACUATION REQUIRED DUE TO A HAZARDOUS MATERIALS INCIDENT

A. Release from a Section 302 (SARA Title III) Facility

1. The potential “populations at risk” that might require evacuation in the event of an accidental release from the Section 302 facilities in Aitkin County have been pre-identified by the facilities and that information should be included in their facility emergency operations plan.
2. Pre-identified evacuation routes are included in Annex F of the Aitkin County-Wide Emergency Operations Plan.

B. Other Hazardous Materials Accidents/Incidents

Evacuation may be required due to a hazardous materials spill/release not involving a (SARA Title III) Section 302 facility. Such a determination will be made some time following the initial response to the accident/incident, and following an assessment of its current and potential threat to public safety.

III. EVACUATION REQUIRED DUE TO A WIDE-SPREAD NUCLEAR EMERGENCY

Through a comprehensive study, the federal government has determined that some areas of Minnesota would be targeted in the event of a large-scale nuclear attack. These areas of high-risk are called hazard areas. Areas outside the hazard areas are termed reception areas. An evacuation of people from the hazard areas to the reception areas, before a nuclear attack, would greatly increase the safety of Minnesota residents. Attachment 1 shows the hazard and reception areas in Minnesota. Aitkin County is a reception county.

- A. Highways 47, 210, 65, 18, 27, 200 and 169 will be the main routes of transit for area residents evacuating the county.
- B. Traffic control points will be established at all major intersections. Two-way traffic will be maintained on all highways and streets.
- C. Rest areas will be established for the aid and convenience of people evacuating the county. Evacuees will be able to obtain fuel, water, medical aid, vehicle maintenance, and information and comfort facilities at the rest areas.
- D. People requiring transportation should report to one of the staging areas. Mass transportation to the reception areas will only be provided from these points. Mobility-impaired persons or those unable to get to one of these locations should call 911 for assistance. Transportation from staging area to reception areas will be provided by direction of the resource coordinator at the EOC. A listing of public properties and shopping areas that may be used as staging areas for a large-scale evacuation are listed in the County Resource Manual.
- E. Upon arriving at the reception county, evacuees will register and be given information to assist them in locating their host facility. This information will include routes, shelter locations, parking spaces, eating assignments, and medical aid, if needed.

ATTACHMENTS

1. Listing of SARA* 302** facilities.(Annex F pg 5)
 - 1a. Other facilities contributing to risk.(Annex F pg 6)
 - 1b. Methods for determining if a release has occurred.(Annex F pg 7)
 - 1c. Methods for community to determine area affected.(Annex F pg 7)
 - 1d. Methods for facilities to determine area affected.(Annex F pg 7)
2. [List of Evacuation Routes for Public & Key personnel.](#)
[Evacuation routes and reception sites for non-essential work force.\(annex F pg 8\)](#)
[Evacuation routes and reception sites for key work force.\(annex F pg 8\)](#)
3. List of Evacuation Routes, Traffic Control Points, and Rest Areas.(Annex F pg 9)
4. List of County Evacuation Staging Areas.(Annex F pg 10)
5. Transportation Service SOP.(Annex F pg 11)
6. Listing of Fairgrounds and Campgrounds.(Annex F pg 12)

* Superfund Amendments and Reauthorization Act, Community Right-to-Know Act of 1986

** Hazardous Materials

ATTACHMENT 1

DEPARTMENT OF PUBLIC SAFETY
STATE OF MINNESOTA
EMERGENCY RESPONSE COMMISSION
LISTING OF 302 FACILITIES BY SELECTED COUNTY

COUNTY: AITKIN

ERC-ID	Facility Name Contact Name	Facility Address Contact Address	Facility City/State/Zip Contact City/State/Zip	Plan on File in EOC
01-004-0022	AITKIN WASTEWATER TREATMENT PLANT CHUCK TIBBETTS FACILITY COORDINATOR	4TH AVENUE NW 120 1ST STREET NW PH# 218-927-3222	AITKIN MN 56431 AITKIN MN 56431	no
01-145-0002	PALISADE WELL HOUSE MARLENE KINGSLEY FACILITY COORDINATOR	BOX 144 PALISADE CITY HALL PH# 218-845-2511	PALISADE MN 56469 PALISADE MN	no

Both 302 facilities in the County are water treatment plants and as such maintain the required equipment to contain and respond to a Chlorine spill at their respective sites. The facility coordinators are responsible for this requirement.

A LISTING OF 312 FACILITIES IS MAINTAINED BY EMERGENCY MANAGEMENT DIRECTOR

Above listed facilities have no emergency response equipment.

ATTACHMENT 1a

**ADDITIONAL FACILITIES CONTRIBUTING ADDITIONAL RISK DUE TO
THEIR PROXIMITY TO FACILITIES LISTED ON PRECEDING PAGE**

1. The Aitkin County Emergency Management Director has evaluated additional risks and has determined that there are no other additional risk facilities.

**OTHER FACILITIES AT RISK BY VIRTUE OF THEIR PROXIMITY TO THE FACILITIES
ON THE PRECEDING PAGE.**

1. Palisade Middle School (west of palisade well house facility)
2. Mississippi River County Campground (adjacent to the Aitkin Wastewater plant)

ATTACHMENT 1b

**METHODS FOR DETERMINING THE AREA OF POPULATION LIKELY TO BE
AFFECTED BY A HAZARDOUS MATERIAL RELEASE.**

Methods for determining the area of population likely to be affected by a hazardous material release vary according to the material released, wind direction, etc. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 1c

**METHODS IN PLACE IN THE COMMUNITY FOR DETERMINING THE AREAS LIKELY
TO BE AFFECTED BY A HAZARDOUS MATERIAL RELEASE.**

Methods for determining the area of population likely to be affected by a hazardous material release vary according to the material released, wind direction, etc. and are the responsibility of the person in charge of Evacuation, Traffic Control and Security. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 1d

**METHODS IN PLACE IN EACH OF THE AFFECTED FACILITIES THAT ARE SUBJECT
TO SECTION 302 OF TITLE III FOR DETERMINING THE AREAS LIKELY TO BE
AFFECTED BY A RELEASE.**

Methods for determining the areas likely to be affected by a hazardous material release are included in the plans of the individual facilities and vary according to the material released, wind direction, etc. The resource used is U.S. DOT Emergency Response Guidebook.

ATTACHMENT 2

EVACUATION ROUTES AND RECEPTION SITES
FOR NON-ESSENTIAL WORK FORCE

THE NON-ESSENTIAL WORK FORCE WILL BE EVACUATED FIRST AND THE
EVACUATION ROUTES ARE AS FOLLOWS:

NORTH:	HIGHWAYS	169	65		
SOUTH:	HIGHWAYS	169	65	47	
EAST:	HIGHWAYS	210	200	18	27
WEST:	HIGHWAYS	210	200		

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

EVACUATION ROUTES AND RECEPTION SITES
FOR KEY WORK FORCE

KEY WORK FORCE PEOPLE WILL BE EVACUATED LAST AND THE EVACUATION
ROUTES ARE AS FOLLOWS:

NORTH:	HIGHWAYS	169	65		
SOUTH:	HIGHWAYS	169	65	47	
EAST:	HIGHWAYS	210	200	18	27
WEST:	HIGHWAYS	210	200		

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

ATTACHMENT 3

EVACUATION ROUTES, TRAFFIC CONTROL POINTS, AND REST AREAS

1. HIGHWAY 169
 - A. Control Points: NORTH INTERSECTION WITH HWY 200
SOUTH INTERSECTION WITH HWY 18
 - B. Rest Areas: NORTH HILL CITY CITY PARK
SOUTH HICKORY/PINE WAYSIDE REST
2. HIGHWAY 210
 - A. Control Points: EAST INTERSECTION WITH CO RD 6 & 16
WEST INTERSECTION WITH HWY 169
 - B. Rest Areas: EAST CITY PARK IN TAMARACK/WAYSIDE MCGREGOR
WEST COUNTY PARK CITY OF AITKIN
3. HIGHWAY 65
 - A. Control Points: NORTH INTERSECTION WITH HWY 200
SOUTH INTERSECTION WITH HWY 18
 - B. Rest Areas: NORTH COUNTY CAMPGROUND JACOBSON
SOUTH COUNTY CAMPGROUND SNAKE RIVER
4. HIGHWAY 200
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or US HWY 2
WEST INTERSECTION WITH HWY 169
 - B. Rest Areas: EAST COUNTY CAMPGROUND JACOBSON
WEST HILL CITY CITY PARK
5. HIGHWAY 47
 - A. Control Points: SOUTH INTERSECTION WITH AITKIN CO RD 2
 - B. Rest Areas: SOUTH MILLE LACS LAKE PUBLIC BOAT ACCESS
6. HIGHWAY 27
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or CO RD 27 & 75
 - B. Rest Areas: EAST PARKING AREA AT HWY 65 & 27
7. HIGHWAY 18
 - A. Control Points: EAST INTERSECTION WITH HWY 65 or CO RD 23
 - B. Rest Areas: EAST PARKING AREA HWY 65 & HWY 18

ATTACHMENT 4

COUNTY EVACUATION STAGING AREAS

<u>MUNICIPALITY</u>	<u>STAGING AREA</u>
AITKIN	AITKIN COUNTY FAIRGROUNDS
MCGREGOR	AIRPORT/INDUSTRIAL PARK
PALISADE	PALISADE CITY PARK
HILL CITY	HILL CITY CITY PARK
TAMARACK	TAMARACK CITY PARK
MCGRATH	18&65 CAFE PARKING AREA
JACOBSON	JACOBSON CAMPGROUND

TRANSPORTATION SERVICE
STANDARD OPERATING PROCEDURES (SOP)

The Transportation Service allocates the available supply of transportation resources within the county to the most essential uses according to established priorities in the event of a war or major peacetime disaster.

Activation of the Transportation Service

- A. The Coordinator of the Transportation Service will be notified by phone by the Sheriff's Office (Evacuation, Traffic Control and Security Annex) to report to the EOC in the event of a nuclear war or major peacetime disaster.
 - 1. Aitkin School Bus Garage 218-927-2115
 - 2. McGregor School Bus Garage 218-768-2111
 - 3. Hill City School Bus Garage 218-697-2394
 - 4. Arrowhead Economic Opportunity Agency 218-927-5635
- B. The Coordinator will notify additional personnel if the situation warrants.
- C. The Sheriff's Office may notify the Transportation Service in any emergency situation when transportation is required.

EOC Duties

- A. Formulate policies and guidance for allocating transportation within the county.
- B. Provide transportation.
 - 1. Movement of people from one location to another within the county.
 - 2. Transport key workers to specific job locations in Aitkin County.
 - 3. Provide transportation as required for movement of supplies to shelter areas.
 - 4. Provide transportation for evacuating possible disaster areas.
 - 5. Maintain requirements and capabilities information concerning transportation and advise the Law Enforcement, the Chairman of the County Board, and the Emergency Management Director on all transportation matters.
 - 6. Vehicles from all county departments and from central and all district garages will be part of the transportation motor pool.
 - 7. All units to be dispatched only upon orders and approval of Transportation Service Coordinator in the EOC.
- C. Cooperate with the Evacuation, Traffic Control and Security Annex to provide their transportation needs.
- D. Coordinate with Law Enforcement and arrange to obtain personnel for 24-hour per day security of the motor pool and EOC
- E. SEE Resource Manual for vehicle listings.

ATTACHMENT 6

COUNTY CAMPGROUNDS

<u>NAME</u>	<u>LOCATION</u>	<u># OF SITES</u>
BERGLUND PARK	PALISADE CO RD 69	9
AITKIN CAMPGROUND	4TH AVE NW AITKIN	7
JACOBSON CAMPGROUND	HWY 200 JACOBSON	10
SNAKE RIVER CAMP	HWY 65 6M SO OF MCGRATH	12
AITKIN CO FAIRGROUNDS	CITY OF AITKIN	UNDETEMED

STATE PARK CAMPGROUNDS

<u>NAME</u>	<u>LOCATION</u>	<u># OF SITES</u>
SAVANNA PORTAGE	CO RD 14 NE AITKIN CO	65

STATE FORESTRY CAMPGROUNDS

<u>NAME</u>	<u>LOCATION</u>	<u># OF SITES</u>
HAY LAKE CAMPGROUND	HWY 65 2 M SO OF JACOBSON	12

FEDERAL CAMPGROUNDS

<u>NAME</u>	<u>LOCATION</u>	<u># OF SITES</u>
SANDY LAKE DAM	HWY 65 12M N OF MCGREGOR	50

I. Purpose:

To describe how basic fire protection is accomplished in Aitkin County

II. Responsibility/Description:

- A. Fire protection and in Aitkin County is the responsibility of the 11 fire departments serving the County. All of these departments are volunteer. Aitkin County does not have a County Fire Chief.
- B. All 11 Fire Departments perform Search & Rescue operations.
- C. Aitkin, Hill City and McGregor Fire Departments have personnel trained at the Operations level in Hazardous Materials.

III. Mutual Aid Agreements:

County-wide mutual aid agreements exist between the local fire departments in Aitkin County and are kept on file with each fire department. The following fire departments serve Aitkin County: Aitkin, McGregor, McGrath, Palisade, Hill City, Jacobson, Isle (Mille Lacs Co.), Garrison (Crow Wing Co.), Finlayson (Pine Co.), Sturgeon Lake (Pine Co.), Willow River (Pine Co.)

IV. Communications Capability:

All six fire departments in Aitkin County have 800 Mhz ARMER radios. Their primary fire talkgroup is AK Fire/EMS 1. All ARMER radios in Aitkin County are programmed with AK Commons 4-8, NE regional talkgroups, CM regional talkgroups, State TAC's and 8 TAC talkgroups for interoperability.

All six fire departments in Aitkin County are paged on the Aitkin County VHF simulcast system. The VHF fire frequency TX is 156.2400 and the RX is 154.4450. This is a county-wide frequency. The state-wide fire frequency, VFire 23 with a frequency of 154.2950, is also available to all of the fire departments. Other shared VHF frequencies in Aitkin County are the North Interop, South Interop and McGregor repeater channels.

Fire Departments outside of Aitkin County are dispatched via the respective Sheriff's Office. These departments respond on the 800 Mhz ARMER system with interoperable capabilities.

V. Authentication:

(Date)

Fire Protection Annex Coordinator

I. Attachments:

Attachment 1: List of Coverage Areas for Individual Departments (annex G pg 2)

[1a: Map of Geographic Areas of Fire Department Coverage \(annex G\)](#)

ATTACHMENT 1

FIRE DEPARTMENT COVERAGE

AITKIN TOWNSHIP AITKIN, FARM ISLAND, NORDLAND, MALMO, GLEN
FIRE DEPARTMENT SPENCER, MORRISON, WEALTHWOOD SECs 1-18,
HAZELTON SECs 1-18, KIMBERLY SECs 4-9, 16-21, 28-36,
T-48N-R27W SECs 1-4, 9-16, 21-28, 33-36

MCGREGOR TOWNSHIP CORNISH, TURNER, BALSAM, HAUGEN, SHAMROCK,
FIRE DEPARTMENT CLARK, MCGREGOR, JEVNE, SALO, SPALDING,
DAVIDSON, RICE RIVER, LEE, MILLWARD SECs 1-18,
BEAVER SECs 4-9, 16-21, 28-33,

HILL CITY TOWNSHIP HILL LAKE, QUADNA, SHOVEL LAKE, LEMAY,
FIRE DEPARTMENT MACVILLE, WHITE ELK

JACOBSON TOWNSHIP BALL BLUFF, VERDON, RUTH, T52N-R22W, T51N-R22W
FIRE DEPARTMENT

MCGRATH TOWNSHIP WHITE PINE, PLINY, JEWETT, MILLWARD SECs 19-36,
FIRE DEPARTMENT MILLWARD SOUTH SECs 4-9, 16-21, 28-33

PALISADE TOWNSHIP FLEMING, LOGAN, WORKMAN, LIBBY, WAUKENABO,
FIRE DEPARTMENT BAIN, ESQUAGAMAH, HEBRON, T51N-R25W

OUT OF COUNTY FIRE DEPARTMENTS

GARRISON: TOWNSHIP=S/ HAZELTON SECs 25-34 T44N 5,6

ISLE: TOWNSHIP=S/ LAKESIDE, SEAVEY, IDUN, WILLIAMS

FINLAYSON TOWNSHIP/ WAGNER

STURGEON LAKE TOWNSHIP/ BEAVER SECs 1-3,10-15,22-27,34-36

WILLOW RIVER TOWNSHIP/MILLWARD SOUTH SECs 1-3, 10-15, 22-27, 34-36

I. Purpose:

To provide an overview of how damage assessment would be accomplished in Aitkin County.

II. Responsibilities

A. The Damage Assessment Annex Coordinator is responsible for:

1. Developing and maintaining a damage assessment team composed of county assessors, planning & zoning, land department and road & bridge personnel.
2. Maintaining an up-to-date listing of damage assessment team personnel.
3. Maintaining the procedures to be followed for damage assessment.
4. Coordinating the damage assessment process (following the occurrence of a disaster).
5. Reports to the Aitkin County Emergency Management Director.

B. County government officials who, depending upon the nature of the disaster, would participate in both rapid and complete damage assessment efforts (Damage Assessment Team):

1. County Assessor (structures)
2. County Engineer (road and bridges)
3. County Land Department (forest, land)
4. County Planning & Zoning Department (construction documents)
5. County Economic Development (business)
6. County Emergency Management Director

C. Municipal government officials who would participate in a damage assessment effort:

1. City Engineer/Public Works Director
2. Municipal Emergency Management Directors

III. Policies and Procedures

- A. A damage assessment effort will be initiated as soon as practical following a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas, and county maps will be used to show the location of damaged sites.
- C. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).
- D. When possible, the county Emergency Management Director and other appropriate local government officials will participate in damage assessment procedure training.

IV. Supporting Documents

For additional information and guidance, refer to:

Disaster Response and Recovery: [A Handbook for Local Government](#). (Available from HSEM) and the Standard Operating Procedures (SOPs) for Damage Assessment

V. Authentication

(date)

Damage Assessment Annex Coordinator
Aitkin County Assessor

This standard operating procedure is intended to provide information on procedures followed during a damage assessment.

I. General

- A. A damage assessment effort will be initiated as soon as practical following a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas and county maps will be used to show the location of damage sites.
- C. Damage assessment will be conducted using guidance from the Disaster Response and Recovery Handbook (available from HSEM).

II. Request for Disaster Assistance

- A. When damage assessment is carried out in conjunction with a request for state or federal disaster assistance, the County Emergency Management Director will coordinate with the Minnesota Division of Homeland Security and Emergency Management (HSEM).

III. Supporting Documents

- A. Disaster Response and Recovery: A Handbook for Local Government (on file in the Emergency Management Office).

I. Purpose

In the event of a nuclear/general war or any peacetime catastrophe, the Congregate Care Service will coordinate the provision of family and individual assistance to include food, clothing, housing, counseling, and registration of victims, including inquiry and referral of/for victims. The Service will also coordinate the utilization of Congregate Care facilities to provide mass feeding, housing, etc., in the event NCP procedures are initiated.

II. Responsibilities

A. The following government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:

1. Emergency housing - Aitkin County Health & Human Services, churches/schools
2. Emergency feeding - Aitkin County Health & Human Services
3. Emergency clothing - Aitkin County Health & Human Services
4. Counseling - Aitkin County Human Services and Northland Mental Health

B. Additional Responsibilities

1. Registration of victims - Aitkin County Human Services
2. Inquiry and Referral - Aitkin County Human Services (regarding victims)
3. Decontamination - Riverwood Healthcare Center (hospital)

III. Coordination of Congregate Care

The Health & Human Services Director is responsible for providing overall coordination of congregate care. In order to facilitate this coordination, the Health & Human Services will provide a representative for the Aitkin County Emergency Operating Center (EOC).

IV. Staffing Pattern

See Attachment 1

V. General Instructions and Execution

A. General (Host Areas)

Procedures for providing Congregate Care for 1,210 anticipated evacuees will be necessary. Allocation to host municipalities will also be coordinated.

B. Pre-Emergency Conditions

1. Update lists of Congregate Care personnel and resources and revise, if necessary, the emergency plans for their use.
2. Insure that appropriate training is provided for all personnel.

C. Emergency Conditions

1. Upon receipt of notification of a Readiness Condition (REACON) attack warning, or a natural disaster, the Coordinator, Congregate Care Service, will alert the Deputy and Division Coordinators. Readiness Condition Actions are listed in Attachment 3.
2. Various options may be initiated to protect the population such as evacuating possible disaster areas or target areas under a REACON 2, or directing the populace to the best available shelter with little or no advance notice.

D. Post-Emergency Conditions

The Congregate Care Service will continue emergency operations until county and local governments are able to re-establish control and can handle the requirements of the populace in the normal manner.

VI. Standard Operating Procedures

A. Emergency Housing

1. The Coordinator of Shelter Division is responsible to coordinate the allocation of shelter spaces and to organize staff to provide management in all shelters.
2. The managers of each assigned area will be notified by telephone. Each area manager will then notify the lodging facility.
3. Each area manager is responsible to establish staff in each of those area facilities and is responsible to report back to Coordinator of Shelter Division.
4. The Transportation Section will be notified to transport cases of impaired mobility or special needs.
5. Coordinator of Emergency Social Services Section would be responsible to organize counseling, recreational and other social service needs and to provide clothing.
6. Available Resources
Personnel: Personnel who normally work in the facilities will be available for assignments to any shelter in need of additional staff, except food service personnel who will be used by the Coordinator of Mass Feeding.
Facilities: See County Resource Manual.
Supplies/Equipment: Will be available from what is stored at each building. Some supplies or equipment may be transferred to other shelter facilities. Additional equipment/supplies can be requested from the Supply Unit, i.e., beds, blankets.
7. Aitkin County Health and Human Services shall coordinate with surrounding jurisdictions to assist with emergency housing and sheltering when it is not feasible to accomplish this within Aitkin County.

B. Emergency Feeding

1. The Coordinator of Mass Feeding is responsible to coordinate the feeding facilities and organize staff to provide food in each location.
2. The manager for each facility will be notified by telephone. Managers will then prepare the facility they are responsible for and make a list of food and supplies needed and order through the County Food Bank.
3. Site managers are responsible to recruit help from the resource of people that work within food preparation. (See Attachment 5 for staffing requirements)
4. Meal cards will be issued. (See Attachment 6)
5. Food will be prepared in the facility's kitchen and served in the number of shifts required to serve all persons assigned to each feeding facility.
6. The Transportation Section will be used when necessary to transport people from shelters without feeding facilities or the reverse to transport prepared food to the shelters that do not have feeding facilities.
7. Available Resources

- Personnel: all personnel who work in each of these kitchens plus helpers from the persons using the shelter facility.
- Facilities: See Attachment 2 or County Resource Manual
- Supplies/Equipment: Feeding facilities are equipped to prepare and serve food. Food and cleaning supplies would be provided by the Food Bank.
- C. Emergency Clothing
1. The Coordinator of this Annex is responsible to appoint someone from Aitkin County Health & Human Services staff to establish a team.
 2. The team will contact each shelter facility to research the need for clothing.
 3. Clothing can be obtained from MNVOAD groups or from local merchants.
 4. The team is responsible to obtain and disseminate clothing to facility managers.
 5. Available Resources:
Personnel: Aitkin County Health & Human Services and other County Departments plus other qualified personnel from public or private organizations.
- D. Counseling
1. The Coordinator of this Annex, will be responsible to appoint social workers from Aitkin County Health & Human Services, Northland Mental Health Center or other qualified personnel to each shelter facility.
 2. Contact will be made by telephone and they will provide counseling and other social needs to the group within the shelter facility. This unit will have priority access to the Registration Division for inquiry and referral.
 3. Health and medical services will be coordinated by Health & Human Services.
 4. Available Resources:
Personnel: All social workers from any social services agency.
Supplies/Equipment: The social-recreational equipment in the buildings will be used and may be labeled and transferred to other buildings where there are shortages.
- E. Registration of Victims
1. The Coordinator of Registration/Inquiry Division will be responsible to establish and coordinate the registration of victims.
 2. They will notify the Coordinator of this Annex to prepare to man the registration sites. Aitkin County Health & Human Services will provide the manpower needed.
 3. For additional specific procedures and forms, see Attachments 6.
 4. Available Resources:
Personnel: Aitkin County Health & Human Services and other County Department Personnel that have not already been assigned a duty.
Facilities: See County Resource Manual.
Supplies/Equipment: Use office equipment available in the facilities and equipment and supplies from County Departments and EOC Annexes.
- F. Inquiry and Referral
1. The Coordinator of Registration/Inquiry Division is responsible to establish and coordinate inquiries and referrals.
 2. The above personnel will take charge of Registration & Inquiry.
 3. A team will be assigned to each reception center to respond to inquiries and referrals

- giving priority to victims registering and victims in the shelter facilities.
4. Available Resources:
Personnel: Health & Human services/ volunteers.
Facilities: There will be a team at each reception center.
Supplies/Equipment: Share with the reception center.

VII. Authentication

(Date)

Congregate Care Annex Coordinator
Director of Health & Human Services

ATTACHMENTS

1. Administrative Staffing Pattern (Annex I pg 7)
2. Readiness Condition (REACON) Actions (Annex I pg 8)
3. Shelter Facilities - Staffing Requirements (Annex I pg 9)
4. Mass Feeding Sites - Staffing Requirements (Annex I pg 10)
5. Congregate Care Meal Card (Annex I pg 11)
6. Registration Procedures (Annex I pg 12) 6a and 6b
- 6c. Registration Sample Form (Annex I pg 13)

ATTACHMENT 1

ADMINISTRATIVE STAFFING PATTERN

COORDINATOR
CONGREGATE CARE SERVICES
County Director of Health & Human Services
Executive Secretary

DEPUTY COORDINATOR
CONGREGATE CARE SERVICES
Deputy Director of Health & Human Services

COORDINATOR
ADMINISTRATIVE/FISCAL SECTION
Health & Human Services Supervisor/Accounting Division
Health & Human Services Social Service Department

COORDINATOR
REGISTRATION/INQUIRY DIVISION
Health & Human Services Supervisor, Income Maintenance Division
Health & Human Services Office Supervisor

COORDINATOR
SHELTER DIVISION
Health & Human Services

COORDINATOR
MASS FEEDING DIVISION
Health & Human Services Supervisor, Nutrition Program

ATTACHMENT 2, ANNEX I

READINESS CONDITION (REACON) ACTIONS

Time Period

Duties and Tasks

REACON 3

The Coordinator, Congregate Care Service, will alert key staff personnel of potential emergency conditions. The Coordinator will review emergency plans and update them as necessary, and insure that all necessary supplies and equipment for the effective performance of assigned tasks are available. Organizational deficiencies will be corrected as necessary.

REACON 2

The Coordinator, Congregate Care Service, will activate the staff for emergency operations, and arrange to man the Emergency Operating Center on a reduced strength basis. Other staff members are cautioned to be available on minimum notice.

REACON 1

The Coordinator, Congregate Care Service, notifies all of the staff and takes action to assure that the staff is fully operational and able to handle the emergency on a 24-hour per day basis.

ATTACHMENT 3, ANNEX I

CONGREGATE CARE

SHELTER FACILITIES - STAFFING REQUIREMENTS*

*Based on a facility sheltering 1,000 relocatees and being operational 24 hours a day with two 12-hour shifts.

<u>Position</u>	<u>No.</u>	<u>Responsibilities</u>
Manager	3	Responsibility for overall operations. Will establish schedules for use of restrooms, bathing facilities and recreation areas.
Assistant Manager	3	Assist manager in overall operations. Will assist with the registration of relocatees during initial period.
Registrar/ Clerks	6	Register relocatees assigned to facility. After registration period one registrar/Clerk will assume responsibility for maintaining these records, handling locator/inquiry services, recording transfers of relocatees and maintaining inventories of shelter supplies required for operations. One Registrar/clerk will assume responsibility for issuance of meal tickets, communication requests, i.e., relocatees needing transportation to hospital, feeding sites, etc.
Security/ Safety Officer	6	Provide security for facility and personal belongings. Additional personnel can be augmented by relocatees if needed.
Custodial Services	3	Maintaining cleanliness of facility. Additional personnel can be augmented by relocatees if needed.
Health Services	6	Provide 24-hour emergency health services to relocatees. Can be staffed by RNS, LPNs, EMTs, or Advanced First Aiders (these positions will be assigned by the Health and Water Service).
Child Care/ Recreation	3 —	Develop recreational activities and provide child care when needed with support from relocatees.
TOTAL	30	

Factors to Consider:

Facility should be well-marked, identifying recreational areas, restrooms, sleeping areas, etc. If possible, a map handout and information sheet should be given relocatees when they register. Also, in large facilities, like schools, Shelter Managers may wish to subdivide the facility into more manageable sections. Therefore, there may be a need for more supervisory personnel than listed above.

ATTACHMENT 4, ANNEX I

CONGREGATE CARE
MASS FEEDING SITES - STAFFING REQUIREMENTS*

*Based on serving 1,000-1,500 relocates two meals a day or 3,000-4,000 meals per day. Based on preparation and serving, it is estimated that the kitchen area will be utilized 18 hours per day.

<u>Position</u>	<u>No.</u>	<u>Responsibilities</u>
Dietician/ Chief Cook	1	Establishes feeding hours and assumes overall management/operational responsibility for Mass Feeding Site.
Assistant Cooks	4	Responsibility for daily preparation of meals.
Kitchen Helpers	10	Assist cooks in meal preparation and maintain food stocks and supplies at level required to support operations.
Servers	4	Will serve main dish, bread/sandwiches/soup, beverages to relocates cafeteria-style in main serving line.
Meal Card Checkers	2-4	Will punch relocates meal cards and record numbers fed.
Dishwashers	2-4	Number will depend on size of facility and equipment available.
Cleanup Personnel	6	Will maintain food preparation, serving and dining areas. (Staff can be augmented by relocates.)
Trash/Garbage Personnel	2-4	will collect and dispose of all refuse.

Factors of Consideration:

1. Staffing will depend on (a) numbers of persons being fed; (b) size of facility; and equipment available.
2. The chief cook will need to consider when to serve breakfast to key relocatee personnel who have essential work assignments and must depart before normal breakfast service hours. Each Shelter Manager will report the number of relocates in this category each day before noon to the Mass Feeding Site Dietician/Chief Cook.

ATTACHMENT 5, ANNEX I

CONGREGATE CARE MEAL CARD

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	
CONGREGATE CARE MEAL CARD															
LAST NAME					FIRST NAME					M.I.					
_____ SECT.# _____										DIST# _____					
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31

(CARD DESIGNED TO MARK OUT TWO MEALS A DAY)

ATTACHMENT 6a

CONGREGATE CARE
CRP PROCEDURES

Registration Procedures:

1. Reception Centers will be activated by Aitkin County Emergency Management.
2. Law Enforcement will direct traffic to aid parking at Reception Centers.
3. Assign lodging and feeding facilities to evacuees.
4. Coordinate with Transportation Service the transportation of evacuees from Reception Centers to lodging facilities as required for those without private vehicles.
5. Insure the registration of evacuees at their Reception Center and follow up registration at lodging facilities as required.
6. Coordinate with Aitkin County Health & Human Services the issuance of Food Stamps at the time of registration to all incoming evacuees under a Crisis Relocation upon request or to eligible applicants under local emergency.
7. Issue Congregate Care Meal Card if evacuees are to be fed in mass care centers.
8. Report to the Congregate Care Coordinator his requirements for manpower to staff the Registration stations, Food Stamp stations, Security, Clerks for Status Board and Control Records, Communications, Counseling Services, and Health Services.

ATTACHMENT 6b, ANNEX I

CONGREGATE CARE
CRISIS RELOCATION REGISTRATION PROCEDURES

1. Attachment 7c, Annex I, will be utilized in conjunction with the Employment Service for the registration of relocated persons.
2. All family unit members will be assigned the same registration number with alphabetical designations after the number for each member.
3. Occupational codes will be used based upon Minnesota State Tax Form breakdowns
4. A sample form will be pre-positioned with the Congregate Care Services, to be duplicated upon notification of a pending crisis relocation and placed at the Reception Centers.
5. This form is to be filled in duplicate at the Reception Centers:
 - One form to the Congregate Care Service
 - One form to the Employment Service
6. Data figures will be reported from the local Reception Center to the county Congregate Care Service which will forward to the State EOC via Regional EOC Reports in a timely manner, or as needed.

ATTACHMENT 6c, ANNEX I

(1)REGISTRATION NUMBER	(2)FAMILY LAST NAME (PRINT)	(3)HOST AREA ADDRESS				(4)CODE
MEMBERS OF HOUSEHOLD		(5)HOST AREA TELEPHONE NUMBER				
	FIRST NAME MIDDLE	(6)SE X	(7)AGE	(8)CONDITION	(9)SOCIAL SECURITY NUMBER	(10)SKILLS/OCCUPAT
-A	(11)MAN	M				
-B	(12)WOMAN	F				
-C	(13)CHILDREN(MINOR)					
-D	(14)					
-E	(15)					
-F	(16)					
-G	(17)					
-H	(18)					
(19) PRE-EMERGENCY ADDRESS					9 (20) ADDITIONAL COMMENTS AND/OR INFO ON REVERSE	
(21)UPDATE (PLACE LARGE X)	(22) REGISTRATION LOCATION				(23) REGISTRATION DATE	
JUNE 28, 1978DIVISION OF EMERGENCY SERVICES EMERGENCY REGISTRATION CARD			MINNESOTA DEPARTMENT OF PUBLIC WELFARE MINNESOTA DEPARTMENT OF ECONOMIC SECURITY			

I. Purpose

To describe how debris management is accomplished following a disaster in Aitkin County.

II. Responsibilities

- A. Outside City Limits: Outside incorporated areas, the Aitkin County engineer is responsible for coordinating debris management operations.
- B. Inside City Limits: Within a municipality, the city engineering/public works department would be responsible for coordinating debris management operations.

III. Policies and Procedures

- A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B. Debris management is coordinated by the county engineer with direction for the opening of Emergency Routes coming from the Incident Commander or EOC, as applicable. Sites for temporary storage for sorting prior to disposal will be recommended and coordinated by the county engineer. Final disposition of debris will be coordinated by the county engineer working with the Minnesota Pollution Control Agency. County owned property will be used for temporary storage of debris, as determined by the County Engineer, County Land Commissioner and the MNPCA.
- C. The Aitkin County Engineering Department would assist a municipality with debris management only after county removal has been completed, except when deemed necessary under emergency conditions and approved by the County Engineer.
- D. The County Engineer will make the recommendation to the EOC to utilize private contractors when County resources are inadequate for the task.

IV. Supporting Documents

- A. A listing of the major private contractors in Aitkin County (which have debris removal equipment) is located in the Aitkin County Resource Manual.
- B. Hazardous materials clean-up contractors are available through the Minnesota Duty Officer program. The County will take direction from State Agencies (PCA, etc) for the handling and disposal of hazardous materials.
- C. The following written (or non-written) debris management agreements exist:
 - 1. Fire Departments
 - 2. Federal and DNR
 - 3. Local Cities
 - 4. County Departments
- D. The County's GIS database can be accessed from the EOC, Communications Trailer, Land Department or Highway Department for selection of sorting or temporary disposal sites.

V. Authentication

(Date)

Aitkin County Engineer

The Aitkin County Highway Engineer will operate using Standard Operating Procedures that are on file in his office including the following listed below and attached to this SOP:

- Communications Standard Operating Procedure (Annex J pg 2)
- Readiness Conditions (REACON) Actions (Annex J pg 2)
- Standard Operating Procedures for EOC (Emergency Operating Center)(Annex J pg 3)

See County Resource Manual For:

- Highway Engineer Personnel Directory
- Road & Bridge Personnel Directory and list of Road & Bridge Equipment
- List of Building and Construction Material Suppliers
- List of Public Works Departments and Lighting Equipment

COMMUNICATIONS STANDARD OPERATION PROCEDURES

The Aitkin County Engineering Service has a communications base station in the County Highway Department's Garage/Shop. This frequency is also monitored by the Aitkin County Sheriff's Office Dispatch Center.

County engineering personnel will man the base station at the county garage, except during a radioactive fallout situation.

All units with mobile communications will report to their duty stations on orders of the Engineering Service Coordinator to carry out their emergency assignments.

During a fallout situation, mobile units will move into the fallout shelter areas to serve as backup communications.

READINESS CONDITION (REACON) ACTIONS

<u>Time Period</u>	<u>Duties & Tasks</u>
REACON 3	The Coordinator of Engineering Service will notify key staff of the proclamation, review his staffing requirements and availability of personnel to carry out emergency operations. At the same time, check out communications capability, inventories of resources and supplies available to support emergency operations.
REACON 2	The Coordinator of Engineering Service will brief staff personnel and put on standby basis. In cooperation with State Emergency Highway Traffic Regulations Plan procedures, will be in charge of Department of Highway activities in county.
REACON 1	Coordinator, Deputy Coordinator, and staff will report to the EOC, check the situation, and act accordingly. Staff will be on operational status.

STANDARD OPERATING PROCEDURES FOR EOC

Upon notification of activation of EOC:

- A. The Coordinator of Engineering Service will:
 - 1. Alert all members of the Engineering Service and inform them to report to their duty stations.
 - 2. Brief staff personnel on situations.
 - 3. Coordinate communications equipment and personnel with Law Enforcement Service for use in command and control net.
 - 4. Provide close coordination with RADEF and Damage Assessment Service.
 - 5. Provide close liaison with local, district and State Engineering (MHD) Services.

- B. The Coordinator of Highway Division will:
 - 1. Coordinate all county, city and township roads, maintenance equipment, personnel and materials.
 - 2. Make personnel and equipment assignments for road maintenance and repair, debris clearance and rescue operations.

- C. The Coordinator of Structures Division will:
 - 1. Coordinate actions closely with the Damage Assessment Service.
 - 2. Assign personnel, material and equipment for repair of buildings, structures, shelters and other important facilities in support of emergency operations.
 - 3. Harden shelters per instructions and request of the engineer.

- D. The Coordinator of Utilities Division will:
 - 1. Coordinate actions with Health & Medical and Utilities Restoration Services to assure supply of potable water, electric power, and proper waste disposal area maintained.

- E. The Coordinator of Traffic Regulations will:
 - 1. Coordinate all actions with the Minnesota Department of Transportation when the Emergency Highway Traffic Regulations (EHTR) has been invoked.

I. Purpose

To provide an overview of how utility services would be restored following a disaster.

II. Responsibilities

The following government agencies/private sector organizations are responsible for providing utility services in Aitkin County:

A. Electrical Service (see attachment for service area)

1. Distribution

Public Utilities (City of Aitkin) 1-218-927-3222

Mille Lacs Energy Cooperative 1-218-927-2191

Lake Country Power 1-800-432-3739 1-218-273-4111

East Central Electric(North Pine Coop) 1-800-752-8143

Minnesota Power 1-218-722-2641

[Aitkin County Electrical Service Area Map and Key](#)

B. Gas Service

1. Minnesota Energy Resources/Aitkin Natural Gas 1-800-889-2813

C. Telephone Service (see attachment for service area)

Embarq (formerly Frontier) Telephone 1-800-880-2822 / 1-612-762-3111

Frontier Telephone Company 218-768-2821

Century Telephone Company 1-888-231-3321

Emily COOP Telephone Company (218) 763-3000

Johnson Telephone Company (800) 566-3611

AT&T Communications 1-800-222-3000 / 320-252-3828

U.S. West Communications 1-800-865-4805

[Aitkin County Telephone Service Areas Map and Key](#)

D. Potable Water and Sewage

Aitkin: Aitkin Public Utilities – Chuck Tibbetts 218-927-3222

Hill City: City Hall – 218-697-2301

McGrath: City Clerk (Phyllis Walters) 320-592-3268

McGregor: City Hall – 218-768-2717

Palisade: City Hall – 218-845-2051

Tamarack (Sewer Only): Mayor Bob Johnson 218-768-4028

III. Service Restoration

In the event of a utility outage due to a disaster, the officer/agencies indicated in II: A, B and C shall be contacted in order to restore service. Each service provider will prioritize the

essential facilities for utility restoration in their respective plan.

IV. Authentication

(Date)

Utilities Protection Annex Coordinator

ACTIVATION OF THE UTILITIES PROTECTION ANNEX

- A. The Coordinator and the Deputy Coordinator of the Utilities Protection Annex shall report immediately to the EOC upon notification of an attack or disaster.
 - 1. They shall receive briefings on existing conditions within the designated control area.
- B. The Coordinator will coordinate the repair and restoration of electric power facilities and equipment to facilitate the flow of electricity to important installations and facilities.
 - 1. This will be accomplished in a coordinated and cooperative effort with the appropriate power generators and suppliers.
- C. The Coordinator of Utilities Protection Annex will make staff assignments on a priority basis, post-attack/disaster.
 - 1. If necessary, the Coordinator of Utilities Protection will call in any qualified electrical personnel that may be available from the private industry.
- D. The Deputy Coordinator of Utilities Protection Annex shall assist the Coordinator in his/her efforts to accomplish the tasks involved in the repair and restoration of electrical power service and shall assume the responsibilities of the Coordinator in his absence.
- E. Each individual utility company will assume the responsibility of restoring their respective utility to the impacted area. Priority will be given to areas of essential functions and critical infrastructure within the impacted area.
- F. The utility companies or their assigned agency will be responsible to ensure safety inspections are completed. Evacuated structures will not be allowed to be inhabited until the time that such safety inspections have been completed.

I. Purpose

Emergency situations could develop in which Aitkin County residents may be exposed to hazardous or radiological materials. Plans are needed to coordinate the response and recovery efforts to potential transportation accidents, fixed facility accidents, radiation incidents, military accidents, or war. This Annex elaborates on that function.

II. Aitkin County Environmental Hazard Response Organization

Aitkin County Sheriff

County Emergency Management

First Responder Units

**County Radiological Officer
Lead Monitor/Assistant**

State Duty Officer

**County Departments
and Annex Personnel**

**Radiological Responders
And Monitors**

**State Responders
Haz Mat Teams**

**Industry Personnel
Private Contractors**

Pollution Control Agency

III. Responsibilities

Aitkin County's response will work to minimize an environmental hazard threat.

A. Hazardous Materials Incidents

The Minnesota Division of Homeland Security and Emergency Management coordinates the activities of the State Hazardous Materials Response Team. This team is available in support of local hazardous materials response efforts, upon request.

B. Radiation Incidents

Aitkin County will call upon the expertise of the Radiological Control Section of the Minnesota Department of Health or radiological expertise, instrumentation, guidance, decontamination and medical evaluation. If this is not possible, such as in time of widespread emergency, the Aitkin County Environmental Hazard Response Organization will respond, as necessary, to fulfill this responsibility

IV. Overview of Aitkin County's environmental hazard protection responsibilities follows.

A. Aitkin County Departments coordinated by Emergency Management will:

1. Supporting emergency operations during environmental hazard incidents.
2. Coordination with the Minnesota Division of Homeland Security and Emergency Management and/or a spill clean-up contractor for containment and decontamination.

B. The County Environmental Hazard Protection Organization is responsible for:

1. The County's overall environmental hazard preparedness and mitigation efforts.
2. The County's overall environmental hazard response and recovery efforts including monitoring, reporting, assessment, containment and decontamination.
3. The Aitkin County Emergency Management Director is responsible for the environmental hazard protection system development and maintenance. FEMA Civil

Preparedness Guide 1-30, “Guide for the Design and Development of a Local Radiological Defense Support System” describes this process in detail. Basically, CPG 1-30 sets forth the requirements, procedures, priorities, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazards.

- D. The Aitkin County Sheriff’s Office is responsible for supporting radiological monitoring and decontamination operations in the county.
- E. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. They shall develop systems and train employees to promptly detect and report any release. Law enforcement and other 1st response personnel will also be trained to determine if a release has occurred at incident(s) to which they respond.
- F. Determination that a release has occurred at locations other than facilities is the responsibility of the transporter and the emergency responders on scene.
- G. The determination of area and population likely to be affected by a release will refer to local conditions and utilize the North American Emergency Response Guidebook.

V. Facilities Response

A. Facilities within Aitkin County that possess extremely hazardous substances are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous substances. At a minimum, these facilities are required by law to immediately notify the following in the event of an accidental emergency release and be prepared to state the name of the substance(s) released and the approximate amount:

- Dial 9-1-1 for local emergency notification
- Dial 800-422-0798 for State Duty Officer
- Dial 800-424-8802 for National Response Center for federal emergency notification

Aitkin County has determined that facilities within the jurisdiction have implemented the required response plans, with 24 hour contact telephone information or, new facilities have under development the required emergency response plans.

B. The following facilities in Aitkin County are required to have emergency response plans for on-site response:

1. [Aitkin Wastewater Treatment Plant](#) [City of Aitkin Map](#)
4th Ave NW, Aitkin
Contact 1: Murv Mock 218 839-2945
Contact 2: BJ Wasserzieher 218 927-6602
2. [AT&T Communications](#) [City of McGregor Map](#)
(Citizen’s Telecommunications)
448 Maddy St, McGregor
Contact 1: Scott Archer 602 513-0952
Contact 2: EHS Helpline 800 566-9347
3. [MN Central Office](#) (Century Link) [City of Aitkin Map](#)
103 2nd St NW, Aitkin
Contact 1: Melvin Conley 800 733-1250
Contact 2: EHS Helpline 800 733-1250

4. [Palisade Water Treatment Plant](#) [City of Palisade Map](#)
Main St on 5th Ave, Palisade
Contact 1: Don Quade 218 845-2501
Contact 2: Mike Quade 218 845-2162
- C. The transportation routes for the delivery of hazardous substance for each facility are shown on the delivery maps. Primary routes are highlighted in orange and secondary routes are highlighted in green.
[Aitkin Wastewater Treatment Plant](#) [AT&T Communications](#)
[MN Central Office](#) [Palisade Water Treatment Plant](#)
- D. The Aitkin County Emergency Management Director has evaluated additional risks and has determined that there are no other additional risk facilities at any of the facilities.
- E. The Aitkin County Emergency Management Director has evaluated other facilities at risk by virtue of their proximity to the facilities. These facilities are shown on the [City of Aitkin](#), [City of McGregor](#) and [City of Palisade](#) maps.
- F. The facilities within Aitkin County that possess designated hazardous materials maintain current emergency response plans as required by SARA Title III and related federal and state regulations. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. These plans specify actions to be taken by facility personnel in the event of a release of any designated hazardous material. The facility plans designate one or more facility emergency coordinators responsible for making determinations and emergency notifications. At a minimum, if there is an accidental release of a hazardous material, these plans require employees to immediately notify the following:
- Dial 9-1-1 for local emergency notification
 - Dial 800-422-0798 for State Duty Officer
 - Dial 800-424-8802 for National Response Center for federal emergency notification
- All of the covered facilities within Aitkin County have prepared and maintain current emergency response plans at their respective facilities as required.
- G. The Incident Command System (ICS) described in the National Incident Management System (NIMS) shall be used as the general response plan for hazardous material incidents within Aitkin County. The chief officers of the designated response agencies have been trained in NIMS-ICS operations, and maintain at their offices copies of their agency's operating procedures. The primary response law enforcement agencies in Aitkin County are the Aitkin County Sheriff's Office and the Aitkin and Hill City Police Departments. Primary ambulance services in Aitkin County are North, Cromwell, Isle, McGregor, Meds One and Pine County ambulance services. The primary first responders in Aitkin County are Garrison, Hill City, Jacobson, McGrath, McGregor, Palisade and South Aitkin. All law enforcement agencies and EMS services are trained at a minimum to the first responder awareness level. The primary fire departments in Aitkin County are Aitkin, Finlayson, Garrison, Hill City, Isle, Jacobson, Kettle River, McGrath, McGregor, Palisade and Willow River. All fire departments are trained at the operations level. The highest level of training for the emergency manager is the technician level. All mutual aid law enforcement and EMS are minimally trained at a first responder awareness level. All mutual aid fire departments are minimally trained at the operations level.

- H. Each facility in Aitkin County has predetermined methods of detecting a release. The methods of determining the occurrence of a release at these facilities are as follows:
 - 1. Facilities rely upon visual or other sensory observations by employees or electronic sensor monitoring system to determine the occurrence of a release
 - 2. The facility emergency coordinators or designees at each facility determines if an emergency exists
 - 3. Local and state emergency response numbers and the National Response Center will be called by the facility emergency coordinator or designee immediately upon determination that an emergency exists
- I. Responders from Aitkin County begin their determination of the area and populations affected by a hazardous materials release in the following manner:
 - 1. Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data
 - 2. Identifying the approximate amount of hazardous substance(s)
 - 3. Identifying hazards created by the release
 - 4. Identifying impact of the release on the surrounding community
 - 5. Identifying meteorological and other local conditions
 - 6. Considering time factors
 - 7. Consulting detailed local maps

The determination process often includes one or more of the following:

- 1. Use of the Emergency Response Guidebook published by the US DOT
 - 2. Advice of facility personnel
 - 3. Advice of Regional Chemical Assessment Team (CAT)
- J. Available to Aitkin County is a variety of specialized equipment for use in emergency response, including hazardous materials incidents. The fire departments in Aitkin County maintain at their headquarter locations current lists of available resources related to their individual missions and operational needs. These lists of resources also identify the locations of the resources, the individuals responsible for release of the resources and their 24-hour contact information. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and should be contacted for further specific information. The assistant in each department serves as an alternate to the department head. Additionally, the fire departments of Aitkin County have signed and maintain mutual aid agreements with nearby fire departments allowing immediate access to their resources.
- K. Of the four facilities located in Aitkin County, none have specialized tools, equipment or trained employees available to respond to an off-site accidental release of a hazardous material.

VI. Operations Policy

A. Radiological Protection

- 1. Radiological protection operations will be directed and controlled at the scene during a small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the county EOC.
- 2. During a widespread radiological emergency caused by nuclear detonations, local government units will provide radiological training for its employ's and provide for

its own radiological monitoring and decontamination needs in order to carry out its assigned emergency functions.

The county RO will coordinate with all county departments and agencies to maximum safety for operations personnel.

3. Radiological intelligence will be obtained from shelter monitors, self-support monitors, and state and regional EOCs when possible. The primary center of radiological operations shall be g from the county EOC.

Date

Aitkin County Emergency Management Director

HAZARDOUS MATERIAL PROTECTION STANDARD OPERATING PROCEDURE

VII. Radiological Incidents

Refer to the Radiological Protection SOP in this Annex.

VIII. Non-Radiological Incidents

Aitkin county fire departments, law enforcement and other first responders respond to hazardous materials incidents. Response standard operating procedures are on file with these agencies. The following information will provide general guidance.

Hazardous Materials Protection will be carried out by trained personnel from each fire department as long as the spill or release is minor and not beyond their capabilities; the Grand Rapids Haz-Mat Team will take command on all major incidents.

A. Hazards Identification

The hazards identification provides information on the transportation and fixed facilities storage of hazardous materials in Aitkin county. A hazards identification should indicate:

1. The types and quantities of hazardous materials located in, or transported through, a community;
2. The location of hazardous materials facilities and routes
3. The nature of the hazard (e.g., fire, explosions) most likely to accompany hazardous materials spills or releases. To develop this information, consider hazardous materials at fixed sites and those that are transported by highway, rail, water, air, and pipeline. Examine hazardous materials at: chemical plants; refineries; industrial facilities; petroleum and natural gas tank farms; storage facilities/warehouses; trucking terminals; railroad yards; hospital, educational, and governmental facilities; waste disposal and treatment facilities; waterfront facilities, particularly commercial marine terminals; vessels in port; airports; nuclear facilities; and major transportation corridors and transfer points.

For individual facilities, consider hazardous materials: production, storage, processing, transportation, and disposal. Some situations will be obvious. To identify less obvious ones, interview fire and police chiefs, industry leaders, and reporters; review news releases and fire and police department records of past incidents. Also, consult lists of hazardous chemicals that have been identified as a result of compliance with right-to-know laws. (Title III of SARA requires facility owners and operators to submit to the local emergency planning committee a material safety data sheet for specified chemicals, and emergency and hazardous chemical inventory forms. Section 303(d)(3) of Title III states that “upon request from the emergency planning committee, the owner or operator of the facility shall promptly provide information necessary for developing and implementing the emergency plan.” Use the CEPP technical guidance for help in evaluating the hazards associated with airborne releases of extremely hazardous substances. The hazards identification should result in compilation of those situations that pose the most serious threat of damage to the county/community. Location maps and charts should be developed, depicting this information.

B. Sizing Up the Incident

Command must make a careful size-up before deciding on a commitment. It may be necessary to take immediate action to make a rescue or evacuate an area, but this should be done with an awareness of the risk to first response personnel. The objective of the size-up is to identify the nature and severity of the immediate problem and gather sufficient information to formulate a valid action plan. A hazardous materials incident requires a more cautious and deliberate size-up than most response situations. Avoid premature commitment of personnel to potentially hazardous locations; proceed with caution in evaluating risks before formulating a plan, and keep uncommitted personnel at a safe distance. Identify a hazardous area based on potential danger, taking into account materials involved, time of day, wind and weather conditions, location of the incident and degree of risk to unprotected personnel. Take immediate action to evacuate persons in critical danger, if possible, providing for safety of rescuers. The major problem, in most cases, is to identify the type of materials involved in a situation, and the hazards presented, before formulating a plan of action. Look for labels, markers, and shipping papers; and ask personnel at the scene (management, responsible party, truck drivers, fire department specialists). Utilize reference materials, and contact other resources for assistance in sizing-up the problem (state duty officer, Chemtrec, manufacturers of materials, etc.)

C. Formulating An Action Plan

Based on the initial size-up and any information available, Command will have to formulate an action plan to deal with the situation.

1. Most hazardous materials are intended to be maintained in a safe condition for handling and use, through confinement in a container or protective system. The emergency is usually related to the material escaping from the protective container or system, and creating a hazard on the exterior. The strategic plan must include a method to get the hazardous material back into a safe container, dispose of it, neutralize it, or allow it to dissipate safely.
2. The action plan must identify the method of hazard control and identify the resources available and/or required to accomplish this goal. It may be necessary to select one method over another due to the unavailability of a particular resource, or to adopt a “holding action” to wait for needed equipment or supplies.
3. The action plan must provide for:
 - a. Safety of citizens,
 - b. Safety of responders,
 - c. Evacuation of endangered area, if necessary,
 - d. Control of the situation
 - e. Stabilization of the hazardous materials, and/or
 - f. Disposal or removal of the hazardous materials.
4. Avoid committing personnel and equipment prematurely, or “experimenting” with techniques and tactics. Many times it is necessary to evacuate and wait for special equipment or expert help.

D. Training requirements for the various levels of responders are contained in NFPA 473, Standard for Professional Competence of the Hazardous Materials Responder.

RADIOLOGICAL PROTECTION STANDARD OPERATING PROCEDURE

The purpose of this standard operating procedure is to outline the actions and responsibilities designated to protect the citizens of Aitkin County from the effects of radioactive materials.

IX. Radiological Emergencies

A. Local Radiological Emergencies

Most radiological incidents will be confined to a relatively small area and be minor in impact. The Radiation Control Section of the Minnesota Department of Health has the personnel, instrumentation, and authority to respond to local radiological emergencies. The Aitkin County Environmental Hazard Response Organization has the primary responsibility to notify the Division of Emergency management duty officer of an emergency, to save lives, and to control entry into a radiation hazard area until other assistance arrives. Elaboration of this responsibility, by emergency follows:

1. Transportation Incident Involving Radiological Materials

a. Preparatory Phase

See Annex L, Section IV. C.3. Radiological Protection System Development and Maintenance. Each radiological transportation emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County Radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care and to stop the spread of radiation.

NOTE: The following procedures apply to emergencies in which the only hazard is radioactivity. Beware that some radioactive substances may be chemically toxic or reactive. Also, other hazardous materials may be present (e.g. chemical/explosives) and more life-threatening than the radiological hazard. If other hazardous materials are present, different procedures may be necessary.

- 1) Activate the call list of first responders (on file with the emergency management).
- 2) Stay upwind from the suspected hazard. Park response vehicles a safe distance from the incident site (2,000 feet is suggested).
- 3) Be alert to hazards (including warning placards and labels) while determining whether injured victims are present.
- 4) Put on protective gear (e.g. fire turnout gear, coveralls, jackets, self-contained breathing apparatus) and use dosimeters (CDV-138 and CDV-742) and operating survey meters (CDV-700 and CDV-715) for the initial survey. Use good judgement, but DO NOT delay rescue and lifesaving care, if gear and instruments are not immediately available.
- 5) If possible, move victims away from areas of potential radiation exposure or contamination. Use good judgement, but DO NOT delay control of hemorrhage, fracture stabilization, administration of fluids, or advanced life support if extrication procedures

- delay victim removal and you must work in the radiation hazard area. Above all, DO NOT delay lifesaving medical procedures in order to decontaminate accident victims.
- 6) Obtain the shipping papers, if it is possible to do so without risk of injury or serious contamination.
 - 7) If the victim is medically stable, monitor the victim at the control line for possible contamination. Remove the contaminated accident victim's clothing and bag it.
 - 8) Take precautions to prevent the spread of contamination to other individuals and equipment. If it is necessary to send an individual to a medical facility, inform transport personnel and the facility staff that the individual may be contaminated with radioactive material. DO NOT move vehicles, containers, or wreckage, except to rescue people.
 - 9) Package the victim by folding the stretcher sheet or blanket over and securing them in the appropriate manner.
 - 10) Notify the DEM duty officer as soon as possible (1-612-778-0800). Describe your assessment and actions.
 - 11) DO NOT handle the radiation source for any reason. If it is absolutely necessary to move the radiation source, push it with a stick, broom, or similar device.
 - 12) No individual or equipment should leave the contaminated area without being monitored for radioactive contamination. However, DO NOT delay transporting a seriously injured person in order to monitor or decontaminate him. See Discrepancy Page (Attachment 3).
 - 13) Set up a restricted perimeter around the radiation hazard as far away from the accident scene as is practical. (The perimeter should be more than 2,000 feet from the hazard and radiation readings should be less than 1 mR/hr along the perimeter.)
 - 14) DO NOT attempt to cleanup or decontaminate any material involved with the incident.
 - 15) If possible, cover the affected area with a tarp to prevent the spread of contamination and mark on a map the locations within the 2,000 feet perimeter.
 - 16) DO NOT allow eating, drinking or smoking at the scene in order to reduce the risk of internal contamination.
 - 17) Record names, addresses, and telephone numbers of individuals present at the incident site. Request that uninjured individuals remain at the site for evaluation by the Radiation Control Team, Minnesota Department of Health (MDH).
 - 18) Assist the Radiation Control Team (MDH), as requested, when it arrives.
 - 19) Record and report all radiation exposures to the county radiological officer.

c. Recovery Phase

The parties found responsible would be accountable for the activities of the recovery phase. If required by the circumstances, contact the State Division of Emergency Services on recovery options.

2. Radiological Fixed-Facility Incident (Laboratory/Industrial)

a. Preparatory Phase

See Annex L, Section IV, C.3. Radiological Protection System Development and Maintenance. Each radiological emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County Radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

The primary responsibility of the local first responders on the scene is to determine whether injured victims are present and to provide necessary rescue and emergency medical care.

NOTE: The following procedures apply to emergencies in which the only hazard is radioactivity. Beware that some radioactive substances may be chemically toxic or reactive. Also, other hazardous materials may be present and may be more life-threatening than the radiological hazard. Be alert for these hazards.

- 1) Activate the call list of first responders by calling the dispatcher.
- 2) Stay upwind from the suspected hazard. park response vehicles a safe distance from the incident site (2,000 feet is suggested).
- 3) Be alert to hazards (including warning placards and labels) while determining whether injured victims are present.
- 4) Put on protective gear (e.g. fire turnout gear, coveralls, jackets, self-contained breathing apparatus) and use dosimeters (CDV-730 and CDV-742) and operating survey meters (CDV-700 and CDV-715) for the initial survey. Use good judgement, but DO NOT delay rescue and lifesaving care, if gear and instruments are not immediately available.
- 5) If possible, move victims away from areas of potential radiation exposure or contamination. Use good judgment, but DO NOT delay control of hemorrhage, fracture stabilization, administration of fluids, or advanced life support if extrication procedures delay victim removal and you must work in the radiation hazard area. Above all, DO NOT delay lifesaving medical procedures in order to decontaminate accident victims.
- 6) Take precautions to prevent the spread of contamination to other individuals and equipment. If it is necessary to send an individual to a medical facility, inform transporting personnel and the facility staff that the individual may be contaminated with radioactive material. DO NOT move vehicles, containers, or wreckage, except to rescue people.
- 7) The radiological officer should notify the DEM duty officer as soon as possible (1-612-778-0800); he should describe his assessment and actions.
- 8) DO NOT handle the radiation source for any reason. If it is absolutely necessary to move the radiation source, push it with a stick, broom, or similar device, and then only to remove an injured victim.
- 9) Set up a restricted perimeter around the radiation hazard as far away from the accident scene as is practical. (See Attachment ?)(Attachment ?).
- 10) Make contact with the controlling authority or owner of the facility. Verify that all personnel are accounted for.
- 11) DO NOT attempt to cleanup any material involved with the incident. If possible, cover the area with a tarp to prevent the spread of contamination.
- 12) DO NOT allow eating, drinking or smoking at the scene in order to reduce the risk of internal contamination.
- 13) Record names, addresses, and telephone numbers of individuals present at the incident site. request that uninjured individuals remain at the site for evaluation by the Radiation Control Team, Minnesota Department of Health (MDH).
- 14) No individual or equipment should leave the contaminated area without being monitored

for radioactive contamination. However, DO NOT delay transporting a seriously injured person in order to monitor or decontaminate him.

15) Record and report all radiation exposures to the county emergency management director.

c. Recovery Phase

The recovery phase would be the responsibility of the owner of the facility; assist the Radiation Control Team (MDH), as requested, when it arrives. If circumstances require, contact the state Division of Emergency Management on recovery operations.

3. Military Transportation Accident Involving Radiological Material

a. Preparatory Phase

See Annex L, Section IV. C.3. Radiological Protection System Development and Maintenance. Each radiological transportation emergency will be unique. Yet, it is possible to be prepared by developing and maintaining the Aitkin County radiological Protection System along the lines of CPG 1-30.

b. Emergency Phase

Be advised that military emergency personnel will rush to the accident site to take control of the emergency. You will be responsible for initial emergency actions only and to assist if needed.

- 1) Notify the nearest military base.
- 2) Activate the call list of first responders (on file with the emergency management director).
- 3) Restrict area 3,000 feet or more in all directions. and keep public from scene as practical.
- 4) Rescue injured or trapped persons as quickly as possible: Remove them and rescue team from the incident area. Except to rescue the injured, forbid all access to the area.
- 5) Evacuate personnel not involved in emergency operations as quickly as possible.
- 6) Do not allow public entrance to the area.
- 7) If weapon components are not exposed to fire, fight fire as though toxic chemicals were involved; keep upwind and avoid smoke, fumes, and dust. If torching or other unusual reactions occur, evacuate immediately. If the weapon is to flame, EVACUATE!
- 8) The radiological team will take background reading.
- 9) Check for radioactive contamination to see if they are above background and report this reading to the EOC. Beware - alpha contamination may be present and civil defense instruments can not detect alpha radiation.
- 10) Record and report all radiation exposures to the EOC and report the names of all individuals who have had access to the scene (The EOC will make up the form in Attachment 2).

c. Recovery Phase

The recovery phase would be primarily the responsibility of the military in conjunction with the Division of emergency Services; assistance may be offered.

B. Widespread Radiological Emergency

Under ordinary circumstances Aitkin County can look to expert radiological assistance from the state and federal levels. A possibility exists that a wide-spread radiological emergency could occur and overwhelm the response capability of the state and/or federal government.

As a result, the Aitkin County Radiological Protection Organization must be prepared to act independently.

A listing of tasks and responsibilities for radiological protection personnel, during times of widespread radiological emergencies, follows:

1. Preparatory Phase
 - a. The county emergency management director shall:
 - 1) Designate a radiological officer (RO) and oversee the designees training.
 - 2) Prepare a radiological hazard analysis for the county.
 - 3) Oversee the radiological planning efforts of the county RO.
 - 4) Determine the radiological equipment needs of the county and keep a current inventory of this equipment. Radiological instruments should be exchanged through the state RI/M&C shop every four years.
 - 5) Maintain a current list of emergency shelter facilities.
 - 6) Maintain a roster of radiological personnel (name, address, and phone number).
 - 7) Oversee the county radiological protection training needs.
 - b. The county RO shall:
 - 1) Assist the county emergency management director in building and training a radiological protection staff.
 - 2) Maintain and update the county radiological protection annex in cooperation with the county emergency management director at least semi-annually.
 - 3) Coordinate with the county emergency management director to plan and carry out a radiological protection exercise at least every two years.
 - 4) Supervise the county-wide radiological protection program and system.
 - c. The tasks of the county lead monitor and radiological monitors needed in the preparatory phase are outlined under Section II. Radiological Monitoring.
2. Increased Readiness Phase
 - a. County emergency management director shall:
 - 1) If the county is deemed to be in a high hazard area, and evacuation is prudent under the circumstances, activate the evacuation procedures listed. Upon evacuation, the Aitkin County staff will merge with the host county staff to carry out operations.
 - 2) Alert and activate the county radiological protection organization.
 - 3) Make announcements to the public regarding the use of public shelters or the preparation of expedient shelters in the basements of homes.
 - b. County Radiological Officer shall
 - 1) Review the county radiological protection annex and operations manual. Review staff assignments.
 - 2) Review and update radiological resource lists in the county resource manual. Make provisions to obtain additional supplies, if necessary.
 - 3) Prepare the EOC for radiological protection operations (personnel and equipment) and make certain that adequate EOC supplies are available. Make certain that the EOC has operable phone and back-up radio communications.

- 4) Supervise the entire radiological protection actions for the jurisdiction.
 - c. Lead Monitor shall
 - 1) Consider the necessity of crisis training of shelter and self-protection monitors.
 - 2) Verify that all radiological monitors are prepared to fulfill their missions.
 - 3) Carry out the distribution of radiological instruments to shelters and vital facilities.
 - 4) Determine when monitors should report to their assignment.
 - d. Radiological Monitors shall:
 - 1) Operationally check and verify that radiological instruments are in proper working order. Charge dosimeters.
 - 2) Make certain that the shelter has at least one AM/FM radio. If possible, obtain back-up two way radio communications for the shelter. Be prepared to protect against electromagnetic pulse. Protective measures include unplugging electronic equipment, disconnecting electronic equipment from external antennas, and wrapping aluminum foil around radios.
 - 3) Verify that all necessary equipment has been stocked (Under Section II, Radiological Monitoring). Fill empty containers with water to be held in reserve. Set aside additional food items that are available. Make certain supplies are protected from radioactive contamination.
 - 4) Prepare sketches of the shelter area to be used if necessary during a radiation survey of the shelter rooms.
 - 5) Review the handbook, "Radiation Safety in Shelters" if time allows.
 - 6) Place charged dosimeters (CDV-742) at various locations in the shelters (at about a three foot height and at least three feet from an outside wall). This will yield an estimated dose measurement for shelter locations.
3. Emergency Phase
- a. The county radiological officer shall:
 - 1) Collect and analyze situation and mission data.
 - 2) Based on data assessments, recommend to public officials the issuance of radiological protection guidance to the public.
 - 3) Provide advice and guidance on radiological protection to public officials and radiological protection personnel.
 - 4) Communicate with adjacent jurisdictions and the state EOC when recommended or deemed advisable. The state EOC will contact local jurisdictions when data is needed.
 - 5) Analyze radioactive decay data and create fallout history curves for the jurisdiction. Determine when it is safe for occupants to leave shelters and advise public officials and radiological protection personnel.
During the emergency phase, all radiological personnel in shelters shall function in the county radiological reporting network. Communication equipment will be utilized to report weapon effects, radiation data, and mission data to the county EOC.
 - b. The Lead Monitor shall:
 - 1) Begin training additional radiological protection personnel, if needed.
 - 2) Provide advice and guidance to radiological monitors concerning their missions.

- c. Radiological Monitors shall:
 - 1) Primarily utilize CP6 2-6.4 “Radiation Safety in Shelters” as your resource guide for shelter activities.
 - 2) Notify the county EOC of your condition and situation and request a schedule for reporting mission and shelter data (e.g. damages, injuries, radiation levels).
 - 3) Maintain a continuous log of shelter activities. This should include a date/time, ordered record of activities, observations, and communications. (See Attachment 1)
 - 4) Maintain a radiation exposure record of radiation dose or estimated dose for everyone connected with your assignment. (See Attachment 2)
 - 5) When time allows, use radiation meters to recheck the radiation rates in various locations in the shelter. Utilize the safest places and locate and improve “weak spots” in shielding.
 - 6) Begin training additional people in radiological monitoring.
 - 7) Monitor people as they enter the shelter and. Decontaminate as necessary.
 - 8) Practice radiological exposure control by keeping doses as low as possible and maintaining personnel exposure records. (See Attachment 2.) If projected total exposures are determined to be health-threatening, increase radiological protective actions or seek guidance.
 - 9) Graph radioactive decay using a fallout history curve method. Estimate minimum shelter stay times. Advise remedial movement only if shelter protection is clearly inadequate. Clear actions with the county radiological officer, if possible.
 - 10) Organize and prepare (train if necessary) a two person decontamination team for shelter decontamination activities.
 - 11) Coordinate efforts to maintain shelter areas free from contamination.
- d. Radiological Analyst shall:
 - 1) Analyze incoming radiological data to determine location of radioactivity, radiation intensity and the hazard to life.
 - 2) Determine where activity is permitted or restricted, and for what period of time.
 - 3) Report hazardous situations requiring immediate remedial actions to the county radiological officer.
 - 4) Assist the county radiological officer in preparation of advisories.
- e. Radiological Plotters shall:
 - 1) Record incoming data in appropriate form.
 - 2) Prepare and maintain:
 - a) Meteorological information
 - b) Fallout forecasts
 - c) Message and reporting logs
 - d) Dose and dose rate plots
 - e) Maps of current situations

3. Recovery Phase

- a. The county radiological officer shall:
 - 1) Provide technical support and guidance to public officials in developing decontamination priorities.

- 2) Supervise the activities of the lead monitor and radiological monitors.
 - 3) Recommend to public officials the issuance of radiological protection guidance for the general public.
 - 4) Communicate with the state EOC in order to utilize state and federal resources to the highest degree possible.
 - 5) Assess the need for, plan, and request aerial radiological missions from the state EOC.
 - 6) Oversee a public education program on radiation safety and decontamination procedures.
- b. The Lead Monitor shall:
- 1) Train additional radiological monitors as deemed necessary by the county radiological officer.
 - 2) Plan and coordinate operations to decontaminate vital areas and structures. Remove or wash away radioactive particles from surfaces, cover contaminated surfaces with shielding materials, isolate contaminated objects and areas.
 - 3) Maintain exposure records for radiological monitoring personnel. (See Attachment 2)
 - 4) Provide advice and guidance to radiological monitors concerning their missions.
 - 5) Based on the guidance of the county radiological officer, establish a mission total exposure for all operational missions in potentially contaminated areas.
 - 6) Make clear to radiological monitors the procedure and schedule for reporting radiological information at the EOC.
- c. Radiological Monitors shall:
- 1) Carry out radiological protection and decontamination missions. Report radiological data to the EOC as required in mission directives.
 - 2) Keep track of radiological exposure doses of each person operating in the assigned mission. report this data to the lead monitor.
 - 3) When on operational missions, read dosimeters frequently and advise the mission leader if the maximum dose may be exceeded.
 - 4) When on operational missions, advise other team members of radiological hazards and radiological protective measures.
 - 5) Support decontamination operations for personnel and equipment.
 - 6) Monitor all personnel for radioactive contamination after a mission or upon return to shelter. Decontaminate, if necessary.

X. Radiological Monitoring

A. Purpose

The radiological monitoring capability provides the means to detect, measure, and assess the radiation hazards of a radiological emergency. The county EOC shall direct radiological monitoring efforts. Aerial radiological monitoring efforts directed at the state level will support county radiological monitoring and assessment needs.

B. Staffing

1. Each identified shelter shall have at least one trained and assigned radiological monitor and a shelter manager.
2. A lead monitor shall be selected by the county radiological officer. The lead monitor shall be the chief monitor and shall serve as a county radiological protection staff member.
3. Each emergency service, vital facility and essential industry that required radiological monitoring or has a radiological monitoring role shall have a minimum of two assigned radiological monitors for each radiological instrument set which is assigned.

C. Responsibilities

1. Lead Monitor
 - a. The lead monitor shall direct and manage monitor assignments.
 - b. The lead monitor shall be responsible for the process of activating the radiological monitors and shall supervise their activities.
 - c. The lead monitor shall either conduct or provide for shelter monitor training or refreshers.
2. The County Radiological Officer (County RO)
 - a. The county radiological officer shall supervise the lead monitor.
 - b. The county radiological officer shall recruit and replace radiological monitors.
 - c. The county radiological officer is responsible for insuring that the radiological instruments are serviced and calibrated at least every four years. This can be done through the Radiological Instrumentation/Maintenance & Calibration Shop.
3. Shelter Radiological Monitors
 - a. The shelter radiological monitor shall participate in all drills.
 - b. The shelter radiological monitor shall semi-annually perform operational checks on assigned instruments and charge dosimeter.

D. Training

Each radiological monitor shall, as a minimum, take the 12-hour Fundamentals Course for Radiological Monitoring (FCRM) as a refresher course bi-annually.

E. Shelter Radiological Monitoring

1. Purpose

The shelter radiological monitoring capability provides people in public shelters with the means to detect, measure, and assess radiation hazards. By using this information, necessary remedial actions can be determined. The shelter is the primary countermeasure to protect people from radiation. Also, each shelter shall serve as a unit in the county and state network of reporting stations. As requested by the county or state EOC, shelter monitors will report radiological data.
2. Function
 - a. Provide for exposure control for shelter occupants.

- b. Determine continuing radiological habitability of the shelter.
 - c. Collect radiological data for analysis by the county radiological protection organization or for the shelter itself.
 - d. To assist in making operational decisions for outside activities.
 - e. To assist in determining when it is radiologically possible to terminate shelter operations.
3. Equipment
- a. The Radiological Instrumentation/Maintenance & Calibration (RI/M&C) Shop of the Division of Emergency Services (DES) is responsible for the calibration and repair of radiological instruments.
 - b. Each designated radiological shelter shall have at least one shelter instrument set. An additional set may be obtained for each 1,000 person capacity to a maximum of six sets.
 - c. Each shelter should have available for use in an emergency:
 - 1) CPG 2-6.4 "Radiation Safety in Shelters."
 - 2) Pens, pencils and writing paper.
 - 3) Personnel exposure record forms.
 - 4) Empty containers to store water. (Expedient containers can be made by lining a cardboard box with a plastic trash bag and sealing the opening).
 - 5) Old clothes to use as protective clothing for outside activities.
 - 6) Log/log graph paper for plotting radioactive decay.
 - 7) AM/FM radio.
 - 8) Flashlight and extra batteries.

F. Self-Protection Radiological Monitoring

1. Purpose

The self-protection radiological monitoring capability provides personnel in emergency services, vital facilities, and essential industries with the ability to conduct radiological monitoring for their own protection. It includes a means to monitor and control the radiation exposure of emergency workers who would be engaged in vital operations.
2. Function
 - a. Provide for exposure control for personnel performing vital missions.
 - b. Provide surveys of a work area or accident scene to determine the presence of radioactive contamination.
 - c. Support decontamination efforts and monitor their effectiveness.
3. Equipment
 - a. The RI/M&C shop is responsible for the calibration and repair of radiological instruments.
 - b. Each designated emergency service, vital facility, or essential industry and each designated self-protection monitoring team shall have at least one monitoring set.
 - c. Each self-protection monitor should be provided with boots, coveralls, gloves, head covering and a mask or breathing apparatus (if an airborne threat exists).

XI. Decontamination

A. Purpose

Radiological decontamination is the reduction or removal of radioactive material from a structure, area, object, or person. The objective of decontamination is to reduce exposure to an acceptable level while limiting the radiation exposure of decontamination personnel to a minimum commensurate with the urgency of the task.

B. Responsibility

The RO shall be responsible for decontamination activities in the county. The lead monitor shall be responsible for operational coordination of decontamination activities. In a widespread radiological emergency, decontamination activities would be too numerous to allow for direct supervision. Therefore, decontamination of personnel and clothing of personnel engaged in recovery operations would be the responsibility of the various operational services, such as fire departments, police departments and decontamination teams. Many persons would be responsible for decontamination of themselves and their families in accordance with instructions of the local government.

C. Equipment

1. Equipment for personal and indoor contamination shall be which is integral to the county EOC or other facilities, i.e., FEMA radiological instruments, showers, soap, housekeeping mops and brooms, etc.
2. Decontamination equipment for outside the facilities will be furnished by the agency conducting such operations, i.e., fire department, highway department, cleaning contractor, etc.

D. Decontamination Procedures

1. General

- a. Instrumentation for monitoring personnel and equipment inside the county EOC shall be the CDV-700 low-range survey meter and the CDV-715 high-range meter.

Should the outside radiation levels be so high that the CDV-700's 50 mR/hr range is ineffective inside, then the CDV-715 (0-500) R/hr will be used for decontamination monitoring inside. CAUTION: Remember that the CDV-715 does not measure or detect beta radiation.

- b. The CDV-715 will be the primary survey meter for gross decontamination monitoring outside.
- c. Decontamination team personnel and radiological monitors will wear pocket chamber dosimeters at all times.
 - 1) Personnel will read their dosimeters every thirty (30) minutes while engaged in decontamination activities or as necessary.
 - 2) Dosimeters should be placed in a protective plastic bag, if possible, to avoid contamination.
- d. Always insure that radiation exposures are kept as low as possible. Decontamination personnel should not be allowed to receive more than 10 R exposure during any one operation unless sanctioned by the county RO and medical authorities (if available).

2. Personnel Decontamination
 - a. Measure the background radiation in the room before bringing individuals believed to be contaminated into the room. The following procedures should be used in conducting radiological monitoring of any person entering the EOC after deposition of radioactive fallout.
 - 1) Have person remove all outer garments and shoes immediately upon entering the entrance tunnel.
 - a) Monitor coat, hat and shoes to determine whether contaminated.
 - b) If contaminated, place in plastic bag, labeled with person's name, until decontamination can be performed.
 - 2) Conduct monitoring survey of the person according to the following guidelines:
 - a) Open side-window probe.
 - b) Hold the probe parallel to the subject and 1 inch from the person.
 - c) Monitor the hands, have the person assume the "spread-eagle" position. If hands are contaminated, cover with plastic baggie or plastic wrap until monitoring survey is completed.
 - d) Next, monitor the head, back of the neck, shoulders and continue down to the arms and body to the feet.
To monitor bottoms of feet, have person lean against a wall (with hands covered if contaminated) for balance while he/she lifts one foot at a time.
 - e) DO NOT move the probe too fast only about 1 inch per second.
 - f) Use the headphones on the CDV-700. (Listen to the audio output rather than watching the meter.)
A "Hot Spot" will be indicated by an increase in audio output, allowing you to go back, now looking at the meter, to determine exact spot.
 - g) If probe becomes contaminated, use a different instrument.
 - 1) Probe can be protected by wrapping it with plastic wrap or inserting it into a finger of a disposable surgical glove.
 - 2) Probe can be decontaminated by washing with warm water or denatured alcohol and air drying.
 - h) A person will be considered to be contaminated if:
 - 1) During a local radiological emergency the beta/gamma radioactivity at 2 cm exceeds 0.1 mR/hr;
 - 2) or during a widespread radiological emergency the gamma radioactivity exceeds 5 mR/hr above background.
(These guidelines may be adjusted by the county RO or available health authority according to prevailing radiation conditions.)
 - I) Persons with contaminated clothing should be asked to disrobe completely before leaving the EOC entrance tunnel for the shower facility.
 - 1) Sheets or disposable clothing (Tyvek) should be available for person to wear to the shower facility.
 - 2) Should it be necessary for a person to disrobe completely, it is imperative that the person's modesty is maintained to the highest degree possible.

- j) Shower procedures for decontamination:
 - 1) Use plenty of water with mild soap (not granulated on soft skin).
 - 2) Pay particular attention to hair, armpits, fingernails and body orifices.
 - 3) Keep mouth and eyes closed while under shower to avoid ingestion of contaminated particles.
 - 4) Take care not to allow fingernails to scratch skin.
 - 5) If hands are heavily contaminated and do not come clean with the first two (2) scrubblings, use mixture of granulated detergents and cornmeal.
- k) Re-monitor person after shower:

If readings are still above acceptable level, repeat showering process paying particular attention to “Hot Spots.”

 - 1) If the person remains in the EOC for an extended period, clothing should be decontaminated by washing and returned to owner.

E. Decontamination of Food and Water

1. Food

The following guidance is provided for individuals and groups who must use food which may have been contaminated with fallout. Before opening a food package, the package should be wiped or washed if contamination is suspected.

Caution should be taken when wiping or washing outer containers to avoid contaminating the food itself. When possible, the package surface should be monitored with a radiation detection instrument as a check on the effectiveness of the decontamination procedures before removing the food.

Decontaminate fruits and vegetables by washing the exposed parts thoroughly to remove fallout particles, and if necessary, peeling, paring or removing the outer layer in such a way as to avoid contamination of the inner parts. It should be possible to decontaminate adequately fruits, such as apples, peaches, pears, and vegetables, such as carrots, squash, and potatoes, by washing and/or paring. This type of decontamination can be applied to many food items in the home.

Animals should be put under cover before fallout arrives and should not be fed contaminated food and water, if uncontaminated food and water are available. If the animals are suspected of being externally contaminated, they should be washed thoroughly before being processed into food.

Even when animals have received sufficient radiation to cause later sickness or death, there will be a short period (1 to 10 days following exposure, depending on the amount) when the animals may show no symptoms of injury or other effects of the radiation. If the animals are needed for food, if they can be slaughtered during this time without undue radiation exposure to the worker, and if no other disease or abnormality would cause unwholesomeness, the meat would be safe for use as food. In the butchering process, care should be taken to avoid contamination of the meat, and to protect personnel.

2. Water

Following a nuclear attack, water in streams, lakes, and uncovered storage reservoirs might be contaminated by radioactive fallout. Covered reservoirs should not be contaminated. The control of internal radiation hazards to personnel will be dependent, in large part, upon proper selection and treatment of drinking water.

If power is not available for pumping, or if fallout activity is too heavy to permit operation of water treatment plants, the water stored in the home may be the only source of supply for several weeks. Emergency sources of potable water can be obtained from hot water tanks, flush tanks, ice cube trays, etc. It is advisable to have a two week emergency water ration (at least seven gallons per person in or near shelter areas.

Emergency water supplies may be available from local industries, particularly beverage and milk bottling plants, or from private supplies, country clubs, and hotels or motels. If contaminated surface water supplies must be used, both conventional and specialized treatment processes may be employed to decontaminate water. The degree of removal will depend upon the nature of the contaminant (suspended or dissolved) and upon the specific radio nuclide content of the fallout.

If the water could be contaminated by microorganisms, it must be disinfected by boiling for ten minutes or adding a household bleach solution. Household bleach that uses only sodium hypochlorite as its active ingredient may be used in an emergency. Add one scant teaspoonful to each ten gallons of clear water (2 teaspoonfuls if muddy). Wait at least 30 minutes before drinking the water.

Radioactive materials absorbed in precipitates or sludge from water treatment plants must be disposed of in a safe manner. Storage in low areas or pits, or burial in areas where there is little likelihood of contaminating underground supplies, is recommended.

Several devices for treating relatively small quantities of water under emergency conditions have been tested. Most of them use ion exchange or absorption for removal of radioactive contaminants.

- a. Small commercial ion exchange units containing either single or mixed bed resins, designed to produce softened or demineralized water from tap water, could be used to remove radioactive particles from water. Many of them have an indicator which changes the color of the resins to indicate the depletion of the resins' capacity. Tests of these units have indicated removals of over 97 percent of all radioactive materials.
- b. Emergency water treatment units consisting of a column containing several two inch layers of sand, gravel, humus, coarse vegetation, and clay have been tested for removal of radioactive materials from water. This type of emergency water treatment unit removed over 90 percent of all dissolved radioactive materials.
- c. Tank-type home water softeners are capable of removing up to 99 percent of all radioactive materials, and are especially effective in the removal of the hazardous strontium 90 and cesium 137 contamination.
- d. When no commercial filters are available, water for drinking can be filtered by straining the water through several layers of clean cloth or by straining the water through a roll of paper towels or toilet tissue.

XII. Radiation Exposure Control

A. Purpose

The purpose of radiation exposure control is to keep radiation exposures to emergency workers and the general public as low as possible during a radiation emergency. Radiation exposure control will be coordinated by the county radiological protection organization under the guidance of the county RO.

County agencies that have important emergency and post-emergency functions to perform should maintain radiological detection instruments and keep personnel trained in their use. Organizations receiving personnel monitoring equipment will be responsible for developing and maintaining exposure control record for their personnel on a 24-hour per day basis. Each organization should develop their ability to make decisions and take appropriate actions for exposure control in the event that communications with the EOC is unattainable.

B. Radiation Exposure Guidance

1. Primary Rule

The primary rule of radiation exposure control is to keep exposures as low as practicable. Utilize the principles of time, distance, and shielding to achieve this primary rule.

2. Public Exposure

No person of general public should be exposed to more than 5 Rem of radiation in an emergency. If possible, the dose should be kept below 0.5 Rem.

3. Rescue and Radiological Protection Personnel

During a radiological emergency, a total whole body dose of 75 Rem could be considered acceptable for the purpose of saving a human life. If the saving of human life is not involved, the total dose should be kept below 25 Rem. The dose should be kept to the minimum practically attainable. It is assumed that all rescue personnel will be acting as volunteers, and that rescue monitoring personnel will be wearing personnel monitoring devices capable of measuring the suspected dose rates. If personnel monitoring devices are not available, legal questions regarding the actual dose received will likely arise. For this reason, persons without personnel monitoring devices should be severely restricted in their exposure to provide an extra margin of safety.

4. NCRP Penalty table

TABLE 1. THE PENALTY TABLE

Accumulated Radiation Exposure in Roentgens (R) in any Period of		a	b	c
Medical care will be needed by--		One Week	One Month	Four Months
A	NONE	150	200	300
B	SOME (5 percent may die)	250	350	500
C	MOST (50 percent may die)	450	600	--

This table is taken from Radiological Factors Affecting Decision Making in a Nuclear Attack, National Council on Radiation Protection and Measurements, Report No. 42.

The Penalty Table was developed to provide a simple guide when decisions need to be made in times of widespread radiological emergencies. It relates three categories of exposure - rate conditions (columns a, b, and c) with three categories of consequences (Rows A, B, C), depending upon the total accumulated exposure in a time period.

In emergency situations, ideally, exposures should be kept below 150 R in one week, 200 R in one month, and 300 R in four months. Exposures greater than this are only acceptable for extremely critical emergency situations.

5. In-Shelter radiological Emergencies

An in-shelter radiological emergency is when the exposure rate may be 10 Roentgens or more per hour, or the exposure within a two-day period is 75 Roentgens or more. This indicates that in-shelter exposure may result in serious injury or death if no remedial action is taken.

6. Leaving the Shelter

When the exposure rates outside the shelter are known, Table 2 may be used as a general guide for permissible activities. Decisions on how much exposure may be allowed should be based strictly on the Penalty Table (Table 1). Monitors should continue to keep close track of the radiation exposure of each member until shelter is no longer required. If the shelter is vacated and people are moved to other shelters, it would be preferable if units remained together. Exposure records must go with the individuals to whom they belong. If the fallout is relatively young (2 or 3 hours since fallout stopped coming down) and the radiation levels are decaying rapidly, greater relaxation of shelter control can be tolerated than indicated in Table 2. Conversely, if the fallout is relatively old (several days or weeks), more rigid control would be required.

TABLE 2. GENERAL GUIDE FOR PERMISSIBLE
ACTIVITIES OUTSIDE THE SHELTER

If the outside exposure rate (r/hr) is:	Permissible Activities
More than 100	Outdoor activity may result in sickness or death. Occasions which might call for outside activity are (1) risk of death or serious injury in present shelter from fire, collapse, thirst, etc., and (2) present shelter is greatly inadequate--might result in fatalities--and better shelter, available for occupancy is known to be only a few minutes away.
10-100	Time outside of the shelter should be held to a few minutes and limited to those few activities that cannot be postponed. All people should remain in the best available shelter no matter how uncomfortable.
2-10	Periods of less than an hour per day of outdoor activity are acceptable for the most essential purposes. Shelter occupants should rotate outdoor tasks to distribute exposures. Outdoor activities of children should be limited to no more than 10 to 15 minutes per day. Activities such as repair or exercise may take place in less than optimum shelter.
0.5-2	Outdoor activity (up to few hours per day) is acceptable for essential purposes such as fire fighting, police action, rescue, repair, securing necessary food, water, medicine, and blankets, important communication, disposal of waste, exercise, and obtaining fresh air. Eat, sleep and carry on all other activities in the best available shelter.
Less than 0.5	No special precautions are necessary for operational activities. Keep fallout from contaminating people. Sleep in the shelter. Always avoid unnecessary exposure to radiation.

ATTACHMENT 1

SHELTER LOG

SHELTER NO. _____ LOCATED

Event No.	Date/Ti	Description of Event	Action Taken
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ATTACHMENT 2

RADIATION EXPOSURE RECORD

NAME _____	NAME _____
MAILING ADDRESS _____	MAILING ADDRESS _____

<u>Date(s) of Exposure</u>	<u>Exposure Received</u>	<u>Total Exposure to Date</u>	<u>Date(s) of Exposure</u>	<u>Exposure Received</u>	<u>Total Exposure to Date</u>
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

INCREASED READINESS (REACON) ACTIONS

Upon notification of a natural, technological, or nuclear emergency from the Sheriff's Office, or other authorized local authority, the EOC Coordinator will alert EOC staff they will notify regular personnel on duty to alert all personnel who are off duty.

REACON Actions are as follows for the Emergency Operations Center.

REACON 3

1. Review emergency assignments.
2. Ensure continuous surveillance.
3. Arrange for concentrated and accelerated training to any new recruits, regulars, or volunteers to include radiological monitoring.
4. Assist fire departments within the county in correcting deficiencies and to maintain readiness of fire facilities, equipment, supplies, including any requirements for water supply and vehicles. Inform fire departments to fill community and facility water supply tanks.

REACON 2

1. Continue REACON 3 Actions.
2. All personnel will be on standby basis at EOC or other duty locations.
3. Coordinate accelerated inspection of all assistance centers and fallout shelters within the county for possible usage.
4. Arrange for augmentation of Emergency vehicles, identify vehicles and equipment with two way radios, if possible, to aid in maintaining communication among lodging facilities, fallout shelters, reception centers, and to disseminate radiological reports; and to support law enforcement agencies in control of movement in the vicinity of congregate care facilities and fallout shelters.

REACON 1

ATTACK WARNING

1. Continue REACON Actions to protect life and property until directed to shelter.
2. Coordinate with Emergency departments to provide for safety within shelters.
3. Ensure the enforcement of safety regulations.

POST ATTACK

1. Coordinate with Emergency agencies for movement during a shelter emergency.
2. Coordinate with Radiological Service for radiological monitoring.
3. Coordinate with fire departments for returning to normal fire prevention operations.
4. Coordinate with Public Works in decontamination operations.
5. Request additional fire support from area emergency operation center, if necessary.
6. Maintain incident maps and records and summarize reports and damage assessments from the county EOC to the regional EOC.

EVACUATION

STANDARD OPERATING PROCEDURES

XIII. Purpose:

This procedure is to provide for assisting in evacuation of the population due to either peacetime or nuclear catastrophe.

XIV. Warning Period

- A. Upon receipt of a notification of a readiness condition (REACON), attack warning, or a natural disaster, the Fire Protection Chief will alert his deputy and division chiefs. Readiness condition actions are listed on Attachment 3b.
- B. Various options may be initiated to protect the population such as: evacuating possible disaster areas or target areas under a REACON 2; or directing the populace to the best available shelter with little or no advance notice. The Chief of the Fire Protection Annex will coordinate the realignment of all fire and rescue resources in the event of an evacuation.
- C. The Fire Protection Chief will assist rural and municipal fire and rescue chiefs, as required, in relocating apparatus and personnel to give the best support to the geographical area of the greatest need.

XV. ATTACHMENTS:

3a. Fire Prevention Measures

3b. Increased readiness Conditions (REACON) Actions

Hazardous Materials Transportation Routes
(Not yet in digital format)

Pipeline Operations

- XVI. Enbridge Energy Partners operates pipelines that parallel US Hwy 2 in the extreme northeast part of Aitkin County. The [Pipeline map](#) shows the location of pipelines carrying hazardous materials in Aitkin County.
- XVII. Any suspected pipeline leak must be reported immediately to the Enbridge Control Center at 800 858-5253. Possible leaks can be detected in the following manners (signs vary based upon the product):
- By sight:
 - Liquid on the ground
 - Rainbow sheen on water
 - Dead vegetation in an otherwise green area
 - Dirt blowing into the air
 - White vapor cloud
 - Mud or water bubbling up
 - Frozen area on the ground
 - By smell:
 - Odors such as gas or oil
 - Natural gas is colorless and odorless unless Mercaptan has been added giving it a rotten egg odor
 - By sound:
 - A hissing or roaring sound in the vicinity of the pipeline right-of-way or a connecting facility
 - Other:
 - Burning eyes, nose or throat near the pipeline
 - Nausea near the pipeline

I. Purpose

To describe how continuity of operations is accomplished following a disaster in Aitkin County.

II. Responsibilities

- A. Outside City Limits: Outside incorporated areas, the Aitkin County Board of Commissioners or County Administrator is responsible for coordinating continuity of operations.
- B. Inside City Limits: Within a municipality, the City Mayor or Clerk would be responsible for coordinating continuity of operations.

III. Records Protection

- A. Each municipality is responsible for coordinating their own records protection system. Vital records are to be maintained in a safe and secure location.
- B. Aitkin County is responsible for coordinating a records protection system for all county records. Vital county records are stored in the secure basement of the Sheriff's Office Jail facility.

IV. Governmental Emergency Functions

- A. In emergency situations, essential governmental functions will be provided by Aitkin County and the municipalities within Aitkin County.
- B. The chief elected officials and department heads are responsible for the line of succession within their respective offices or departments.
 - a. [Aitkin County](#) elected officials and department heads
 - b. [City of Aitkin](#) elected officials and department heads
 - c. [City of Hill City](#) elected officials and department heads
 - d. [City of McGrath](#) elected officials and department heads
 - e. [City of McGregor](#) elected officials and department heads
 - f. [City of Palisade](#) elected officials and department heads
 - g. [City of Tamarck](#) elected officials and department heads

- I. Purpose
To describe how the influx of volunteers and donations will be managed following a disaster in Aitkin County.

- II. Responsibilities
The Emergency Manager, Assistant Emergency Manager or designee will be responsible for managing volunteers and donations in Aitkin County.

- III. Volunteers
 - A. Affiliated Volunteers:
 - 1. Affiliated volunteers will be managed by their respective volunteer organization. The lead person from the organization will work in conjunction with the Emergency Manager, Assistant Emergency Manager or designee.
 - 2. Aitkin County will work with Minnesota Voluntary Organizations Active In Disaster (MN VOAD) to obtain the appropriate volunteers necessary for the required assistance. MN VOAD may be contacted at 612 232-3920 or on-line at www.mnvoad.org.

 - B. Unaffiliated Volunteers:
Unaffiliated volunteers will be managed by the Emergency Manager, Assistant Emergency Manager or designee.

 - C. The volunteer coordinator will
 - 1. Create job description
 - 2. Recruit volunteers
 - 3. Interview and place volunteers according to skills
 - 4. Train volunteers
 - 5. Supervise and evaluate volunteers
 - 6. Provide stress management as needed using Critical Incident Stress Debriefing teams

- IV. Donations
 - A. It is common to receive unrequested donations of goods during a disaster. Storage, dispersal and disposal may then become an issue. Donations Management will be coordinated by the Emergency Management Director with the help of Aitkin County CARE (Coordinating Area Resources Effectively).

 - B. Information will be developed for the public explaining what donations are needed and/or accepted, what is not needed and how, when and where to deliver them. This will include instructions for cash donations. This information, upon approval of the Incident/Unified Command, will be made available to the public through the Public Information Officer and updated regularly.

C. In general cash donations are preferred and are easier to track and use. Cash and all other donations must be approved by the Aitkin County Board of Commissioners. These donations will be received, managed and distributed by the Board's designee.

D. Likely sites for Donation Centers to accept, store and manage donations include but are not limited to Aitkin County Health and Human Services/County Garage, Grace Lutheran Church, McGregor Community Center, Palisade Community Center, Aitkin Fire Hall, Hill City Fire Hall, Jacobson Fire Hall and McGrath Fire Hall.

E. Donation Centers will be staffed during regular hours. No donations will be accepted outside of those times. Times will be made available to the public through the Public Information Officer. Excess or unwanted goods will be recycled through Salvation Army, Second Harvest or United Way or disposed of by Aitkin County Solid Waste Department.

I. Purpose

To outline how agricultural and animal needs will be dealt with during an emergency in Aitkin County.

II. Responsibility

In the event of a disaster impacting agriculture and/or animals in Aitkin County, the Animal Service Branch of the Operations Section of Incident Command will be responsible for agriculture and animal care.

III. Procedures

- A. Aitkin County contracts for vector control services with Plunkett's Pest Control.
- B. Food production and agricultural safety services are the responsibility of the Rapid Response Team from the Dairy and Food Inspection Division of the MN Department of Agriculture. The Rapid Response Team will coordinate with the epidemiologists at the MN Department of Health when people become sick from food to find the contaminated source. These agencies will also coordinate efforts with local Public Health and Environmental Services.
- C. The Animal Service Branch will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners. Volunteer fire departments or animal control officers will be responsible to rescue and/or recover displaced pets, service animals, livestock or exhibition animals, as possible and practicable, after the priority response to humans has been accomplished. Other available assistance groups are included in the [Resource Number](#) listing.
- D. Health protection measures for agriculture are the responsibility of the MN Department of Agriculture. The department ensures that food is produced and sold in a safe manner. Locally, Aitkin County Public Health and Environmental Services investigate any agriculture health protection concerns.
- E. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound and Heartland Animal Rescue Team in Brainerd are sheltering options.
- F. The proper disposal of animal carcasses is essential in preventing the transmission of disease and protecting air and water quality. Carcasses from domestic animals must be disposed of as soon as possible after death. The Minnesota Board of Animal Health is responsible for animals lost in a disease event. Animals lost in a natural or man-made event will be disposed of locally. They can be disposed of by burial, incineration, rendering or composting. The proper disposal of animal types is listed on the MN Board of Animal Health website at <http://mn.gov/bah/carcass-disposal/index.html>.

IV. Resources Available

- A. Aitkin County Public Health
- B. MN Department of Health
- C. MN Department of Agriculture
- D. Aitkin County Sheriff's Office
- E. Volunteer Fire Departments

- F. MN DNR
- G. MN PCA
- H. Plunkett's Pest Control of Brainerd
- I. Garrison Animal Hospital
- J. McGregor Veterinary Clinic
- K. City of Aitkin Animal Pound
- L. Heartland Animal Rescue Team
- M. American Red Cross Animal Response Team
- N. Humane Society Animal Rescue Team

V. Authentication

(Date)

Aitkin County Sheriff



Contact Us



Welcome Karla White

What's New - E-Plan Updates

Logout

Home

Maintain Account

Search Functions

Facility Search

Facility Chemical Search

Facility Visual Search

Chemical Search

WMD Information

NIOSH Pocket Guide

ATSDR Toxic Profile

CHEMTREC

E-Plan Online Training

E-Plan Online Filing (Tier2)

E-Plan News

E-Plan Facilities/State

OSHA/EPA Occupational Chemical Database

DISASTERHELP.GOV

EPA's May 2010 Consolidated List of Chemicals

NOAA Chemical Response Tools

NOAA Oil Response Tools

U.S. Fire Administration

U.S. National Response Team

CAMEO Chemicals

EPA Tier2 Submit

Weather

Other Important Links

Facility Information Contact Information Chemical Inventory Additional Information StateFields

Facility Information

Facility Name AT&T COMMUNICATIONS OF MINNESOTA

Company Name

Filing Year 2010

Department

Physical Address 448 MADDY ST
McGregor, Aitkin County
MN - 55760

Latitude 46.604243

Longitude -93.308113

USNG 15T VM 76403 61233

Location Description Information not available

Number of Employees Information not available

Corporate Email Information not available

Type of Facility Tier2

Data Management Last modified Date: 2011-04-01 00:00:00.0 UTC
First Submit Date: 2011-04-01 00:00:00.0 UTC
Data Submitted by: State of Minnesota

NAICS - 517110.0 -
State Facility ID - 15203 -
SIC - 4813.0 -
Document - - No Documents Attached

Facility Notes Information not available

[Show Google Map](#) [Advance Google Map](#) [Printer Friendly Version](#) [Detailed View](#)

[Download Tier2 Zip File](#) [Download Google Earth File](#) [Download Tier II Report](#) [Facility Weather](#)

Facility Contact Information

Name	Contact Type	Phone	Email
scott archer	Emergency Contact 1	Work - 6025130952.0	
ehs hotline	Emergency Contact 2	Work - 8005669347.0	

Chemical Inventory Information

Chemical (Click for ERG link)	CAS #	Max Qty. (lbs)	Avg Qty. (lbs)	NFPA Code H F R	Properties	Fact Sheets
SULFURIC ACID (EHS Chemical)	7664-93-9	581	581	3 0 2 W	Pure Liquid Acute Chronic Reactive EHS	MSDS Profile CHRIS
Synonyms: Acide sulfurique (dot french);Acide sulfurique, contenant plus de 51% dacide (dot french);Acido sulf+rico (dot spanish);Acido sulf+rico, con m-s del 51% de -cido (dot spanish);Battery acid;Bov;Chamber acid;Contact acid;Dihydrogen sulfate;Dipping;						

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AITKIN COUNTY-WIDE EMERGENCY OPERATIONS PLAN

Last Revision August 2013

UPDATED
APRIL 2007
July 2009
December 2010
September 2011
October 2012
August 2013

THIS PAGE DOCUMENTS APPROVAL FOR THE BASIC PLAN AND ANNEXES

Prepared by: _____ Date: _____
 Emergency Management Director

Approved by: _____ Date: _____
 County Board Chairperson

Page	Revision	Page	Revision	Page	Revision
INTRO I- SIGNATURES		BASIC 9 SIGNATURES		A PG1 SIGNATURES	
B PG 2 SIGNATURES		B PG 9 SIGNATURES		B PG 10 SIGNATURES	
B PG 11 SIGNATURES		B PG 19 SIGNATURES		C PG 1 SIGNATURES	
D PG 1 SIGNATURES		E PG 2 SIGNATURES		F PG 1 SIGNATURES	
F PG 13 EVACUATION MAP		G PG 3 FIRE SERVICE MAP		I PG 1 SIGNATURES	
K PG 3 UTILITIES MAPS		L PG 2 SIGNATURES		L PG 3 HAZ-MAT to CRT	
L PG 25 TRANSP. MAP		L PG 26 PIPELINE MAP			

Page	Revision	Page	Revision	Page	Revision
	2011		2012		2013
Basic Pg 15 Exercise IX D		E Pg 1 Sect II		Incident Management	
Basic Pg 15 Training X		H Pg 1 Sect II and III		A Pg 2-4 Sect IV	
A Pg 2 Sect II-A-2		I Pg 1 and 2 Sect II and VI		G Pg 1 Sect IV	
F Pg 1 Sect II-A		K Pg 1 Sect III		O Pg 1 Sect III	
F Pg 1 Sect III					
L Pg 2-4 Sect V					

FORWARD

This plan provides a guide for emergency operations to assist county officials and emergency organizations in carrying out their responsibilities under emergency conditions. The written plan furnishes a documentary record, which can be referred to as needed. This documentary record will serve to refresh the knowledge of personnel and officials and will be used to inform and train individuals who become replacements.

TRANSFER OF OFFICE
THIS DOCUMENT SHALL REMAIN THE PROPERTY OF:

Upon termination of office by reason of resignation, election, suspension, or dismissal, the holder of this document shall transfer it to his successor or to the Aitkin County Emergency Management Director.

Copy No. _____

Assigned to:

TABLE OF CONTENTS (page 1 of 2)

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I. Congregate Care (Mass Care).....	I
J. Debris Clearance.....	J
K. Public Works and Utilities Restoration	K
L. Environmental Hazard Response (Radiological/Hazmat Protection) ...	L
M. Continuity of Operations	M
N. Volunteers	N

SUPPORT DOCUMENTS

- Standard Operating Procedure (SOPs)
- County Resource Manual
- Congregate Care Resource Guide
- Public Information Supplement

HELPFUL DOCUMENTS

- INDEX: (MN WALK) LOCAL EMERGENCY OPERATIONS PLAN
- CROSSWALK
- LIST OF ACRONYMS WITH DEFINITIONS

I. Reason for Plan

Tornadoes, floods, blizzards, and other natural disasters can affect Aitkin County. In addition, major disasters such as train wrecks, plane crashes, explosions, accidental releases of hazardous materials, and enemy attack pose a potential threat to public health and safety in Aitkin County. An emergency plan is needed to ensure the protection of the public from the effects of these hazards.

II. Purpose of Plan

Aitkin County has many capabilities and resources which could be used in the response to any major disaster. These include the facilities, equipment, manpower, and skills of both government and non-government professions and groups in Aitkin County. The plan is to facilitate and coordinate the effective use of resources to:

- A. Maximize the protection of life and property county wide,
- B. Ensure the continuity of county government,
- C. Sustain survivors,
- D. Repair essential facilities and utilities within the county, and
- E. Provide support to political subdivisions in the county, which require assistance.

III. Legal Basis and References

- A. Public Law 920, as amended.
- B. Public Law 99-499[Superfund Amendments and Reauthorization Act (SARA) 1986]
- C. Minnesota Statutes, Chapter 12, as amended.
- D. Aitkin County Resolution, Dated July 13, 1959.
- E. Minnesota Division of Emergency Management BULLETIN NO. 85-1
- F. Common County Emergency Management Agreements
- G. Mutual aid agreements
- H. Hospital plans
- I. Facility hazardous material plans

IV. Organization

Existing government is the basis for emergency operations. Government agencies will perform emergency activities related to those they perform on a day-to-day basis. County organization and interrelationships are shown on Chart A.

COUNTY ORGANIZATION AND INTERRELATIONSHIPS CHART A

V. INCIDENT MANAGEMENT

Government incident management operations conducted from a central, protected facility with adequate communications and personnel is essential to emergency operations. This has been provided for as follows:

- A. County Government - The board of commissioners will be responsible for providing overall incident management of county government resources involved in the response to a disaster. The county emergency management director will serve in a staff capacity to the board of commissioners, and will implement and coordinate all aspects of the plan. He/she will also serve in a liaison role with respect to obtaining state and federal-level resources. Contact information is available in the [resource number](#) listing.

Incident management of Aitkin County's response to a major disaster will be carried out at the Aitkin County Emergency Operating Center (EOC).

(For additional EOC information such as staffing, communications, etc. refer to the [Incident Management Annex](#) to this plan.)

- B. City Government - The mayors of the cities in Aitkin County will be responsible for providing overall incident management of their city government resources involved in the response to a disaster.

VI. Emergency Responsibility Assignments

- A. A summary of Aitkin County's emergency responsibility assignments, by annex letter, is shown on Chart B. County government department heads and agencies are responsible for carrying out the assignments shown on this chart.

- B. Responsibilities have been assigned by a code letter "P", "S", or "C".

1. "P" indicates primary operational responsibility: The official or agency in charge of and responsible for making provision for that annex.
2. "S" indicates support responsibility: The agency so assigned will, if possible, support and assist the official or agency designated as primarily responsible.
3. "C" indicates coordination responsibility: The agency assigned will facilitate communications between multiple agencies, public and private, having primary or support responsibilities.
4. As a general rule, county officials will be primarily responsible for emergency annex functions outside city limits and municipal officials will have the corresponding responsibility within city limits.

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

CHART B

page 1 of 2

ANNEX LETTER and HEADING	RESPONSIBLE AGENCIES	JURISDICTIONAL LIMITS		
		INSIDE CITIES	OUTSIDE CITIES	REMARKS
A. NOTIFICATION AND WARNING	SHERIFF'S OFFICE EMERGENCY MANAGEMENT MUNICIPAL OFFICIALS COUNTY COMMISSIONERS	P C S S	P C S S	KKIN AM/FM BROADCASTS FOR THE EAS SYSTEM
B. INCIDENT MANAGEMENT	EMERGENCY MANAGEMENT MUNICIPAL OFFICIALS SHERIFF'S OFFICE COUNTY COMMISSIONERS	C P S S	C S S P	SEE ANNEX
C. PUBLIC INFORMATION	COUNTY COMMISSIONERS EMERGENCY MANAGEMENT MUNICIPAL OFFICIALS	S C P	P C S	EOC HAS PIO PROGRAM TO UTILIZE
D. SEARCH AND RESCUE	SHERIFF'S OFFICE POLICE DEPARTMENTS EMERGENCY MANAGEMENT	S P C	P S C	EOC AND SO PROVIDE COMMUNICA
E. HEALTH PROTECTION	RIVERWOOD HEALTH CARE PUBLIC HEALTH DEPT AMBULANCE SERVICES EMERGENCY MANAGEMENT FIRST RESPONDER GROUPS	S P S C S	S P S C S	H/H DIRECTOR COORDINATE SRESPONSE TO THIS ANNEX
F. EVACUATION, TRAFFIC CONTROL AND SECURITY	SHERIFF'S OFFICE POLICE DEPARTMENTS EMERGENCY MANAGEMENT STATE AGENCIES	S P C S	P S C S	EOC MAINTAINS COUNTYWIDE EVAC PLANS

EMERGENCY RESPONSIBILITY ASSIGNMENTS

Code: P = Primary, S = Support, C = Coordination

CHART B

page 2 of 2

ANNEX LETTER and HEADING	RESPONSIBLE AGENCIES	JURISDICTIONAL LIMITS		
		INSIDE CITIES	OUTSIDE CITIES	REMARKS
G. FIRE PROTECTION	VOLUNTEER FIRE DEPTS DNR FORESTRY COUNTY COMMISSIONERS MUNICIPAL OFFICIALS EMERGENCY MANAGEMENT	P,S P,S S S C	P,S P,S S S C	DEPENDENT ON FIRES LOCATION AND TYPE
H. ACCIDENT / DAMAGE ASSESSMENT	EMERGENCY MANAGEMENT COUNTY COMMISSIONERS MUNICIPAL OFFICIALS PRIVATE AGENCIES	S S P S	P S S S	EOC STAFF COUNTY DEPTS PRIVATE SEC
I. CONGREGATE CARE (MASS CARE)	AITKIN CO HEALTH AND HUMAN SERVICES MNVOAD ORGANIZATIONS COUNTY COMMISSIONERS MUNICIPAL OFFICIALS EMERGENCY MANAGEMENT	P S S S C	P S S S C	DIRECTOR CO/H&H HAS PRIMARY RESPONSE FOR THIS ANNEX
J. DEBRIS CLEARANCE	EMERGENCY MANAGEMENT MUNICIPAL OFFICIALS COUNTY COMMISSIONER=S PRIVATE CONTRACTORS	S P S S	C S P S	CO DEPTS RESPOND AT DIRECTION OF EOC
K. UTILITIES AND PUBLIC WORKS RESTORATION	MUNICIPAL UTILITIES REA COOPERATIVES EMERGENCY MANAGEMENT COMMERCIAL PROVIDERS	P S C P	S P C P	EOC ASSIST PROVIDERS AS NEEDED
L. ENVIRONMENTAL HAZARD RESPONSE	CO LAND COMMISSIONER STATE AGENCIES EMERGENCY MANAGEMENT FIRE DEPARTMENTS	P S C S	P S C S	SEE ANNEX

APPOINTMENT OF EMERGENCY MANAGEMENT DIRECTOR

APPOINTMENTS The County Commissioners made the following in-house appointments to the following committees or offices for the terms listed

IN-HOUSE APPOINTMENTS

OFFICE OR COMMITTEE	CURRENT APPOINTEE	CURRENT APPOINTEE		TERM	EFFECTIVE	EXPIRES
		FIRST NAME	LAST NAME			
Affirmative Action Officer						
Agriculture & Weed Inspect						
Arrowhead Counties Assn.						
Association of MN Counties						
Emerg. Mgmt. Director-Asst		Karla	White			
Emerg. Mgmt. Director-Deputy				El. Term		
Emerg. Mgmt. Director		Scott	Turner	Indefinite		
Coordinator/Human Res. Dir		Bobbie	Danielson	Indefinite		

VII. Operations Policies

- A. Protection of life and property during an emergency is the responsibility of government
- B. Individual departments are responsible for the protection of records under their jurisdiction that are deemed essential for continuing governmental functions, conducting emergency operations, and reconstituting of the government.
- C. In an emergency affecting more than one political jurisdiction, all jurisdictions involved will coordinate their services to the maximum extent possible.
- D. The Aitkin County Emergency Management Director will assist in providing resource coordination between government agencies and the private sector, including organizing, managing, and channeling donations.
- E. Local government resources must be utilized to the maximum before state or federal assistance will be made available.
- F. Each agency, department, or service of government will provide for the maintenance of records during an emergency. These records should include work hours, equipment hours, supplies and materials consumed, injuries to personnel, and damage to public facilities and equipment.

VIII. Support

A. National Guard

1. Overview

When a natural disaster or other major emergency is beyond the capabilities of local government, support from National Guard units MAY be available. Only the governor, as commander-in-chief of the Minnesota National Guard, has the authority to activate the Guard. The purpose of the activation is to ensure the preservation of life and property and to support civil law enforcement agencies:

- a. National Guard assistance will complement, and not be a substitute for county and/or local participation in emergency operations.
- b. National Guard personnel remain under military command but will support and assist county and/or local forces in the accomplishment of specific tasks.

2. Request Procedure

In Aitkin County the sheriff must submit the request for the activation of the National Guard to the governor's office by calling the state duty officer (800) 422-0798.

B. State and Federal Agencies

1. Information and assistance in securing state or federal support may be obtained by contacting the HSEM regional program coordinators office.
2. A summary of state and federal programs available to local government experiencing or have experienced a disaster, is contained in Disaster Response and Recovery: A Handbook for Local Government. This document was developed by, and is available from, the Minnesota Division of Homeland Security and Emergency Management (HSEM) regional program coordinator's office.

3. Federal Assistance - Hazardous Materials Incidents

Types of assistance, which can be accessed through the HSEM duty officer. The On-Scene Coordinator (OSC) is the federal official pre-designated by the Environmental Protection Agency or the U.S. Coast Guard to coordinate and direct federal responses and removals under the National Contingency Plan; or the Department of Defense (DOD) official designated to coordinate and direct the removal actions from releases of hazardous substances, pollutants, or contaminants from DOD vessels and facilities. When the National Response Center (NRC) receives notification of a pollution incident, the NRC duty officer notifies the appropriate OSC, depending on the location of an incident. Based on this initial report and any other information that can be obtained, the OSC makes a preliminary assessment of the need for a federal response. If an on-scene response is required, the OSC will go to the scene and monitor the response of the responsible party or state or local government. If the responsible party is unknown or not taking appropriate action, and the response is beyond the capability of state and local governments, the OSC may initiate federal actions, using funding from the Federal Water Pollution Control Act Pollution Fund for Oils Discharges and CERCLA Trust Fund (Superfund) for hazardous substance releases.

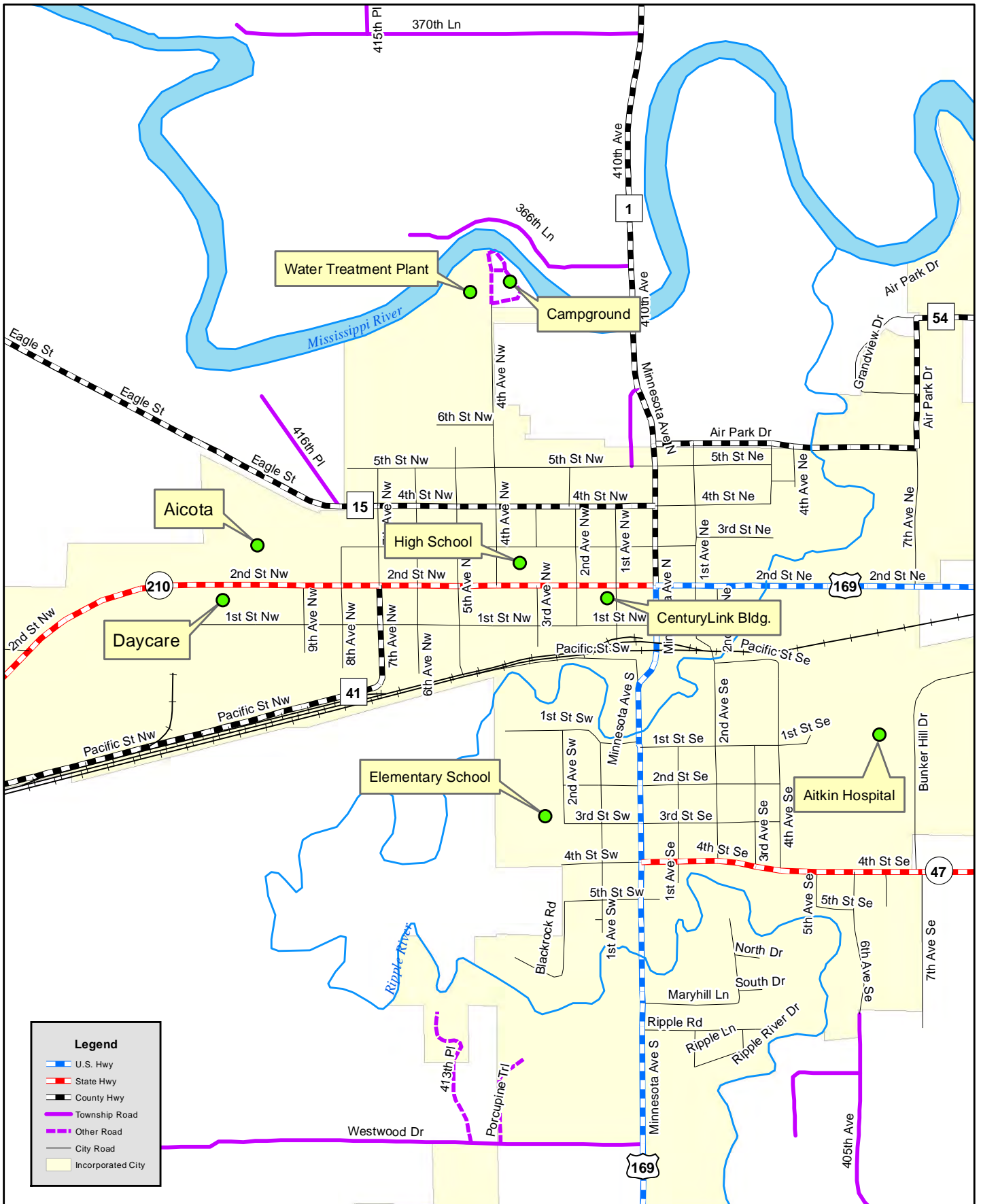
The Regional Response Teams (RRT) are composed of representatives of federal agencies and a representative from each state in the federal region. During a response to a major hazardous materials incident involving transportation or a fixed facility, the OSC may request that the RRT be convened to provide advice or recommendations in specific issues requiring resolution. Under the national Contingency Plan, RRTs may be convened by the chairman when a hazardous material discharge or release exceeds the response capability available to the OSC in the place where it occurs; crosses a regional boundary; or may pose a substantial threat to the public health, welfare, or environment, or to regionally significant amounts of property. Regional contingency plans specify detailed criteria for activation of RRTs. RRTs may review plans developed in compliance with Title III if the local emergency planning committee so requests.

IX. Plan Updating, Exercising and Distribution

- A. For purposes of this plan, the Aitkin County Emergency Management Director will serve as the planning coordinator. As such, the director will have overall authority and responsibility for the maintenance of the plan. Emergency Response organizations are responsible for preparing and maintaining current SOPs and resource lists.
- B. This plan will be reviewed and updated at least once annually. The Aitkin County Emergency Management Director will be responsible for ensuring that this updating occurs, and that it is in accordance with the schedule and procedures established by HSEM. In order to carry out this task, the director may request assistance from HSEM.
- C. If there are any deficiencies in the plan, the Emergency Management Director will work with the responsible persons to ensure that the deficiencies are corrected.

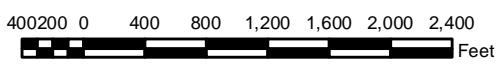
- D. Aitkin County follows HSEM's EMPG four-year exercise cycle. During the four-year exercise cycle, jurisdictions receiving an Emergency Management Performance Grant (EMPG) must conduct at least one operational exercise that is designed to cover all, or most, of the emergency operating plan (EOP) functions. The remaining three exercises may be discussion or operational exercises that are designed to cover at least four of the emergency operating plan's functions. Upon completion of the exercise, an after action review/improvement plan (AAR/IP) meeting is held to determine the strengths and areas which may need improvement in the plan. The AAR/IP will follow the Federal HSEEP guidance. A copy of Aitkin County's current methods and schedules for exercising its emergency plan are located at the Aitkin County Emergency Management Office at 217 2nd St NW, Aitkin, MN.
 - E. This plan will be distributed to all county government departments and agencies, which have emergency assignments in the event of a major disaster in Aitkin County. A plan distribution list will be maintained by the Aitkin County Emergency Management Director (see page 9 of Basic Plan).
- X. Training of local emergency response and medical personnel.
- A. Emergency responders and county employees who respond to hazardous materials incidents within Aitkin County have received training designed to help them respond to such incidents. At a minimum, in Aitkin County primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. The standard is available for review at http://www.osha.gov/pls/oshaweb/owadis.show_document?p_table=standards&p_id=9765
 - B. Sheriff's Office and Police Department personnel are trained to and respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. Training records are maintained by the Administrative Secretary at the Aitkin County Sheriff's Office.
 - C. Fire Department personnel (except new members in training) are trained to, equipped and respond at the Hazardous Material Operations Level, as defined in 29 CFR 1910.120. Training records are maintained by their respective Training Officer at the Fire Station.
 - D. EMS personnel and the designated mutual aid ambulance services are, at a minimum trained to respond at the First Responder Awareness Level, as defined in 29 CFR 1910.120. EMS training records are maintained by their respective Training Officer.
 - E. Training records for city and county employees other than law, fire and EMS are maintained by their respective departments at their government center.
- XI. Three year training schedule
- A. 2012
 - 1. April – Communications Table Top
 - 2. September – Communications Functional Exercise
 - B. 2013
 - 1. April – HazMat Table Top
 - 2. September – Hazmat Full Scale Exercise
 - C. 2014
 - 1. March – Flooding Table Top

City of Aitkin

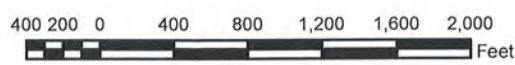


Legend

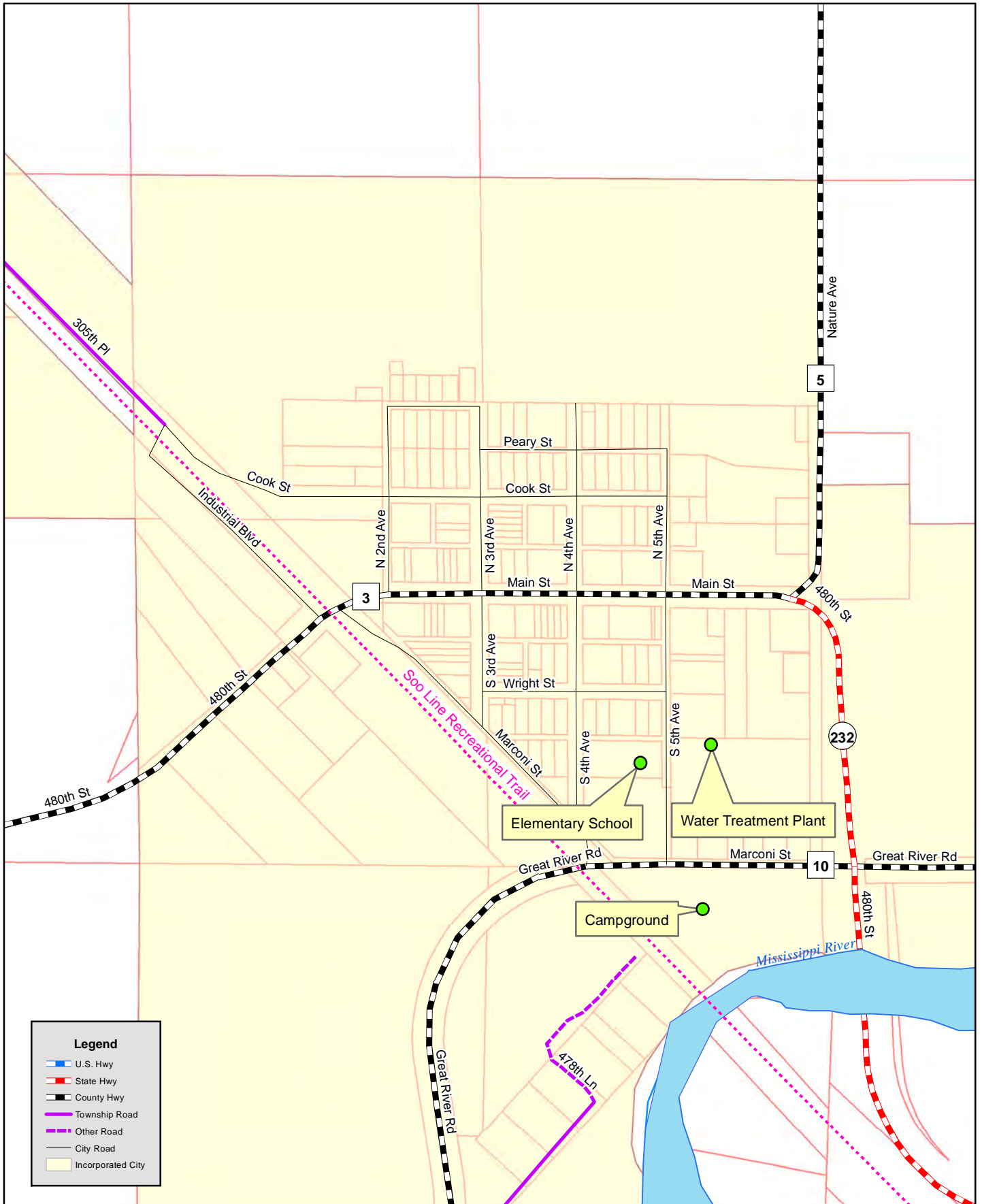
- U.S. Hwy
- State Hwy
- County Hwy
- Township Road
- Other Road
- City Road
- Incorporated City



City of McGregor



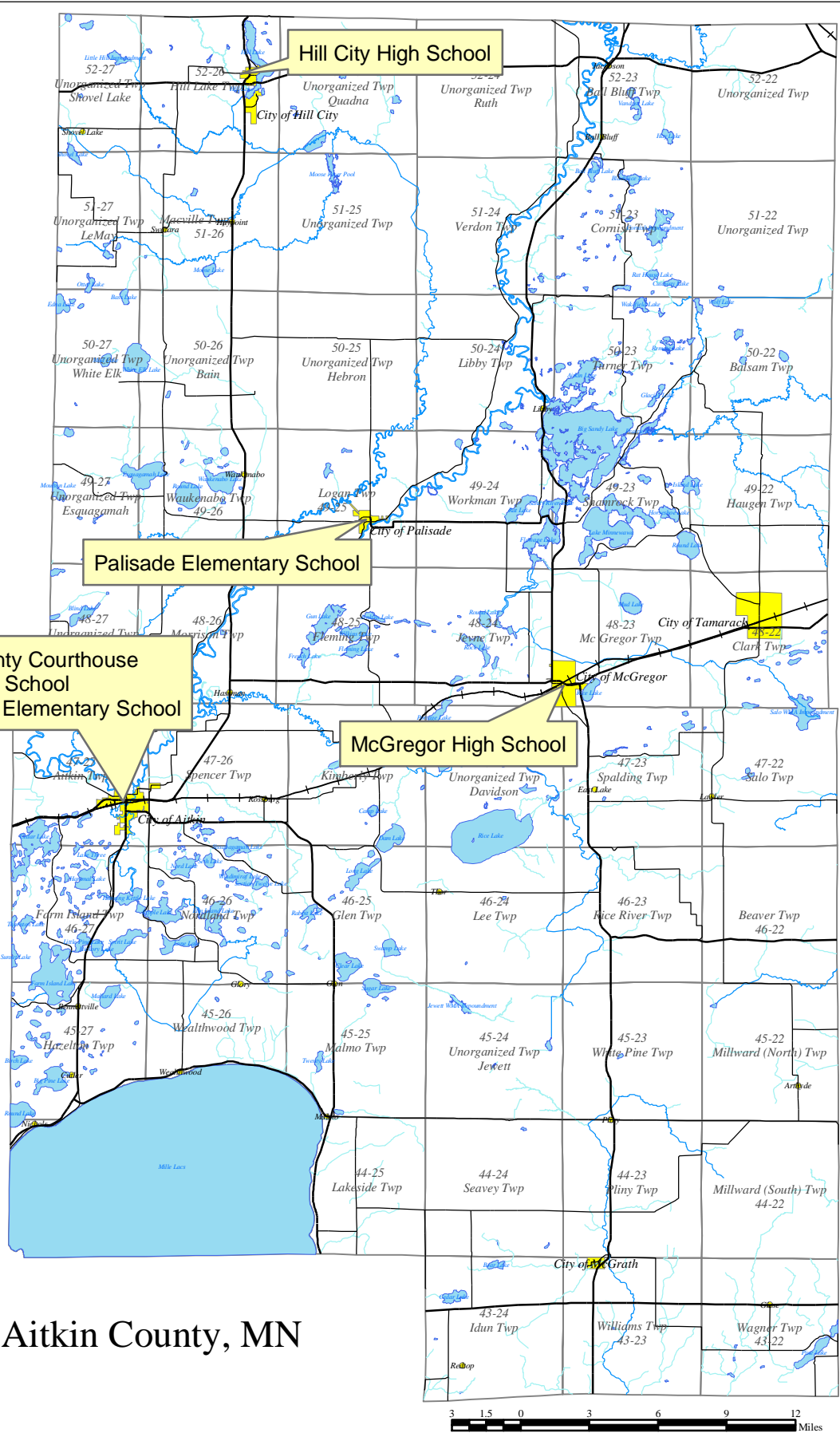
City of Palisade



Legend

- U.S. Hwy
- State Hwy
- County Hwy
- Township Road
- Other Road
- City Road
- Incorporated City





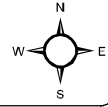
Aitkin County Courthouse
 Aitkin High School
 Rippleside Elementary School

Hill City High School

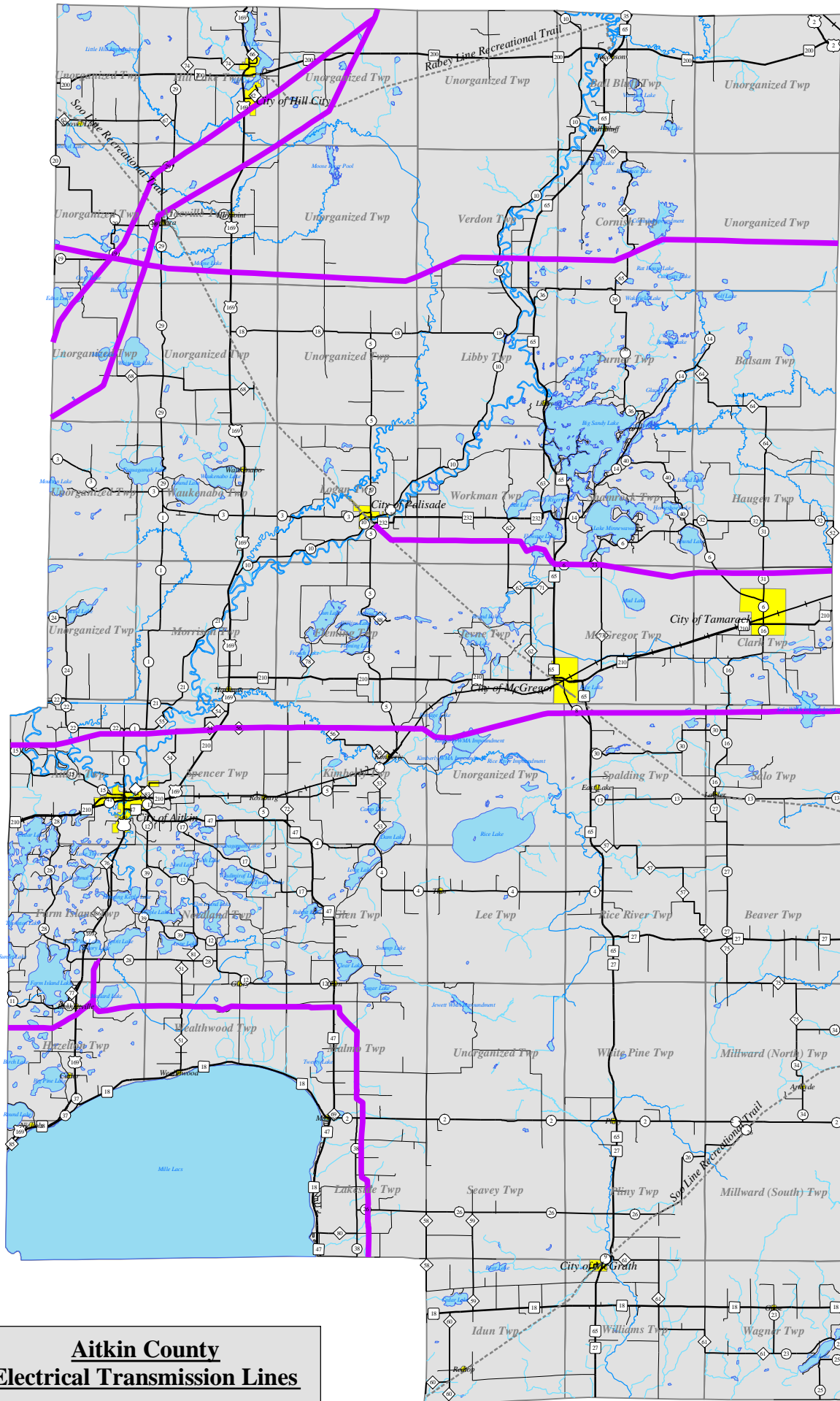
Palisade Elementary School

McGregor High School

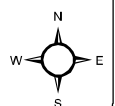
Aitkin County, MN



Map prepared by Aitkin County GIS for graphic display purposes only.
 Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained. (D.H. 2004)



Aitkin County
Electrical Transmission Lines
 — Electrical Transmission Line- 60 kV or Larger



Map prepared by Aitkin County GIS for graphic display purposes only.
 Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained. (D.H. 2005)

SECURITY SENSITIVE INFORMATION

EMERGENCY ACTION PLAN

PRAIRIE RIVER DEVELOPMENT

PROJECT NO. 2361 – PRAIRIE RIVER HYDROELECTRIC PROJECT

NATIONAL INVENTORY OF DAMS NO. MN00609

PRAIRIE RIVER, ITASCA COUNTY, MINNESOTA



30 WEST SUPERIOR STREET

DULUTH, MINNESOTA 55802

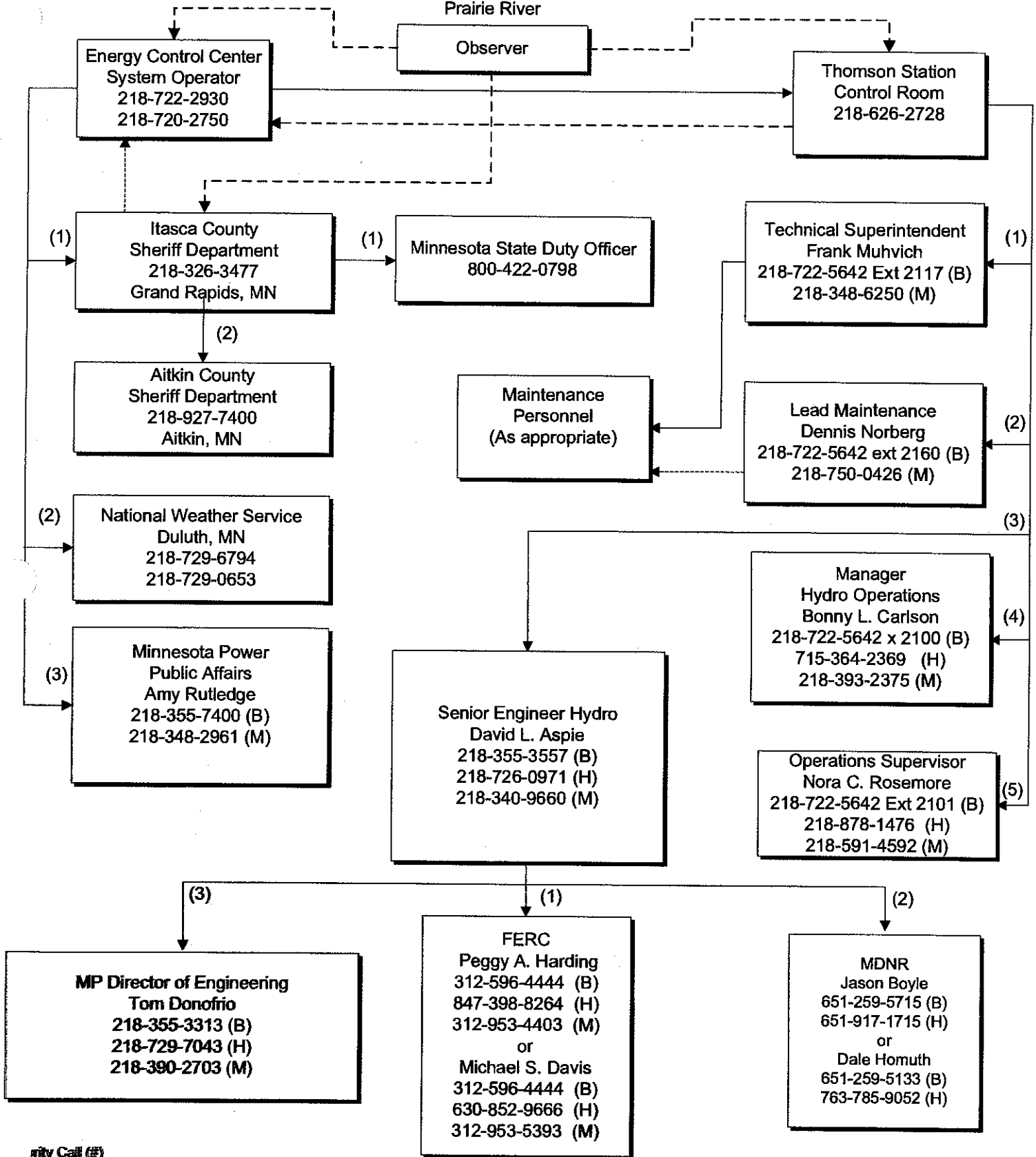
SUBMITTED: SEPTEMBER 2004

REVISED: DECEMBER 2011

Prairie River Emergency Action Plan

Minnesota Power
 FERC Project No. 2361 - Prairie River Development
 Prairie River

I. Notification Flowchart



(B) Business (H) Home (M) Mobile
 "Notification Flowchart" to be used for alerting individuals/agencies that Prairie River Dam has failed or failure is imminent - or that a potentially hazardous situation is developing and if not controlled, failure is likely to occur.
 Dashed Lines (- -) indicate alternate mode of notification determined by initial awareness of emergency conditions (i.e. ECC not first to be aware of conditions)
 Portable radio equipment to be used as alternate communications by MP personnel in event of primary communication failure.
 Revised December 2011

The definition of Condition A, failure is imminent or has occurred means no time exists for corrective action. The relayed message will state; **“Minnesota Power’s Prairie River Dam on the Prairie River has failed. Please take the appropriate actions.”** Additional information for verification and area potentially affected may be requested and should be provided.

The definition of Condition B, potential failure situation is developing, means time exists for downstream notification and preparation or corrective action at the dam. The relayed message will state; **“Minnesota Power’s Prairie River Dam on the Prairie River has a situation developing that could result in dam failure. Please take the appropriate actions.”** Additional information for verification and area potentially affected may be requested and should be provided.

The definition of Condition C, a non-failure emergency means high discharge flows that will result in downstream flooding are expected. When the discharge from Prairie River Dam exceeds 5,000 cfs, the EAP Notification Flowchart will be activated. The relayed message will state; **“Due to excessive rainfall (or rapid snowmelt), Minnesota Power finds it necessary to discharge _____ cfs into the Prairie River from the Prairie River dam. This discharge is higher than normal and will result in flooding of low-lying areas along the Prairie River. The Prairie River dam is not at risk. This warning is issued to alert people along the river of the potential of flooding.”** Additional information for verification and area potentially affected may be requested and should be provided.

V. LICENSEE RESPONSIBILITIES UNDER THE EMERGENCY ACTION PLAN.

EMERGENCY EQUIPMENT AND INFORMATION

In the event of a developing flood flow approaching the 100-Year Flood of 6,400 cfs, contractor equipment is available on short notification. MP maintains a maintenance contract with Lakehead Constructors, Inc., with construction equipment permanently located at MP's Boswell Energy Center. The Boswell Energy Center is located west of Grand Rapids, MN, in Cohasset, MN., about 10 miles from the Prairie River dam. The MP individual responsible to initiate the emergency response is:

Frank Muhvich, Hydro Maintenance Superintendent
Phone (218) 722-5642 ext 2117 (B)
(218) 348-6250 (M)

In the event the supervisor is not available, the individual responsible is:

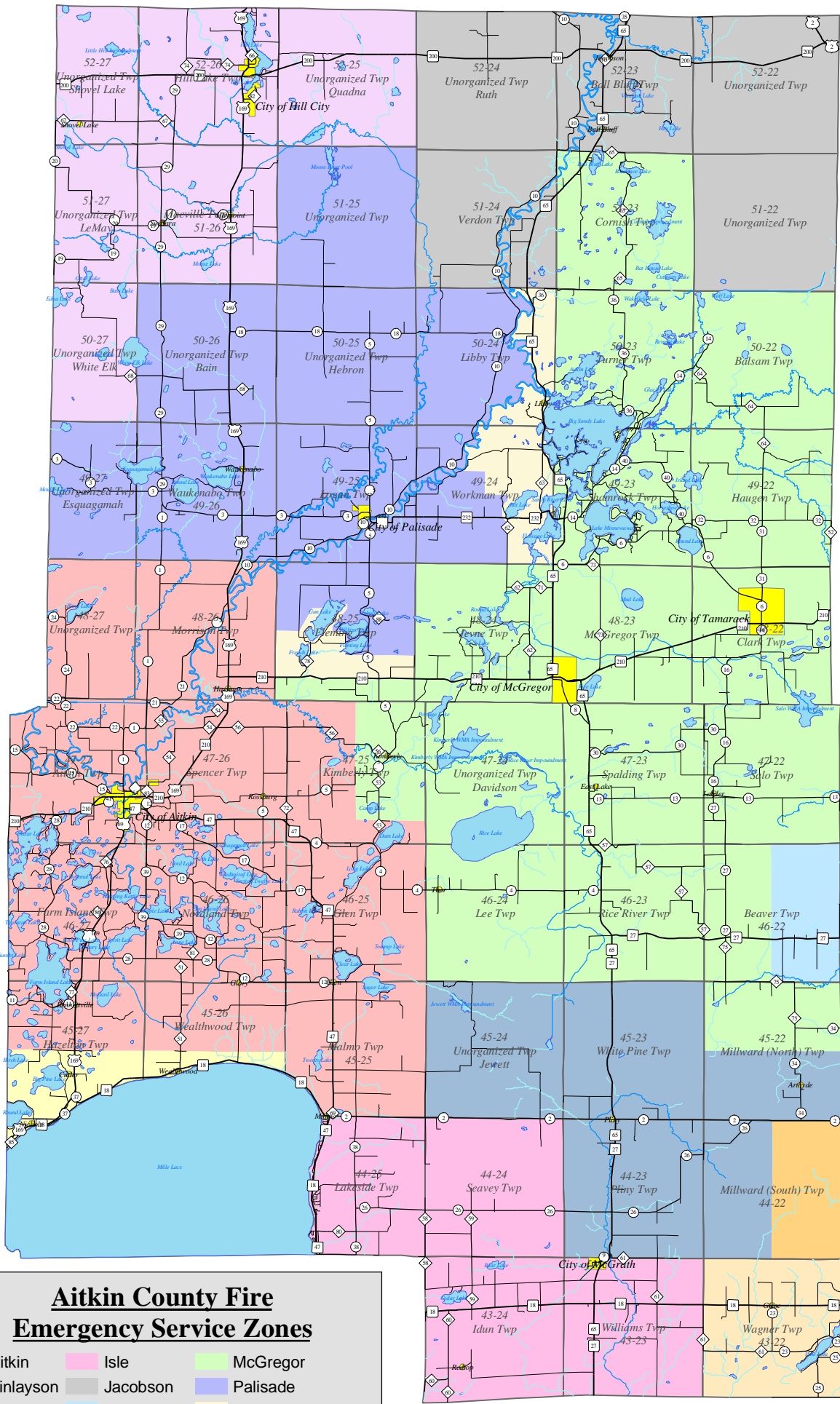
Dennis Norberg, Lead Maintenance Journeyworker
Phone (218)722-5642 ext 2160 (B)
(218) 750-0426 (M)

If additional labor, equipment or materials are needed for emergency actions, the individuals listed above from the MP's Hydro Maintenance Department will contact Lakehead Constructors, Inc.:

Neil Enerson	Phone (218) 328-5036 ext 4688 (B)
	Phone (218) 244-6556 (M)
	Phone (218) 244-2998 (H)

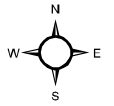
During non- business hours, Lakehead personnel can be contacted through the Boswell Energy Control Room:

BEC Control Room	Phone (218) 328-5036 ext 4660
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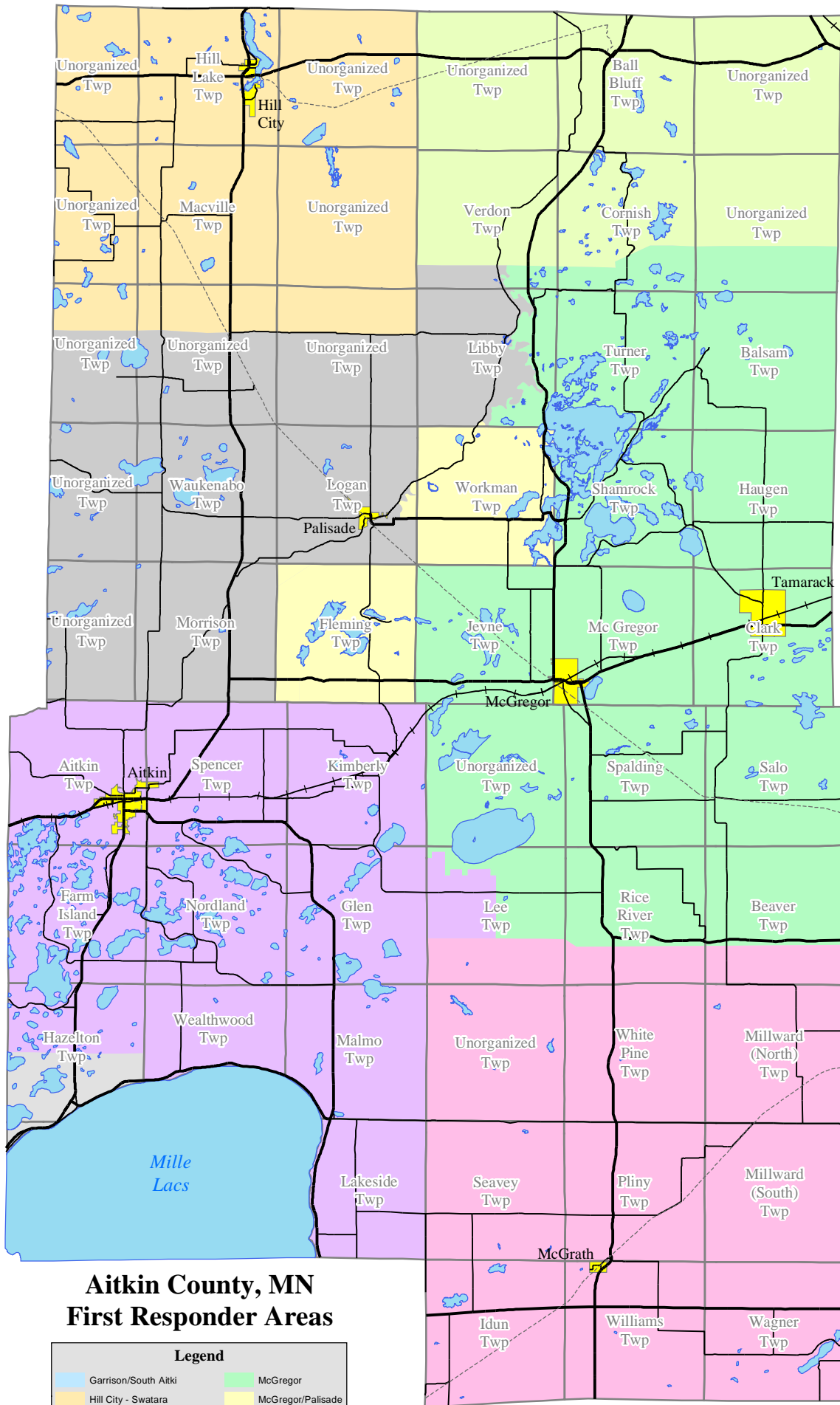


Aitkin County Fire Emergency Service Zones

- | | | |
|--|---|--|
| Aitkin | Isle | McGregor |
| Finlayson | Jacobson | Palisade |
| Garrison | Kettle River | Palisade/McGregor |
| Hill City | McGrath | Willow River |

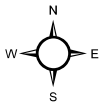


Map prepared by Aitkin County GIS for graphic display purposes only. Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained. (D.H. 2004)



Aitkin County, MN First Responder Areas

Legend	
Garrison/South Aitkin	McGregor
Hill City - Swatara	McGregor/Palisade
Jacobson	Palisade
McGrath	South Aitkin



Map prepared by Aitkin County GIS for graphic display purposes only. Map prepared using various sources with varying degrees of accuracy. While every effort has been made to produce an accurate map, the accuracy can not be guaranteed. (July, 2010)

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:		7. Operations Section:	
IC/UCs		Chief	
		Deputy	
Deputy		Staging Area	
Safety Officer		Branch	
Public Info. Officer		Branch Director	
Liaison Officer		Deputy	
4. Agency/Organization Representatives:		Division/Group	
Agency/Organization	Name	Division/Group	
		Division/Group	
		Division/Group	
		Division/Group	
		Branch	
		Branch Director	
		Deputy	
5. Planning Section:		Division/Group	
Chief		Division/Group	
Deputy		Division/Group	
Resources Unit		Division/Group	
Situation Unit		Division/Group	
Documentation Unit		Branch	
Demobilization Unit		Branch Director	
Technical Specialists		Deputy	
		Division/Group	
		Division/Group	
		Division/Group	
6. Logistics Section:		Division/Group	
Chief		Division/Group	
Deputy		Air Operations Branch	
Support Branch		Air Ops Branch Dir.	
Director			
Supply Unit			
Facilities Unit		8. Finance/Administration Section:	
Ground Support Unit		Chief	
Service Branch		Deputy	
Director		Time Unit	
Communications Unit		Procurement Unit	
Medical Unit		Comp/Claims Unit	
Food Unit		Cost Unit	
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____			
ICS 203	IAP Page _____	Date/Time: _____	

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

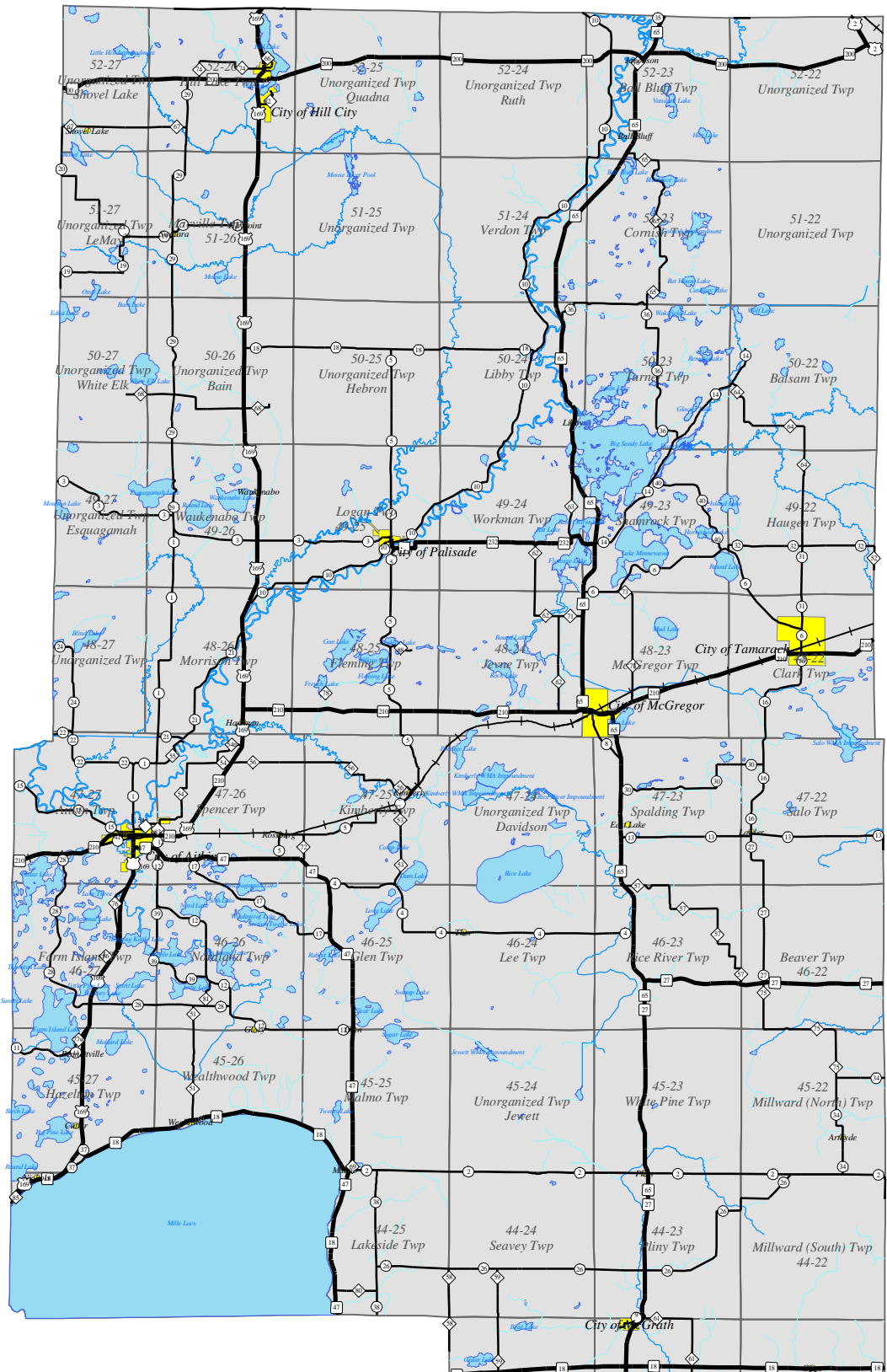
Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

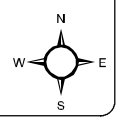
Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	<p>Logistics Section</p> <ul style="list-style-type: none"> • Chief • Deputy <p>Support Branch</p> <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit <p>Service Branch</p> <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<p>Operations Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Staging Area <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group <p>Air Operations Branch</p> <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>



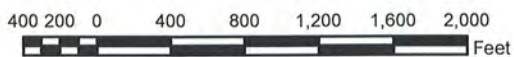
Aitkin County Major Transportation Routes

- County Highway
- County Road
- State Highway
- U.S. Highway
- Railroad

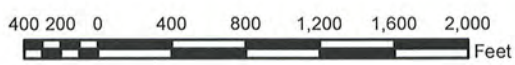


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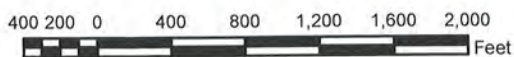
City of McGregor



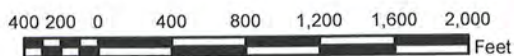
City of McGregor



City of Aitkin



City of Aitkin





Contact Us



Welcome Karla White

What's New - E-Plan Updates

Logout

Home

Maintain Account

Search Functions

Facility Search

Facility Chemical Search

Facility Visual Search

Chemical Search

WMD Information

NIOSH Pocket Guide

ATSDR Toxic Profile

CHEMTREC

E-Plan Online Training

E-Plan Online Filing (Tier2)

E-Plan News

E-Plan Facilities/State

OSHA/EPA Occupational Chemical Database

DISASTERHELP.GOV

EPA's May 2010 Consolidated List of Chemicals

NOAA Chemical Response Tools

NOAA Oil Response Tools

U.S. Fire Administration

U.S. National Response Team

CAMEO Chemicals

EPA Tier2 Submit

Weather

Other Important Links

Facility Information Contact Information Chemical Inventory Additional Information StateFields

Facility Information

Facility Name **AITKIN, MN CENTRAL OFFICE**

Company Name

Filing Year 2010

Department

Physical Address 103 2ND ST NW
Aitkin, Aitkin County
MN - 56431

Latitude 46.533397

Longitude -93.708247

USNG 15T VM 45688 53558

Location Description Information not available

Number of Employees Information not available

Corporate Email Information not available

Type of Facility Tier2

Data Management

 Last modified Date: 2011-04-01 00:00:00.0 UTC

 First Submit Date: 2011-04-01 00:00:00.0 UTC

 Data Submitted by: State of Minnesota

 NAICS - 517110.0 -

 State Facility ID - 49 -

 SIC - 4813.0 -

 Document - - No Documents Attached

Facility Notes Information not available

[Show Google Map](#) [Advance Google Map](#) [Printer Friendly Version](#) [Detailed View](#)

[Download Tier2 Zip File](#) [Download Google Earth File](#) [Download Tier II Report](#) [Facility Weather](#)

Facility Contact Information

Name	Contact Type	Phone	Email
MELVIN CONLEY	Emergency Contact 1	Work - 8007331250.0	
EHS HELPLINE	Emergency Contact 2	Work - 8007331250.0	

Chemical Inventory Information

Chemical (Click for ERG link)	CAS #	Max Qty. (lbs)	Avg Qty. (lbs)	NFPA Code H F R	Properties	Fact Sheets
SULFURIC ACID (EHS Chemical)	7664-93-9	720	720	3 0 2 W	Pure Liquid Acute Reactive EHS	MSDS Profile CHRIS
Synonyms: Acide sulfurique (dot french);Acide sulfurique, contenant plus de 51% dacide (dot french);Acido sulf+rico (dot spanish);Acido sulf+rico, con m-s del 51% de -cido (dot spanish);Battery acid;Bov;Chamber acid;Contact acid;Dihydrogen sulfate;Dipping;						

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Local Emergency Operations Plan Crosswalk:

The **MNWALK 3.3** Reviewer copy

2010
2011
2012
2013
2014

Color denotes when changes take effect

Jurisdiction: Aitkin County Reviewed by: _____ Date: _____

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
GENERAL ITEMS			
1. Signature page showing approval of emergency plan by chief elected official. The Plan should (recommended, not required) include a signature page or page in each annex with signature of department head or agency that is responsible to carry out those functions.	Signed Plan Review Sheet 2010	Yes No	
2. Date of plan development/revision on cover page.	Basic Plan Cover Page	Yes No	
3. Include table of contents, and a record of revision(s), including dates.	Basic Plan Intro	Yes No	
4. Identify the agency and/or department responsible for coordinating plan development and maintenance. Identify and list to whom the plan is distributed.	Basic Plan Section IX	Yes No	
5. Cite the legal basis (laws, statutes, ordinances, executive orders, regulations, proclamations, etc.) for planning for and conducting all-hazard emergency operations.	Basic Plan Section III	Yes No	
6. List and prioritize hazards that potentially face your jurisdiction; such as natural, technological or human caused hazards, and terrorism incidents. Identify location(s) of maps showing the areas at risk. (The plan may refer to the All-hazard Mitigation Plan)	Basic Plan Section I	Yes No	
7. Describe/identify the trigger points that may implement the plan and activate EOC, and who is authorized to make that determination.	Basic Plan Section V, A Annex B Section III	Yes No	
8. Show (in a chart, matrix or table) emergency responsibilities assigned to each department, agency, and organization in support of emergency operations in the jurisdiction.	Basic Plan Chart B	Yes No	
9. Assign all emergency response organizations the responsibility to prepare and maintain current SOGs, resource lists, and checklists required to support those organization's operations.	Basic Plan Section IX, A	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
SARA, Title III Required			
10. Identify a community emergency coordinator (Emergency Management Director) who shall make determinations necessary to implement the plan. SARA, Title III Required	Basic Plan Pg 9 Section V	Yes No	
11. Reference training programs, including schedules for training of local emergency response and medical personnel. SARA, Title III Required	Basic Plan Pg 15 Section X	Yes No	
12. Include methods and schedules for exercising the emergency plan. SARA, Title III Required	Basic Plan Pg 15 Section IX, D	Yes No	
13. Describe procedures providing reliable, effective, and timely notification by the <i>facility</i> emergency coordinators to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).	Annex L Pg 2 Section V, A	Yes No	
14. Describe procedures providing reliable, effective, and timely notification by the <i>community</i> emergency coordinator to persons designated in the emergency plan, and to the public, that a release has occurred (consistent with the emergency notification requirements of SARA Title III, Section 304).	Annex A Pg 2 Section II, A-2	Yes No	
15. Identify the organization(s) and/or individual(s), primary and backup, (by title) responsible for determining the need to shelter-in-place, evacuate, and/or return, and for issuing recommendations. SARA, Title III Required	Annex F Pg 1 Section II, A	Yes No	
16. Incorporate evacuation plans (procedures), including those for a precautionary evacuation and alternate traffic routes. SARA, Title III Required	Annex F Pg 1 Section III	Yes No	
17. Identify facility emergency coordinators who shall make determinations necessary to implement their plan. SARA, Title III Required	Annex L Pg 2 Section V, B	Yes No	
18. Identify facilities subject to the requirements of SARA Title III, Section 302 that are within the emergency planning district. SARA, Title III Required	Annex L Pg 2 Section V, B	Yes No	
19. Identify routes likely to be used for the transportation of substances on the list of extremely hazardous substances referred to in SARA Title III, Section 302(a). SARA, Title III Required	Annex L Pg 3 Section V, C	Yes No	
20. Identify additional facilities <i>contributing</i> additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as natural gas facilities. SARA, Title III Required	Annex L Pg 3 Section V, D	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
21. Identify additional facilities <i>subject to</i> additional risk due to their proximity to facilities subject to the requirements of SARA Title III, Section 302, such as hospitals. SARA, Title III Required	Annex L Pg 3 Section V, E	Yes No	Aitkin Hospital added to the City of Aitkin Map
22. Describe methods and procedures to be followed by facility owners and operators to respond to any release of such substances. SARA, Title III Required	Annex L Pg 3 Section V, F	Yes No	
23. Describe methods and procedures to be followed by local emergency and medical personnel to respond to any release of such substances. SARA, Title III Required	Annex L Pg 3 Section V,G	Yes No	
24. Describe methods for determining the occurrence of a release. SARA, Title III Required	Annex L Pg 3 Section V, H	Yes No	
25. Describe methods for determining the area or populations likely to be affected by such a release. SARA, Title III Required	Annex L Pg 4 Section V, I	Yes No	
26. Describe emergency equipment, facilities, and medical facilities in the community, and identify the individuals responsible for such equipment and facilities. SARA, Title III Required	Annex L Pg 4 Section V, J	Yes No	
27. Describe emergency equipment and facilities at each facility in the community subject to the requirements of SARA Title III, Section 302, and identify the persons responsible for such equipment and facilities. SARA, Title III Required	Annex L Pg 4 Section V, K	Yes No	
COMMUNICATIONS			
28. Describe/identify the primary, secondary, and tertiary communications systems used to manage communications between the Incident Command and EOC in order to establish and maintain a common operating picture of an event. Describe how 24-hour communications are provided and maintained.	Annex B, Pg2 Section II, E	Yes No	
29. Describe/Identify dissemination protocols for security sensitive information: For example, how information is sent out, what information is safeguarded/proprietary, who is allowed to receive information and how the information is vetted for accuracy.	Annex B, Pg 3, Section II, F	Yes No	
30. Describe/identify the procedures and agencies used to insure interoperable communications (e.g., personnel with incompatible equipment, use of ARES/RACES, CB Radios, etc.).	Annex B, Pg 3, Section II, G	Yes No	
31. Describe the methods and procedures used to notify key government officials and emergency response organizations of emergency alerts and warnings.	Annex A Pg 2 Sections I - III	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
32. Describe procedures and warning methods used to disseminate emergency alerts and warnings to the public, including special facilities (i.e., schools, hospitals, nursing homes, etc.) and special needs populations (e.g., hearing impaired, blind, non-English speaking, etc.).	Annex A Pg 2 Section II	Yes No	
33. Identify the agency and/or department authorized to activate the Emergency Alert System (EAS) and describe procedures for activation.	Annex A Pg 1 Section II, C	Yes No	
PUBLIC INFORMATION ITEMS			
34. Identify your jurisdiction's Public Information Officer (by title or position). Describe how the PIO will coordinate the release of public information.	Annex C Section II	Yes No	
35. Designate an information center to be the single official location for the media during an emergency.	Annex C Section III	Yes No	
36. Identify the agency and/or department responsible for public inquiries and rumor control regarding an emergency situation.	Annex C Section III, E	Yes No	
37. Include a listing of available media resources (call letters, names of stations, addresses, telephone numbers and/or email addresses) that will disseminate information to the public.	Annex C Media Chart	Yes No	
INCIDENT MANAGEMENT ITEMS			
38. Describe the procedures used to implement a NIMS-compliant ICS and coordinate response operations, including identifying the key positions used to staff the ICS (e.g., Command, Finance/Admin, Logistics, Operations, Planning, Liaisons, Public Information, and Safety) using ICS forms.	Annex B Section III	Yes No	
39. Describe your jurisdiction's Incident Management System and its relationship to your EOC.	Annex B	Yes No	
40. Identify the primary and alternate EOC locations.	Annex B Section III	Yes No	
41. Describe the capabilities of the EOC, including: emergency power, security, fuel reserves, water, sanitation, ventilation, etc.	Annex B Section III, D	Yes No	
42. Describe the EOC's capabilities to support an emergency response that lasts longer than 24 hours (e.g., staffing, shift changes, resources needs, feeding, alternate power).	Annex B Section III, C	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
43. Identify the personnel and organizations, by title, that will be expected to report to your jurisdiction's EOC in the event of a major emergency/disaster.	Annex B Section V	Yes No	
FIRE PROTECTION ITEMS			
44. Identify for your jurisdiction the organization(s) that provide fire protection, and their capabilities (e.g., fire suppression, hazmat, search/rescue).	Annex G	Yes No	
SEARCH AND RESCUE ITEMS			
45. Identify the agency and/or department that is responsible for coordinating all search and rescue activities.	Annex D	Yes No	
ENVIRONMENTAL HAZARD RESPONSE			
46. Include a map showing the location of pipelines carrying hazardous materials in the jurisdiction and list pipeline emergency information.	Annex L Sections XVI and XVII	Yes No	
PUBLIC HEALTH ITEMS			
47. Identify the agencies used to maintain an efficient public health surveillance system supported by information systems to facilitate early detection, reporting, mitigation and evaluation of expected and unexpected public health conditions. The plan may reference the county's/region's local public health plan for compliance.	See Public Health Emergency Operation Plan	Yes No	
48. Identify the agency(s)/department used to inspect and arrange for the inspection and subsequent disposal of contaminated food supplies (e.g., from restaurants, grocery stores). The plan may reference the county's/region's local public health plan for compliance.	See Public Health Emergency Operation Plan	Yes No	
49. Identify the agencies and responsibility for initiating, maintaining, and demobilizing medical surge capacity, including Mutual Aid Agreements for medical facilities, equipment and medical/general health supplies that will be needed during a disaster. The plan may reference the county's/region's local public health plan for compliance.	See Public Health Emergency Operation Plan	Yes No	
50. Identify the agency/department responsible for assessing and coordinating appropriate health protection measures for public health (e.g., decontamination, detecting potential biological, chemical, and radioactive agents, respiratory protection and water purification). Resources may be local, regional, state, and/or federal.	Annex E Section II, E	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
51. Identify organization(s) and/or individual(s) (by title) responsible for arranging for and coordinating crisis counseling (e.g., Critical Incident Stress Debriefing, mental health treatment, and grief counseling) for emergency workers and victims.	Annex E Section II, I	Yes No	
PUBLIC WORKS/CRITICAL INFRASTRUCTURE/ UTILITIES RESTORATION ITEMS			
52. Identify all public and private utilities providing services to your jurisdiction, and reference location of 24-hour emergency telephone numbers for those utilities.	Annex K Section II, A	Yes No	
53. Identify the agency/department responsible for continuing sanitation service during an emergency and for restoring sources of potable water and sanitary sewage systems from the effects of potential hazards. Including providing temporary water and waste systems until normal operations resume.	Annex K Section II, D	Yes No	
54. Describe the procedures and agencies used to prioritize and coordinate the repair/restoration of vital services, including conducting safety inspections before general public is allowed to return to the impacted area. Describe plans for establishing Recovery Time Objectives or recovery priorities for essential functions and for critical infrastructure repair and restoration.	Annex K Section III	Yes No	
MASS CARE/CASUALTY AND SHELTERING ITEMS			
55. Identify the agency/department responsible for providing emergency medical services and for tracking injured disaster victims during and after an emergency.	Annex E Section II	Yes No	
56. Identify the agency/department responsible for providing health and medical care, transportation, and other related support to special needs populations during emergencies.	Annex E Section II Annex I Section VI, A-4	Yes No	
57. Identify medical facilities with the capability to decontaminate radiologically-, biologically- and/or chemically-contaminated casualties.	Annex E Section II, G	Yes No	
58. Identify potential facilities that can be converted to emergency treatment centers for victims of mass casualties and disease outbreak.	Annex E Section II, H	Yes No	
59. Identify the agency/department responsible for providing health/medical care at mass care facilities.	Annex E Section II, H	Yes No	
60. Identify agency/department responsible for coordinating mortuary services, operating temporary morgues. Describe arrangements made to coordinate the response to a mass fatalities incident and agency used to notify next-of-kin.	Annex E Section II, D	Yes No	

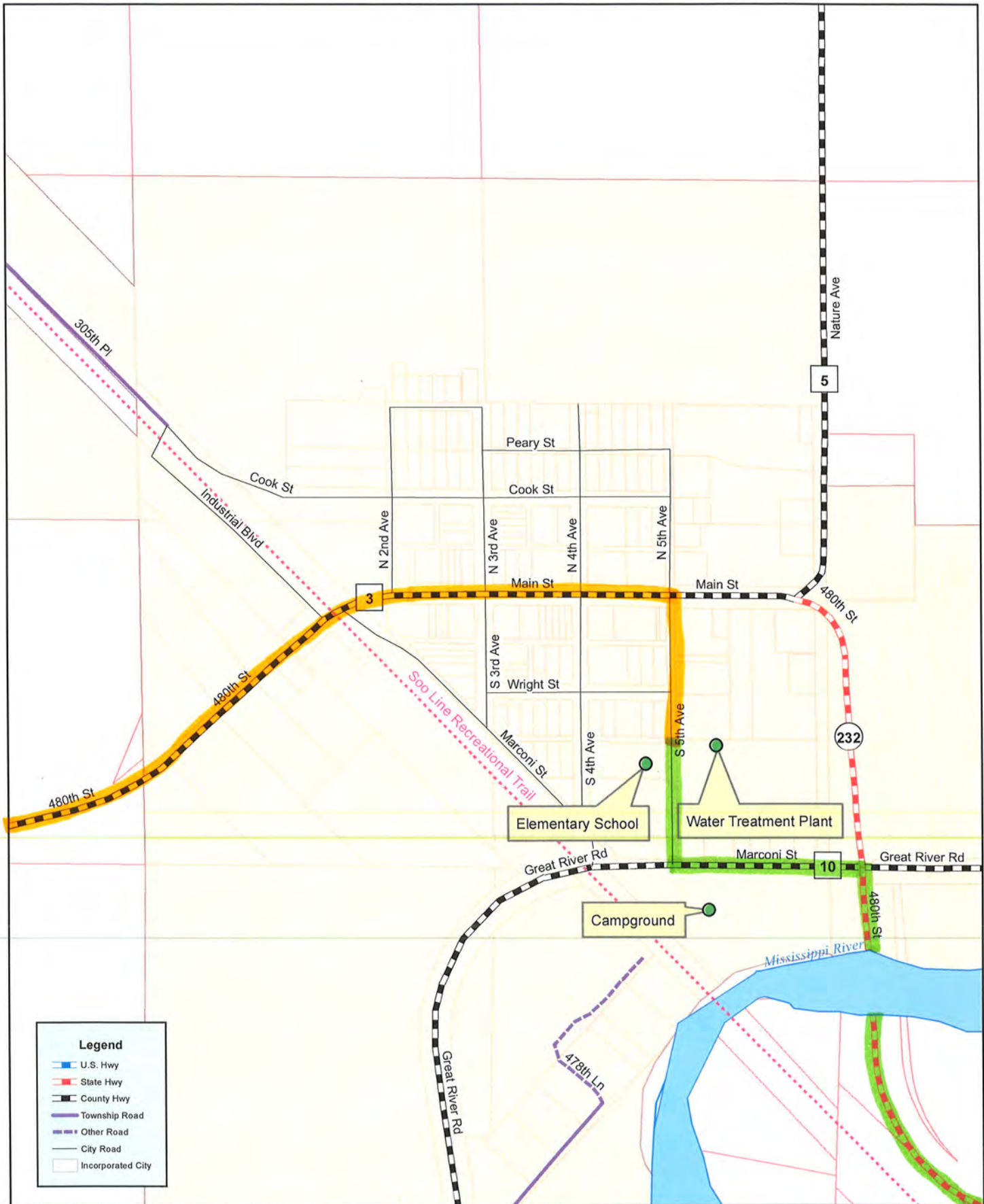
Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
61. Identify the agency/department responsible for coordinating mass care.	Annex I, Section I	Yes No	
62. Identify the agency/department responsible for coordinating the various mass care services for victims (registration, emergency housing, feeding, clothing, waste management, counseling, inquiry and referral, etc.).	Annex I, Section II	Yes No	
63. Identify agency/department for identifying sheltering supplies and how to acquire those additional resources either locally or from external sources.	Annex I, Section VI A	Yes No	
64. Describe/identify plans and/or agency for: recovering human remains, transferring them to the mortuary facility, assisting with personal effects recovery, conducting autopsies, identifying victims, and returning remains to the victims' families for final disposition.	Annex E, Section II D	Yes No	
65. Describe the procedures to support on scene medical and local hospitals in obtaining additional resources when local supplies are likely to be exhausted.	Annex E, Section II A	Yes No	
66. Identify agency responsible for screening, identifying, and decontaminating evacuees exposed to the hazards by the disaster (e.g., infectious waste, polluted flood waters, chemical hazards).	Annex I, Section II	Yes No	
67. Describe arrangements (mutual aid, memo of understanding) in place with other jurisdictions for receiving their assistance in sheltering, including providing shelters when it is not practical locally (e.g., no available shelters or staff support for shelter operations).	Annex I, Section VI A 7	Yes No	
68. Identify the agency/department used to (notify or inform the public about the status of injured or missing relatives), establish and manage a Family Assistance Center (FAC).	Annex I, Section 6, E and F	Yes No	
AGRICULTURE AND ANIMAL ITEMS			
69. Identify the agency/department used to assess and provide vector control services (e.g., insect and rodent controls, biological wastes/contamination, use of pesticides).	Annex O, Section 3, A	Yes No	
70. Identify the agency/department used to assess and provide food production and agricultural safety services (e.g., conducting a coordinated investigation of food and agricultural events or animal disease outbreaks).	Annex O, Section 3, B	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
71. Identify the agency/department used to assess and provide animal care services (e.g., rescue/recover displaced pets, livestock, service animals or exhibition animals) and agencies utilized in this process (e.g., veterinarians, animal hospitals, Humane Society, State DNR).	Annex O, Section 3, C	Yes No	
72. Identify the agency/department responsible for assessing and coordinating appropriate health protection measures for agriculture (e.g., decontamination, detecting potential biological, chemical, and radioactive agents, respiratory protection, and water purification). Resources may be local, regional, state, and/or federal.	Annex O, Section 3, D	Yes No	
73. Identify the agency/department responsible for coordinating household pet or service animal evacuation and sheltering.	Annex O, Section III, E Annex F, Section III, E	Yes No	
TRANSPORTATION AND SECURITY ITEMS			
74. Identify the organization(s) and/or individual(s) (by title) responsible for direction and control of traffic during emergencies.	Annex F, Section III, C	Yes No	
75. Identify the organization(s) and/or individual(s) (by title) responsible for providing security in the affected area in order to protect private and public property.	Annex F, Section II, E	Yes No	
76. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating all private and public transportation resources.	Annex F, Transportation Service Page 12	Yes No	
EVACUATION ITEMS			
77. Identify the organization(s) and/or individual(s) (by title) responsible for coordinating an evacuation.	Annex F, Section II, A and B	Yes No	
78. Identify the organization(s) and/or individual(s) (by title) responsible for evacuating special needs and institutionalized populations and their care givers.	Annex F, Section III, D	Yes No	
79. Identify the agency/department that will designate primary and back up emergency evacuation routes.	Annex F, Section III, C	Yes No	
80. Identify the agency/department used to handle public and private transportation resources in an event that requires an evacuation of the area.	Annex F, Section IV	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
RESOURCE MANAGEMENT ITEMS			
81. List agencies or organizations with which your jurisdiction has mutual aid agreements, memoranda of understanding, and letters of agreement.	Annex G, Section III	Yes No	
82. Identify the agency/department/organizations that are potential sources of critical emergency resources, to include: biological, chemical, and radiological decontamination/detection/monitoring, protective equipment, supplies, trained personnel, bomb squads, generators, medical supplies, potable water, pumps, sand bags, and sandbagging machines. Resources may be local, regional, state, and/or federal.	Annex L, Section III	Yes No	
83. Describe the procedures and agencies used to handle the requested and/or spontaneous influx of volunteers.	Annex N	Yes No	
DEBRIS MANAGEMENT ITEMS			
84. Identify the agency and/or department that is responsible for coordinating debris management operations. Identify the agencies to be used for the removal of debris.	Annex J, Section II	Yes No	
85. Briefly summarize how your jurisdiction will accomplish the following debris management-related tasks: sorting, collecting, establishing emergency routes, disposing of debris from private property, disposing of debris that contains hazardous material, disposing of carcasses, and using contractors.	Annex J, Section III	Yes No	
86. Indicate possible locations/facilities for temporary storage and final disposition of debris.	Annex J, Section III, B	Yes No	
87. Describe/identify the procedures and agencies used to assess and resolve potential health issues related to the debris removal process (e.g., mosquito/fly infestation, hazardous and infectious wastes).	Annex E, Section II, J	Yes No	
88. Identify the agency/department responsible to declare private structures are uninhabitable and/or a safety hazard to the public.	Annex E, Section II, K	Yes No	
DAMAGE ASSESSMENT ITEMS			
89. List the agency/department who has the responsibility for conducting damage assessment within your jurisdiction.	Annex H, Section II	Yes No	
90. Identify the agency used to conduct and coordinate damage assessment for public property.	Annex H, Section II, B	Yes No	

Planning Requirements	Location in plan (document[s], page[s], section[s])	Meets criteria	Reviewer Comments
91. Identify the agency/department used to collect, organize, and report damage assessment information to other County, State operations centers within the first 12 hours for Rapid Damage assessment and 36 hours for complete damage assessment.	Annex H, Section II, B	Yes No	
92. Describe/identify the procedures and agency for requesting supplemental State/Federal assistance through the State Division of Homeland Security and Emergency Management.	Annex H, Section III, C	Yes No	
DONATION MANAGEMENT ITEMS			
93. Identify the agency/organization used to establish and staff donation management functions including donation centers and distributions of goods at the local level and how they are vetted.	Annex N, Section IV, A	Yes No	
94. Describe/ identify the procedures and agencies used to receive, manage, and distribute cash contributions.	Annex N, Section IV, C	Yes No	
95. Identify the agency/organization used to collect, sort, manage and distribute in-kind contributions, including procedures for disposing of or refusing goods that are not acceptable.	Annex N, Section IV, B/E	Yes No	
96. Identify the agency/organization used to notify the general public about the donations program (e.g., instructions on items to bring and not bring, scheduled drop-off sites and times, the way to send monies), including a process for issuing routine updates.	Annex N, Section IV, B	Yes No	
97. Pre-identify sites that will likely be used to sort donated goods and services.	Annex N, Section IV, D	Yes No	
CONTINUITY OF OPERATIONS-CONTINUITY OF GOVERNMENT ITEMS			
98. Describe the arrangements made to protect records deemed essential for continuing governmental functions, conducting emergency operations, and reconstituting of the government (i.e., laws and regulations, tax records, birth and death certificates, vital statistics, etc.).	Annex M Section III	Yes No	
99. Describe your jurisdiction's line of succession for key leadership positions; to include the chief elected official(s) and the emergency management director. Predetermine delegations of authority.	Annex M Section IV, B	Yes No	
100. Identify agency/department to provide essential government functions in an emergency. The plan may reference your jurisdiction's Continuity of Operations Plan.	Annex M Section IV, A	Yes No	

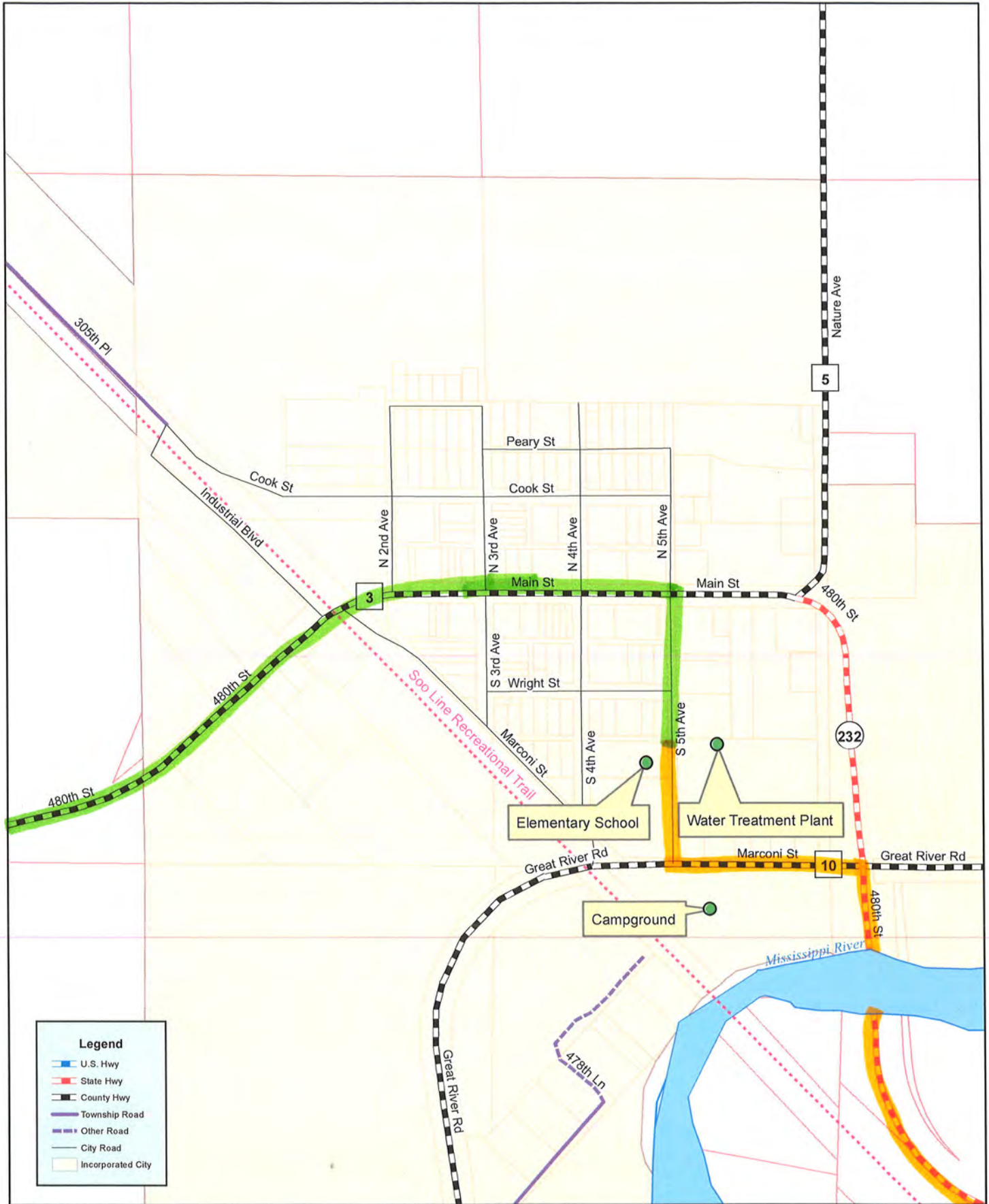
City of Palisade



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 Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained.

Date: 10/14/2011

City of Palisade



Legend

- U.S. Hwy
- State Hwy
- County Hwy
- Township Road
- Other Road
- City Road
- Incorporated City





Contact Us



Welcome Karla White

What's New - E-Plan Updates

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Search Functions

Facility Search

Facility Chemical Search

Facility Visual Search

Chemical Search

WMD Information

NIOSH Pocket Guide

ATSDR Toxic Profile

CHEMTREC

E-Plan Online Training

E-Plan Online Filing (Tier2)

E-Plan News

E-Plan Facilities/State

OSHA/EPA Occupational Chemical Database

DISASTERHELP.GOV

EPA's May 2010 Consolidated List of Chemicals

NOAA Chemical Response Tools

NOAA Oil Response Tools

U.S. Fire Administration

U.S. National Response Team

CAMEO Chemicals

EPA Tier2 Submit

Weather

Other Important Links

Facility Information Contact Information Chemical Inventory Additional Information StateFields

Facility Information

Facility Name CITY OF PALISADE MUNICIPAL WATER TREATMENT PLANT

Company Name

Filing Year 2010

Department

Physical Address MAIN ST ON 5TH AVE
Palisade, Aitkin County
MN - 56469

Latitude

Longitude

USNG Not Available

Location Description Information not available

Number of Employees Information not available

Corporate Email Information not available

Type of Facility Tier2

Data Management Last modified Date: 2011-04-01 00:00:00.0 UTC

First Submit Date: 2011-04-01 00:00:00.0 UTC

Data Submitted by: State of Minnesota

SIC - 4941.0 -
NAICS - 221310.0 -
State Facility ID - 32 -
Document - - No Documents Attached

Facility Notes Information not available

Google Map not available [Printer Friendly Version](#) [Detailed View](#)
[Download Tier2 Zip File](#) [Download Tier II Report](#) [Facility Weather](#)

Facility Contact Information

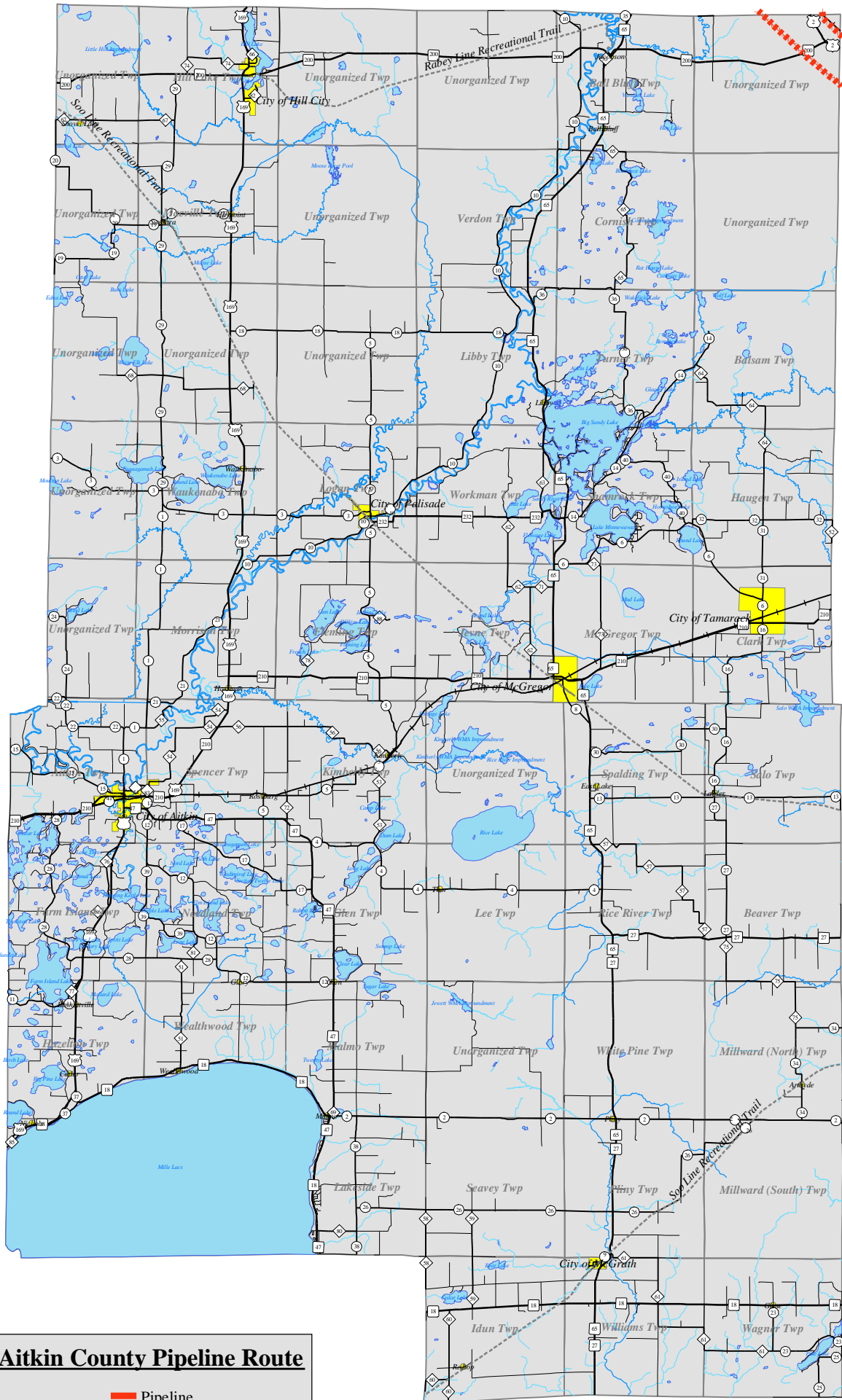
Name	Contact Type	Phone	Email
DON QUADE	Emergency Contact 1	Work - 2188452501.0	
MIKE QUADE	Emergency Contact 2	Work - 2188452162.0	

Chemical Inventory Information

Chemical (Click for ERG link)	CAS #	Max Qty. (lbs)	Avg Qty. (lbs)	NFPA Code H F R	Properties	Fact Sheets
CHLORINE (EHS Chemical)	7782-50-5	200	200	3 0 0 OX	Pure Pressure Liquid Gas Acute Reactive EHS	MSDS Profile CHRIS
Synonyms: Bertholite;Chlore (dot french);Chlorine;Chlorine mol.;Chlorine molecule (cl2);Cloro (dot spanish);Diatomic chlorine;Dichlorine;Molecular chlorine;						

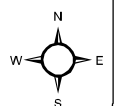
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© 2011 E-Plan



Aitkin County Pipeline Route

— Pipeline



Map prepared by Aitkin County GIS for graphic display purposes only.
Aitkin County assumes no liability for any errors, omissions or inaccuracies herein contained. (D.H. 2005)

Potable Water Options

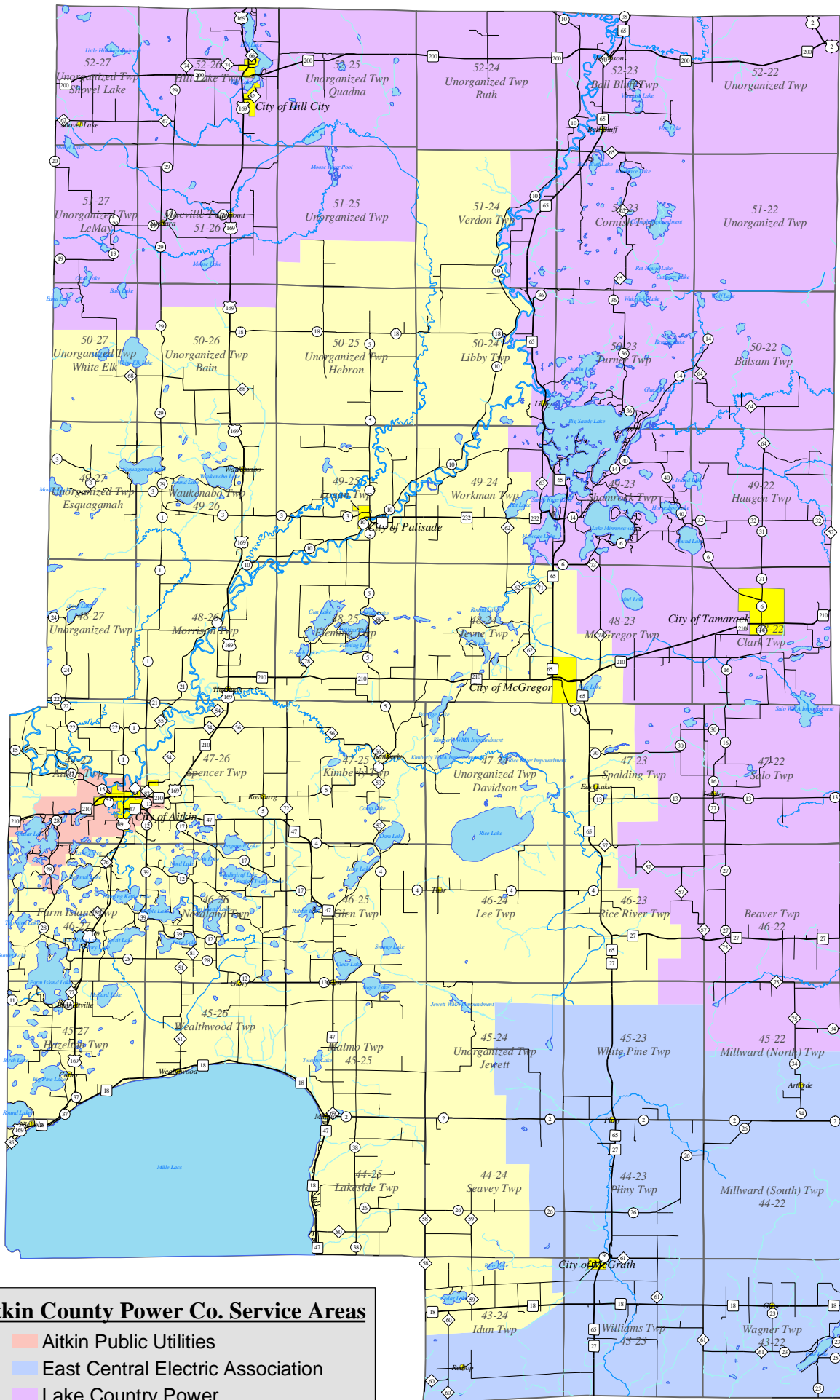
Updated 11.7.13

- MN Rural Water Association (MRWA)
Ruth Hubbard, Director 800-367-6792, 218-685-5197
Frank Stuemke, 320-808-9498, Mike Rohrs
217 12th Ave SE
Elbow Lake, MN 56531
800-367-6792
mrwa@mrwa.com
Providing training and technical assistance to small community water systems.
- MnWARN: MN Water Agency Response Network
217 12th Ave SE
Elbow Lake, MN 56531
800-367-6792
info@mnwarn.org
A program of MRWA providing assessment, personnel and equipment to assist water utilities with physical damage from disasters.
- Janke Trucking Gordy and Donna Janke
219 Crosby Rd 4000 gallon potable water tender
Cloquet, MN 55720 \$200/day for truck, \$85/hr for drive time.
218-879-4977
In Oct. 2013, the City of Beaver Bay used Janke's potable water tender during their water tower repairs. They purchased a hose to attach from the tender to their water hydrants. This hose is available to other parties. Irv Hudyma, City Administrator, 218-226-3251
- Pat Martin 6000 potable water trailer
Maple, WI Fills lakers on Lake Superior, available 1 day at a time
715-372-8489 \$500 / day for trailer including delivery
- MN National Guard / Camp Ripley
Contact through MN Duty Officer 800-422-0798
The Army National Guard may have bladder systems with ROPU (Reverse Osmosis Purification Unit). Also water trailers which hold 500 gallons.

This resource might be better for long term disaster aid, as a Lend/Lease agreement is needed.

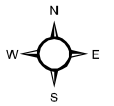
For a Loan/Lease with Civil Authorities you are required to do the following:

1. Signed Loan Lease agreement (DA FORM 4881-6) Item description provided once determined what equipment meets your needs
2. Signed Agreement for the Lease of US Army Materiel (DA FORM 4881-5) MN National Guards Financial Office will fill out, just need to be signed by your agency person authorized to obligate funds, or a power of attorney from the individual that is. This loan lease will require a \$900 fee for lease initiation.
3. A surety bond for the cost the equipment used.
4. Vehicular insurance for the items leased.
5. This process will need to go to our Judge Advocate (Legal) to ensure the legality of the lease, and use of service members to support civilian authority in a training status. Then through channels eventually having to be signed by the Adjutant General (MG Richard Nash).

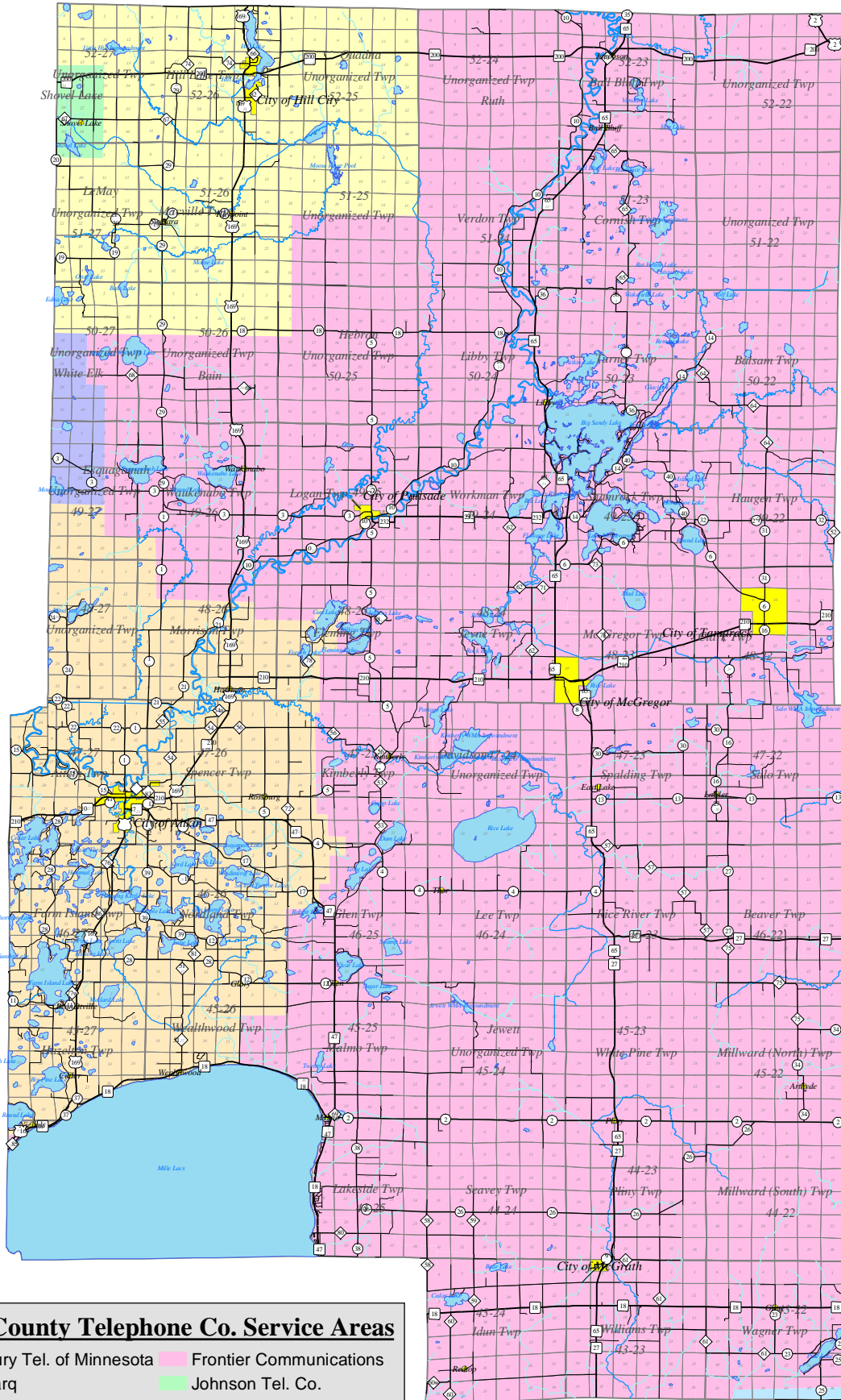


Aitkin County Power Co. Service Areas

- Aitkin Public Utilities
- East Central Electric Association
- Lake Country Power
- Mille Lacs Electric Cooperative

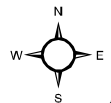


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Aitkin County Telephone Co. Service Areas

- Century Tel. of Minnesota
- Frontier Communications
- Embarq
- Johnson Tel. Co.
- Emily Co-op Tel. Co.
- Qwest Corporation



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Board of County Commissioners Agenda Request

4A
Agenda Item #

Requested Meeting Date: November 25, 2014

Title of Item: Continuation - Public Hearing for Partial Ditch Abandonment

<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)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input checked="" type="checkbox"/> Hold Public Hearing* <i>*provide copy of hearing notice that was published</i>
Submitted by: Kirk Peysar		Department: Auditor
Presenter (Name and Title): Kirk Peysar, County Auditor		Estimated Time Needed:
Summary of Issue: <p>This is the second continuation of the September 9, 2014 Public Hearing for Petition for Partial Abandonment of a Drainage System (County Ditch 24) located in Sections 7, 8, and 18 of Spencer Township (T47N, R26W) and Sections 12 and 13 of Aitkin Township (T47N, R27W) Aitkin County, MN. EverStar, LLC submitted this petition for ditch abandonment pursuant to Minnesota Statute 103E.806.</p> <p>At the October 28th Board meeting, the Board asked John Welle, County Engineer to put the concerns he has in writing, and agreed to continue the Public Hearing on November 25, 2014. Written public comments will be accepted until November 24, 2014 at 4:30 p.m.</p>		
Alternatives, Options, Effects on Others/Comments:		
Recommended Action/Motion:		
Financial Impact: <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



Aitkin County Highway Department
1211 Air Park Drive
Aitkin, MN 56431

Phone: 218/927-3741 FAX: 218/927-2356

November 3, 2014

Mr. Kirk Peysar
Aitkin County Auditor
209 2nd Street Northwest, Room 202
Aitkin, MN 56431

Re: Partial Ditch Abandonment
County Ditch 24

Dear Mr. Peysar:

In response to the petition from Everstar, LLC to abandon a portion of Aitkin County Ditch No. 24 in Sections 7/18, Township 47 North, Range 26 West, Aitkin County Highway Department staff consisting of John Welle, Aitkin County Engineer, Mike Quale, Assistant County Engineer, and Brian Zimpel, Maintenance Superintendent, met with Everstar representatives at their request on September 8, 2014 and again on October 7, 2014 to discuss concerns with the proposed ditch abandonment.

As discussed at the meetings, the proposed ditch abandonment will negatively affect County Road (CR) 54 as the road ditches on approximately 1 mile of CR 54 currently use this ditch as it's primary outlet. There are several private properties to the east of CR 54 that also drain to the county road ditches and ultimately through the portion of County Ditch 24 proposed for abandonment. County Road 54 and the surrounding properties are currently benefitted by the drainage provided by this ditch. Maintenance of the ditch is allowable as part of a public drainage system to ensure that this ditch will continue to provide drainage benefits for CR 54 and adjacent properties in the future.

If the proposed ditch abandonment is granted, increases in stage and duration of water at the county ditch outlet are likely to occur during future runoff and flooding events, causing water to be backed up onto County Road 54 and adjacent properties at a higher elevation and for greater periods of time than under current drainage conditions. These impacts would likely result in additional CR 54 improvements being needed in this area to provide the same level of service as is currently provided to the public and to the adjacent properties.

The Aitkin County Highway Department is therefore opposed to this partial abandonment request.

Sincerely,

John Welle, P.E.
Aitkin County Engineer

CITY OF AITKIN, MINNESOTA

AIRPORT COMMISSION

RESOLUTION NO. 11-06-14 A

**RESOLUTION REQUESTING AITKIN COUNTY DENY THE PARTIAL DITCH ABANDONMENT OF A
DRAINAGE SYSTEM INVOLVING COUNTY DITCH 24**

BE IT RESOLVED BY THE CITY OF AITKIN AIRPORT COMMISSION OF THE CITY OF AITKIN (the "City") AS FOLLOWS:

A. **WHEREAS**, the City has heretofore been given notice of a public hearing issued by the Aitkin County Board of Commissioners to be held on Tuesday November 25, 2014 at 10:00 a.m. at the Aitkin County Courthouse for the purpose of considering partial abandonment of drainage systems involving county ditch 24 by petition from EverStar, LLC properties in Spencer Township; and

B. **WHEREAS**, the Airport Commission has met on November 6, 2014 at 5:30 p.m. and upon a unanimous consensus of the commission, declared the need for a resolution from the Airport Commission to be sent to the Aitkin County Commission in regards to the impact of the creation of wetlands adjacent to the airport properties. The Airport property will be impacted due to the lack of drainage and difficulty to maintain the excessive wetland. Therefor, reference is made to the following state statues which will increase and endanger pilots entering and exiting the airport; and

360.062 AIRPORT HAZARD PREVENTION; PROTECTING EXISTING NEIGHBORHOOD.

(a) It is hereby found that an airport hazard endangers the lives and property of users of the airport and of occupants of land in its vicinity, and may reduce the size of the area available for the landing, takeoff, and maneuvering of aircraft, thereby impairing the utility of the airport and the public investment therein. It is also found that the social and financial costs of disrupting existing land uses around airports in built up urban areas, particularly established residential neighborhoods, often outweigh the benefits of a reduction in airport hazards that might result from the elimination or removal of those uses.

(b) Accordingly, it is hereby declared: (1) that the creation or establishment of an airport hazard is a public nuisance and an injury to the community served by the airport in question; (2) that it is therefor necessary in the interest of the public health, public safety, and general welfare that the creation or establishment of airport hazards be prevented and that this should be accomplished to the extent legally possible, by exercise of the police power, without compensation; and (3) that the elimination or removal of existing land uses, particularly established residential neighborhoods in built-up urban areas, or their designation as nonconforming uses is not in the public interest and should be avoided whenever possible consistent with reasonable standards of safety.

(c) It is further declared that the prevention of the creation or establishment of airport hazards and the elimination, removal, alteration, mitigation, or marking and lighting of existing airport hazards are public purposes for which political subdivisions may raise and expend public funds and acquire land or property interests therein.

**HAZARDOUS WILDLIFE ATTRACTANTS ON OR NEAR AIRPORTS
FAA ADVISORY CIRCULAR (AC) 150/5200-33A (2004)**

This document provides guidance regarding the types of land uses that are considered to be incompatible near airports because they attract wildlife. These uses include but are not limited to the following; wastewater treatment facilities, **wetlands**, dredge spoil containment areas, solid waste landfills, certain agricultural activities, and golf courses. Typically, these uses should be located at least 5,000 feet away from an airport runway end if the airport serves piston-type aircraft, and at least 10,000 feet away from an airport runway end if the airport serves turbojet aircraft.

C. **NOW, THEREFORE, BE IT RESOLVED**, the City Airport Commission hereby determines and declares that it is necessary to request the Aitkin County Commissioners **deny** the EverStar petition and to act in the best interest of the public welfare and public safety of the citizens of Aitkin County.

DATED: November 6, 2014

BY ORDER OF THE CITY OF AITKIN AIRPORT COMMISSION

ATTEST:



Chair – Gary Tibbitts



City Clerk- Tammy Lou Pfaff



7699 Anagram Drive
Eden Prairie, MN 55344

PHONE 952-937-5150
FAX 952-937-5822
TOLL FREE 888-937-5150

www.westwoodps.com

MEMORANDUM

Date: November 6, 2014

Re: **Everstar Wetland Bank – Aitkin County – Supplemental Stormwater Modeling**
File 20047566

To: File

From: Tom Miller, Water Resources Manager

This memo serves to summarize supplemental computer modeling completed for the Everstar Wetland Bank. This modeling was conducted for verification purposes to provide another check of the original modeling summarized in the September 25, 2013 memo by Wenck Associates. Particularly, this supplemental modeling was conducted to corroborate the conclusion reached in that memo that “offsite drainage will not be affected by the proposed wetland bank”.

To more fully capture the complex hydraulics of the system under both existing and proposed conditions, XP-SWMM modeling software was used for this modeling effort. XP-SWMM is a fully dynamic hydrologic and hydraulic (H&H) model, capable of modeling ditches, culverts, ponds, wetlands and all types of hydraulic features. Additionally, it has the ability to model backwater flows, reverse flows, road overtopping and multiple flow paths.

In conducting this supplemental modeling, we purposely used conservative input parameters from standard literature sources to alleviate any concerns that input parameters were not sufficiently “worst case”. Particularly, under the post-restoration condition, the Manning’s Coefficient (effects the ability of a channel to convey flow) was set at 0.14, a condition of extreme obstruction caused by floodplain vegetation (Aldridge and Garrett, 1973). Additionally, the post-restoration wetlands were modeled as already being fully saturated to add another impediment to available conveyance.

*May
Obstruction*

XP-SWMM stormwater modeling software calculated high water levels for both existing and post-restoration conditions on this site and indicated that that there will be no rise in the stage or duration of inundation in the county road ditch upstream of the EverStar property due to the Everstar Wetland Bank project. (Table 1 and Figures 1 and 2) This supplemental modeling corroborates Wenck’s findings in the previously submitted modeling.



Table 1. Maximum water elevation in channel at downstream end of 18" CR 54 Culvert

	Rain depth [in]	Existing [ft]	Post- Restoration [ft]	Reduction in max water elevation
1-inch	1.00	1200.45	1200.25	0.20
1-year	2.35	1201.67	1201.52	0.16
2-year	2.73	1201.96	1201.75	0.21
10-year	3.97	1203.11	1202.56	0.55
100-year	6.33	1204.31	1203.58	0.73

Figure 1. Water elevations and duration at County Road 54 outlet culvert (existing)
Node - Node31

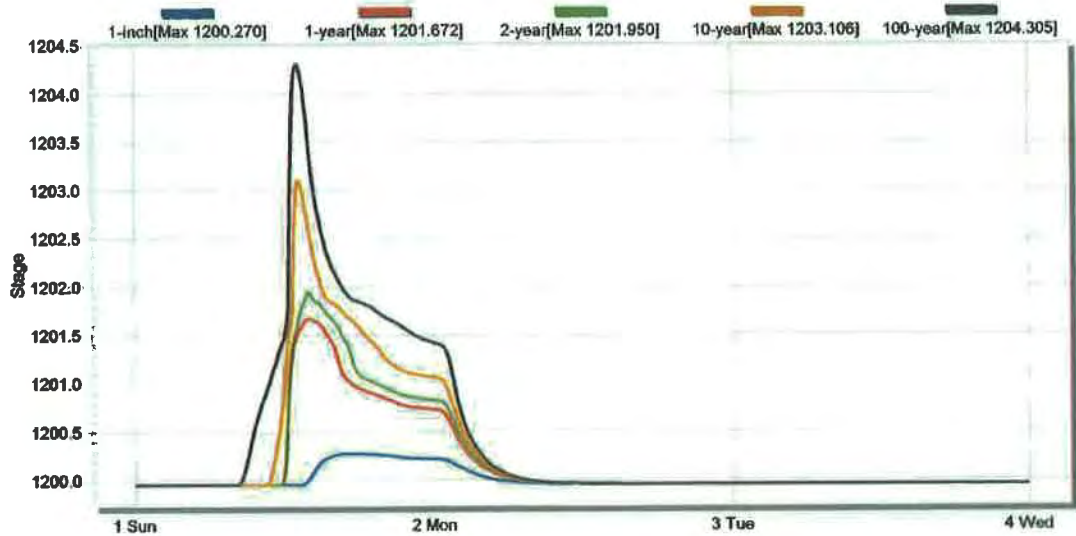
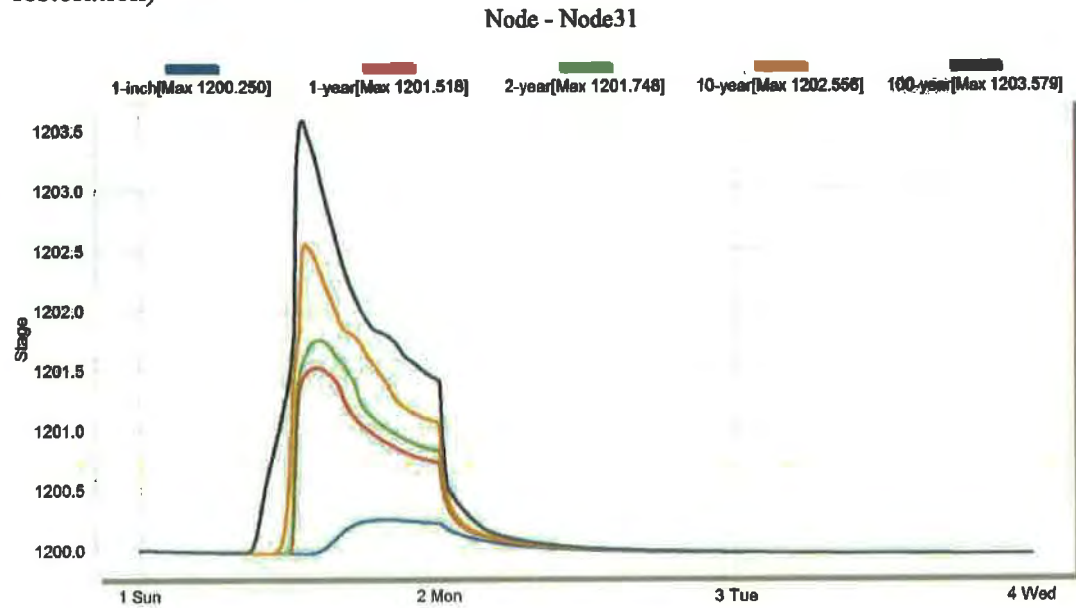


Figure 1. Water elevations and duration at County Road 54 outlet culvert (post-restoration)
Node - Node31



EXTRACT OF MINUTES OF A MEETING OF THE
CITY COUNCIL OF THE CITY OF AITKIN, MINNESOTA

HELD: September 8, 2014

5D
9-9-14 Handout

Pursuant to due call and notice thereof, a regular meeting of the City Council of the City of Aitkin, Minnesota was duly called and held at the City Hall in said City on the 8th day of September, 2014, at 7:00 o'clock P M.

The following members were present: Mayor Gary Tibbitts, Council Member; Julie Miller, Keith Nentl, Cori Welshons and Trevor Betley.

and the following were absent:

Member Julie Miller introduced the following resolution and moved its adoption: the motion of the adoption was duly seconded by council member Cori Welshons, and after a full discuss thereof and upon a vote being taken thereon the following voted in favor thereof:

And the following voted against the same:

CITY OF AITKIN, MINNESOTA
RESOLUTION NO. 09-08-14 B
RESOLUTION REQUESTING AITKIN COUNTY DENY THE PARTIAL DITCH
ABANDONMENT OF A DRAINAGE SYSTEM INVOLVING COUNTY DITCH 24

BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF AITKIN (the "City") AS FOLLOWS:

A. WHEREAS, the City has heretofore been given notice of a public hearing issued by the Aitkin County Board of Commissioners to be held on Tuesday September 9, 2014 at 10:00 a.m. at the Aitkin County Courthouse for the purpose of considering partial abandonment of drainage systems involving county ditch 24 by petition from EverStar properties in Spencer Township; and

B. WHEREAS, the Airport Commission has met on September 4, 2014 at 5:30 p.m. and upon a unanimous consensus of the commission, declared the abandonment for the drainage system would impact the airport properties by means of flooding and wildlife hazards which will increase and endanger pilots entering and exiting the airport; and

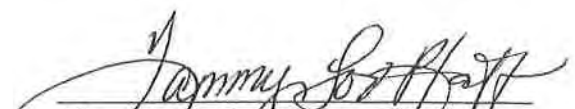
C. NOW, THEREFORE, BE IT RESOLVED, the City hereby determines and declares that it is necessary to request the County Commissioners deny the EverStar petition and to act in the best interest of the public welfare of the citizens of Aitkin County.

DATED: September 8, 2014

BY ORDER OF THE CITY COUNCIL

ATTEST:


Mayor - Gary Tibbitts


City Clerk - Tammy Lou Pfaff

51-27	\$200
52-27	\$2250
50-29	\$1500
48-28	\$3000
49-28	\$5500
50-30	\$300
51-27	\$1000
52-27	\$2700

At 10:00 a.m. Kirk Peysar, County Auditor held a Public Hearing for Petition for Partial Abandonment of a Drainage System (County Ditch 24) located in Sections 7, 8, and 18 of Spencer Township (T47N, R26W) and Sections 12 and 13 of Aitkin Township (T47N, R27W) Aitkin County, MN. EverStar, LLC submitted this petition for ditch abandonment pursuant to Minnesota Statute 103E.806. John Kolb, Rinke Noonan; along with Tom Miller and Eric Hansen, Westwood Professional Services presented plans and studies in support of EverStar's petition to the Board. John Welle, Aitkin County Engineer expressed his concerns. County Attorney Jim Ratz offered opinion and guidance. Public comment was heard from Tammy Lou Pfaff, representing City of Aitkin and Aitkin Airport Commission; Bob Harwarth, Spencer Township; Douglas Green, American Peat Technology; and Sid Berglund, Aitkin resident. Most voiced opposition or concern over the potential impact of the ditch abandonment. Jim Erickson, EverStar asked for Board support. The Board agreed to continue the Public Hearing on October 28, 2014 and to keep the public comment period open through that date.

The Board reported on the following: AMC Policy Meeting, NCLUCB, ATV Association of MN (ATVAM), AIS, Hill City National Night Out, MCIT Regional Risk Management Workshop, Park Board, Aitkin Airport Commission, and Historical Society.

Commissioner Anne Marcotte left at 12:10 p.m.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried (4-0 Marcotte absent), all members voting yes to adjourn the meeting at 12:21 p.m. until Tuesday, September 10, 2014 at 9:00 a.m. for Special Meeting - 2015 Budget Presentation.

 J. Mark Wedel, Chairperson
 Aitkin County Board of Commissioners

 Nathan Burkett, County Administrator

PUBLIC HEARING FOR PETITION FOR PARTIAL ABANDONMENT OF A DRAINAGE SYSTEM

BOARD DISCUSSION

MARCOTTE LEFT

ADJOURN

RESOLUTION OPPOSING AITKIN COUNTY BOARD PARTIAL
DITCH ABANDONMENT OF A DRAINAGE SYSTEM COUNTY DITCH 24
RESOLUTION 2014 - 10

WHEREAS, the Spencer Township has heretofore been given notice of a extended public hearing issued by the Aitkin County Board of Commissioners to be held on Tuesday, October 28, 2014 at the Aitkin County Courthouse for the purpose of considering partial abandonment of drainage systems involving county ditch 24 by petition from EverStar Properties in Spencer Township.

WHEREAS, the Spencer Township Board has met on October 14, 2014 at 7:00 p.m. and upon a unanimous consensus of the Supervisors, declared the partial abandonment of the drainage system would negatively impact both private & public properties as well as public roadways by means of flooding and wildlife hazards.

NOW, THEREFORE, BE IT RESOLVED that the Board of Supervisors, upon a unanimous decision, hereby determines and declares that it is necessary to request the Aitkin County Commissioners deny EverStar's petition as an act in the best interest of the public welfare of the citizens of Aitkin County.

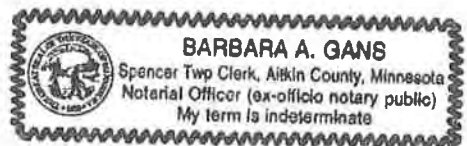
	<u>Yes</u>	<u>No</u>	<u>Other</u>
Supervisor <u><i>[Signature]</i></u>	✓	—	—
Supervisor <u><i>[Signature]</i></u>	✓	—	—
Supervisor <u><i>Robert A. Harward</i></u>	—	—	<i>ABSTAINED</i>

Adopted this 14th day of October, 2014.

BY THE BOARD

[Signature]
Kevin M. Stromberg, Town Chair
Town Chair

Attest: *[Signature]*
Township Clerk



Handout
5A

10-28-14

Minnesota Wetland Conservation Act Notice of Decision

Local Government Unit (LGU) Aitkin County Planning & Zoning	209 Second Street NW, Room 100 Aitkin, MN 56431
---	--

1. PROJECT INFORMATION

Applicant Name Everstar LLC	Project Name Wetland bank application	Date of Application 06/09/14	Application Number 40340W
<input type="checkbox"/> Attach site locator map.			

Type of Decision:

<input type="checkbox"/> Wetland Boundary or Type	<input type="checkbox"/> No-Loss	<input type="checkbox"/> Exemption	<input type="checkbox"/> Sequencing
<input type="checkbox"/> Replacement Plan	<input checked="" type="checkbox"/> Banking Plan		

Technical Evaluation Panel Findings and Recommendation (if any):

<input type="checkbox"/> Approve	<input checked="" type="checkbox"/> Approve with conditions	<input type="checkbox"/> Deny
----------------------------------	---	-------------------------------

Summary: The TEP recommended approval of the wetland bank application with the following conditions:

- 1) Crediting and corresponding tables must be adjusted to reflect the most current changes to the wetland delineation as of August 13, 2014. As it relates to the newly-designated wetland area "B", 50% credit will be allowed. No crediting will be allowed in road right-of-way and prescriptive easement right-of-way.
- 2) The ditch petition must be approved as proposed in the August 13, 2014 version.
- 3) The hydrologic monitoring proposed for post-restoration (detailed on Page 33 of Part 4 of the Concept Plan) must include documentation of river elevation levels from the Aitkin gauge. Hydrologic monitoring should correlate ground water levels with data from the Aitkin gauge. This will allow the TEP to review potential hydrologic restoration based on similar years of rainfall and river elevations of the 2010 and 2011 monitoring.
- 4) The Conditional Use Permit (CUP) must be approved for the earth moving in the floodplain and floodway. All other required permits must be obtained.

2. LOCAL GOVERNMENT UNIT DECISION

Date of Decision: 09/17/14		
<input type="checkbox"/> Approved	<input checked="" type="checkbox"/> Approved with conditions (include below)	<input type="checkbox"/> Denied

LGU Findings and Conclusions (attach additional sheets as necessary):

Support TEP recommendations. In addition, the following conditions must be met:

- 1) If the Drainage Authority denies the ditch petition as proposed on August 13, 2014, the wetland bank application will immediately be denied. If the Planning Commission denies the Conditional Use Permit, the wetland bank application will immediately be denied. The TEP recommendation and LGU decision is based on the information that was presented with the application. Any changes to the ditch petition request or CUP request will void the approval of the LGU.
- 2) Points North/Everstar has a wetland bank application under appeal. It is being held in abeyance by BWSR. The appeal must be rescinded within 30 days of the LGU approval of the current wetland banking plan or the beginning of construction, whichever occurs first.
- 3) No increase in the road elevation on Sheet F in the floodway area.
- 4) If there are any inconsistencies or discrepancies found in the wetland banking application, what was approved will be determined by the TEP.

For Replacement Plans using credits from the State Wetland Bank:

Bank Account #	Bank Service Area	County	Credits Approved for Withdrawal (sq. ft. or nearest .01 acre)

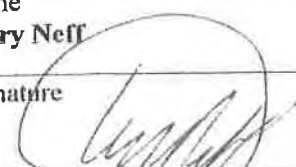
Replacement Plan Approval Conditions. In addition to any conditions specified by the LGU, the approval of a Wetland Replacement Plan is conditional upon the following:

- Financial Assurance:** For project-specific replacement that is not in-advance, a financial assurance specified by the LGU must be submitted to the LGU in accordance with MN Rule 8420.0522, Subp. 9 (List amount and type in LGU Findings).
- Deed Recording:** For project-specific replacement, evidence must be provided to the LGU that the BWSR "Declaration of Restrictions and Covenants" and "Consent to Replacement Wetland" forms have been filed with the county recorder's office in which the replacement wetland is located.
- Credit Withdrawal:** For replacement consisting of wetland bank credits, confirmation that BWSR has withdrawn the credits from the state wetland bank as specified in the approved replacement plan.

Wetlands may not be impacted until all applicable conditions have been met!

LGU Authorized Signature:

Signing and mailing of this completed form to the appropriate recipients in accordance with 8420.0255, Subp. 5 provides notice that a decision was made by the LGU under the Wetland Conservation Act as specified above. If additional details on the decision exist, they have been provided to the landowner and are available from the LGU upon request.

Name Terry Neff	Title Environmental Services Director	
Signature 	Date 9/17/14	Phone Number and E-mail 218-927-7342 tneff@co.aitkin.mn.us

THIS DECISION ONLY APPLIES TO THE MINNESOTA WETLAND CONSERVATION ACT.
Additional approvals or permits from local, state, and federal agencies may be required. Check with all appropriate authorities before commencing work in or near wetlands.

Applicants proceed at their own risk if work authorized by this decision is started before the time period for appeal (30 days) has expired. If this decision is reversed or revised under appeal, the applicant may be responsible for restoring or replacing all wetland impacts.

This decision is valid for three years from the date of decision unless a longer period is advised by the TEP and specified in this notice of decision.

3. APPEAL OF THIS DECISION

Pursuant to MN Rule 8420.0905, any appeal of this decision can only be commenced by mailing a petition for appeal, including applicable fee, within thirty (30) calendar days of the date of the mailing of this Notice to the following as indicated:

Check one:

<input checked="" type="checkbox"/> Appeal of an LGU staff decision. Charges for an appeal are \$50.00/hour plus any additional costs to Aitkin County. Send petition to: Aitkin County Planning & Zoning 209 Second Street NW, Room 100 Aitkin, MN 56431	<input type="checkbox"/> Appeal of LGU governing body decision. Send petition and \$500 filing fee to: Executive Director Minnesota Board of Water and Soil Resources 520 Lafayette Road North St. Paul, MN 55155
---	---

4. LIST OF ADDRESSEES

- | |
|--|
| <input checked="" type="checkbox"/> SWCD TEP member: Steve Hughes, SWCD, 130 Southgate Drive, Aitkin, MN 56431 |
| <input checked="" type="checkbox"/> BWSR TEP member: Keith Grow, BWSR, 1601 Minnesota Drive, Brainerd, MN 56401 |
| <input checked="" type="checkbox"/> LGU TEP member: John Welle, Road & Bridge, 1211 Air Park Lane, Aitkin, MN 56431 |
| <input checked="" type="checkbox"/> DNR TEP member: Kevin Woizeschke, DNR, 1601 Minnesota Drive, Brainerd, MN 56401 |
| <input checked="" type="checkbox"/> DNR Regional Office: Rian Reed, DNR, 1201 East Highway 2, Grand Rapids, MN 55744 |
| <input checked="" type="checkbox"/> WD or WMO: Mississippi Headwaters Board, 322 Laurel Street, Brainerd, MN 56401 |
| <input checked="" type="checkbox"/> Applicant: EverStar, LLC, 9302 Interlachen Road, Lake Shore, MN 56468 |
| <input checked="" type="checkbox"/> Aitkin Airport Commission, 109 First Avenue NW, Aitkin, MN 56431 |
| <input checked="" type="checkbox"/> Bolton-Menk, Inc., 12224 Nicollet Avenue, Burnsville, MN 55337 |
| <input checked="" type="checkbox"/> Corps of Engineers: Nathan Campbell, ACOE, 180 Fifth Street, Suite 700, St. Paul, MN 55101 |
| <input checked="" type="checkbox"/> BWSR Wetland Bank Coordinator: Ken Powell, 520 Lafayette Road North, St. Paul, MN 55155 |

5. MAILING INFORMATION

For Wetland Bank Plan applications, also send a copy of the application to:
Minnesota Board of Water and Soil Resources
Wetland Bank Coordinator
520 Lafayette Road North
St. Paul, MN 55155

6. ATTACHMENTS

In addition to the site locator map, list any other attachments:

<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>
<input type="checkbox"/>

From: Becky Sovde [mailto:rsovde@co.aitkin.mn.us]
Sent: Wednesday, September 17, 2014 10:07 AM
To: Aitkin City Hall; 'Gayle Momchilovich'; 'Jim Erickson'; 'John Welle'; Keith Grow; 'Ken Powell'; Kevin Woizeschke; Nathan Campbell; Rian Reed; 'Ron Roetzel'; Steve Hughes; 'Kuboushek, Jason'; 'Terry Neff'
Subject: Notice of Decision

This will also be sent via USPS to non-agency addressees and to the MS Headwaters Board.

Becky Sovde
 Wetland Specialist/Compliance Officer
 Aitkin County Planning & Zoning
 218-927-7342



Everstar NOT of DEC.pdf

Minnesota Wetland Conservation Act Technical Evaluation Panel Findings Report

Date(s) of Site Visit/Meeting:	August 13, 2014	LGU:	Aitkin County Planning & Zoning
County:	Aitkin	LGU Contact:	Becky Sovde
Project Name:	Everstar Wetland Bank	Phone #:	218-927-7342
Location of Project: (attach map if possible)	Sections 7, 8, 15, 47-25 Sections 12, 13, 47-27	Email:	becky.sovde@co.aitkin.mn.us
		Address:	

TEP ATTENDEES:

LGU: John Welle

SWCD: Steve Hughes

BWSR: Keith Grow

DNR: Kevin Woizeschke

OTHER ATTENDEES:

Becky Sovde

OTHER ATTENDEES:

PROJECT DESCRIPTION AND PURPOSE OF MEETING

Review wetland banking application for recommendation

TYPE OF MEETING: (check all that apply)


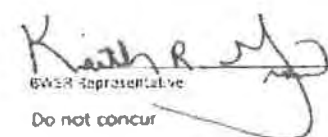


Office On Site Public Conference E-Mail Other _____

TEP FINDINGS AND RECOMMENDATIONS¹

TEP recommends approval of the wetland bank application with the following conditions:

- 1) Crediting and corresponding tables must be adjusted to reflect the most current changes to the wetland delineation as of August 13, 2014. As it relates to the newly-designated wetland area "B", 50% credit will be allowed. No crediting will be allowed in road right-of-way and prescriptive easement right-of-way.
- 2) The ditch petition must be approved as proposed in the August 13, 2014 version.
- 3) The hydrologic monitoring proposed for post-restoration (detailed on Page 33 of Part 4 of the Concept Plan) must include documentation of river elevation levels from the Atkin gauge. Hydrologic monitoring should correlate ground water levels with data from the Atkin gauge. This will allow the TEP to review potential hydrologic restoration based on similar years of rainfall and river elevations of the 2010 and 2011 monitoring.
- 4) The Conditional Use Permit (CUP) must be approved for the earth moving the floodplain and floodway. All other required permits must be obtained.

SIGNATURES

 _____ SWCD Representative	<u>9/16/14</u> Date	 _____ BWSR Representative	<u>9-9-14</u> Date
Do not concur <input type="checkbox"/>		Do not concur <input type="checkbox"/>	
 _____ GU Representative	<u>9-16-14</u> Date	 _____ DNR Representative	<u>9/9/14</u> Date
Do not concur <input type="checkbox"/>		Do not concur <input type="checkbox"/>	

¹ TEP Findings should be a meaningful concise summary detailing the project conditions, technical data, and what rules apply. The TEP recommendation should be clear, based on rule and best professional judgement.

CONDITIONAL USE PERMIT/VARIANCE/REZONING APPLICATION

APPLICATION DATE August 20, 2014 MEETING DATE September 15, 2014
 60-DAY EXPIRATION DATE October 20, 2014 10-18-14

(MEETING MUST OCCUR BEFORE THIS DATE, UNLESS WRITTEN EXTENSION OF THE 60-DAY TIME PERIOD IS MADE.
 WRITTEN EXTENSION MUST BE MADE PRIOR TO THE EXPIRATION OF THE FIRST 60-DAY TIME PERIOD)

FULL NAME EverStar, LLC TELE # 218-963-4515
 MAIL ADDRESS 9302 Interlachen Road
 CITY Lakeshore, MN STATE MN ZIP 56468
 911 ADDRESS OF PROPERTY 37791 390th Avenue
 CITY Not Applicable STATE MN ZIP 56431
 TOWNSHIP Spencer
 LEGAL DESCRIPTION See comments below.
 SECTION 7, 8 & 18 TOWNSHIP 47N RANGE 26W
 (circle) RESIDENTIAL COMMERCIAL ACCESSORY NEW BUILDING ALTERATION
 SIZE OF ALL BUILDINGS COVERED BY THIS APPLICATION: None.

OFFICE USE ONLY

DATE 10/20/14 (APPROVE) DENY

PERMIT# 40619C

PARCEL# 31-0-0116500

RECEIPT# 199606/375704

CONFORMING SEPTIC

YES P# NO NEW

No septic existing
Or proposed.

9-15-14 application tabled
10-20-14 application approved with 3 conditions.

COMMENTS: Physical construction work will occur within SE1/4 of Section 7, W1/2 of SW1/4 Section 8 and portions of N1/2 of Section 18, Township 47N, Range 26W. See accompanying narrative for parcel numbers encompassed by the overall project.

The undersigned hereby makes application for permit to construct as herein specified, agreeing to do all such work in strict accordance with the Ordinances of the County of Aitkin, Minnesota; Minnesota Individual Sewage Disposal Code Minimum Standards set forth by Minnesota Department of Health; and Shoreland Management Standards set forth by Minnesota Department of Natural Resources. Applicant agrees that plot plan, sketches and specifications submitted herewith and which are approved by the Zoning Official, shall become a part of the permit.

X *Pat D. Miller*
 SIGNATURE APPLICANT/AGENT

DO NOT WRITE BELOW THIS LINE

<p>ZONING DISTRICT & FLOOD PLAIN</p> <p>ZONING DISTRICT <u>Shoreland</u></p> <p>LAKE/STREAM RIVER NAME <u>Mississippi</u></p> <p>LAKE/RIVER ID NUMBER _____</p> <p>LAKE/RIVERSTREAM CLASSIF. <u>Mississippi</u></p> <p>PARCEL LOCATED IN FLOOD PLAIN? Y <u>X</u> N _____</p> <p>10/100-YR. FLOOD ELEVATION _____</p> <p>LOWEST FLOOR ELEVATION _____</p> <p>ELEV. CERTIFICATE REQUIRED Y _____ N <u>X</u></p> <p>BEFORE CONSTRUCTION Y <u>X</u> N _____</p> <p>AFTER CONSTRUCTION Y <u>X</u> N _____</p>	<p>STRUCTURE SETBACK DISTANCE REQUIREMENTS</p> <p>(Measure from eaves or overhang)</p> <p>OHW TO LAKE/RIVER/STREAM _____</p> <p>PROPERTY LINE SETBACK (10-ft. / 20-ft.) _____</p> <p>SETBACK TO ROAD R-O-W (30-ft. Twp. / 50-ft. Co., State, Fed.) _____</p> <p>SETBACK TO BLUFF (30-ft.) _____</p> <p>SEPTIC SYSTEM SETBACK DISTANCES</p> <p>SETBACK TO STRUCTURES - 10-FT. TANK / 20-FT. DRAIN FIELD _____</p> <p>OHW TO LAKE/RIVER _____</p> <p>PROPERTY LINE SETBACK 10-ft. _____</p> <p>SETBACK TO ROAD R-O-W 10-ft. _____</p>
---	--

EXPIRES IN ONE YEAR • Aitkin County Zoning
 Courthouse - 209 2nd St. NW. Room 100 • Aitkin, Minnesota 56431 \$ 1646 CK 7104 7103 K. Kunz 8-20-14
 Telephone 218/927-7342 FEE RECEIVED BY DATE

CONDITIONS FOR PERMIT #40619C

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. Proposed partial abandonment of County Ditch 24 must be approved by the Aitkin County Board of Commissioners before any excavation (cut and fill) work is commenced.
3. Cut and Fill amounts shall not exceed those proposed in the Cut/Fill Report dated 2014-09-04 and Construction Plans signed by Eric Hansen dated 9/3/14, as submitted in the conditional use permit application.

c:\zoning\PC9-15-14

NOTICE OF DECISION for

STATE OF MINNESOTA
COUNTY OF AITKIN

AITKIN COUNTY PLANNING COMMISSION
CONDITIONAL USE PERMIT (C.U.P.)/REZONING PROCEEDINGS

IN THE MATTER OF PERMIT NUMBER: 40619C

(C.U.P.)/ REZONING Denied or Approved (Circle one)

APPLICANT OR AUTHORIZED REPRESENTATIVE:

Name Everstar, LLC.
Mailing Address 9302 Interlachen Road
City, State, Zip Lakeshore MN 56468

The above entitled matter came to be heard before the Planning Commission on the 20 day of October, 2014, on a petition for a (C.U.P.)/REZONING pursuant to the Aitkin County Zoning Ordinance, for the following described parcel of land:

It is ordered that a (C.U.P.)/ Rezoning be granted upon the following conditions or reasons (if any):
3 conditions to be forthcoming

**FINDINGS OF FACTS or CONDITIONS (if any)
WILL BE FORTHCOMING ON THE RECORDING DOCUMENT**

DATED THIS 20 DAY OF October, 2014

[Signature]
Chairperson of the Planning Commission or
Authorized Representative

Applicant or Authorized Representative acknowledges receipt of this document.

[Signature]
Signature of Applicant or Authorized Representative

THIS INSTRUMENT WAS DRAFTED BY:
AITKIN COUNTY ZONING ADMINISTRATOR
COURTHOUSE
AITKIN, MINNESOTA 56431

*Appeal of this decision shall be by
Writ of Certiorari to the Minnesota
Court of Appeals within 30 days of
the Planning Commission's decision.*

CONDITIONAL USE/INTERIM USE CRITERIA/FINDINGS OF FACT

APPLICANT Everstar LLC.

DATE 9-15-14

COPY/UP REQUEST

ADDITIONAL CONDITIONS: *Must adhere to all Local, State and Federal Rules when applicable, _____


1. The proposed use will not be injurious to the use and enjoyment of the environment or of other property in the immediate vicinity, nor impair property values within the surrounding neighborhood.
2. The proposed use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties.
3. The location and character of the proposed use are considered to be consistent with a desirable pattern of development for the locality in general.
4. The proposed use conforms to the comprehensive land use for the County.
5. Proper notice has been given to those people required under Minnesota Statutes, Chapter 394, of the proposed use and of the hearing before the Planning Commission.
6. That other applicable requirements of this ordinance, or other ordinances of the County have been met.
7. The proposed use is not injurious to the public health, safety and general welfare.

	Dave	Laurie	Robert	Jeremy	Dale
1.	Y	Y	Y	Y	Y
2.	Y	Y	Y	Y	Y
3.	Y	Y	Y	Y	N
4.	Y	Y	Y	Y	N
5.	Y	Y	Y	Y	Y
6.	Y	Y	Y	Y	Y
7.	Y	Y	Y	Y	Y

Special conditions found by the Planning Commission _____

If all answers are **"Yes"** by a majority of the Planning Commission, the criteria for granting the Conditional Use Permit have been met.

DATE 10/20/14

APPROVED  DENIED _____

CHAIRMAN PLANNING COMMISSION



PROTECTING THE FIRST 400 MILES

Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St – Ste 11 - Brainerd, MN 56401

Web Site: www.mississippiheadwaters.org

September 22, 2014

To: Aitkin County Environmental Services
Address: 209 2nd Street NW
Aitkn, MN 56431

RE: Comments provided to the Everstar Conditional Use Permit from the Mississippi Headwaters Board.

Dear Terry Neff:

On September 19, 2014, the Mississippi Headwaters Board (MHB) reviewed and provided comments on the Everstar LLC Conditional Use Permit. The board wishes to express that the applicant's activities toward a proposed wetland restoration and upland buffer areas support the goals of improving the Mississippi river water quality by filtering sediments and removing nutrients and agricultural runoff from the surface water that affect the jurisdictional area of the MHB. They request that the applicant follow Part III, Section K of the MHB Comprehensive Plan, which focuses on Shoreland alteration. Thank you for providing the opportunity for the MHB to provide comment on this Conditional Use Permit, and we look forward to working with you in the future.

Sincerely,

Tim Terrill
Executive Director

Clearwater * Hubbard * Beltrami * Cass



Itasca * Aitkin * Crow Wing * Morrison

- ii. Stormwater management Facilities must meet the standards of the local Soil and Water Conservation District or other acceptable standards.
- iii. Stormwater outfalls to the Mississippi River and the Headwaters Lakes must provide for filtering or settling of suspended solids and skimming of surface debris before discharge.
- iv. The Zoning Authority shall require a USP if the impact proposed or existing impact 1) exceeds 5% of impervious surface with the Shore Impact Zone; or 2) exceeds 15% of impervious surface from the Shore Impact Zone to the Building Setback line; or 3) overall impervious surface on the lot exceeds 25%.
- v. New development must consider source water protection, such as wellhead delineation or proximity to a public or private well.

Section K - Shoreland Alteration

K.1. Purpose

Alterations of vegetation and topography will be regulated to prevent erosion to public waters, fix nutrients, preserve shoreland aesthetics, preserve historic values, prevent bank slumping, preserve corridor for movement of wildlife, protect fish and wildlife habitat, conserve cultural resources and to preserve the scenic and aesthetic character of the shoreland. These Best Management Practices for shoreland alterations will protect the water quality of the River and will therefore sustain the economic values in the corridor.

The regulations for shoreland alterations set forth in this Plan, Minnesota Rules Chapter 6120, or any county shoreland regulations which are more restrictive shall apply

K.2. Vegetation Management Provisions

Vegetation alteration in the Corridor is allowed with the following provisions. Vegetation alteration shall be addressed in a USP if more than 15% of the existing vegetative cover is removed.

- a. **Exemptions.** Forestry uses, agricultural uses, and the construction of roads and rights-of-way regulated by county road building standards are exempt from the MHB vegetation alteration standards in b and c below.
- b. **Limited Vegetation Clearing.** In the Corridor and/or areas with bluff impact zones and/or areas of steep slopes, limited removal of trees and shrubs and cutting, pruning and trimming of trees is allowed to provide a view to the water from the principal dwelling site and to accommodate the placement of stairways and landings and access paths, provided that:

- i. Removal does not exceed 25% of the existing vegetation, and erosion and sedimentation are minimized.
 - ii. The vegetative screening of structures, vehicles or other facilities is maintained.
 - iii. The vegetative shading of water surfaces is maintained; and
 - iv. The above provisions are not applicable to the removal of trees, limbs, or branches that are dead, diseased, or pose safety hazards.
- c. **Intensive Vegetation Clearing.** Intensive vegetation clearing within the setback and bluff impact zones and/or areas of steep slopes is not allowed. Intensive vegetation removal outside the setback, and not involving a bluff impact zone or steep slopes, for forestland conversion to another use is allowed as a conditional use. This conditional use shall require a Unified Site Plan showing mitigation plans for the control of negative impacts.

K.3. Grading, Filling, Alterations in the Beds of Public Waters

- a. **Permit Required.** The Zoning Authority shall allow a one-time permit for 10 cubic yards of fill material. Any additional grading or filling work done within the Corridor shall require a conditional use permit and shall comply with the BMPs listed below:

Grading and filling of the natural topography that is accessory to a permitted or conditional use shall be performed in a manner which minimizes earth moving, erosion, storm water run-off, tree clearing and the destruction of natural amenities. A USP may address these practices and shall be approved by the Zoning Authority.

A grading or filling permit may be issued only if the following Standards and BMPs are met:

- b. **Standards.** Grading and filling of the natural topography shall also meet the following methods and practices:
- i. The smallest amount of bare ground is exposed for as short a time as feasible.
 - ii. Temporary ground cover, such as mulch, is used and permanent ground cover, such as sod, is planted.
 - iii. Methods to prevent erosion and to trap sediment are employed.
 - iv. Fill is stabilized to accepted, professionally recognized standards.
 - v. Fill or excavated material is not placed in a manner that creates an unstable slope.
- c. **Steep Slopes.** Plans to place fill or excavated material on steep slopes are reviewed by a qualified professional, such as the SWCD or a licensed engineer, for

continued slope stability and in no case may create finished slopes of 30 percent or greater.

- i. Fill or excavated materials are not placed in bluff impact zones.
- ii. Disturbed areas are restored in the same building season.

K.4. Altering Current or Cross Section of Public Waters

The excavation of material from, filling in, construction of any permanent structures or navigational obstructions, or any work that will change or diminish the course, current, or cross-section of the Mississippi River, Headwaters Lakes, or wetlands in the Corridor, is prohibited unless authorized by a permit from the Commissioner of the Department of Natural Resources pursuant to Minnesota Statutes, Section 103G.245, and/or a permit from the US Army Corps of Engineers.

K.5. Drainage or Filling of Wetlands

Drainage or filling in of wetlands within the Corridor must be in compliance with the Wetland Conservation Act. The replacement and/or mitigation activities for the filling of a wetland in the Corridor, should take place in the Corridor.

Section L - Agricultural Practices

L.1. Conservation Plan Consistency

General cultivation farming, grazing, nurseries, horticulture, truck farming, sod farming, and wild crop harvesting are permitted uses if steep slopes and bluff impact zones are maintained in permanent vegetation and operated under an approved conservation plan consistent with the field office technical guide of the County Soil and Water Conservation District. Recommendations of the publication "Agriculture and Water Quality," Minnesota Pollution Control Agency, 1989, are the minimum standard for agricultural practices in the River Corridor. The Zoning Authority or its designee will be responsible for the proper review of the Conservation Plans intended to minimize erosion and to protect water quality.

L.2. New Animal Feedlots Prohibited

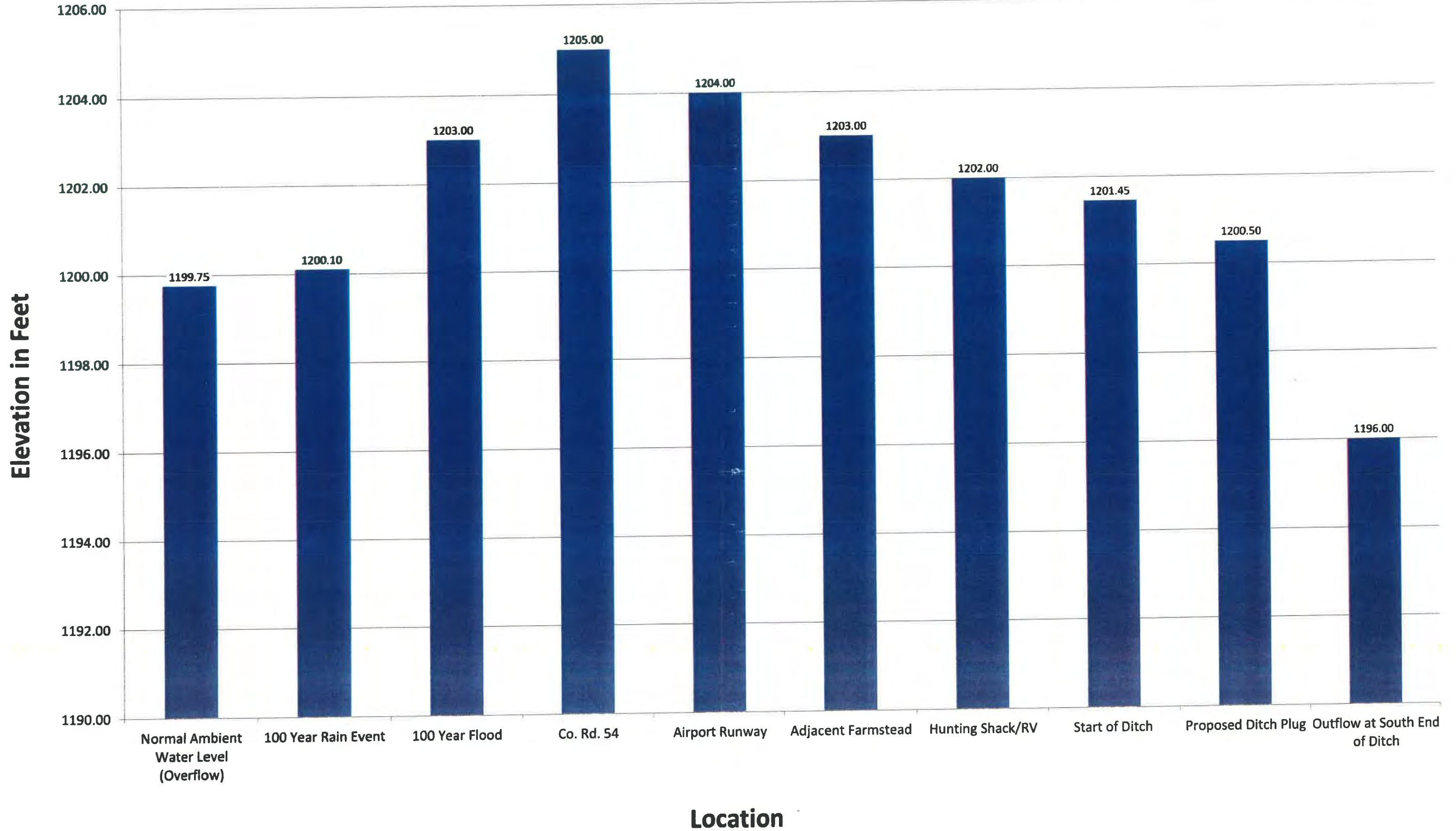
New animal feedlots, as defined by the Minnesota Rules Chapter 7020, are not permitted in the river corridor.

L.3. Existing Feed Lots

Animal feedlots, barnyards, or agricultural waste systems in existence prior to July 1, 1992, may continue provided neither the size of the area involved in the use or the number

Elevations of Key Locations

9-9-14 Handouts
SD





Far East End County Ditch 24 Looking West on 6/25/2012 During Flood Conditions



Looking Into Far East End County Ditch 24 6/25/2012 During Flood Conditions



Looking North Along County Road 54 6/29/2012 During Flood Conditions



Looking South Along County Road 54 at Start of County Ditch 24 6/29/2012 During Flood Conditions



Looking East, Just to the East of the Start of County Ditch 24 and North of County Road 54 10/31/2013 Under Normal Conditions



Looking North Along County Road 54 10/31/2013 Under Normal Conditions



Looking South Along County Road 54 at Start of County Ditch 24 10/31/2013 Under Normal Conditions



Looking West Along County Road 54, the Start of County Ditch 24 is Just Past the Truck in the Photo 10/31/2013 Under Normal Conditions



Photograph of a Typical Type 6 Wetland, This is the Wetland Type Proposed Onsite



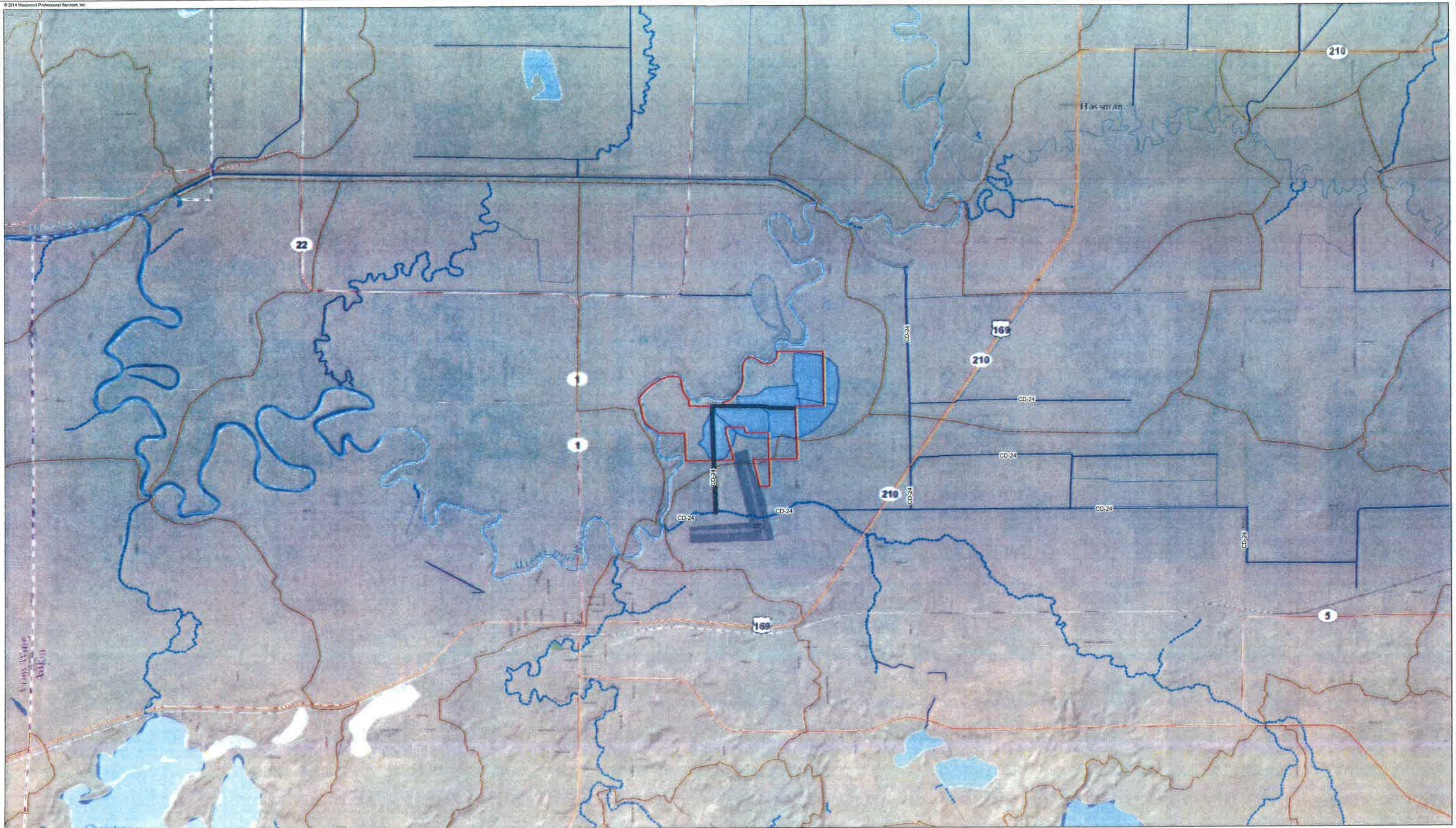
Photograph of a Typical Type 6 Wetland, during the 2012 Aitkin County Flood, This is the Wetland Type Proposed Onsite



Photograph of a Typical Type 6 Wetland, This is the Wetland Type Proposed Onsite during the 2012 flood (on left) and cropped field (on right). Highlights how the Type 6 wetland does not develop into open water during flood events



Photograph of a Typical Type 6 Wetland, This is the Wetland Type Proposed Onsite



Data Sources: Personal Streams Mapping (MNDNR 2009), Ditch Mapping (MNDNR 2009), Minor Watershed Mapping (MNDNR 2009), Winch Aitkin County Ditch 24 Subwatersheds (2013), National Geographic Background Map (ESRI WMS Site, accessed 2014)

© 2014 Wetland Professional Services, Inc.

Map Document: P:\034256\0341 User Petition Mapping Exhibit\034256\0341.mxd 10/20/14 10:28:40 AM

Wetland Professional Services, Inc.
10000 Highway 101
Aitkin, MN 56447
Phone: 218-838-3333
www.wetlandpro.com

Scale: 0 to 2,000 Feet

North Arrow

Legend

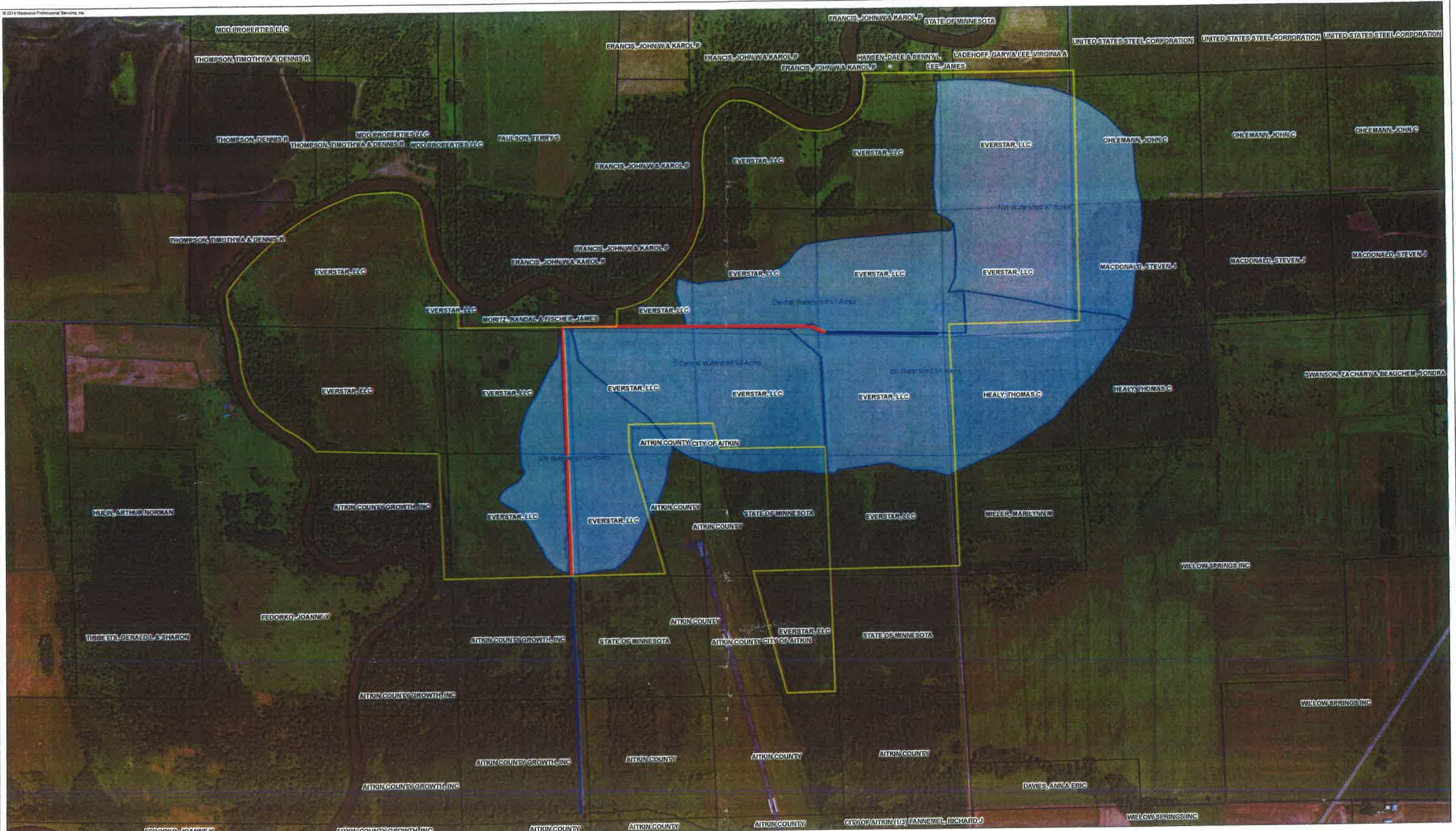
- Affected Portion of Aitkin County Ditch 24
- EverStar Property Boundary
- Minnesota DNR Minor Watershed Boundary
- Mapped Ditches
- Mapped Perennial Streams
- Winch Mapped Upstream Subwatersheds

EverStar Wetland Bank Project
Aitkin County, Minnesota

Aitkin County Ditch Petition Exhibits

County Ditch 24 Overview Map

EXHIBIT 1



Data Sources: Wmck Aitkin County Ditch 24 Subwatersheds (2013), Aitkin County Parcel Data (Aitkin County GIS Department, accessed 2014), BING Aerial (ESRI WMS Site, accessed 2014)

N

0 450 Feet

Wetland Professional Services, Inc.
 1000 Westwood Drive
 Suite 1000
 St. Paul, MN 55108
 Phone: (612) 427-4500
 Fax: (612) 427-4502
 www.wetlandpro.com

Legend

- EverStar Property Boundary
- Aitkin County GIS Parcel
- Wenck Mapped Subwatersheds
- Portion of Ditch to Remain
- Portion of Ditch to be Abandoned

EverStar Wetland Bank Project
 Aitkin County, Minnesota

Aitkin County Ditch Petition Exhibits

Everstar Portion County Ditch 24 Detail Map





EXHIBIT 2



Data Sources: Westwood Survey, National Geographic Background Map (ESRI WMS Site, accessed 2014)



Legend

-  Affected Portion of Aitkin County Ditch 24
-  EverStar Property Boundary
-  Direction of Flow
-  Surface Flow Divide

EverStar Wetland Bank Project

Aitkin County, Minnesota

Aitkin County Ditch Petition Exhibits

Existing Drainage Flow Map

EXHIBIT 3



Data Source(s): Wetland Survey Data, Ditch Mapping (MNH DMR 2005), National Geographic Background Map (ESRI WMS Site, accessed 2014)



Legend

-  EverStar Property Boundary
-  Portion of Ditch to Remain
-  Portion of Ditch to be Abandoned
-  Direction of Flow

EverStar Wetland Bank Project

Aitkin County, Minnesota

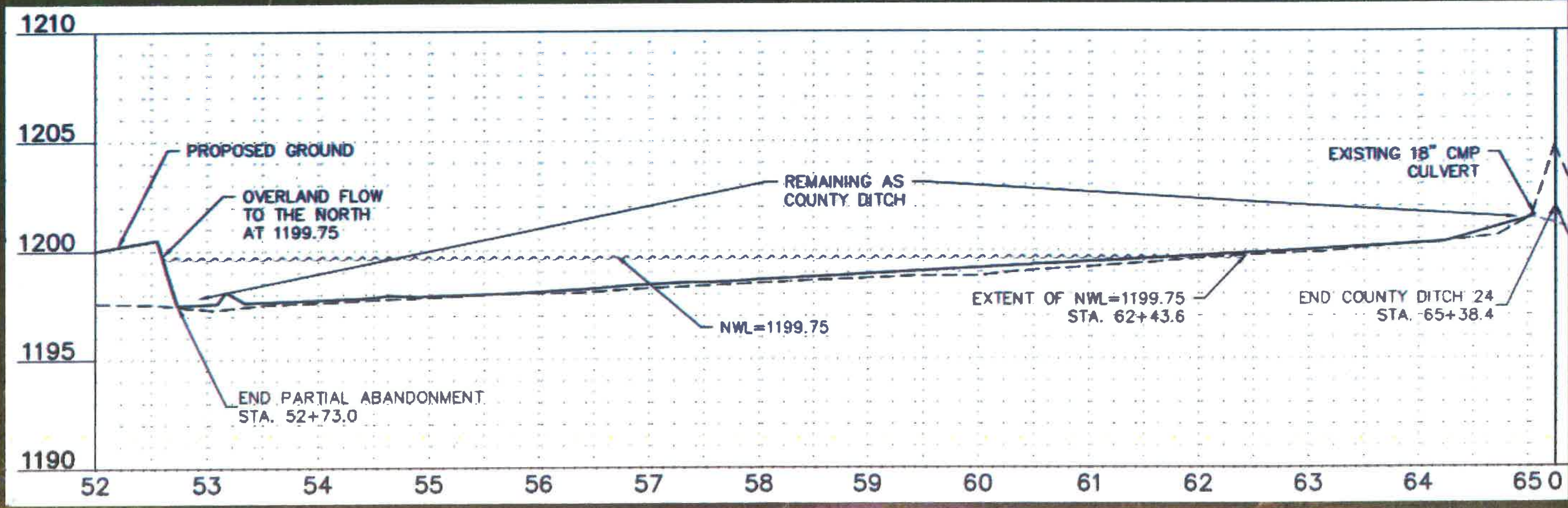
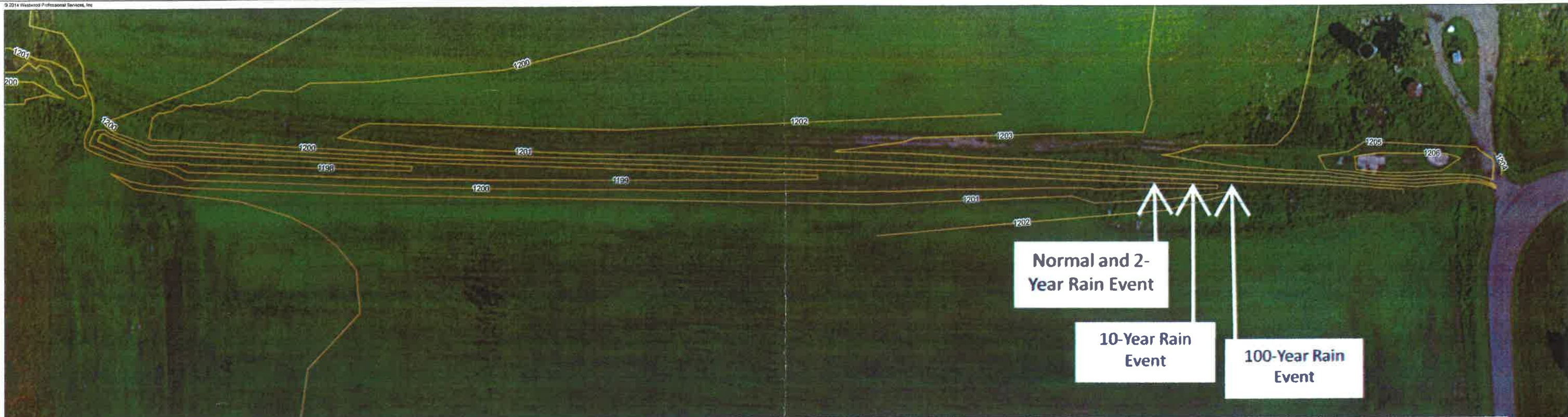
Aitkin County Ditch Petition Exhibits

Proposed Drainage Flow Map

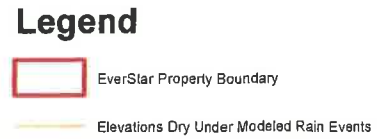
EXHIBIT 4

Map Document ID: 02421564001 | Date Printed: Monday, October 20, 2014 10:52:14 AM | Project: 100-001-000 | File: 100-001-000 | Scale: 1:10000





Data Source(s): Wetwood Survey Data, Ditch Mapping (MN DNR 2005), National Geographic Background Map (ESRI) (MS Srv, accessed 2014)



EverStar Wetland Bank Project

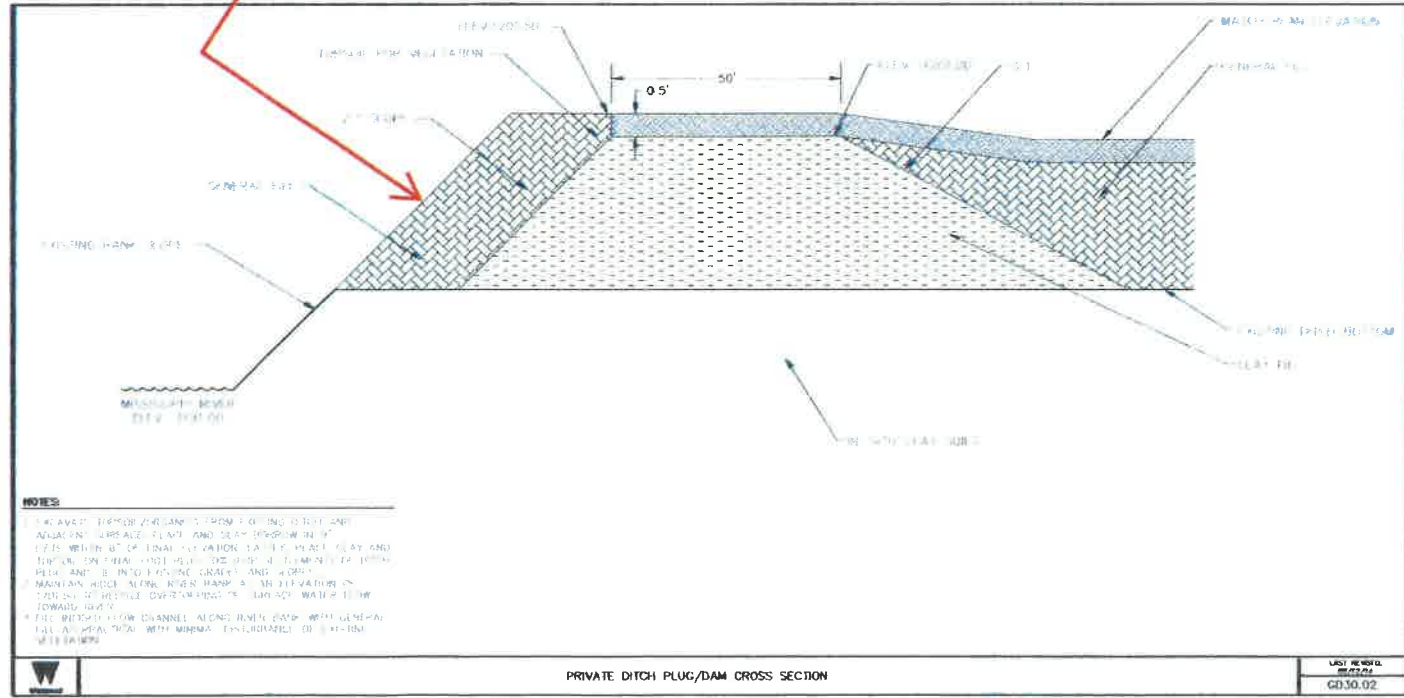
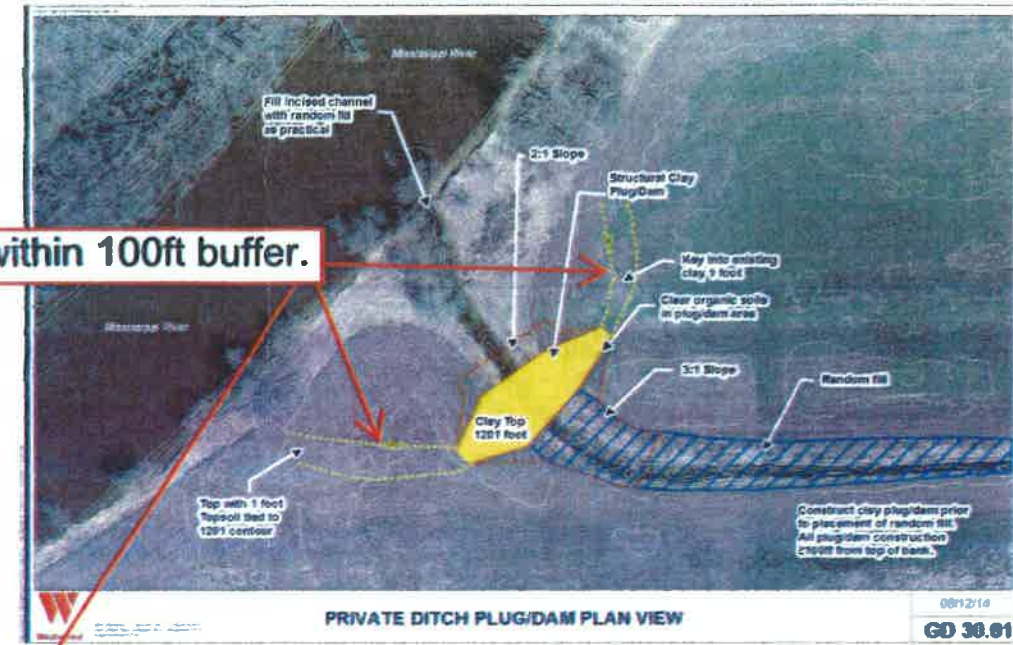
Aitkin County, Minnesota

Aitkin County Ditch Petition Exhibits

Water Elevations in Co. Ditch 24 Under Various Rain Conditions

Construction Detail Not To Scale

No grading within 100ft buffer.



NOTES:

1. EXCAVATE EXISTING CHANNEL FROM EXISTING DITCH AND ADJACENT SURFACE FILL AND SLOPE PROVISIONS BY 3 FEET WITHIN 10' OF DITCH TO EXPOSE EXISTING CLAY AND EXPOSE EXISTING CHANNEL BED TO THE UNDERLIEING BEDROCK. PLACE AND 3" INTO EXISTING GRAVEL AND 4" OF 1/2" SAND. MAINTAIN ACCESS ALONG RIVER BANK AT ALL ELEVATIONS. EXISTING DITCH BOTTOM SHOULD BE MAINTAINED AS LOW AS PRACTICABLE.
2. FILL EXISTING DITCH CHANNEL ALONG RIVER BANK WITH GENERAL FILL AS SHOWN WITH MINIMUM ENVELOPMENT OF 3' FROM DITCH BANKS.

Wetwood
Wetwood Professional Services, Inc.
7899 Arcturion Drive
Eden Prairie, MN 55344
PHONE: 952-337-5160
FAX: 952-951-9622
TOLL FREE: 1-855-457-5150
www.wetwood.com

I hereby certify that this plan was prepared by me or under my direct supervision and that I am a duly Licensed PROFESSIONAL ENGINEER under the laws of the State of Minnesota.
Eric S. Klaman
Date: 8/23/12 License No. 23636

Geobank
8/23/12 NEW COMBUSTION COUNTY CORRECTION

Designed by: [blank]
Checked by: [blank]
Drawn by: [blank]
Special Drawing by: [blank]

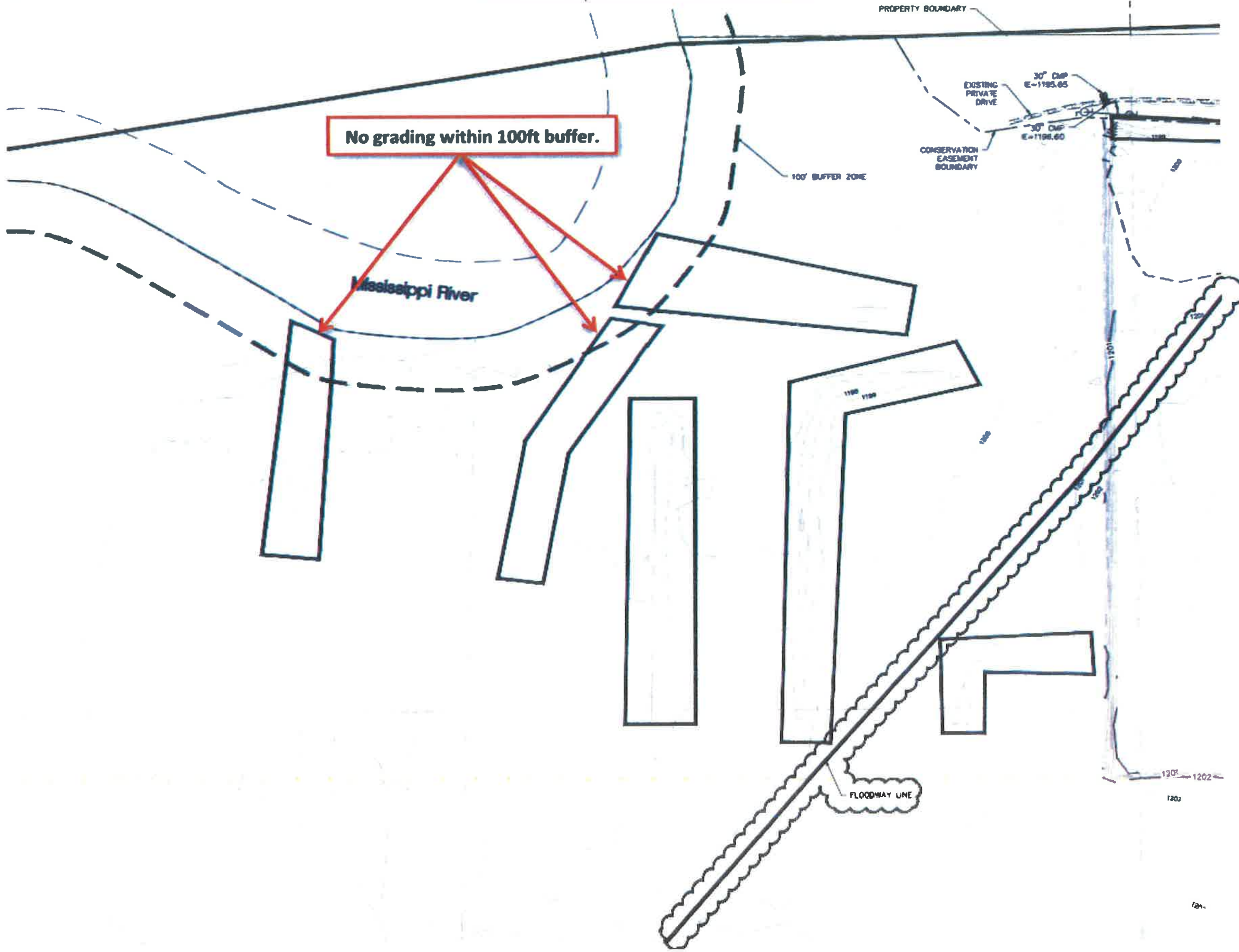
EverStar, LLC
9302 Interlachen Road
Lake Shore, Minnesota 56468

EverStar Wetland Bank Project
Aitkin County, Minnesota

Date: 03/23/12 Sheet: 3AA OF 12

Private Ditch Plug Cross Section

Clarification of Work Area



No grading within 100ft buffer.

Mississippi River

100' BUFFER ZONE

PROPERTY BOUNDARY

EXISTING PRIVATE DRIVE
30" CURB
E=1195.05

CONSERVATION EASEMENT BOUNDARY
30" CURB
E=1198.60

FLOODWAY LINE

1201 1202

1201

1201



Board of County Commissioners Agenda Request

5A
Agenda Item #

Requested Meeting Date: 11-25-14

Title of Item: Award C.P. 001-090-027, Gravel Crushing Contract

<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 checked="" 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 Department
------------------------------------	--

Presenter (Name and Title): John Welle	Estimated Time Needed: 10 minutes
--	---

Summary of Issue:
 Nine bids were received on 10-27-14 for C.P. 001-090-027, processing of 125,000 tons (total) of surface aggregate at four pit locations: Gun Lake Pit, Pliny (DNR leased) Pit, Swatara Pit, and Brooten Pit. The estimated cost of the project was \$325,000.

From the attached Project Bid Abstract, the low bid was submitted by Hammerlund Construction for a total cost of \$284,000.

Alternatives, Options, Effects on Others/Comments:

Recommended Action/Motion:
 Request award of this project to Hammerlund Construction by the enclosed resolution.

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:*
 \$190,000 of 2015 budgeted funds and \$170,000 of 2014 budgeted funds will be used to cover the cost of the project.

Aitkin County
Project Bid Abstract


Project Name: **2014-2015 Gravel Crushing** Contract No.:
 Client: **Aitkin County** Project No.: **CP 001-090-027**
 Bid Opening: **10/27/2014 2:00 PM** Owner: **Aitkin, Minnesota**

Project: CP 001-090-027 - 2014-2015 Gravel Crushing				Engineers Estimate		Hammerlund Construction Inc		Hardrives, Inc		Hard Rock Screening LLC	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE A	TON	30000	\$2.60	\$78,000.00	\$2.30	\$69,000.00	\$2.47	\$74,100.00	\$2.23	\$66,900.00
2	2211.505 STOCKPILE AGGREGATE CLASS 5 MOD - SITE B	TON	35000	\$2.60	\$91,000.00	\$2.20	\$77,000.00	\$2.27	\$79,450.00	\$2.00	\$70,000.00
3	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE C	TON	30000	\$2.60	\$78,000.00	\$2.30	\$69,000.00	\$2.33	\$69,900.00	\$2.18	\$65,400.00
4	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE D	TON	30000	\$2.60	\$78,000.00	\$2.30	\$69,000.00	\$2.29	\$68,700.00	\$3.25	\$97,500.00
Totals for Project CP 001-090-027					\$325,000.00		\$284,000.00		\$292,150.00		\$299,800.00
% of Estimate for Project CP 001-090-027							-12.62%		-10.11%		-7.75%

Project: CP 001-090-027 - 2014-2015 Gravel Crushing				Engineers Estimate		Vogt's Dirt Service, LLC		Sanders Const. Inc.		Anderson Brothers	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE A	TON	30000	\$2.60	\$78,000.00	\$2.67	\$80,100.00	\$2.78	\$83,400.00	\$3.00	\$90,000.00
2	2211.505 STOCKPILE AGGREGATE CLASS 5 MOD - SITE B	TON	35000	\$2.60	\$91,000.00	\$2.67	\$93,450.00	\$2.78	\$97,300.00	\$2.95	\$103,250.00
3	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE C	TON	30000	\$2.60	\$78,000.00	\$2.67	\$80,100.00	\$2.78	\$83,400.00	\$2.90	\$87,000.00
4	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE D	TON	30000	\$2.60	\$78,000.00	\$2.67	\$80,100.00	\$2.78	\$83,400.00	\$3.05	\$91,500.00
Totals for Project CP 001-090-027					\$325,000.00		\$333,750.00		\$347,500.00		\$371,750.00
% of Estimate for Project CP 001-090-027							2.69%		6.92%		14.38%

Project: CP 001-090-027 - 2014-2015 Gravel Crushing				Engineers Estimate		Central Specialities Inc		Hoffman Gravel & Excavating Inc		Tri City Paving	
Line No.	Item	Units	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE A	TON	30000	\$2.60	\$78,000.00	\$3.20	\$96,000.00	\$3.10	\$93,000.00	\$3.50	\$105,000.00
2	2211.505 STOCKPILE AGGREGATE CLASS 5 MOD - SITE B	TON	35000	\$2.60	\$91,000.00	\$2.91	\$101,850.00	\$3.10	\$108,500.00	\$3.50	\$122,500.00
3	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE C	TON	30000	\$2.60	\$78,000.00	\$3.20	\$96,000.00	\$3.20	\$96,000.00	\$3.50	\$105,000.00
4	2211.505 STOCKPILE AGGREGATE CLASS 6 MOD - SITE D	TON	30000	\$2.60	\$78,000.00	\$3.20	\$96,000.00	\$3.20	\$96,000.00	\$3.50	\$105,000.00
Totals for Project CP 001-090-027					\$325,000.00		\$389,850.00		\$393,500.00		\$437,500.00
% of Estimate for Project CP 001-090-027							19.95%		21.08%		34.62%

I hereby certify that this is an exact reproduction of bids received.

Certified By:  License No. 24340
 Date: 10-30-14

CERTIFIED COPY OF RESOLUTION OF COUNTY BOARD OF AITKIN COUNTY, MINNESOTA
ADOPTED November 25, 2014

By Commissioner: xx

112514-0xx

Award C.P. 001-090-027, Gravel Crushing Contract

WHEREAS, Project C.P. 001-090-027 includes the processing of aggregate surfacing material at four pit locations in Aitkin County, and

WHEREAS, sealed bids were opened for this project at 2:00 p.m. on Monday, October 27, 2014 with a total of nine bids received, and

WHEREAS, Hammerlund Construction Inc. was the lowest responsible bidder in the amount of \$284,000.

NOW, THEREFORE, BE IT RESOLVED, that Hammerlund Construction Inc. be awarded the contract for construction of C.P. 001-090-027.

BE IT FURTHER RESOLVED, that the chairperson of the Aitkin County Board and the Aitkin County Auditor are hereby authorized and directed to enter into a contract on behalf of Aitkin County with said low bidder upon presentation of proper contract documents.

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 25th day of November 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 25th day of November A.D., 2014

KIRK PEYSAR, County Auditor

BY _____, Deputy



Board of County Commissioners Agenda Request

6A
Agenda Item #

Requested Meeting Date:

Title of Item: Con-Con Lands Ditch Appropriation Discussion

<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) <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, John Welle, Kirk Peysar, and Mark Jacobs		Estimated Time Needed: 20 minutes
Summary of Issue: The County Board requested that a discussion take place about \$300,000 at the State that con-con counties can access to maintain ditches in those areas.		
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>		

13. That portion of old road located in the NE-1/4 of the NE-1/4 of Section 33, Township 48 North, Range 27 West, Aitkin County, lying west of the right-of-way as acquired for County State-Aid Highway No. 24 in Parcel No. 37, on file in Document No. 308984, dated May 7, 1998.

14. That portion of old road located in the SE-1/4 of the NE-1/4 of Section 33, Township 48 North, Range 27 West, Aitkin County, lying west of the right-of-way as acquired for County State-Aid Highway No. 24 in Parcel No. 42, on file in Document No. 311221, dated August 10, 1998.

15. That portion of old road located in the NE-1/4 of the SE-1/4 of Section 33, Township 48 North, Range 27 West, Aitkin County, lying west of the right-of-way as acquired for County State-Aid Highway No. 24 in Parcel No. 43, on file in Document No. 311220, dated August 10, 1998.

16. That portion of old road located in the SE-1/4 of the SE-1/4 of Section 33, Township 48 North, Range 27 West, Aitkin County, lying south and west of the right-of-way as acquired for County State-Aid Highway No. 22 in Parcel No. 46, on file in Document No. 311219, dated August 10, 1998.

17. That portion of old road located in Government Lot 3 of Section 4, Township 47 North, Range 27 West, Aitkin County, lying north of the Mississippi River Diversion Channel and lying to the west of a line that is parallel with and 59.06 feet (18.00 meters) west of the east line of said Government Lot 3.

Motion by Commissioner Bruggman, seconded by Commissioner Murphy and carried, all members voting yes approve payment to FAO, USAED, St. Paul District for the Aitkin County CSAH 10 Emergency Streambank Protection Project (RipRap Project) in the amount of \$24,600.00.

**RIPRAP PROJECT
PAYMENT**

Motion by Commissioner Peterson, seconded by Commissioner Bruggman and carried, all members voting yes to set the assessment for improvements of State Ditch 63 at an interest rate of 7% for 15 years for a total assessment amount of \$29,292.64.

STATE DITCH 63

Motion by Commissioner Murphy, seconded by Commissioner Bruggman and carried, all members voting yes to purchase four Sterling tandem trucks for the Road and Bridge Department off the State Bid in the amount of \$237,172.00 and to offer the current county trucks at public auction in the spring of 2001. *From Lakeland Truck Center*

**PURCHASE
TANDEM TRUCKS**

Motion by Commissioner Murphy, seconded by Commissioner Bruggman and carried, all members voting yes to purchase dump box and snow plow equipment for four Sterling tandem trucks for the Road and Bridge Department off the State Bid in the amount of \$173,116.00. *From J. Glast*

**PURCHASE
TANDEM TRUCK
EQUIPMENT**

Motion by Commissioner Peterson, seconded by Commissioner Haug and carried, all members voting yes to set a public hearing date for reverting portions of CSAH 39 on Tuesday, December 12, 2000 at 8:00am in the County Auditor's Office.

**PUBLIC
HEARING FOR
CSAH 39**

John Welle, County Engineer discussed the following with the Board; 1) Highway 18 guard rails; 2) Highway 65 shoulders; 3) County Road 3 lighting. Engineer Welle will look into said issues.

HWY 18, 65 & CR 3

AITKIN COUNTY BOARD

DECEMBER 12, 2000

public notice to establish a committee for the amendment of the Shoreland Ordinance. Said ordinance will return to the Board in draft form May of 2001.

DuWayne Konewko, Environmental Services Director, presented the 2001 Northeast Minnesota Waste Reduction Art Contest calendars to the Board.

**RECYCLING
CALENDAR**

Motion by Commissioner Bruggman, seconded by Commissioner Murphy and carried, all members voting yes to authorize Engineer Welle to remove the obstruction in County Ditch 42, along County Road 73 and to try to reconstruct the entrance for the Fogle property.

**IMPROVEMENTS
ON DITCH 42**

Motion by Commissioner Murphy, seconded by Commissioner Bruggman and carried, all members voting yes to add County Road 10 to the Fiscal Year 2004 Federal Funds project list.

COUNTY ROAD 10



Motion by Commissioner Bruggman, seconded by Commissioner Murphy and carried, all members voting yes to authorize Engineer Welle to assess the following ditches: County Ditch 2 in the amount of \$2,000.00, County Ditch 30 - no assessment, County Ditch 34 in the amount of \$6,000.00, County Ditch 36 in the amount of \$5,000.00, County Ditch 37 in the amount of \$10,000.00, and County Ditch 66 in the amount of \$6,000.00.

**DITCH
ASSESSMENTS**

Motion by Commissioner Murphy, seconded by Commissioner Bruggman and carried, all members voting yes to authorize Engineer Welle to pay approximately \$104,000.00 to the Army Corps of Engineers for their work on the RipRap Project on the Great River Road.

RIP RAP PROJECT

John Welle, County Engineer, discussed the Rabey Road with the Board. Engineer Welle will return to the Board at a later date with more information.

RABEY ROAD

John Welle, County Engineer, discussed dust control on the Hay Lake Road located in Ball Bluff Township.

**DUST CONTROL
HAY LAKE ROAD**

Motion by Commissioner Bruggman, seconded by Commissioner Murphy and carried, all members voting yes to authorize Engineer Welle to proceed with the process to provide funding for the second phase of the Hill City Trail project.

HILL CITY TRAIL

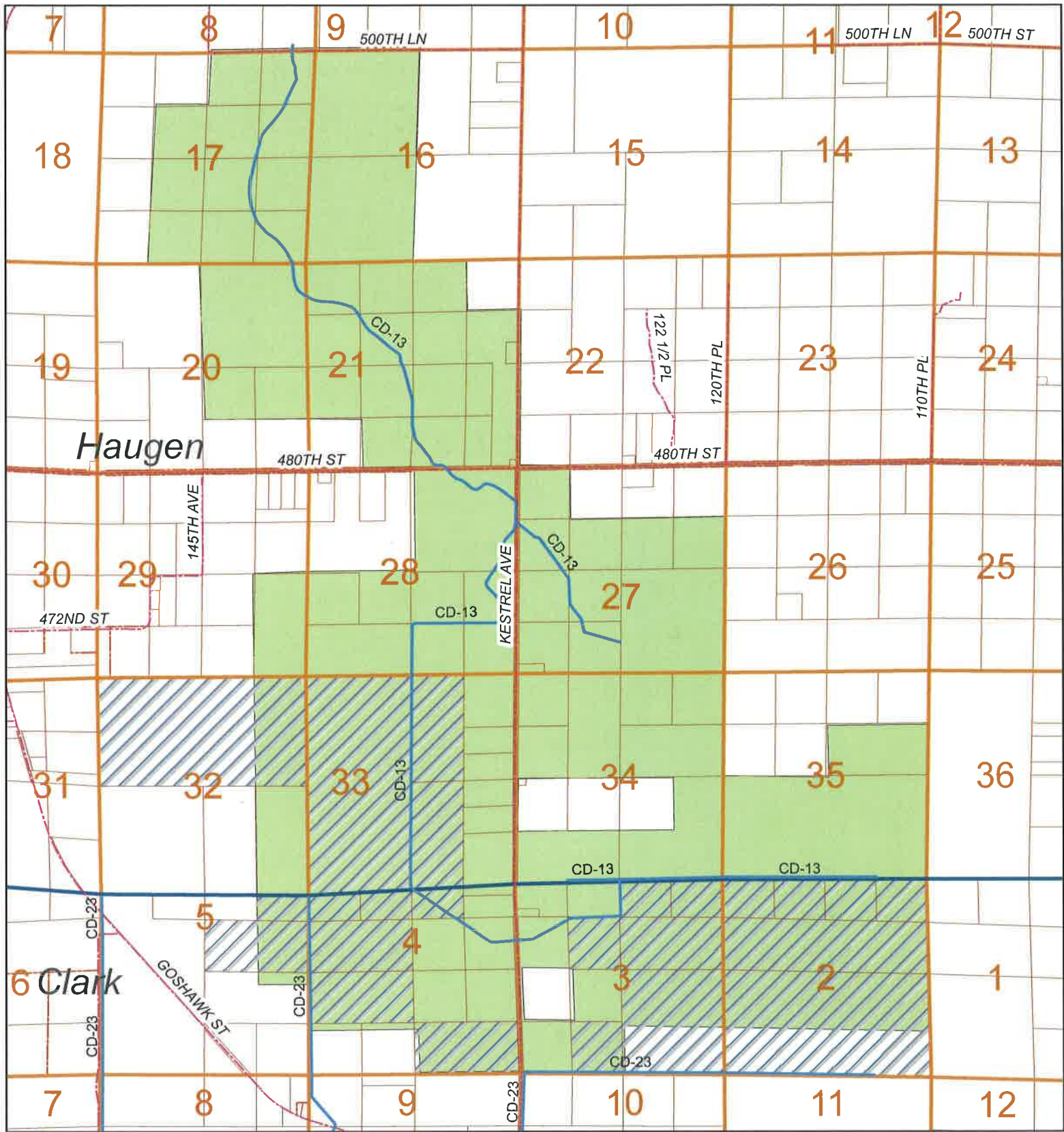
Motion by Commissioner Murphy, seconded by Commissioner Peterson and carried, all members voting yes to adjourn the meeting at 4:06pm until Tuesday, December 19, 2000 at 11:00am.

ADJOURN

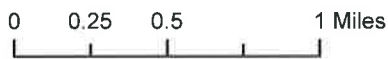
Kathy Galliger, Chairperson
Aitkin County Board of Commissioners

Scott Ameson, County Administrator

County Ditch 13 Assessment Area



- CD 13 Assessment Area
- Con Con Lands
- Township
- Section
- Tax Parcels
- Drainage Ditch



This map prepared by Aitkin County for graphic display purposes only. Map is not a legal survey, nor is it intended to be. Aitkin County assumes no liability for any errors, omissions, inaccuracies or unintended use of this map.

**STATE OF MINNESOTA CONSOLIDATED CONSERVATION LAND
WITHIN COUNTY DITCH 13 ASSESSMENT AREA**

TOWNSHIP	PID	SECT LEGAL	ACRES	
HAUGEN	10-0-052500	32 E 1/2 NE	80.00	
	10-0-054200	33 W 1/2 NE	80.00	
	10-0-054500	33 W 1/2 OF SEC 33	320.00	
	10-0-055500	33 W 1/2 SE 1/4	80.00	
CLARK	05-0-001700	2 (NE NE) LOT 1	33.12	
	05-0-001800	2 (NW NE) LOT 2	31.88	
	05-0-002100	2 (NE NW) LOT 3	30.64	
	05-0-002200	2 (NW NW) LOT 4	29.40	
	05-0-001900	2 S 1/2 OF N 1/2	160.00	
	05-0-002500	2 N 1/2 OF S 1/2	160.00	
	05-0-003300	3 (NE NE) LOT 1	28.30	
	05-0-003400	3 (NW NE) LOT 2	27.42	
	05-0-003500	3 S 1/2 NE	80.00	
	05-0-004000	3 SE NW	40.00	
	05-0-004600	3 N 1/2 SE	80.00	
	05-0-004500	3 SE SW	40.00	
	05-0-005100	4 (NW NE) LOT 2	23.25	
	05-0-005400	4 (NE NW) LOT 3	21.95	
	05-0-005500	4 (NW NW) LOT 4	20.65	
	05-0-005600	4 S 1/2 NW	80.00	
	05-0-005800	4 N 1/2 SW	80.00	
	05-0-006400	4 S 1/2 SE LESS 1.70 AC CSAH 31	78.30	
	05-0-006600	5 (NE NE) LOT 1	19.77	
	05-0-006800	5 SE NE	40.00	
	TOTAL			1664.68

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

ADOPTED March 11, 2014

By Commissioner: Westerlund

031114-019

JCNRB Resolution for \$300,000

WHEREAS, Consolidated Conservation area lands provide diverse conservation, agricultural and infrastructure values for Minnesota and are critical assets for the economic stability of the state, and

WHEREAS, Counties, through their Ditch Authority, have responsibility to maintain ditch systems as well as assure financial viability of such ditch systems through assessments to all owners on the ditch system, and

WHEREAS, legislative annual appropriation of \$300,000, passed during the 2013 session is intended to pay for ditch assessments for DNR administered land in the Consolidated Conservation Area.

NOW THEREFORE, BE IT RESOLVED, Counties containing Consolidated Conservation area lands hereby agree to a formula that provides a share of the \$300,000 payment as defined here: individual county assessment divided by the aggregate assessment of all involved counties, times \$300,000.

BE IT FURTHER RESOLVED, each county agrees to submit DNR Ditch Assessments for lands in the Consolidated Conservation Area, and only in the Consolidated Conservation Area, to the Joint Powers Board for compilation and dissemination to the Department of Natural Resources on an annual basis, to be used for calculation and payment of each county's proportionate share.

BE IT FURTHER RESOLVED, Counties will settle the total payment received from the state to the ditches in the same proportion as the aggregate assessment of each ditch was to the DNR Con Con ditch assessment total. Counties will consider all current year State of Minnesota payments on said Con Con ditches completed upon receipt of the payment.

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


FOUR MEMBERS PRESENT

All Members Voting Yes (4-0 Marcotte absent)

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 11th day of March 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 11th day of March A.D., 2014


KIRK PEYSAR, County Auditor
BY _____, Deputy



Board of County Commissioners Agenda Request

6B
Agenda Item #

Requested Meeting Date:

Title of Item: 2015 Budget Discussion

<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 checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
Submitted by: Nathan Burkett		Department: Administration
Presenter (Name and Title): Nathan Burkett		Estimated Time Needed:
Summary of Issue: At Tuesday's meeting I will ask if the Board has any further questions, comments, or direction to give on the proposed 2015 budget, and review the attached draft of the December 9th Budget Hearing presentation.		
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>		

Aitkin County Budget Hearing



For Fiscal Year 2015

Compiled by Aitkin County Administration

Presented December 9, 2014

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NOTICE OF BUDGET HEARING

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AITKIN COUNTY BUDGET HEARING AGENDA

Budget and Levy Hearing Meeting Agenda

December 9, 2014

The purpose of this meeting is to discuss the 2015 proposed county budget and the 2015 proposed property tax levy. Changes in valuation and classification are not part of this discussion.

1. Introductions
2. Discussion on budget development process
3. J. Mark Wedel, County Board Chair, budget comments
4. Breakdown of specific programs and changes from 2015 to 2014
5. Levy, revenue, reserves and fund balances
6. Major funds summary
7. Department expenditures and revenues
8. Public Hearing
 - a. Taxpayers will have 5 minutes to comment on the County's proposed budget and levy
9. Adjourn

BUDGET DEVELOPMENT PROCESS

Date	Activity
July 8, 2014	Obtain budget guidance from the County Board
July 9, 2014	<p>The following are delivered to Department Heads:</p> <ul style="list-style-type: none"> Budget guidance Personnel and insurance projections Budget preparation and submission documents (line items) <p>Department Heads will determine if they desire to present a unified budget to the County Board through collaborative preparation</p>
July 25, 2014	<p>Appropriation letter responses due</p> <p>Department proposals due to Administration (extensions of up to 2 weeks available upon request)</p>
July 26 – August 25, 2014	Budget conferences
August 26, 2014	Draft budget delivered to County Board
September 9, 2014	County Board adopts preliminary budget and levy
September 10, 2014	Special County Board meeting – Budget presentations
September 10 – October 27, 2014	Additional budget conferences as necessary
November 11, 2014	<p>Final Draft budget delivered to County Board</p> <p>Board approves date for 2015 budget hearing and notice published</p>
November	Board directed budget review and conference
December 9, 2014	Evening Board Meeting and Budget Hearing
December 23, 2014	Final Budget approval

SUMMARY OF PROPOSED CHANGES

Personnel

- Add one public health nurse in health and human services to support maternal child health.
 - Operational impact: HHS has been working to reduce spending on out of home placements, this position is intended to continue to control these costs which are largely the responsibility of the County. This position will help HHS to take a more proactive approach to potential child welfare concerns.
 - Financial impact: This position is a revenue generating position, the estimated costs and associated revenues have been budgeted and it will not increase the levy/local expense to the County.
- Remove one Assistant County Attorney I position and Add one Assistant County Attorney II
 - Operational impact: This change recognizes the importance, workload and supervisory responsibilities of the incumbent.
 - Financial impact: None in 2015. The Assistant County Attorney has a higher ceiling on the pay grid, but costs exceeding the Assistant County Attorney I position are next expected for at least 3 - 4 years depending upon future wage increases.
- Add funds for one additional contracted inspector in Environmental Services.
 - Operational impact: Due to the increased number of permits and applications being authorized in the County, and the reduction in staff several years ago, it is necessary to support the current operation to ensure more timely inspections.
 - Financial impact: Estimated at \$22,000.

Programmatic

- There are no major programmatic changes from 2014 - 2015

Services and Charges

- Decreased reliance on outside counsel for human resources matters.
 - Operational impact: None.
 - Financial impact: Greater than \$20,000 savings.
- Increased capital expense in Road and Bridge due to County Road 3 Project.
 - Operational impact: Greater workload for engineering staff.
 - Financial impact: Approximately \$3.9 million out of fund balance which is dedicated to the project.
- Proposed structural modifications to the Health and Human Services basement
 - Operational impact: Provides much needed meeting space for departments in the Courthouse block. The room will be accessible without having to go through secure areas of the HHS building.
 - Financial impact: Approximately \$25,000 increased expense.

Purchases

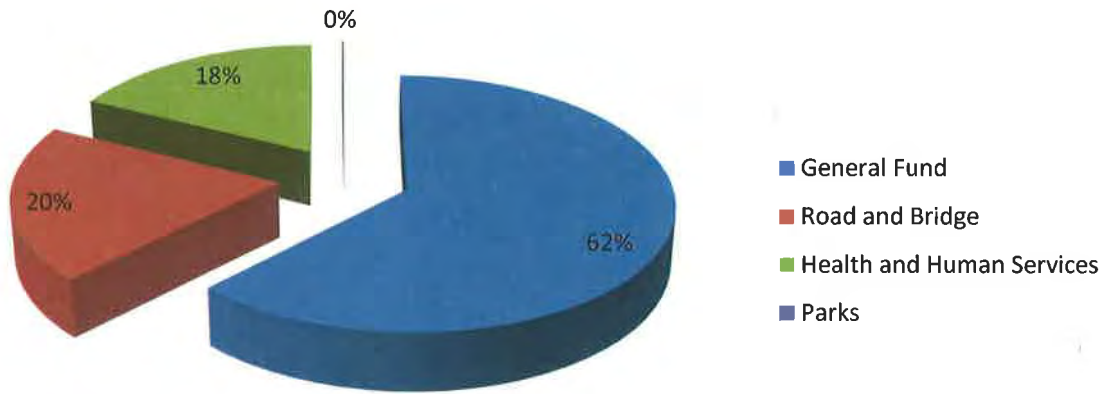
- Increase purchase of motor pool vehicles from 1 – 2
 - Operational impact: None.
 - Financial impact: \$20,000 increased capital expense. Estimated long term decrease in expense due to better fuel economy and decreased maintenance expenses.
- Technology purchases to improve storage capacity
 - Operational impact: Long term benefits to allow greater use of technologies such as digital documents and maintaining backup on our servers.
 - Financial impact: Increase of \$20,000 over 2014.

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PROPOSED 2015 LEVY

Aitkin County – 2015 Budget and Levy			
	Adopted 2013	Adopted 2014	Proposed 2015
Funds			
General Fund	\$11,549,657	\$11,331,372	\$11,923,682
Parks ('11, '12, & '13 w/General)	\$0	\$567,519	\$521,226
Road and Bridge	\$7,251,050	\$10,477,148	\$13,735,822
Health and Human Services	\$6,133,684	\$6,121,986	\$6,171,551
Debt Service (Jail Bonds)	\$409,875	\$406,250	\$343,375
GF Transfer to R&B			
Total Expenditures	\$25,344,266	\$28,904,275	\$32,695,656
	-	-	-
Revenues	\$12,986,450	\$13,706,288	\$15,109,439
County Program Aid	-\$524,082	-\$658,867	-\$663,741
	-	-	-
Levy	\$11,725,696	\$11,725,696	\$11,999,900
Total of Other Funding Options	-\$607,608	\$0	\$0
Reserves Used in Dept Budgets	\$499,570	-\$2,813,424	-\$4,922,576
	-	-	-
Total Revenues	\$25,344,266	\$28,904,275	\$32,695,656
Calculations			
Levy Increase – Dollars	\$341,525	\$0	\$274,204
Levy Increase – Percentage	3.0%	0.0%	2.3%
Tax Capacity-(2015 estimate)	\$28,211,079	\$27,077,480	\$26,924,873
Estimated Tax Rate (before Disparity Aid Adjustment)	41.564%	43.304%	44.568%

LEVY DISTRIBUTION BY FUND



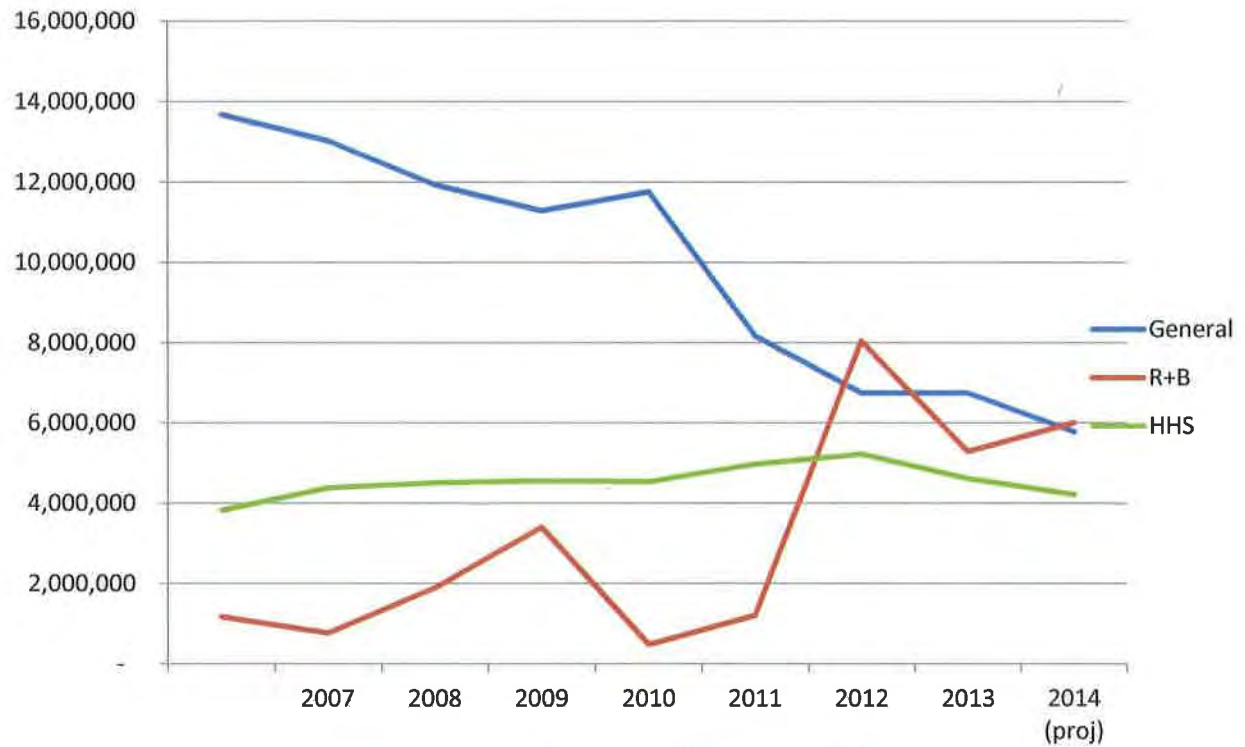
- Levy distribution is similar to 2014 all levies are within .5% of 2014 levels by proportional distribution.

RESERVE FUNDING

Fund	Surplus/ (Deficit)	Dedicated Sources			Reserves Allocate from Reserves	Add to Reserves
		E-911 Dedicated funds	232 Turnback Funds	Other Dedicated Source		
General	255,000	(255,000)				
Road & Bridge	3,993,200		(3,993,200)			
Unorg Twp	0					
HHS	400,000				(400,000)	
Debt Svc	343,375				(343,375)	
Trust	69,448			(69,448)		
Forest Dev	152,958			(152,958)		
Aitkin Co Collab	17,050			(17,050)		
Env Trust Fund	0					
LLCC	23,927				(23,927)	
Parks	(68,999)					68,999
Totals	5,185,959	(255,000)	(3,993,200)	(239,456)	(767,302)	68,999

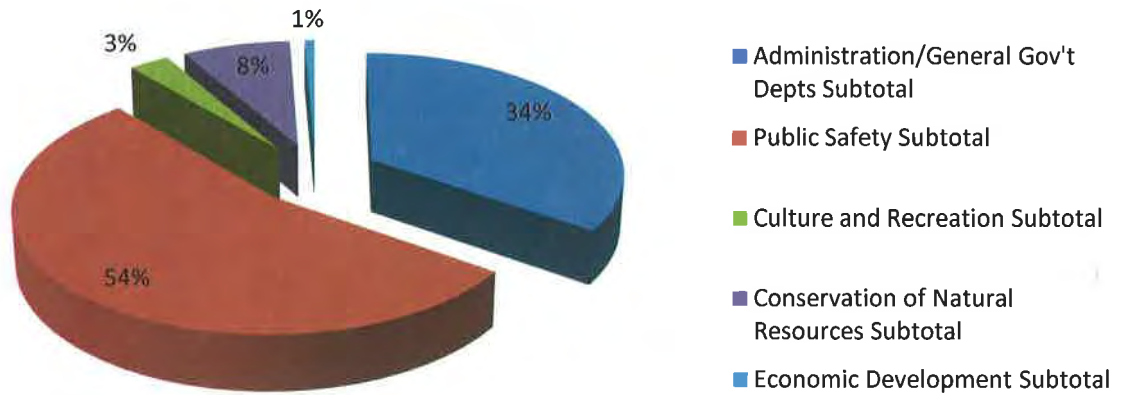
- Decreasing reliance on reserve funding should be a goal of the County Board. Administration recommends a 3 year plan to ensure operations are funded with ongoing revenues.
- Reserve funding for dispatch center comes from E-911 funds, which can only be used for emergency communications purposes.
- Reserve funding for County Road 3 (232 Turnback) is dedicated to that project. These funds were received from the State of Minnesota in a transfer agreement.
- Reserve funding used for Health and Human Services is decreased from \$600,000 to \$400,000. It is likely that due to ongoing efforts to control costs and obtain outside revenues that this amount will not be needed. Primary concerns are out of home placements, in the event of a high cost event.
- Reserve funding from the Debt Service account is available. The 2015 payment is the final payment on the bonds.
- Reserve funding from the Trust and Forest development accounts is to maintain the accounts at reasonable levels. Reserve funds have historically been used to maintain an even long term financial plan.
- Reserves for LLCC are due to unknown factors related to the number of events and participants in those events at the Center. The long term goal is to ensure that the LLCC is financially self sufficient.

FUND BALANCES



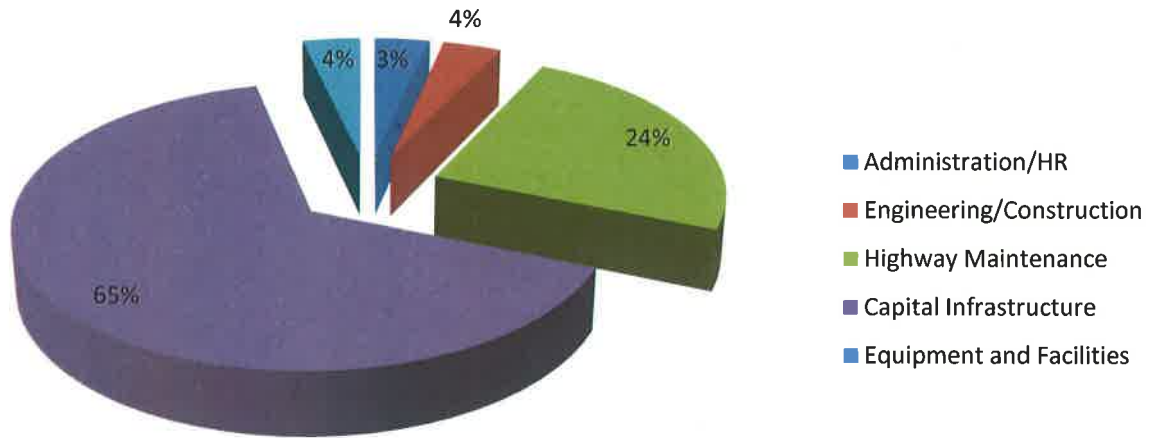
- Fund balances have been on the decrease since 2006. Due primarily to capital spending on roads and the ARMER system.
- The spike in the Road and Bridge fund in 2012 is due to receipt of 232 turnback funds from the State of Minnesota.

GENERAL FUND



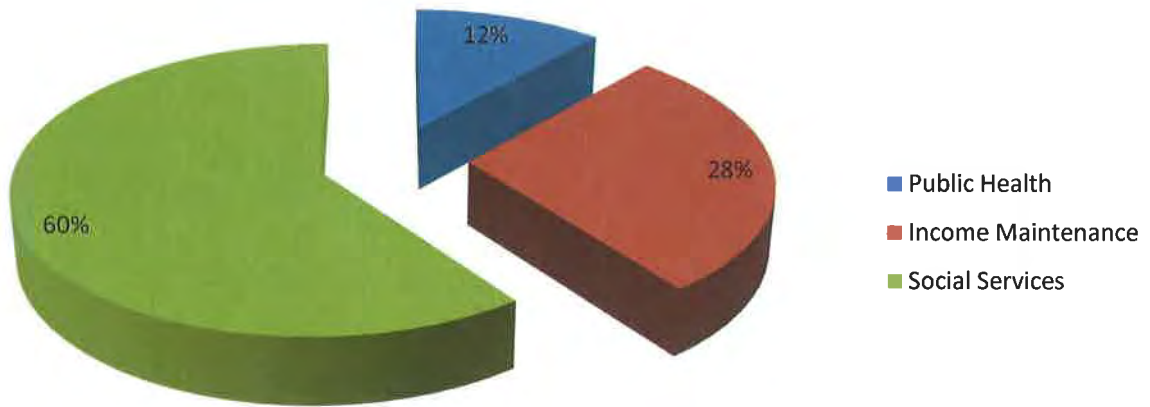
- General fund spending in each of these functional areas is similar to the 2014 budget. All functional areas are within .5% as a proportion of total general fund spending.

ROAD AND BRIDGE FUND



- There is a large increase in the proportion of spending on capital infrastructure due to 232 turnback.
- All other areas are similar to 2014.

HEALTH AND HUMAN SERVICES FUND



- There is a very slight (less than 1%) decrease in Income Maintenance spending by proportion between 2014 and 2015
- There is a very slight increase (less than 1%) increase in Social Services spending by proportion between 2014 and 2015

REVENUES AND EXPENDITURES BY DEPARTMENT

Fund Dept	2014 Budget		2015 Prop		2015 % Change +/-	
	Rev	Exp	Rev	Exp	Rev	Exp
General Fund						
Administration/General Gov't Depts						
1 1 Commissioners	0	238,388	0	246,894		3.45%
1 40 Auditor	(281,630)	584,648	(278,730)	599,811	-1.04%	2.53%
1 41 Internal Audit	0	65,000	0	65,000		0.00%
1 42 Treasurer	(32,500)	230,828	(32,500)	245,066	0.00%	5.81%
1 43 Assessor	(182,981)	806,421	(166,997)	824,375	-9.57%	2.18%
1 44 Central Services	(7,163,317)	252,548	(7,498,301)	250,100	4.47%	-0.98%
1 45 Motor Pool	(30,000)	53,261	(30,000)	53,261	0.00%	0.00%
1 49 Information Technologies	(700)	531,798	(800)	605,130	12.50%	12.12%
1 52 Administration/HR	0	339,194	0	400,973		15.41%
1 60 Elections	(1,300)	128,706	0	20,600		-524.79%
1 100 Recorder	(280,964)	267,114	(239,231)	237,110	-17.44%	-12.65%
1 110 Courthouse Maint	(20,000)	327,865	(20,000)	418,172	0.00%	21.60%
1 111 Buildings	0	72,000	0	72,000		0.00%
1 120 VSO	(22,200)	91,669	(22,200)	94,228	0.00%	2.72%
1 121 HRA	0	1,600	0	1,600		0.00%
Administration/General Gov't Depts Subtotal	(8,015,592)	3,991,040	(8,288,759)	4,134,320	3.30%	3.47%
Public Safety						
1 12 Court Administration	(100)	105,100	(100)	85,100	0.00%	-23.50%
1 90 Attorney	(54,214)	884,427	(56,147)	937,405	3.44%	5.65%
1 123 Coroner	0	58,000	0	58,000		0.00%
1 200 Enforcement	(190,000)	2,054,551	(176,750)	2,094,420	-7.50%	1.90%
1 201 Sheriff Contingency	0	0	0	0		
1 202 Boat and Water	(25,503)	79,833	(19,000)	83,346	-34.23%	4.21%
1 203 Snowmobile	(6,422)	33,321	(6,175)	33,033	-4.00%	-0.87%
1 204 ATV	(10,000)	22,294	(14,212)	20,537	29.64%	-8.56%
1 206 Forfeitures	0	0	0	0		
1 252 Corrections	(2,324,605)	2,328,086	(2,290,405)	2,383,135	-1.49%	2.31%
1 253 Aitkin Co Community Corrections	(33,443)	281,864	(33,443)	298,401	0.00%	5.54%
1 254 Enhanced 911	(89,150)	49,200	(89,150)	331,700	0.00%	85.17%
1 255 Crime Victim	(42,874)	63,661	(43,607)	68,252	1.68%	6.73%
1 257 Sobriety Court	0	27,000	0	7,000		-285.71%
1 280 Emergency Management	(19,000)	47,451	(22,000)	47,223	13.64%	-0.48%
Public Safety Subtotal	(2,795,311)	6,034,788	(2,750,989)	6,447,552	-1.61%	6.40%
Culture and Recreation						
1 500 Library & Historical Society	0	296,587	0	289,552		-2.43%
1 520 Parks	0	0	0	0		
1 601 Extension	(250)	68,886	0	55,281		-24.61%
Culture and Recreation Subtotal	(250)	365,473	0	344,833		-5.99%
Conservation of Natural Resources						
1 122 Planning and Zoning	(269,907)	392,703	(285,006)	422,047	5.30%	6.95%
1 390 Environmental Health	(72,000)	73,426	(72,000)	76,724	0.00%	4.30%
1 391 Solid Waste	(250,537)	251,018	(264,778)	274,963	5.38%	8.71%
1 392 Water Wells	(6,150)	6,150	(6,150)	6,150	0.00%	0.00%
1 600 Ag Soc, Soil & Water, Ag	0	136,169	0	136,169		0.00%
1 603 Wetland Value Repl Fund	0	0	0	0		
Conservation of Natural Resources Subtotal	(598,594)	859,466	(627,934)	916,053	4.67%	6.18%
Economic Development						
1 700 Promotion, Tran, Airport,	0	42,622	0	41,807		-1.95%
1 711 Economic Development	(1,000)	37,983	(1,000)	39,117	0.00%	2.90%
Economic Development Subtotal	(1,000)	80,605	(1,000)	80,924	0.00%	0.39%
General Fund	(11,410,747)	11,331,372	(11,668,682)	11,923,682	2.21%	4.97%
Net (+)/-		(79,375)		255,000		131.13%

Fund Dept	2014 Budget		2015 Prop		2015 % Change +/-	
	Rev	Exp	Rev	Exp	Rev	Exp
Road and Bridge Fund						
3 0	(4,048,748)	0	(4,183,722)	0		
3 301 Administration/HR	0	481,079	0	473,917		-1.51%
3 302 Engineering/Construction	0	491,962	0	500,509		1.71%
3 303 Highway Maintenance	0	3,175,707	0	3,309,296		4.04%
3 307 Capital Infrastructure	(4,071,000)	5,854,000	(5,061,600)	8,954,800	19.57%	34.63%
3 308 Equipment and Facilities	(474,400)	474,400	(497,300)	497,300	4.60%	4.60%
3 310 232 Turnback	0	0	0	0		
Road and Bridge Fund	(8,594,148)	10,477,148	(9,742,622)	13,735,822	11.79%	23.72%
Net (+/-)		1,883,000		3,993,200	#DIV/0!	52.84%
Unorganized Special Revenue						
4 421	(41,000)	41,000	(41,000)	41,000	0.00%	0.00%
4 422	(25,100)	25,100	(29,450)	29,450	14.77%	14.77%
4 423	(2,700)	2,700	(2,700)	2,700	0.00%	0.00%
Unorganized Special Revenue Fund	(68,800)	68,800	(73,150)	73,150	5.95%	5.95%
Net (+/-)		0		0		
Health and Human Services Fund						
5 0	(75,000)	75,000	0	0		
5 400 Public Health	(619,610)	704,900	(679,163)	714,805	8.77%	1.39%
5 420 Income Maintenance	(1,498,504)	1,634,362	(1,595,020)	1,742,982	6.05%	6.23%
5 430 Social Services	(3,328,842)	3,707,724	(3,497,368)	3,713,764	4.82%	0.16%
Health and Human Services Fund	(5,521,956)	6,121,986	(5,771,551)	6,171,551	4.32%	0.80%
Net (+/-)		600,030		400,000		-50.01%
6 0	0	406,250	0	343,375		-18.31%
Net (+/-)		406,250		343,375		-18.31%
Trust Fund						
10 921	(205,000)	335,324	(250,000)	314,744	18.00%	-6.54%
10 922	0	0	0	0		
10 923	(1,205,000)	1,206,823	(1,455,000)	1,459,704	17.18%	17.32%
10 926	(30,000)	30,000	(30,000)	30,000	0.00%	0.00%
10 927	0	0	0	0		
10 929	(150,000)	70,000	0	0		
Trust Fund	(1,590,000)	1,642,147	(1,735,000)	1,804,448	8.36%	8.99%
Net (+/-)		52,147		69,448		24.91%
Forest Development						
11 924	(143,000)	221,036	(142,500)	202,320	-0.35%	-9.25%
11 925	(137,000)	213,841	(207,838)	253,631	34.08%	15.69%
11 934	(85,000)	128,592	(94,575)	134,957	10.12%	4.72%
11 935	(37,000)	48,691	(37,000)	46,963	0.00%	-3.68%
11 936	(1,500)	0	(3,000)	0	50.00%	
Forest Development Fund	(403,500)	612,160	(484,913)	637,871	16.79%	4.03%
Net (+/-)		208,660		152,958		-36.42%
Aitkin County Collaborative						
15 0	(70,800)	0	(70,800)	0	0.00%	
15 450	0	32,850	0	32,850		0.00%
15 451	0	25,000	0	25,000		0.00%
15 452	0	25,000	0	25,000		0.00%
15 453	0	5,000	0	5,000		0.00%
Aitkin County Collaborative Fund	(70,800)	87,850	(70,800)	87,850	0.00%	0.00%
Net (+/-)		17,050		17,050		

Fund Dept	2014 Budget		2015 Prop		2015 % Change +/-	
	Rev	Exp	Rev	Exp	Rev	Exp
18 937 Environmental Trust Fund	(10,000)	10,000	(10,000)	10,000	-46.32%	-46.33%
Net (+/-)		0		0		
Long Lake Conservation Center						
19 521	(50,500)	207,160	(57,700)	237,163	12.48%	12.65%
19 522	(618,360)	232,366	(625,610)	221,962	1.16%	-4.69%
19 523	(4,500)	156,177	(4,500)	161,525	0.00%	3.31%
19 524	0	78,972	0	91,087		13.30%
19 525	0	0	0	0		
Long Lake Conservation Center Fund	(673,360)	674,675	(687,810)	711,737	2.10%	5.21%
Net (+/-)		1,315		23,927		94.50%
21 520 Parks	(564,000)	567,519	(590,225)	521,226	4.44%	-8.88%
Net (+/-)		3,519		(68,999)		105.10%
Grand Total All Funds	(28,907,311)	31,999,907	(30,834,753)	36,020,712	6.25%	11.16%
Net (+/-)		3,092,596		5,185,959		40.37%

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Board of County Commissioners Agenda Request

6C
Agenda Item #

Requested Meeting Date:

Title of Item: Facilities Needs Discussion

<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 checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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Submitted by: Nathan Burkett	Department: Administration
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Presenter (Name and Title): Nathan Burkett	Estimated Time Needed:
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Summary of Issue:

The Facilities Committee has been meeting for several months to discuss the County facilities. At Tuesday's meeting I will review the attached presentation with the Board.

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 Government Center Building Project

Strategy Presentation



Why Is This Conversation Important?

- Better Customer Service
- Improving Safety and Security
- Increasing Operational Efficiency
- Decreasing Infrastructure Costs



What is “Better Customer Service”

- Making our facilities accessible to everyone
- Making it easy for our customers to find the services they need
- Locating like services near each other



Better Customer Service: Making our Facilities Accessible to Everyone

Current State

- Disabled veterans have a long walk to get to the VSO office
- The elevator is difficult to access and find – elderly people sometimes climb the stairs because they cannot find it
- Many doors are not wheelchair accessible
- Restrooms are inaccessible for employees and the public
- Handicap lift is difficult to operate

Future State

- Easy veterans access to VSO office
- Elevator accesses are clearly marked and available
- Public service areas are wheelchair accessible
- Easily accessible restrooms
- No need for handicap lift



Better Customer Service: Making our Facilities Accessible to Everyone, cont...

Current State

- No central welcoming area
- No seating or lobby space
- No space for public terminals
- Parking is far away from entrances

Future State

- Central welcoming area
- Seating and lobby for those who are waiting
- Public computer access to access public records
- Close by parking



Better Customer Service: Making it Easy For Our Customers to Find the Services They Need

Current State

- Customers are constantly asking how to get to certain offices
- Customers complain the building is “like a maze”
- Staff spend a large amount of time giving directions

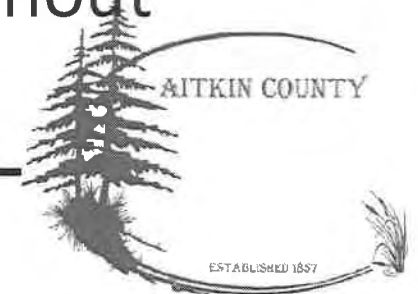
Future State

- Service oriented signage in the interior and exterior of the building
- Streamlined layout
- Reduced staff time giving directions because customers go to the right place the first time



Why is Better Customer Service Important

- Aitkin County is in the business of serving the public, if we aren't doing it well, we aren't doing our jobs.
- Aitkin County has an obligation to ensure that we make our services accessible to all of our customers.
- Aitkin County builds trust when we have positive interactions with our customers, when we cannot even get them around our buildings without difficulty, we lose trust.



Better Customer Service: Locating like services near each other

Current State

- Many times customers have business with multiple departments, and have to move throughout the “maze of a building” to accomplish their business
- There is no current logic behind the layout of the building, departments are just placed where they fit

Future State

- Customers will be able to get service from the same window, or a very nearby window – also allowing departments to communicate on issues
- Logical building layout, that puts similar services next to each other



What is “Improving Safety and Security”

- Ensuring that our Customers do not have slips, falls or other accidents
- Ensuring that our staff are safe and secure



Improving Safety and Security:

Ensuring that our Customers do not have slips, falls or other accidents

Current State

- Parking near the doors is limited, and the layout/concrete walkways are hard to keep hazard free
- Elderly and disabled residents oftentimes have to negotiate stairs creating risk

Future State

- Parking near doors, improved walkways to keep hazard free
- Fewer stairs and/or easier access to elevators



Improving Safety and Security:

Ensuring that our staff are safe and secure

Current State

- No/limited courthouse security
- Ineffective doors to offices that don't close or lock, allowing potential threats behind the counters
- "Maze" layout of the building makes it hard to cordon off and secure

Future State

- Courthouse security for offices that remain in the courthouse
- Staff areas are securely locked from the outside with effective safety protocol
- Logical layout that will allow for emergency management



Improving Safety and Security:

Ensuring that our staff are safe and secure (cont...)

Current State

- Current air quality in the courthouse building is poor, poor ventilation, particularly on the bottom floor
- Mold issues are occurring, causing a health hazard
- Keyed access makes access control difficult

Future State

- Improved ventilation and air quality, reducing health hazards and risk
- Key card access systems that control and log who is entering the building and when



Why is Improving Safety and Security Important?

- Any time a customer or staff member is at risk, Aitkin County is at risk.
- Our employees have concerns about security in the courthouse, given recent courthouse events, and deserve to work in a safe place.
- Aitkin County has not had significant problems, but an ounce of prevention is worth a pound of cure.



What is Increasing Operational Efficiency?

- Improving processes to decrease the amount of staff time spent
- Increasing coordination among departments
- Ensuring staff have professional and appropriate space to do their jobs as efficiently as possible



Increasing Operational Efficiency:

Improving processes to decrease the amount of staff time spent

Current State

- Processes to perform tasks are staff-time intensive
- Processes typically happen in steps within a department and are transferred to another
- The public does not have access within the courthouse to information online

Future State

- Use technology and workflow tools to improve processes
- Perform processes in the most logical way, not based on departmental boundaries
- Easy access to public information on courthouse public computers



Increasing Operational Efficiency:

Increasing coordination among departments

Current State

- Physical barriers (walls and stairs) to increased departmental collaboration
- Opportunities to make minor but time saving changes are not discovered
- Below average interpersonal communication between departments

Future State

- Reduced physical barriers
- Generate opportunities through the removal of physical barriers
- Increase interpersonal communications through shared common space and open floor plans



Increasing Operational Efficiency:

Professional space for efficiency

Current State

- Poor lighting, layouts and space reduce employee productivity
- No private large group or small group meeting spaces
- Some managers do not have private offices for confidential conversation
- Board room is inefficient and doesn't allow for good public access

Future State

- Better lighting, space layouts and atmosphere
- Large and small group meeting space to facilitate collaboration
- Private offices for managers for confidentiality
- Improved Board room for better public access



Why is Increasing Operational Efficiency Important?

- Process improvements lower costs over the long term and can have immediate benefits
- Increased coordination will lead to better customer service and more ideas for innovation, generated by the departments
- Professional space for employees has the potential to increase productivity up to 70% according to Gallup studies



What is Decreasing Infrastructure Costs?

- Studying and utilizing our space better so we can heat and cool less of the building
- Studying alternative heating and cooling sources



Decreasing Infrastructure Costs:

Utilizing our space better

Current State

- Space is poorly utilized, with too many square feet heated and cooled
- Certain areas of the building that are storage are unnecessarily heated/cooled
- Buildings are inefficient from an energy perspective

Future State

- Improved space utilization, only heat and cool the areas we need
- Dedicated cold storage
- Improved building energy efficiency



Decreasing Infrastructure Costs:

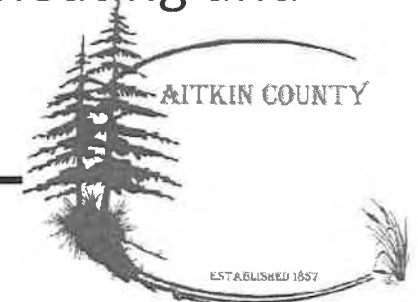
Studying alternative heating and cooling sources

Current State

- Very inefficient and high cost heating and cooling systems
- High replacement cost heating and cooling systems
- Inefficient lighting systems
- Many different systems managing heating and cooling

Future State

- High efficiency heating and cooling systems that can be replaced by component
- Lower replacement cost and longer life heating and cooling systems
- Increased efficiency lighting
- Begin transitioning to single technology for heating and cooling



Why is Decreasing Infrastructure Costs Important?

- Long term infrastructure can be projected to cost more and more without a good maintenance and upkeep
- Current systems are old and inefficient and VERY expensive to replace – which would need to be done soon
- Improved heating, cooling and lighting can improve employee productivity





Aitkin County Board of Commissioners Agenda Request Form

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Agenda Item #

Requested Meeting Date: November 25, 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