

# **ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 26, 2013 – 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
- 10:10 F) Citizens' Public Comment\*
- 2) Consent Agenda  
A) Correspondence File March 12, 2013 – March 25, 2013  
B) Approve 3/12/13 County Board Minutes  
C) Approve Commissioner Warrants  
D) Approve Auditor Warrants – February Sales & Use Tax  
E) Approve Tobacco Licenses  
F) Approve Public Auction of Vehicles – Sheriff's Dept.  
G) Approve Resolution – 2013 Boat & Water Safety Grant Agreement  
H) Approve Renewal of Consumption & Display (Set Up) Permit: Danny J. Volk, d/b/a Hidden Meadows Campground on Blind Lake – Unorg 48-27 Township  
I) Approve Resolution – Minnesota National Golf Course Liquor License  
J) Approve Resolution – Central Specialties, Inc. vs Aitkin County  
K) Approve Brat Sale – Aitkin Area Persian Gulf Support Group  
L) Approve Resolution – Exempt Permit LG220 of the Wealthwood Rod & Gun Club
- 10:15 3) Scott Turner, Sheriff  
A) 800 Mhz Radio Update  
B) CodeRED Emergency Communications Network
- 10:45 4) Jeff Holubar, MCIT  
A) MCIT Update
- 11:00 5) John Welle, County Engineer  
A) Set Public Meeting Date - Round Lake Outlet Control Structure  
B) Approve Resolution – Aitkin County & Mille Lacs County Joint Powers Agreement
- 11:20 6) Terry Neff, Environmental Services Director  
A) Proposed Amendments to the Zoning Ordinance

\* Comments from visitors must be informational in nature and not exceed five (5) minutes per person. The County Board cannot 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.

**\*\* Please note: all times, except public advertised hearings, are approximate and subject to change without notice.**

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS March 26, 2013 – BOARD AGENDA

- 11:35 Break
- 11:50 7) Patrick Wussow, County Administrator  
A) Legislative Update  
B) Invitation to Long Lake Conservation Center's Reaccreditation External Review Exit Report
- 12:00 8) Board Discussion  
Mark Wedel – CMCC  
Laurie Westerlund – CHS, AMC, CMCC, P&Z, HRA  
Don Niemi – AMC, Lakes & Pines  
Brian Napstad – Env. Congress, Legislative Session  
Anne Marcotte – Trail Town Meeting, AMC, Northwoods Show
- 9) Committee Updates  
A) Upcoming Meetings:  
Lakes & Pines – April 15 at 10:00 a.m., Executive Committee  
MRCC – April 18 at 10:00 a.m., ITV  
Kinship of Aitkin County – April 16 at Noon at the Kinship Offices  
Snake River Watershed – April 22 at 9:00 a.m., Kanabec County Courthouse  
ARDC – April 18, Commission meeting  
Onanegozie – April 25  
ACAT – April 18 at 7:30 p.m., McGregor Community Center  
B) Committee Minutes:  
MRCC – February 21, 2013  
ACAT – January 17, 2013
- 12:45 Adjourn

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# AITKIN COUNTY BOARD

March 12, 2013

The Aitkin County Board of Commissioners met this 12<sup>th</sup> day of March, 2013 at 9:03 a.m. with the following members present: Chairperson J. Mark Wedel, Commissioners Laurie Westerlund, Don Niemi, Brian Napstad, Anne Marcotte, County Administrator Patrick Wussow, and Administrative Assistant Sue Bingham.

**CALL TO ORDER**

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the March 12, 2013 amended agenda. Item 9C) Special Meeting April 30, 2013 at Long Lake Conservation Center, was added.

**APPROVED AGENDA**

Motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve the Consent Agenda as follows: A) Correspondence File: February 26, 2013 – March 11, 2013; B) Approve County Board Minutes: February 26, 2013; C) Approve Commissioner Warrants: General Fund \$300,239.51, Road & Bridge \$67,051.42, Special Revenue \$6,467.98, Health & Human Services \$105.60, Trust \$9,920.31, Forest Development \$3,611.44, Long Lake Conservation Center \$5,236.56, Parks \$2,384.30 for a total of \$395,017.12; D) Approve February Manual Warrants: General Fund \$23,787.82, Road & Bridge \$671,912.72, Health & Human Services \$2,428.39, State \$45,812.55, Trust \$174.33, Forest Development \$174.33, Agency \$94,987.00, Taxes & Penalties \$260.87, Long Lake Conservation Center \$2,710.16 for a total of \$842,248.17; E) Approve Auditor Warrants – Gas Tax Payments: Road & Bridge \$262,075.65; F) Accept Donations to STS - \$150 from Riceland Chapter of Minnesota Deer Hunters, and \$500 from Garrison Commercial Club; G) Approve Public Auction of Vehicles – Sheriff's Department; H) Approve Renewal of Consumption & Display (Set Up) Permit – Minnewawa Sportsmen's Club, Shamrock Township; I) Approve Fire Protection Contract with City of Palisade; J) Approve Fire Protection Contract with City of Hill City; K) Approve (2) Resolutions – Transfer and Apportionment of 2012 Forfeited Tax Funds

**CONSENT AGENDA**

Under the consent agenda, motion by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve public auction of the following vehicles, seized under DWI forfeiture: 2000 Dodge Caravan, 1997 Ford F150, 2004 Chevrolet Cavalier, and 2008 Toyota FJ Cruiser.

**PUBLIC AUCTION OF VEHICLES – SHERIFF'S DEPT.**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Transfer and Apportionment of 2012 Forfeited Tax Funds M.S. 282.08:

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

**NOW, THEREFORE, BE IT RESOLVED**, that in compliance with said law, that thirty (30) percent of the remaining receipts are to be used for forest development and twenty (20) percent of these receipts remaining are to be used for the maintenance and development of County Parks or recreational areas, as defined in Minnesota Statute Section 398.31 to 398.36 to be expended under the supervision of the County Board.

**RESOLUTION  
031213-031  
TRANSFER AND  
APPORTIONMENT  
OF 2012  
FORFEITED TAX  
FUNDS M.S.  
282.08**

Under the consent agenda, motion for a resolution by Commissioner Niemi, seconded by Commissioner Westerlund and carried, all members voting yes to approve resolution – Transfer and Apportionment of 2012 Forfeited Tax Funds M.S. 282.09:

**WHEREAS**, according to M.S. 282.09, Subdivision 1, the County Board does hereby determine that the \$3.00 fee from each certificate of sale, contract for deed, and each lease executed by the Auditor and the compensation for clerical help on tax-forfeited land matters in the County Auditor's office during the 2012 calendar year was \$30,000.00, and

**WHEREAS**, the county revenue cost for office space and maintenance for the Aitkin County Land Dept in the Courthouse for the 2012 calendar year is \$20,000.00, and

**WHEREAS**, a gravel pit rehabilitation account has been established, and \$.15 per yard of gravel taken out of county pits will be placed in this account, the 2012 amount to be placed in this account is \$1,185.60.

**NOW THEREFORE, BE IT RESOLVED**, that the amount of \$30,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County Auditor account (01-040-5590) to cover the costs of this clerical hire, AND that the amount of \$20,000.00 be transferred from the Forfeited Tax Sales Account (10-923-6901) to the County General Revenue Account (01-110-5840) for office rent and maintenance, AND that the amount of \$1,185.60 shall be transferred from the Forfeited Tax Sales Account (10-923-6901) to the Gravel Pit Account (11-936-5840).

Representatives from MnDOT and Toward Zero Deaths discussed the proposed 2013-2017 Area Transportation Improvement Program and road safety with the Board.

The Board held a telephone conference with Senator Carrie Ruud and Representative Joe Radinovich. The Board voiced their concerns and received updates from the Senator and Representative on current legislative activities.

Break: 10:34 a.m. to 10:50 a.m.

Chairperson J. Mark Wedel closed the meeting at 10:50 a.m. under MN Statute 13D.05, subd. 3(b) Attorney-Client Privilege.

Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members voting to reopen the meeting at 11:18 a.m.

John Welle, County Engineer discussed Transportation Funding Bill, H.F. 931 with the Board.

John Welle, County Engineer reviewed the Proposed 2013 Highway Construction/Maintenance Program with the Board. Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve.

Sheriff Scott Turner gave the Board a presentation of 800 Mhz radio coverage in Aitkin County, and noted the City of Aitkin needs additional coverage. The Board requested he return at a later date with options and quotes for correcting the problem.

**RESOLUTION  
031213-032  
TRANSFER AND  
APPORTIONMENT  
OF 2012  
FORFEITED TAX  
FUNDS M.S.  
282.09**

**MnDOT  
PRESENTATION**

**RUUD &  
RADINOVICH  
CONFERENCE  
CALL**

**BREAK**

**CLOSED  
SESSION**

**OPEN MEETING**

**LEGISLATIVE  
UPDATE –  
HIGHWAY DEPT.**

**PROPOSED  
2013 HIGHWAY  
CONSTRUCTION  
PROGRAM**

**800 MHZ RADIO  
UPDATE**

Sheriff Turner requested Board approval to purchase 15 additional portable radios for jail/STS/transport. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting yes to approve the purchase of (15) XTS 1500 portables for a total cost of \$20,160.00 and (1) Impres Charger 6-bank for \$591.00.

**PORTABLE  
RADIO  
PURCHASE**

Motion by Commissioner Westerlund, seconded by Commissioner Napstad and carried, all members voting yes to approve Hazard Mitigation Planning Grant Agreement. The grant amount is \$25,000.00. The local match of \$8,500.00 will be met by an "in-kind" contribution of time.

**HAZARD  
MITIGATION  
PLANNING  
GRANT**

Break: 12:38 p.m. to 1:29 p.m.

**BREAK**

Ross Wagner, Economic Development & Forest Industry Coordinator reviewed the Aitkin County Tourism and Promotion Fund Budget for 2013. Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members voting to approve.

**2013 PROMOTION  
& TOURISM  
BUDGET**

Motion by Commissioner Marcotte, seconded by Commissioner Westerlund and carried, all members voting yes to approve Local 49 Road & Bridge 2013-2014 Collective Bargaining Agreement.

**LOCAL 49 ROAD  
& BRIDGE 2013-  
2014 COLLECTIVE  
BARGAINING  
AGREEMENT**

Patrick Wussow, County Administrator discussed legislative issues with the Board and proposed a resolution supporting reimbursement for sales tax paid for the ARMER 800 Mhz upgrades.

**LEGISLATIVE  
UPDATES**

Motion for a resolution by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve resolution – Support for Refund of Sales Tax Related to ARMER 800 Mhz Purchases:

**WHEREAS**, the Aitkin County Board has authorized purchases of approximately \$2,000,000.00 to upgrade the County radio and dispatch equipment to be compatible with the 800 Mhz ARMER system, and

**RESOLUTION  
031312-033  
SUPPORT FOR  
REFUND OF  
SALES TAX  
RELATED TO  
ARMER 800 MHZ  
PURCHASES**

**WHEREAS**, when the seven county metro area made their upgrades they were exempt from paying sales tax, and

**WHEREAS**, if Aitkin County would have had the same benefit it would have saved more than \$100,000.00. Additionally the majority of greater MN counties would have had similar savings, had they been treated the same as the metro counties, and

**WHEREAS**, current legislation in the Senate (S.F. 472 and S.F. 63) supports refunding the sales tax for the mandated ARMER upgrades.

**THEREFORE BE IT RESOLVED**, that the Aitkin County Board of Commissioners supports S.F. 472 and S.F. 63 and future similar legislation in the MN House for a sales tax exemption for purchases made after June 30, 2005 for ARMER related equipment.

# AITKIN COUNTY BOARD

March 12, 2013

Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve holding a special meeting with Scott Rian, LLCC Marketing and Business Manager at Long Lake Conservation Center on April 30<sup>th</sup> from 9:00 a.m. to Noon.

**SPECIAL  
MEETING  
SCHEDULED**

The County Board discussed request to adopt a resolution in favor of repealing the Taconite Tax Relief Area Fiscal Disparities Act with Aitkin City Clerk Kathy Brophy, resident Dale Lueck, and business owners Tim Catlin, Steve Wilson, and Bob Cummings.

**FISCAL  
DISPARITIES**

Motion for a resolution by Commissioner Westerlund, seconded by Commissioner Marcotte and carried, all members voting to adopt resolution – Repeal MN Statute 276A:

**WHEREAS**, the Minnesota Legislature enacted MN Statute 276A in 1996 without public hearings in the affected Counties that calls for the sharing of local property taxes; and

**RESOLUTION  
031312-034  
REPEAL MN  
STATUTE 276A**

**WHEREAS**, the perceived intended purpose/benefits of the statute was that:

- a. Communities with low tax base must impose higher tax rates to deliver the same service as communities with higher tax bases. These high tax rates make poor communities less attractive places for businesses to locate or expand in, exacerbating the problem. Requiring part of the commercial industrial tax base to be shared can reduce this effort.
- b. Communities generally believe that commercial and industrial properties pay more taxes than it costs to provide services to them. This encourages communities to compete for these properties by providing tax concessions of special services. Tax base sharing can reduce the incentive for this competition.
- c. Tax base sharing spreads the fiscal benefit of business development attracted by regional facilities such as large shopping centers, airports, and freeway interchanges, or recreational facilities such as sports stadiums and arenas.

**WHEREAS**, the benefits did not occur, and

**WHEREAS**, from the years 2010 through 2013, the total net loss in local tax revenue for some of the cities and townships of Aitkin County is \$930,000 due to Fiscal Disparities.

**NOW THEREFORE BE IT RESOLVED**, that the Aitkin County Board supports and recommends to the State of Minnesota legislature the repeal of MN Statutes 276A.

Break: 3:13 p.m. to 3:21 p.m.

**BREAK**

The Board reported on the following:

**BOARD  
DISCUSSION**

Commissioner Brian Napstad

- Broadband – Attended seminar at Grand Casino Hinckley on February 28<sup>th</sup>
- MAC – Met Wednesday, March 6<sup>th</sup>. Routine business.
- Met with Shamrock Township - discussed Flood Mitigation Taskforce and County assessments
- Met with NCLUCB in Chisholm - discussed DNR Shoreland Ordinance and PILT

Commissioner Don Niemi

- East Central Regional Library met Monday, March 11<sup>th</sup> - discussed the Mascot Mania Tour and Legacy Programs

Commissioner Anne Marcotte

- Attended the Aitkin County Commerce Show on March 9<sup>th</sup> and 10<sup>th</sup>
- Invited the Board to Trail Town meeting at Fireside Inn at McGregor - March 13<sup>th</sup>

Commissioner Laurie Westerlund

- Park Board met March 11<sup>th</sup> – Met Scott Rian, new LLCC Marketing and Business Manager at Long Lake Conservation Center
- Fisheries Input Group – Met at Hazelton Township

Commissioner J. Mark Wedel

- Aitkin Airport – Discussed Charter Service, LED lighting on windsock
- Historical Society – Railroad will not be donating land
- American Peat Technologies – burns 4000 cords of wood chips per year
- Handed out a Letter of Commendation from MN Dept. of Human Services

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 3:46 p.m. until Tuesday, March 26, 2013 at 9:00 a.m.

**ADJOURN**

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J. Mark Wedel, Chairperson  
Aitkin County Board of Commissioners

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Patrick Wussow, County Administrator

SMH1  
3/25/13 11:47AM

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Print List in Order By: 1  
1 - Fund (Page Break by Fund)  
2 - Department (Totals 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

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
5653	Accurate Controls, Inc 01-252-000-0000-6231		58.50	door service 129B	7025	Services & Labor (Incl Contracts)
5653	Accurate Controls, Inc		58.50	1 Transactions		
50	Aitkin Body Shop, Inc 01-045-000-0000-6302		1,267.87	Repairs to #1 Ford 500	56410	Car Maintenance
50	Aitkin Body Shop, Inc		1,267.87	1 Transactions		
117	Aitkin County Sheriff 01-252-000-0000-5541		205.00	Jenna Stephanie refund		Pay To Stay Incounty Boarding Mn641.12
117	Aitkin County Sheriff		205.00	1 Transactions		
657	Aitkin Glass Service 01-200-000-0000-6302		240.00	Replace windshield #203	8831	Car Maintenance
657	Aitkin Glass Service		240.00	1 Transactions		
86222	Aitkin Independent Age 01-040-000-0000-6230		173.25	2013 Summary Budget	1014	Printing, Publishing & Adv
	01-040-000-0000-6405		30.00	1 year subscription	1014	Office & Computer Supplies
	01-040-021-0000-6230		32.00	Serv/Dir License Center	1014	Printing, Publishing & Adv
	01-060-000-0000-6230		45.00	Public Accuracy test ad	1014	Printing, Publishing & Adv
	01-200-000-0000-6230		49.50	Notice of sale Nissan	1088	Printing, Publishing & Adv
	01-001-000-0000-6230		59.82	Synopsis 1/22	1479	Printing, Publishing & Adv
	01-122-000-0000-6230		24.75	Notice of PC Hearing	1482	Printing, Publishing & Adv
	01-040-021-0000-6230		279.00	Resource Directory Ad	1496	Printing, Publishing & Adv
	01-090-000-0000-6406		60.00	Age Subscriptions	1624	Law Publ. & Subscriptions
86222	Aitkin Independent Age		753.32	9 Transactions		
5658	Amerigas - Brainerd 01-252-000-0000-6231		51.07	Propane for backup generator	800986515	Services & Labor (Incl Contracts)
5658	Amerigas - Brainerd		51.07	1 Transactions		
8239	Ameripride Linen & Apparel Services 01-110-000-0000-6422		44.54	Tissue,towels,soap,mop	220629500	Janitorial Supplies
8239	Ameripride Linen & Apparel Services		44.54	1 Transactions		
340	Anoka Co Sheriff 01-090-000-0000-6234		70.00	Subpoena 01cr12671	13001017	Co Sheriff Services
	01-090-000-0000-6234		70.00	subpoena 01JV12637	13001207	Co Sheriff Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
340	Anoka Co Sheriff		140.00		2 Transactions	
248	Association Of Mn Counties					
	01-122-000-0000-6241		35.00	Land Use Workshop-Pete G	3/22/13	Registration Fee
	01-122-000-0000-6241		45.00	Land Use Workshop-J.Ratz	3/22/13	Registration Fee
	01-391-000-0000-6241		35.00	Land Use Workshop-Neff	3/22/13	Registration Fee
248	Association Of Mn Counties		115.00		3 Transactions	
86467	Auto Value Aitkin					
	01-253-000-0000-6302		87.36	Trailer parts STS	40021146	Car Maintenance
	01-253-000-0000-6302		6.46	Dust cap STS	40021159	Car Maintenance
	01-253-000-0000-6302		4.53	Dust Cap STS	40021160	Car Maintenance
	01-253-000-0000-6302		7.04	Return Dust Cap STS	40021204	Car Maintenance
	01-200-000-0000-6302		34.71	Headlamps #210	40021243	Car Maintenance
86467	Auto Value Aitkin		126.02		5 Transactions	
246	Brothers Fire Protection					
	01-252-000-0000-6231		750.00	Change order annunciator panel	90328	Services & Labor (Incl Contracts)
246	Brothers Fire Protection		750.00		1 Transactions	
783	Canon Financial Services, Inc					
	01-043-000-0000-6231		182.87	Copier contract 021	12584512	Services, Labor, Contracts
	01-043-000-0000-6231		12.83	Accessories/Print kit 024	12584514	Services, Labor, Contracts
	01-252-000-0000-6231		103.50	contract copies-016	12604458	Services & Labor (Incl Contracts)
	01-122-000-0000-6231		338.92	Copier contract 017	12604459	Services, Labor, Contracts, Programming
	01-044-000-0000-6231		350.60	Contract Charges-019	12604461	Services, Labor, Contracts
783	Canon Financial Services, Inc		988.72		5 Transactions	
8175	Centurylink					
	01-001-000-0000-6250		7.26	LOCAL PHONE	313645966	Telephone
	01-012-000-0000-6250		116.21	LOCAL PHONE Q1	313645966	Telephone
	01-040-000-0000-6250		50.84	LOCAL PHONE	313645966	Telephone
	01-042-000-0000-6250		29.05	LOCAL PHONE	313645966	Telephone
	01-043-000-0000-6250		79.89	LOCAL PHONE	313645966	Telephone
	01-049-000-0000-6250		36.31	LOCAL PHONE	313645966	Telephone
	01-052-000-0000-6250		43.59	LOCAL PHONE	313645966	Telephone
	01-090-000-0000-6250		65.37	LOCAL PHONE	313645966	Telephone
	01-100-000-0000-6250		21.79	LOCAL PHONE	313645966	Telephone
	01-110-000-0000-6250		14.53	LOCAL PHONE	313645966	Phone
	01-120-000-0000-6250		7.26	LOCAL PHONE	313645966	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<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>
	01-122-000-0000-6250			50.84	LOCAL PHONE	313645966	Telephone
	01-200-000-0000-6250			188.83	LOCAL PHONE	313645966	Telephone
	01-200-000-0000-6250			58.10	LOCAL PHONE-PROBATION	313645966	Telephone
	01-252-000-0000-6250			116.21	LOCAL PHONE	313645966	Telephone
	01-253-000-0000-6250			7.26	LOCAL PHONE	313645966	Telephone
	01-255-000-0000-6250			7.26	LOCAL PHONE	313645966	Telephone
	01-280-000-0000-6250			14.53	LOCAL PHONE	313645966	Telephone
	01-390-000-0000-6250			14.53	LOCAL PHONE	313645966	Telephone
	01-391-000-0000-6250			7.26	LOCAL PHONE	313645966	Telephone
	01-601-000-0000-6250			14.53	LOCAL PHONE	313645966	Telephone
	01-711-000-0000-6250			7.26	LOCAL PHONE	313645966	Telephone
	01-040-021-0000-6250			297.05	LOCAL PHONE	314154028	License Center-Phone
8175	Centurylink			1,255.76			23 Transactions
10185	Centurylink Communications Inc						
	01-001-000-0000-6250			4.70	LD Phone	320146217	Telephone
	01-012-000-0000-6250			31.78	LD Phone Q1	320146217	Telephone
	01-040-000-0000-6250			3.87	LD Phone	320146217	Telephone
	01-042-000-0000-6250			6.08	LD Phone	320146217	Telephone
	01-043-000-0000-6250			12.99	LD Phone	320146217	Telephone
	01-044-000-0000-6250			1.93	LD Phone	320146217	Telephone
	01-049-000-0000-6250			2.12	LD Phone	320146217	Telephone
	01-052-000-0000-6250			15.94	LD Phone	320146217	Telephone
	01-090-000-0000-6250			20.63	LD Phone	320146217	Telephone
	01-100-000-0000-6250			10.59	LD Phone	320146217	Telephone
	01-110-000-0000-6250			1.29	LD Phone	320146217	Phone
	01-120-000-0000-6250			15.94	LD Phone	320146217	Telephone
	01-122-000-0000-6250			11.05	LD Phone	320146217	Telephone
	01-200-000-0000-6250			58.68	LD Phone-PROBATION	320146217	Telephone
	01-200-000-0000-6250			99.95	LD Phone	320146217	Telephone
	01-252-000-0000-6250			73.88	LD Phone	320146217	Telephone
	01-253-000-0000-6250			0.18	LD Phone-STS	320146217	Telephone
	01-255-000-0000-6250			7.65	LD Phone	320146217	Telephone
	01-390-000-0000-6250			11.24	LD Phone	320146217	Telephone
	01-391-000-0000-6250			3.59	LD Phone	320146217	Telephone
	01-601-000-0000-6250			24.50	LD PHONE	320146217	Telephone
	01-711-000-0000-6250			7.37	LD Phone	320146217	Telephone
	01-044-000-0000-6250			0.34	Toll Free Phone	320295974	Telephone
	01-090-000-0000-6250			4.60	Toll Free Phone	320295974	Telephone

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
								Paid On Bhf #	On Behalf of Name
		01-120-000-0000-6250			3.58	Toll Free Phone		320295974	Telephone
		01-200-000-0000-6250			12.83	Toll Free Phone		320295974	Telephone
		01-252-000-0000-6250			12.83	Toll Free Phone		320295974	Telephone
		01-280-000-0000-6250			2.23	Toll Free Phone		320295974	Telephone
10185	Centurylink Communications Inc				462.36		28 Transactions		
964	Chief Supply Corp								
		01-200-000-0000-6405			307.69	Gloves		211863	Office Supplies
		01-252-000-0000-6405			307.70	Gloves		211863	Office & Computer Supplies
964	Chief Supply Corp				615.39		2 Transactions		
6149	Christensen/Erik Albert								
		01-012-000-0000-6232		P	76.41	Attorney costs			Attorney Services
						01/01/2012	06/30/2012		
		01-012-000-0000-6232		P	4,392.00	Attorney fees		73.2@60	Attorney Services
						01/01/2012	06/30/2012		
6149	Christensen/Erik Albert				4,468.41		2 Transactions		
1457	CPS Technology Solutions, Inc								
		01-044-195-0000-6625			28,600.50	New I Series		362233	Unallocated Tech. Expense 357.182 Subd
1457	CPS Technology Solutions, Inc				28,600.50		1 Transactions		
5583	Crawford Supply Company								
		01-252-252-0000-6408			53.20	Commissary Supplies		SI16056	Commissary Supplies
5583	Crawford Supply Company				53.20		1 Transactions		
1180	Crow Wing Co Sheriff's Office								
		01-090-000-0000-6234			75.00	Subpoena - Nelson, Celeste		76313	Co Sheriff Services
		01-090-000-0000-6234			150.00	Subpoena Vanwert		76339	Co Sheriff Services
1180	Crow Wing Co Sheriff's Office				225.00		2 Transactions		
10855	Culligan								
		01-090-000-0000-6213			32.50	Monthly water supply		150X00612408	Drug & Forfeiture Ms387.213
10855	Culligan				32.50		1 Transactions		
88628	Dalco								
		01-252-000-0000-6422			377.24	Paper products for jail		2577945	Janitorial Supplies
		01-110-000-0000-6422			233.58	Hand sanitizer,towels, tp		2577946	Janitorial Supplies
		01-252-000-0000-6422			190.97	jail paper products		2582743	Janitorial Supplies

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
88628	Dalco		801.79		3 Transactions	
10330	Dangers/Mike 01-043-000-0000-6330		49.29	Mileage tax court hearing	106@.465	Transportation & Travel & Parking
10330	Dangers/Mike		49.29		1 Transactions	
1339	Dennis Auto Body & Auto Sales 01-200-000-0000-6359		160.32	transport Yamaha snowmobile	12-0934	Wrecker Service
1339	Dennis Auto Body & Auto Sales		160.32		1 Transactions	
1491	Dutch's Electric, Inc 01-254-000-0000-6231		689.83	install recept.911 upgrade	20631	Services, Labor, Contracts
1491	Dutch's Electric, Inc		689.83		1 Transactions	
1543	Engen/Scott E 01-090-000-0000-6233		18.75	Transcripts	K.Anderson	Court Reporter Services
1543	Engen/Scott E		18.75		1 Transactions	
1570	Erickson Oil Products Inc 01-043-000-0000-6511		611.15	February fuel	11347	Gas And Oil
	01-200-000-0000-6511		21.36	Gas	9334	Gas And Oil
	01-252-000-0000-6330		94.89	Gas	9334	Prisoner Transportation & Travel
1570	Erickson Oil Products Inc		727.40		3 Transactions	
1679	Fireside Inn 01-700-909-0000-6801		104.00	Room rent ATV workshop	3/13/13	Appropriations-Grant
1679	Fireside Inn		104.00		1 Transactions	
9642	Fleet Services 01-200-000-0000-6511		6,195.66	GAS	0424007043961	Gas And Oil
	01-203-000-0000-6511		548.72	GAS	0424007043961	Gas And Oil
	01-252-000-0000-6330		406.76	GAS	0424007043961	Prisoner Transportation & Travel
9642	Fleet Services		7,151.14		3 Transactions	
4173	Grams/Lori 01-042-000-0000-6330		33.90	Brainerd meeting mileage	60@.565	Transportation & Travel
4173	Grams/Lori		33.90		1 Transactions	
9897	Grand Timber Bank 01-100-000-0000-6301		95.00	Safe Deposit Box Rental 3775		Rentals

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIE

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
No.	Account/Formula				Service Dates	Paid On Bhf #	On Behalf of Name
	01-100-000-0000-6301			140.00	Safe Deposit Box Rental 4889		Rentals
9897	Grand Timber Bank			235.00	2 Transactions		
12540	Grunenwald/Joel						
	01-252-000-0000-5541			114.00	refund a double pay	331160	Pay To Stay Incounty Boarding Mn641.12
12540	Grunenwald/Joel			114.00	1 Transactions		
2140	Hennepin County Sheriff's Office						
	01-090-000-0000-6234			70.00	Subpoena state v ferris, joshu	52317	Co Sheriff Services
	01-090-000-0000-6234			70.00	Subpoena state v conley, larry	52323	Co Sheriff Services
	01-090-000-0000-6234			70.00	Subpoena state v conley, larry	52324	Co Sheriff Services
	01-090-000-0000-6234			70.00	Subpoena state v conley, larry	52325	Co Sheriff Services
2140	Hennepin County Sheriff's Office			280.00	4 Transactions		
2186	Hillyard Inc - Kansas City						
	01-110-000-0000-6422			283.31	Cleaner, soap, towels, liners	600604347	Janitorial Supplies
	01-252-000-0000-6422			540.14	Janitorial	600604348	Janitorial Supplies
	01-252-000-0000-6422			118.37	Janitorial	600604440	Janitorial Supplies
2186	Hillyard Inc - Kansas City			941.82	3 Transactions		
7525	Hometown Bldg Supply						
	01-200-000-0000-6409			27.10	Glassboard, white panel	37509	Deputy Supplies
	01-253-000-0000-6405			14.93	treated lumber,shop supplies	37572	Operating Supplies
7525	Hometown Bldg Supply			42.03	2 Transactions		
2340	Hyytinen Hardware Hank						
	01-391-000-0000-6405			23.37	Batteries, tape measure	1093012	Office & Film Supplies
2340	Hyytinen Hardware Hank			23.37	1 Transactions		
6121	Identisys						
	01-200-039-0000-6425			3,076.78	card printer,ribbon,cleaning k	162886	Gun Permit Expenses
6121	Identisys			3,076.78	1 Transactions		
2437	Independent Emerg Services,LLc						
	01-254-000-0000-6231			918.41	reroute audio to logger 2-25	080457	Services, Labor, Contracts
2437	Independent Emerg Services,LLc			918.41	1 Transactions		
7810	Isanti County Sheriff's Office						
	01-090-000-0000-6234			53.00	Subpoena 01JV12637	8204	Co Sheriff Services

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
7810	Isanti County Sheriff's Office		53.00		1 Transactions	
2763	J & H Transfer Station-Lakes Sanitary 01-391-060-0000-6360		657.90	February Recycling		Recycling Contract
2763	J & H Transfer Station-Lakes Sanitary		657.90		1 Transactions	
5503	Keefe Supply Company 01-252-252-0000-6405		114.88	Commissary Supplies	SI06339	Prisoner Welfare
5503	Keefe Supply Company		114.88		1 Transactions	
10567	Lake Country Auto Center Of Aitkin 01-200-000-0000-6302		665.03	4 tires, mount/align #225	13545	Car Maintenance
10567	Lake Country Auto Center Of Aitkin		665.03		1 Transactions	
91187	Lake Country Power 01-252-000-0000-6254		127.08	Quadna Tower	1501827050	Utilities & Heating
91187	Lake Country Power		127.08		1 Transactions	
2810	Larson/Shari S 01-012-000-0000-6232		1,206.29	Attorney fees		Attorney Services
	01-012-000-0000-6232		62.16	Attorney costs		Attorney Services
2810	Larson/Shari S		1,268.45		2 Transactions	
2928	Lundberg Plumbing & Heating, Inc 01-253-000-0000-6231		248.50	Pump switch STS building	12511	Services, Labor, Contracts
2928	Lundberg Plumbing & Heating, Inc		248.50		1 Transactions	
10877	Mactek Systems Inc 01-254-000-0000-6231		2,487.00	Maint agreement call record 03/12/2013 03/11/2014	1543	Services, Labor, Contracts
10877	Mactek Systems Inc		2,487.00		1 Transactions	
2946	Madden Galanter Hansen,LLP 01-052-000-0000-6232		0.20	LD Phone Charges		Attorney Services
	01-052-000-0000-6232		86.10	Arb.&Admin Hearings 02/01/2013 02/04/2013	.70@123	Attorney Services
	01-052-000-0000-6232		795.60	Labor Relation Services 02/01/2013 02/28/2013	6.80@117	Attorney Services
2946	Madden Galanter Hansen,LLP		881.90		3 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
12048	McDowell Agency, Inc./The 01-052-000-0000-6234		25.00	background screening	40840	Background Check Fee
12048	McDowell Agency, Inc./The		25.00	1 Transactions		
2939	McGee P.A./M.B. 01-123-000-0000-6231		500.00	Coroner Fees	13-0169	Coroner Fees
2939	McGee P.A./M.B.		500.00	1 Transactions		
3150	Mille Lacs Co Sheriff 01-090-000-0000-6234		60.00	Subpoenas 01CR12592	4706	Co Sheriff Services
3150	Mille Lacs Co Sheriff		60.00	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 01-200-000-0000-6254		118.49	Fleming Tower	27-13-003-02	Utilities
	01-200-000-0000-6254		167.40	Seavey Tower	55-21-002-01	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		285.89	2 Transactions		
89765	Minnesota Elevator Service 01-252-000-0000-6231		151.76	March Monthly maint	270206	Services & Labor (Incl Contracts)
	01-110-000-0000-6231		151.76	March Monthly service	270829	Services, Labor, Contracts
89765	Minnesota Elevator Service		303.52	2 Transactions		
3273	Mn Co Attorneys Assn 01-090-000-0000-6406		42.75	Co Attorney directory	18143120	Law Publ. & Subscriptions
3273	Mn Co Attorneys Assn		42.75	1 Transactions		
3255	Mn Counties Intergovernmental Trust 01-202-000-0000-6352		73.00	Airboat insurance	1071103	Insurance
3255	Mn Counties Intergovernmental Trust		73.00	1 Transactions		
3204	MN/SCIA 01-200-003-0000-6241		50.00	assault investig.class-Payment	00499	Registration Fee
3204	MN/SCIA		50.00	1 Transactions		
6057	Nate's Towing 01-200-000-0000-6359		207.07	tow Stratus-13-0950	3/16/13	Wrecker Service
6057	Nate's Towing		207.07	1 Transactions		
10892	North Central Drug Task Force 01-201-000-0000-6212		1,500.00	NCDTF Operating expense		Sheriff Contgt Exp Ms387.212

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10892	North Central Drug Task Force		1,500.00		1 Transactions	
6072	North Homes - Treatment Foster Care 01-253-000-0000-6204		662.25	Shelter (hold) 02/19/2013	02/21/2013 1 Transactions	IJC13930 Juvenile Detention
6072	North Homes - Treatment Foster Care		662.25			
3660	Northwood Equipment 01-111-000-0000-6605		24,000.00	JD 1420 Mower,Deck,Broom,Cab 03/07/2013	03/07/2013	02009989 Building & Structures
	01-253-000-0000-6405		143.00	Chainsaw parts	P14214	Operating Supplies
	01-253-000-0000-6405		23.99	snowblower parts	P14819	Operating Supplies
3660	Northwood Equipment		24,166.99		3 Transactions	
3712	Office Depot 01-252-000-0000-6405		397.27	toner/printer cartridges	650054407001	Office & Computer Supplies
3712	Office Depot		397.27		1 Transactions	
86235	Office Shop Inc/The 01-042-000-0000-6405		8.54	Duster	264375-0	Office & Computer Supplies
	01-120-000-0000-6405		188.09	Colored toner	932377-0	Office & Computer Supplies
	01-120-000-0000-6405		89.39	Brochure paper	932509-0	Office & Computer Supplies
86235	Office Shop Inc/The		286.02		3 Transactions	
3789	Pan-O-Gold Baking Company 01-252-000-0000-6418		135.14	Groceries	010024306626	Groceries
	01-252-000-0000-6418		165.32	Groceries	010024307321	Groceries
3789	Pan-O-Gold Baking Company		300.46		2 Transactions	
3810	Paulbeck's County Market 01-280-000-0000-6405		5.34	ziplock bags for flood info.	927210202	Office Supplies
3810	Paulbeck's County Market		5.34		1 Transactions	
9671	Pitney Bowes 01-044-048-0000-6301		565.56	Rental charges	8410541-MR13	Postage Rentals
9671	Pitney Bowes		565.56		1 Transactions	
11040	Raisanen/James E 01-500-500-0000-6350		35.00	ECRL meeting	03/11/13	Library Per Diem
	01-500-500-0000-6350		35.00	ECRL meeting	03/13/13	Library Per Diem

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u> <u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
	01-500-500-0000-6350		35.00	ECRL meeting	12/10/12	Library Per Diem
	01-500-500-0000-6350		35.00	ECRL meeting	12/5/12	Library Per Diem
11040	Raisanen/James E		140.00			4 Transactions
4010	Rasley Oil Company					
	01-200-000-0000-6511		204.30	February Gas	AITCOSHES	Gas And Oil
	01-253-000-0000-6511		567.10	February Gas	AITCOSHES	Gas And Oil
4010	Rasley Oil Company		771.40			2 Transactions
9489	Redwood Toxicology Laboratory, Inc					
	01-090-000-0000-6213		130.00	Feb. UA Reimbursement		Drug & Forfeiture Ms387.213
	01-090-000-0000-6213		345.92	UA Supplies	411447	Drug & Forfeiture Ms387.213
9489	Redwood Toxicology Laboratory, Inc		475.92			2 Transactions
9499	Reliance Telephone Systems, Inc					
	01-252-252-0000-6406		1,871.35	Phone cards	D-10197	Phone Card Prisoner Welfare
9499	Reliance Telephone Systems, Inc		1,871.35			1 Transactions
12110	Revelin, LLC					
	01-200-000-0000-6314		138.94	Install power source rec.#210	37	Radio Maint
	01-200-000-0000-6314		138.94	Fix Radar / siren box #225	38	Radio Maint
12110	Revelin, LLC		277.88			2 Transactions
4070	Riley Auto Supply					
	01-252-000-0000-6590		32.25	BELTS FOR EXHAUST FANS	533577	Repair & Maintenance Supplies
4070	Riley Auto Supply		32.25			1 Transactions
5774	Riverwood Healthcare Clinic					
	01-110-000-0000-6272		165.00	physical-Houger		Physical Examinations
	01-110-000-0000-6272		200.00	physical-Kosloski		Physical Examinations
5774	Riverwood Healthcare Clinic		365.00			2 Transactions
4233	S & T Office Products Inc					
	01-044-196-0000-6625		192.36	Toner cartridge	01PR5607	Recorders Equip Fund Exp. 357.18 Subd 4
	01-042-000-0000-6405		159.23	Calculator	01PR5608	Office & Computer Supplies
	01-049-000-0000-6405		1.00	Office supplies	01PR5609	Office Supplies (Non Computer)
4233	S & T Office Products Inc		352.59			3 Transactions
4425	Shirts Plus					
	01-052-000-0000-6230		438.08	Banners, table cloth	60075	Printing, Publishing & Adv

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
4425	Shirts Plus		438.08		1 Transactions	
12287	Skattum/Brett 01-110-000-0000-6231		8.00	Wash windows at license center	615227	Services, Labor, Contracts
12287	Skattum/Brett		8.00		1 Transactions	
4260	St Louis Co Sheriff's Office 01-090-000-0000-6234		50.00	Subpoena 01CR12937	1301240	Co Sheriff Services
4260	St Louis Co Sheriff's Office		50.00		1 Transactions	
4640	Stearns County Sheriff's Dept 01-090-000-0000-6234		50.00	Subpoena 01CR12239	545	Co Sheriff Services
4640	Stearns County Sheriff's Dept		50.00		1 Transactions	
4681	Streichers 01-200-000-0000-6410		12.80	collar insignia #221 jacket	11005084	Clothing Allowance
4681	Streichers		12.80		1 Transactions	
4761	Sysco Minnesota Inc 01-252-000-0000-6418		2,298.49	Groceries	303070138	Groceries
	01-252-000-0000-6418		3,205.00	Groceries	303140334	Groceries
4761	Sysco Minnesota Inc		5,503.49		2 Transactions	
86235	The Office Shop Inc 01-040-021-0000-6405		5.42	Pen refills	264399-0	Office & Computer Supplies
	01-200-000-0000-6409		19.23	microphone #212	264461-0	Deputy Supplies
	01-200-000-0000-6405		329.15	toner	932966-0	Office Supplies
	01-090-000-0000-6405		85.22	Ham paper, copy Ltr	932968-0	Office & Computer Supplies
	01-601-000-0000-6405		146.41	Toner	932981-0	Office Supplies
	01-390-000-0000-6405		14.51	two wire letter trays	933062-0	Office, Film, And Field Supplies
86235	The Office Shop Inc		599.94		6 Transactions	
10930	Tidholm Productions 01-200-000-0000-6230		223.21	Receipt forms	6214 4221	Printing, Publishing & Adv
10930	Tidholm Productions		223.21		1 Transactions	
5551	Unclaimed Freight North 01-253-000-0000-6405		23.47	Tie downs, power strips		Operating Supplies
5551	Unclaimed Freight North		23.47		1 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	Rpt	Amount	Warrant Description	Invoice #	Account/Formula Description
<u>No.</u> <u>Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
6097 Verizon Wireless						
01-391-000-0000-6250			50.86	Cell Phone	28625229900001	Telephone
01-001-000-0000-6250			33.03	Cell Phone Chargers	286287802	Telephone
01-052-000-0000-6250			33.03	Cell Phone Chargers	286287802	Telephone
01-110-000-0000-6250			33.03	Cell Phone Chargers	286287802	Phone
01-049-000-0000-6231			26.02	Renewal	38669511000002	Programming, Services, Contracts
01-043-000-0000-6250			222.87	Cell phone	68069088200001	Telephone
01-200-000-0000-6250			260.22	Cellular	78666388100001	Telephone
01-252-000-0000-6250			26.02	Cellular	78666388100001	Telephone
01-001-000-0000-6250			26.02	Anne Marcotte monthly ipad	78666388100002	Telephone
01-001-000-0000-6250			26.02	Brian Napstad montly ipad	78666388100002	Telephone
01-052-000-0000-6250			26.02	Patrick Wussow monthly ipad	78666388100002	Telephone
6097 Verizon Wireless			763.14	11 Transactions		
11160 Verizon Wireless						
01-252-000-0000-6231	P		1,545.00	Jacobson tower rent Jul-Dec 12	INV4871530	Services & Labor (Incl Contracts)
01-252-000-0000-6231			772.50	Jacobson Tower rent Jan-Mar 13	INV4871532	Services & Labor (Incl Contracts)
11160 Verizon Wireless			2,317.50	2 Transactions		
5066 Visa						
01-203-003-0000-6332			149.04	Hotel-Guida,Cook-airboat trg	3074 #1	Hotel/Motel Lodging
01-203-003-0000-6340			72.60	Meal-Guida,Cook-airboat trg	3074 #1	Meals (Overnight)
01-252-000-0000-6231			520.00	FCC LICENSE	3074 #1	Services & Labor (Incl Contracts)
01-200-000-0000-6405			39.96	flashdrives	3082 #2	Office Supplies
01-200-000-0000-6405			61.99	property receipts	3082 #2	Office Supplies
01-200-000-0000-6409			35.27	locking mailbox for evid.room	3082 #2	Deputy Supplies
01-200-000-0000-6409			55.60	padlocks	3082 #2	Deputy Supplies
01-200-000-0000-6409			6.95-	return padlock	3082 #2	Deputy Supplies
01-252-252-0000-6408			65.52	ear plugs for jail	3082 #2	Commissary Supplies
01-200-000-0000-6409			45.89	zipties for locking evid.guns	3090 #3	Deputy Supplies
01-200-000-0000-6409			12.17	padlock	3108 #4	Deputy Supplies
01-252-000-0000-6330			29.04	gas for inmate transport	3108 #4	Prisoner Transportation & Travel
01-252-000-0000-6330			40.29	gas for inmate transport	3108 #4	Prisoner Transportation & Travel
5066 Visa			1,120.42	13 Transactions		
5173 West Payment Center						
01-090-000-0000-6406			1,014.90	Information charges	826729872	Law Publ. & Subscriptions
				02/01/2013 02/28/2013		
01-090-000-0000-6406			300.33	MN Rules of Court State x 4	826838832	Law Publ. & Subscriptions

SMH1  
3/25/13 11:47AM  
1 General Fund

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</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>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5173 West Payment Center			1,315.23	2 Transactions		
1 Fund Total:			108,467.52	General Fund	84 Vendors	217 Transactions

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Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9760	Advanced Diesel Service 03-303-000-0000-6590		252.58	LABOR 031213	17314	Repair & Maintenance Supplies
9760	Advanced Diesel Service		252.58		1 Transactions	
5403	Aitkin Airport Commission 03-000-000-0000-5840		1,210.00	TIMBER SALE 030813		Misc Receipts
5403	Aitkin Airport Commission		1,210.00		1 Transactions	
50	Aitkin Body Shop, Inc 03-303-000-0000-6590		81.00	WINDSHIELD 022613	56486	Repair & Maintenance Supplies
50	Aitkin Body Shop, Inc		81.00		1 Transactions	
86222	Aitkin Independent Age 03-307-000-0000-6230		99.00	TIMBER SALE AD 021313		Printing & Publishing
	03-307-000-0000-6230		30.00	SUBSCRIPTION 021813		Printing & Publishing
86222	Aitkin Independent Age		129.00		2 Transactions	
195	Aitkin Tire Shop 03-303-000-0000-6590		16.00	TIRE REPAIR 031113	51778	Repair & Maintenance Supplies
195	Aitkin Tire Shop		16.00		1 Transactions	
8239	Ameripride Linen & Apparel Services 03-303-000-0000-6523		79.50	SHOP LAUNDRY 030513	2200353347	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		43.06	SHOP LAUNDRY 031213	2200355965	Misc Bldg & Shop Supplies
	03-303-000-0000-6523		43.06	SHOP LAUNDRY 031913	2200358546	Misc Bldg & Shop Supplies
8239	Ameripride Linen & Apparel Services		165.62		3 Transactions	
86467	Auto Value Aitkin 03-303-000-0000-6590		27.51	ANTIFREEZE 030413	40020867	Repair & Maintenance Supplies
	03-303-000-0000-6590		35.27	ANTIFREEZE 030413	40020876	Repair & Maintenance Supplies
	03-303-000-0000-6590		72.63	FILTERS 030813	40021466	Repair & Maintenance Supplies
	03-303-000-0000-6590		36.32	WIPERS 030813	40021551	Repair & Maintenance Supplies
	03-303-000-0000-6590		21.90-	FILTERS 031913	40021651	Repair & Maintenance Supplies
86467	Auto Value Aitkin		149.83		5 Transactions	
467	Backstrom/Robert 03-303-000-0000-6513		100.01	DIESEL 031913	RICE MINI SERV	Motor Fuel & Lubricants
467	Backstrom/Robert		100.01		1 Transactions	
8674	Boyer Trucks					

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor	Name	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Account/Formula Description
No.	Account/Formula						Paid On Bhf #	On Behalf of Name
	03-303-000-0000-6590			300.54	CONTROL	030413	125651	Repair & Maintenance Supplies
	03-303-000-0000-6590			239.84	PANEL	030413	125651	Repair & Maintenance Supplies
	03-303-000-0000-6590			255.09	PIPE	030813	125896	Repair & Maintenance Supplies
	03-303-000-0000-6590			1,611.88	RELAY & KIT	030613	721884	Repair & Maintenance Supplies
	03-303-000-0000-6590			160.36	MOTOR ASSY	031113	722958	Repair & Maintenance Supplies
	03-303-000-0000-6590			68.66	GAUGE ASSY	031213	723542	Repair & Maintenance Supplies
8674	Boyer Trucks			2,636.37		6 Transactions		
783	Canon Financial Services, Inc							
	03-301-000-0000-6300			226.85	CONTRACT CHARGE APRIL	031313	12604463	Service Contracts
783	Canon Financial Services, Inc			226.85		1 Transactions		
11895	Cargill, Incorporated							
	03-303-000-0000-6518			2,026.36	DE-ICING SALT	031313	2901040389	De-Icing Salt
	03-303-000-0000-6518			1,980.18	DE-ICING SALT	031313	2901042653	De-Icing Salt
	03-303-000-0000-6518			4,084.98	DE-ICING SALT	031813	2901047021	De-Icing Salt
11895	Cargill, Incorporated			8,091.52		3 Transactions		
8175	Centurylink							
	03-301-000-0000-6250			29.30	FAX HWY OFFICE	031113		Telephone
8175	Centurylink			29.30		1 Transactions		
12496	Cervantez/Eric							
	03-302-000-0000-6296			33.48	MILEAGE	030713	72@.465	Meeting Expense/Physicals
12496	Cervantez/Eric			33.48		1 Transactions		
11411	Charter Business							
	03-301-000-0000-6250			149.87	PHONE HWY OFFICE	030913		Telephone
11411	Charter Business			149.87		1 Transactions		
1570	Erickson Oil Products Inc							
	03-303-000-0000-6513			1,040.90	GASOLINE	030113	357493	Motor Fuel & Lubricants
1570	Erickson Oil Products Inc			1,040.90		1 Transactions		
7060	Federated Co-Ops Inc.							
	03-303-000-0000-6297			747.59	MCGRATH	030713	20101	Shop Fuel
	03-303-000-0000-6297			856.52	MCGREGOR	031213	30465	Shop Fuel
7060	Federated Co-Ops Inc.			1,604.11		2 Transactions		
8622	Frontier							

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Service Dates</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u>	<u>Account/Formula</u>						<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
	03-303-000-0000-6250			61.68	JACOBSON	031313		Telephone
	03-303-000-0000-6250			59.23	MCGRATH	030413		Telephone
	03-303-000-0000-6250			68.37	PALISADE	030113		Telephone
8622	Frontier			189.28			3 Transactions	
4641	Holiday Credit Office							
	03-303-000-0000-6513			71.39	GASOLINE	022613		Motor Fuel & Lubricants
4641	Holiday Credit Office			71.39			1 Transactions	
11406	Innovative Office Solutions							
	03-301-000-0000-6400			64.34	OFFICE SUPPLIES	030613	238697	Supplies And Materials
11406	Innovative Office Solutions			64.34			1 Transactions	
11768	Jacobsen/Paul S.							
	03-307-000-0000-6260			465.00	MEDIATION SERVICES	030613		Professional Services
11768	Jacobsen/Paul S.			465.00			1 Transactions	
91187	Lake Country Power							
	03-303-000-0000-6254			79.62	JACOBSON	030413	1400073000	Utilities
	03-303-000-0000-6254			781.27	SWATARA	030813	140946401	Utilities
91187	Lake Country Power			860.89			2 Transactions	
2941	M R Sign Co Inc							
	03-303-000-0000-6516			209.59	CURVE - LEFT	030113	175566	Signs & Posts
	03-303-000-0000-6516			287.40	LARGE ARROW - DOUBLE	030113	175566	Signs & Posts
	03-303-000-0000-6516			209.59	WEIGHT LIMIT	030113	175566	Signs & Posts
2941	M R Sign Co Inc			706.58			3 Transactions	
10824	Maney International Inc							
	03-303-000-0000-6590			213.50	SNOW MOTOR	011713	622961	Repair & Maintenance Supplies
	03-303-000-0000-6590			344.03	FILTERS	030613	627497	Repair & Maintenance Supplies
10824	Maney International Inc			557.53			2 Transactions	
3100	McGregor Oil							
	03-303-000-0000-6513			43.47	GASOLINE	020113	48177	Motor Fuel & Lubricants
	03-303-000-0000-6513			42.49	GASOLINE	021213	48178	Motor Fuel & Lubricants
	03-303-000-0000-6513			34.62	GASOLINE	021313	48179	Motor Fuel & Lubricants
	03-303-000-0000-6513			44.29	GASOLINE	021413	48180	Motor Fuel & Lubricants
	03-303-000-0000-6513			41.86	GASOLINE	021913	48181	Motor Fuel & Lubricants
	03-303-000-0000-6513			58.62	GASOLINE	022013	48182	Motor Fuel & Lubricants

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name	Account/Formula	Accr	Rpt	Amount	Warrant Description	Service Dates	Invoice #	Paid On Bhf #	Account/Formula Description	On Behalf of Name
		03-303-000-0000-6513			67.08	GASOLINE	022113	48183		Motor Fuel & Lubricants	
		03-303-000-0000-6513			55.03	GASOLINE	022813	48184		Motor Fuel & Lubricants	
3100	McGregor Oil				387.46				8 Transactions		
5917	Mike's Bobcat Service										
		03-303-000-0000-6825			250.00	SNOWPLOWING	020513			Municipal Maintenance Agreements	
5917	Mike's Bobcat Service				250.00				1 Transactions		
8819	Mille Lacs Energy Coop-Aitkin										
		03-307-000-0000-6295			33,822.00	COST CONTRIBUTION	022713	20130010		Utility Moves	
8819	Mille Lacs Energy Coop-Aitkin				33,822.00				1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea										
		03-303-000-0000-6254			972.30	POWER PALISADE	021513	185202601		Utilities	
		03-303-000-0000-6254			62.00	169 & CSAH 3	021513	192301001		Utilities	
		03-303-000-0000-6254			402.64	POWER MCGREGOR	021513	295300301		Utilities	
		03-303-000-0000-6254			2,004.40	AITKIN POWER	021513	335200702		Utilities	
		03-303-000-0000-6254			63.61	169 & CSAH 28	021513	396202201		Utilities	
		03-303-000-0000-6254			64.72	47 & CSAH 2	021513	545110401		Utilities	
3160	Mille Lacs Energy Coop-Albert Lea				3,569.67				6 Transactions		
9692	Minnesota Energy Resources Corporation										
		03-303-000-0000-6297			661.16	NATURAL GAS AITKIN	030613	4255217-4		Shop Fuel	
9692	Minnesota Energy Resources Corporation				661.16				1 Transactions		
8694	Mn Dept Of Transportation										
		03-307-000-0000-5841			449.28	FEDERAL OVERPAYMENT	031313			Federal Transportation Funds	
8694	Mn Dept Of Transportation				449.28				1 Transactions		
12449	NEOPOST GREAT PLAINS										
		03-301-000-0000-6400			102.60	BASE METER	030913	49824037		Supplies And Materials	
12449	NEOPOST GREAT PLAINS				102.60				1 Transactions		
1652	Northland Fire Protection										
		03-303-000-0000-6590			201.86	BRACKETS	030613	2967-1		Repair & Maintenance Supplies	
1652	Northland Fire Protection				201.86				1 Transactions		
10720	Nuss Truck & Equipment										
		03-303-000-0000-6590			681.90	GLASS	030713	3106349P		Repair & Maintenance Supplies	
		03-303-000-0000-6590			109.95	OIL FILTERS	030713	3106349P		Repair & Maintenance Supplies	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
10720	Nuss Truck & Equipment		791.85		2 Transactions	
10412	O'Reilly Auto Parts 03-303-000-0000-6590		47.50	METALLIC PAD 031213	1878-234260	Repair & Maintenance Supplies
10412	O'Reilly Auto Parts		47.50		1 Transactions	
8583	Olsen Companies 03-303-000-0000-6590		965.30	CHAIN 031413	512228	Repair & Maintenance Supplies
8583	Olsen Companies		965.30		1 Transactions	
11387	Olsen/Sarah 03-303-000-0000-6590		25.42	LOCKS 032013	FLEET FARM	Repair & Maintenance Supplies
	03-301-000-0000-6400		8.62	BATTERIES 032013	SATHERS IGA	Supplies And Materials
	03-301-000-0000-6205		10.60	POSTAGE 032013	USPS	Postage
11387	Olsen/Sarah		44.64		3 Transactions	
3760	Palisade Cooperative Oil Assoc 03-303-000-0000-6513		65.62	GAS 022813	243959	Motor Fuel & Lubricants
	03-303-000-0000-6513		45.65	GAS 030113	244022	Motor Fuel & Lubricants
	03-303-000-0000-6513		82.26	GAS 030113	244043	Motor Fuel & Lubricants
	03-303-000-0000-6513		75.13	GAS 030413	244326	Motor Fuel & Lubricants
	03-303-000-0000-6513		153.99	DIESEL 022813	244994	Motor Fuel & Lubricants
3760	Palisade Cooperative Oil Assoc		422.65		5 Transactions	
4233	S & T Office Products Inc 03-301-000-0000-6400		30.78	CLEANER 031113	01PR5610	Supplies And Materials
4233	S & T Office Products Inc		30.78		1 Transactions	
11605	Shred Right 03-301-000-0000-6400		30.00	DOCUMENT DESTRUCTION 030413	145967	Supplies And Materials
11605	Shred Right		30.00		1 Transactions	
12533	Subsurface, Inc. 03-303-000-0000-6521		122.91	ASPHALT PATCH 030813	2013134	Maintenance Supplies
12533	Subsurface, Inc.		122.91		1 Transactions	
10431	Verizon Business 03-301-000-0000-6250		37.44	HWY OFFICE 021113	4227948181302	Telephone
10431	Verizon Business		37.44		1 Transactions	

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 3 Road & Bridge

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor Name	Accr	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>
6097 Verizon Wireless 03-301-000-0000-6250		165.62	DEPT CELLS	030113	9700858214 Telephone
6097 Verizon Wireless		165.62		1 Transactions	
8279 Winzer Corporation 03-303-000-0000-6523		119.25	ROLLER RACK	022113	4587369 Misc Bldg & Shop Supplies
8279 Winzer Corporation		119.25		1 Transactions	
8620 Zauhar/ Thomas 03-302-000-0000-6296		87.58	MILEAGE	031213	RECERT CLASS Meeting Expense/Physicals
8620 Zauhar/ Thomas		87.58		1 Transactions	
5295 Ziegler Inc 03-303-000-0000-6523		1,270.32	7' BLADES	030713	PC 190027165 Misc Bldg & Shop Supplies
03-303-000-0000-6590		11.93	CAP	022813	PC190027002 Repair & Maintenance Supplies
03-303-000-0000-6590		71.75	SWITCH	022813	PC190027038 Repair & Maintenance Supplies
03-303-000-0000-6590		880.56	CUTTING EDGE	031513	PC190027303 Repair & Maintenance Supplies
03-303-000-0000-6590		558.17	REPAIR WIRING	031513	SW190008527 Repair & Maintenance Supplies
5295 Ziegler Inc		2,792.73		5 Transactions	
3 Fund Total:		63,933.73	Road & Bridge		44 Vendors 88 Transactions

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4 Special Revenue(Unorg R&

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

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<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
176 City Of Palisade						
04-422-000-0000-6801			1,293.00	2013 Fire protection 50-26		Appropriations
04-422-000-0000-6801			216.00	2013 Fire protection 51-25		Appropriations
04-422-000-0000-6801			4,209.00	2013 Fire protection 49-27		Appropriations
04-422-000-0000-6801			259.00	2013 Fire protection 50-27		Appropriations
04-422-000-0000-6801			1,400.00	2013 Fire protection 50-25		Appropriations
176 City Of Palisade			7,377.00	5 Transactions		
4 Fund Total:			7,377.00	Special Revenue(Unorg R&B,Fire	1 Vendors	5 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8175	Centurylink					
	05-400-440-0410-6250		65.37	LOCAL PHONE-PH	313645966	Telephone
	05-400-440-0410-6250		11.98	LOCAL PHONE-ACCTING	313645966	Telephone
	05-420-600-4800-6250		72.63	LOCAL PHONE-IM	313645966	Telephone
	05-420-600-4800-6250		30.36	LOCAL PHONE-ACCTING	313645966	Telephone
	05-420-640-4800-6250		50.84	LOCAL PHONE-CS	313645966	Telephone
	05-430-700-4800-6250		7.26	LOCAL PHONE-EDP	313645966	Telephone
	05-430-700-4800-6250		37.55	LOCAL PHONE-ACCTING	313645966	Telephone
	05-430-700-4800-6250		181.57	LOCAL PHONE-SS	313645966	Telephone
8175	Centurylink		457.56			8 Transactions
10185	Centurylink Communications Inc					
	05-400-440-0410-6250		30.95	LD Phone-PH	320146217	Telephone
	05-400-440-0410-6250		2.74	LD Phone	320146217	Telephone
	05-400-440-0410-6250		4.72	LD Phone-HHS	320146217	Telephone
	05-420-600-4800-6250		6.93	LD Phone	320146217	Telephone
	05-420-600-4800-6250		11.97	LD Phone-HHS	320146217	Telephone
	05-420-600-4800-6250		93.13	LD Phone-IM	320146217	Telephone
	05-420-640-4800-6250		68.99	LD Phone-CS	320146217	Telephone
	05-430-700-4800-6250		184.51	LD Phone-SS	320146217	Telephone
	05-430-700-4800-6250		8.57	LD Phone	320146217	Telephone
	05-430-700-4800-6250		14.81	LD Phone-HHS	320146217	Telephone
	05-400-440-0410-6250		8.69	Toll Free Phone	320295974	Telephone
	05-420-600-4800-6250		22.02	Toll Free Phone	320295974	Telephone
	05-430-700-4800-6250		27.23	Toll Free Phone	320295974	Telephone
10185	Centurylink Communications Inc		485.26			13 Transactions
5 Fund Total:			942.82	Health & Human Services		2 Vendors 21 Transactions

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# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Amount</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>				<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
4580 Mn Dept Of Finance 09-000-000-0000-2030			90.00	Marriage license fees Feb 2013		State Fees, Assessments & Surcharges
4580 Mn Dept Of Finance			90.00	1 Transactions		
9 Fund Total:			90.00	State	1 Vendors	1 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
47	Aho/John 10-900-000-0000-2300		2,166.00	timbr permit bond refund R1467	13332	Timber Permit Bonds
47	Aho/John		2,166.00	1 Transactions		
11252	Benson/John 10-900-000-0000-2300		210.20	timbr permit bond refund R1480	13300	Timber Permit Bonds
11252	Benson/John		210.20	1 Transactions		
584	Blandin Paper Co 10-900-000-0000-2300		3,002.39	timbr permit bond refund R1347	12840	Timber Permit Bonds
	10-923-000-0000-6820		1,421.04	overappraised refund	12840	Refunds & Reimbursements
584	Blandin Paper Co		4,423.43	2 Transactions		
783	Canon Financial Services, Inc 10-923-000-0000-6231		417.82	Contract Charges-022	12584513	Services, Labor, Contracts
783	Canon Financial Services, Inc		417.82	1 Transactions		
8175	Centurylink 10-921-000-0000-6250		7.26	LOCAL PHONE-SURVEYOR	313645966	Telephone
	10-921-000-0000-6250		7.26	LOCAL PHONE-GIS	313645966	Telephone
	10-923-000-0000-6250		58.10	LOCAL PHONE	313645966	Telephone
	10-926-000-0000-6250		7.26	LOCAL PHONE	313645966	Telephone
8175	Centurylink		79.88	4 Transactions		
10185	Centurylink Communications Inc 10-921-000-0000-6250		2.03	LD Phone-SURVEYOR	320146217	Telephone
	10-921-000-0000-6250		1.29	LD Phone-GIS	320146217	Telephone
	10-923-000-0000-6250		3.59	LD Phone	320146217	Telephone
10185	Centurylink Communications Inc		6.91	3 Transactions		
1708	Forsberg/Eldon 10-900-000-0000-2300		562.60	timbr permit bond refund R1472	13359	Timber Permit Bonds
	10-923-000-0000-6820		1,589.08	overappraised refund	13359	Refunds & Reimbursements
1708	Forsberg/Eldon		2,151.68	2 Transactions		
10754	Larson Enterprise Of Isle 10-900-000-0000-2300		1,359.13	timbr permit bond refund R1486	13185	Timber Permit Bonds
10754	Larson Enterprise Of Isle		1,359.13	1 Transactions		
3605	North Shore Forest Prod Inc					

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 10 Trust

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No.</u> <u>Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
10-900-000-0000-2300	495.72		timbr permit bond refund R1463	12996	Timber Permit Bonds
10-900-000-0000-2300	1,357.20		timbr permit bond refund R1451	13117	Timber Permit Bonds
3605 North Shore Forest Prod Inc	1,852.92		2 Transactions		
6097 Verizon Wireless					
10-923-000-0000-6254	57.47		Feb Cell Phone Service	580683827	Utilities
6097 Verizon Wireless	57.47		1 Transactions		
5173 West Payment Center					
10-926-000-0000-6408	1,005.64		Jan Information Charges	826546234	Law Books
10-926-000-0000-6408	554.50		West Complete Library Sub	826627701	Law Books
5173 West Payment Center	1,560.14		2 Transactions		
10 Fund Total:	14,285.58		Trust	11 Vendors	20 Transactions

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 11 Forest Development

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Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor Name</u>	<u>Accr</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
<u>No. Account/Formula</u>			<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
5511 Milbradt/Kris 11-934-000-0000-6273			2,733.50 Red Pine Pruning	35-43-23	Timber Improvement
5511 Milbradt/Kris			2,733.50	1 Transactions	
4233 S & T Office Products Inc 11-924-000-0000-6405			11.38 scissors, ribbons	01PR5015	Office Supplies
4233 S & T Office Products Inc			11.38	1 Transactions	
6097 Verizon Wireless 11-924-000-0000-6250			66.86 Feb Cell Phone Service	580683827	Telephone
11-935-000-0000-6250			107.76 Feb Cell Phone Service	580683827	Telephone
6097 Verizon Wireless			174.62	2 Transactions	
11 Fund Total:			2,919.50	Forest Development	3 Vendors 4 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
85003	Aitkin County DAC 19-521-000-0000-6231		125.00	February Cleaning Service		Services, Labor, Contracts
85003	Aitkin County DAC		125.00	1 Transactions		
5998	Appert's Foodservice 19-523-000-0000-6418		1,968.74	GROCERIES	1892394	Groceries-Students
	19-523-000-0000-6420		113.83	GROCERIES	1892394	Food Service Supplies
5998	Appert's Foodservice		2,082.57	2 Transactions		
783	Canon Financial Services, Inc 19-521-000-0000-6231		135.16	Contract Charges-020	12584515	Services, Labor, Contracts
783	Canon Financial Services, Inc		135.16	1 Transactions		
5814	Hagen/Christine 19-523-000-0000-6418		38.88	Food Service Groceries		Groceries-Students
5814	Hagen/Christine		38.88	1 Transactions		
5662	McGregor Dairy, Inc 19-523-000-0000-6418		259.90	Groceries	20416	Groceries-Students
5662	McGregor Dairy, Inc		259.90	1 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 19-521-000-0000-6254		43.65	Electricity	271300401	Utilities
	19-521-000-0000-6254		1,170.01	Electricity	271300502	Utilities
	19-521-000-0000-6254		651.83	Electricity	271300601	Utilities
	19-521-000-0000-6254		517.11	Electricity	271300703	Utilities
	19-521-000-0000-6254		93.61	Electricity	271300801	Utilities
	19-521-000-0000-6254		118.70	Electricity	271300901	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		2,594.91	6 Transactions		
5729	National Pen 19-521-000-0000-6400		349.95	(500) mechanical pencils	500330627	Commissary Items
5729	National Pen		349.95	1 Transactions		
3760	Palisade Cooperative Oil Assoc 19-524-000-0000-6511		82.95	3/7/13 Van Gas & Diesel Fuel	LONGLAK	Gas And Oil
3760	Palisade Cooperative Oil Assoc		82.95	1 Transactions		
3810	Paulbeck's County Market 19-523-000-0000-6418		22.13	GROCERIES	7684653	Groceries-Students

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

<u>Vendor No.</u>	<u>Name</u> <u>Account/Formula</u>	<u>Accr</u>	<u>Rpt</u> <u>Amount</u>	<u>Warrant Description</u> <u>Service Dates</u>	<u>Invoice #</u> <u>Paid On Bhf #</u>	<u>Account/Formula Description</u> <u>On Behalf of Name</u>
3810	Paulbeck's County Market		22.13		1 Transactions	
5750	Sam's Club					
	19-521-000-0000-6400		29.17	SUPPLIES		Commissary Items
	19-522-000-0000-6416		16.47	SUPPLIES		Education Supplies
	19-523-000-0000-6418		24.98	SUPPLIES		Groceries-Students
	19-524-000-0000-6422		14.88	SUPPLIES		Janitorial Services/Supplies
5750	Sam's Club		85.50		4 Transactions	
4425	Shirts Plus					
	19-521-000-0000-6400		262.80	(24) Caps	60067	Commissary Items
	19-521-000-0000-6400		671.70	(24) T's, (22) Hoodies	60078	Commissary Items
4425	Shirts Plus		934.50		2 Transactions	
86235	The Office Shop Inc					
	19-521-000-0000-6405		59.96	ink cartridges	264392-0	Office & Computer Supplies
86235	The Office Shop Inc		59.96		1 Transactions	
19 Fund Total:			6,771.41	Long Lake Conservation Center	12 Vendors	22 Transactions

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
8175	Centurylink 21-520-000-0000-6250		7.26	LOCAL PHONE	313645966	Telephone
8175	Centurylink		7.26	1 Transactions		
1570	Erickson Oil Products Inc 21-520-000-0000-6511		1,673.18	February Gas	9423	Gas & Oil
1570	Erickson Oil Products Inc		1,673.18	1 Transactions		
1805	Giese Sno-Cruisers Trail Assn. 21-520-000-0000-6802		4,179.60	2nd GIA Payment	R.1509	Trail Grants-State
1805	Giese Sno-Cruisers Trail Assn.		4,179.60	1 Transactions		
9841	Gustin/Thomas John 21-520-000-0000-6330		15.26	Parks mileage-3/11/13	27@.565	Transportation & Travel
	21-520-000-0000-6350		35.00	Parks meeting	3/11/13	Per Diem
9841	Gustin/Thomas John		50.26	2 Transactions		
2060	Haypoint Jackpine Savages 21-520-000-0000-6802		14,688.00	2nd GIA Payment	R. 1510	Trail Grants-State
2060	Haypoint Jackpine Savages		14,688.00	1 Transactions		
2448	Janzen/Carroll Mark 21-520-000-0000-6330		10.17	Parks mileage 3/11/13	18@.565	Transportation & Travel
	21-520-000-0000-6350		35.00	Parks meeting	3/11/13	Per Diem
2448	Janzen/Carroll Mark		45.17	2 Transactions		
5759	Kitzrow/Donald 21-520-000-0000-6350		35.00	Parks meeting	3/11/13	Per Diem
	21-520-000-0000-6330		41.81	Parks mileage 3/11/13	74@.565	Transportation & Travel
5759	Kitzrow/Donald		76.81	2 Transactions		
3160	Mille Lacs Energy Coop-Albert Lea 21-520-000-0000-6254		40.47	Electricity Burglund Park	185110602	Utilities
3160	Mille Lacs Energy Coop-Albert Lea		40.47	1 Transactions		
3176	Mille Lacs Trails, Inc. 21-520-000-0000-6802		11,826.00	2nd GIA Payment	R. 1510	Trail Grants-State
3176	Mille Lacs Trails, Inc.		11,826.00	1 Transactions		
9692	Minnesota Energy Resources Corporation					

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 3/25/13 11:47AM  
 21 Parks

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Vendor No.	Name Account/Formula	Accr	Rpt Amount	Warrant Description Service Dates	Invoice # Paid On Bhf #	Account/Formula Description On Behalf of Name
9692	Minnesota Energy Resources Corporation		377.77	February Gas for Shop	4162495-8	Utilities
				1 Transactions		
12539	Superior Thermowood of Brainerd, Inc.		1,142.60	Basswood for Parks signs	TM1120	Field Supplies
				1 Transactions		
6097	Verizon Wireless		35.92	Feb Cell Phone Service	580683827	Telephone
				1 Transactions		
12065	Warnest/Timothy		35.00	Parks meeting	3/11/13	Per Diem
				Parks meeting mileage 3/11/13	90@.565	Transportation & Travel
12065	Warnest/Timothy		85.85			
				2 Transactions		
21 Fund Total:			34,228.89	Parks	13 Vendors	17 Transactions
Final Total:			239,016.45	171 Vendors	395 Transactions	

# Aitkin County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Recap by Fund	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>	
	1	108,467.52	General Fund	
	3	63,933.73	Road & Bridge	
	4	7,377.00	Special Revenue(Unorg R&B,Fire	
	5	942.82	Health & Human Services	
	9	90.00	State	
	10	14,285.58	Trust	
	11	2,919.50	Forest Development	
	19	6,771.41	Long Lake Conservation Center	
	21	34,228.89	Parks	
	All Funds	239,016.45	Total	Approved by, .....
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# Aitkin County

Audit List for Board AUDITOR'S VOUCHERS ENTRIES



February Sales & Use Tax

<u>Recap by Fund</u>	<u>Fund</u>	<u>AMOUNT</u>	<u>Name</u>
	1	549.87	General Fund
	3	7,791.99	Road & Bridge
	5	13.42	Health & Human Services
	9	6,168.50	State
	10	11.20	Trust
	11	93.34	Forest Development
	19	80.59	Long Lake Conservation Center
	21	8.49	Parks
All Funds		14,717.40	Total

Approved by, .....

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# Aitkin County



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21 Parks

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
520	DEPT		Parks		
89991	Bremer Bank				
	21-520-000-0000-5510		2.32	Receipt Nbr 1010 02/08/2013	Co. Parks Campground Fees
	21-520-000-0000-5510		1.54	Receipt Nbr 1011 02/13/2013	Co. Parks Campground Fees
	21-520-000-0000-5510		4.63	Receipt Nbr 1501 02/27/2013	Co. Parks Campground Fees
89991	Bremer Bank		8.49	3 Transactions	
520	DEPT Total:		8.49	Parks	1 Vendors 3 Transactions
21	Fund Total:		8.49	Parks	3 Transactions
	Final Total:		14,717.40	24 Vendors	63 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/12/13 11:10AM  
19 Long Lake Conservation C

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
		<u>Amount</u>			
521	DEPT		LLCC Administration		
	89991 Bremer Bank				
	19- 521- 000- 0000- 5885	79.96	Receipt Nbr 840 02/12/2013		Commissary Sales Taxable
	19- 521- 000- 0000- 5885	0.63	Receipt Nbr 843 02/21/2013		Commissary Sales Taxable
	89991 Bremer Bank	80.59	2 Transactions		
521	DEPT Total:	80.59	LLCC Administration	1 Vendors	2 Transactions
19	Fund Total:	80.59	Long Lake Conservation Center		2 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/12/13 11:10AM  
11 Forest Development

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
925	DEPT		Reforestation		
	89991 Bremer Bank				
	11-925-000-0000-6406		53.38 Warr Nbr 43472 02/15/2013		Field Supplies
	11-925-000-0000-6406		40.16 Warr Nbr 43472 02/15/2013		Field Supplies
	11-925-000-0000-6312		0.20 February Sales Tax Adjustment		Sales Tax Adjustment
	89991 Bremer Bank		93.34 3 Transactions		
925	DEPT Total:		93.34 Reforestation	1 Vendors	3 Transactions
11	Fund Total:		93.34 Forest Development		3 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/12/13 11:10AM  
10 Trust

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
923	DEPT		Forfeited Tax Sales		
	89991 Bremer Bank				
	10- 923- 000- 0000- 6311		February Sales Tax		Sales Tax
	89991 Bremer Bank		1 Transactions		
923	DEPT Total:		Forfeited Tax Sales	1 Vendors	1 Transactions
10	Fund Total:		Trust		1 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/12/13 11:10AM  
9 State

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				
	09-000-000-0000-2022		160.00	February Birth	Birth/Death Surcharges
	09-000-000-0000-2022		380.00	February Death	Birth/Death Surcharges
	09-000-000-0000-2024		120.00	February Childrens	St Share Of Birth Cert.- Children
	09-000-000-0000-2031		9.00	February Torrens	Real Estate Assurance (Was 5874 And 627
	09-000-000-0000-2036		4,504.50	February General Fund	Recording Surcharges (Was 5871 & 6281)
	09-000-000-0000-2036		400.00	Feb.State Gen.Fund Surchg	Recording Surcharges (Was 5871 & 6281)
4580	Mn Dept Of Finance		5,573.50	6 Transactions	
3375	Mn Dept Of Health				
	09-000-000-0000-2027		595.00	February State Well	State Well Cert Fees (Was 5097 & 6203)
3375	Mn Dept Of Health		595.00	1 Transactions	
0	DEPT Total:		6,168.50	Undesignated	2 Vendors 7 Transactions
9	Fund Total:		6,168.50	State	7 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
3/12/13 11:10AM  
5 Health & Human Services

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
400 DEPT		Public Health Department		
89991 Bremer Bank				
05-400-440-0410-6405		3.44 Warr Nbr 846 02/14/2013		Supplies- Computer/Office/Meeting
05-400-440-0410-6405		1.50 Warr Nbr 850 02/28/2013		Supplies- Computer/Office/Meeting
89991 Bremer Bank		4.94	2 Transactions	
400 DEPT Total:		4.94	1 Vendors	2 Transactions
420 DEPT		Income Maintenance		
89991 Bremer Bank				
05-420-600-4800-6405		3.79 Warr Nbr 850 02/28/2013		Supplies- Computer/Office/Meeting
89991 Bremer Bank		3.79	1 Transactions	
420 DEPT Total:		3.79	1 Vendors	1 Transactions
430 DEPT		Social Services		
89991 Bremer Bank				
05-430-700-4800-6405		4.69 Warr Nbr 850 02/28/2013		Supplies- Computer/Office/Meeting
89991 Bremer Bank		4.69	1 Transactions	
430 DEPT Total:		4.69	1 Vendors	1 Transactions
5 Fund Total:		13.42		4 Transactions

# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
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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		
89991	Bremer Bank				
	03-000-000-0000-5855		1.93	Receipt Nbr 1489 02/01/2013	Charges- Individuals
	03-000-000-0000-5855		1.93	Receipt Nbr 1497 02/21/2013	Charges- Individuals
	03-000-000-0000-5855		5.79	Receipt Nbr 687 02/28/2013	Charges- Individuals
	03-000-000-0000-5855		3.44	Receipt Nbr 687 02/28/2013	Charges- Individuals
89991	Bremer Bank		13.09	4 Transactions	
0	DEPT Total:		13.09	Undesignated	1 Vendors 4 Transactions
303	DEPT		R&B Highway Maintenance		
8410	Bremer Bank				
	03-303-000-0000-6513		1,464.90	February 2013 Diesel Tax	Motor Fuel & Lubricants
8410	Bremer Bank		1,464.90	1 Transactions	
89991	Bremer Bank				
	03-303-000-0000-6519		1,341.91	Warr Nbr 43396 02/01/2013	Gravel & Royalties
	03-303-000-0000-6519		4,723.09	Warr Nbr 44373 02/04/2013	Gravel & Royalties
	03-303-000-0000-6513		249.00	February Use Tax	Motor Fuel & Lubricants
89991	Bremer Bank		6,314.00	3 Transactions	
303	DEPT Total:		7,778.90	R&B Highway Maintenance	2 Vendors 4 Transactions
3	Fund Total:		7,791.99	Road & Bridge	8 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
89991 Bremer Bank		72.78	8 Transactions	
200 DEPT Total:		72.78	Enforcement	1 Vendors 8 Transactions
252 DEPT			Corrections	
89991 Bremer Bank				
01-252-000-0000-6405		2.51	Warr Nbr 43401 02/01/2013	Office & Computer Supplies
01-252-000-0000-6405		23.56	Warr Nbr 43311 02/01/2013	Office & Computer Supplies
01-252-000-0000-6590		4.54	Warr Nbr 43547 02/15/2013	Repair & Maintenance Supplies
01-252-252-0000-5872		59.82	Receipt Nbr 2125 02/07/2013	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5872		49.53	Receipt Nbr 2136 02/21/2013	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5872		98.72	Receipt Nbr 2143 02/28/2013	Phone Card Prisoner Welfare(Taxable)
01-252-252-0000-5885		13.56	Receipt Nbr 2125 02/07/2013	Commissary Sales Taxable
01-252-252-0000-5885		9.69	Receipt Nbr 2136 02/21/2013	Commissary Sales Taxable
89991 Bremer Bank		261.93	8 Transactions	
252 DEPT Total:		261.93	Corrections	1 Vendors 8 Transactions
390 DEPT			Environmental Health (FBL)	
89991 Bremer Bank				
01-390-000-0000-6405		3.07	Warr Nbr 43347 02/01/2013	Office, Film, And Field Supplies
89991 Bremer Bank		3.07	1 Transactions	
390 DEPT Total:		3.07	Environmental Health (FBL)	1 Vendors 1 Transactions
391 DEPT			Solid Waste	
89991 Bremer Bank				
01-391-000-0000-6800		30.59	Warr Nbr 846 02/14/2013	Miscellaneous(Promotional)
89991 Bremer Bank		30.59	1 Transactions	
391 DEPT Total:		30.59	Solid Waste	1 Vendors 1 Transactions
1 Fund Total:		549.87	General Fund	35 Transactions

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKBI  
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1 General Fund

Vendor Name	Rpt	Warrant Description	Invoice #	Account/Formula Description
No. Account/Formula	Accr	Service Dates	Paid On Bhf #	On Behalf of Name
01-090-000-0000-5840		Receipt Nbr 1210 02/19/2013		Misc Receipts
01-090-000-0000-5840		Receipt Nbr 1213 02/22/2013		Misc Receipts
89991 Bremer Bank		5 Transactions		
90 DEPT Total:		6.59 Attorney	1 Vendors	5 Transactions
100 DEPT		Recorder		
89991 Bremer Bank				
01-100-000-0000-6311		133.08 February Sales Tax		Sales Tax
01-100-000-0000-6312		0.08 February Sales Tax Adjustment		Sales Tax Adjustment
89991 Bremer Bank		133.00 2 Transactions		
100 DEPT Total:		133.00 Recorder	1 Vendors	2 Transactions
110 DEPT		Courthouse Maintenance		
89991 Bremer Bank				
01-110-000-0000-6422		12.49 Warr Nbr 43461 02/15/2013		Janitorial Supplies
89991 Bremer Bank		12.49 1 Transactions		
110 DEPT Total:		12.49 Courthouse Maintenance	1 Vendors	1 Transactions
120 DEPT		Service Officer		
89991 Bremer Bank				
01-120-000-0000-6405		3.82 Warr Nbr 850 02/28/2013		Office & Computer Supplies
89991 Bremer Bank		3.82 1 Transactions		
120 DEPT Total:		3.82 Service Officer	1 Vendors	1 Transactions
200 DEPT		Enforcement		
89991 Bremer Bank				
01-200-000-0000-5840		0.13 Receipt Nbr 2135 02/21/2013		Misc Receipts
01-200-000-0000-6405		23.56 Warr Nbr 43311 02/01/2013		Office Supplies
01-200-000-0000-6405		12.34 Warr Nbr 43504 02/15/2013		Office Supplies
01-200-000-0000-6405		7.80 Warr Nbr 43504 02/15/2013		Office Supplies
01-200-000-0000-6405		6.19 Warr Nbr 43504 02/15/2013		Office Supplies
01-200-000-0000-6409		1.10 Warr Nbr 43401 02/01/2013		Deputy Supplies
01-200-000-0000-6409		21.45 Warr Nbr 43456 02/15/2013		Deputy Supplies
01-200-000-0000-6610		12.59 Warr Nbr 43401 02/01/2013		Equipment & Radios

# Aitkin County



## Audit List for Board AUDITOR'S VOUCHERS ENTRIES

DKB1  
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1 General Fund

	<u>Vendor Name</u>	<u>Rpt</u>	<u>Warrant Description</u>	<u>Invoice #</u>	<u>Account/Formula Description</u>
	<u>No. Account/Formula</u>	<u>Accr</u>	<u>Service Dates</u>	<u>Paid On Bhf #</u>	<u>On Behalf of Name</u>
40	DEPT		Auditor		
	89991 Bremer Bank				
	01-040-000-0000-5517	0.19	Receipt Nbr 991 02/19/2013		Fees For Services
	89991 Bremer Bank	0.19	1 Transactions		
40	<b>DEPT Total:</b>	0.19	<b>Auditor</b>	<b>1 Vendors</b>	<b>1 Transactions</b>
42	DEPT		Treasurer		
	89991 Bremer Bank				
	01-042-000-0000-5840	0.13	Receipt Nbr 2931 02/04/2013		Misc Receipts
	01-042-000-0000-5840	0.03	Receipt Nbr 2957 02/25/2013		Misc Receipts
	89991 Bremer Bank	0.16	2 Transactions		
42	<b>DEPT Total:</b>	0.16	<b>Treasurer</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
43	DEPT		Assessor		
	89991 Bremer Bank				
	01-043-000-0000-5840	1.61	Receipt Nbr 731 02/26/2013		Misc Receipts
	01-043-000-0000-6405	1.37	Warr Nbr 850 02/28/2013		Office, Film & Computer Supplies
	89991 Bremer Bank	2.98	2 Transactions		
43	<b>DEPT Total:</b>	2.98	<b>Assessor</b>	<b>1 Vendors</b>	<b>2 Transactions</b>
49	DEPT		Information Technologies		
	89991 Bremer Bank				
	01-049-000-0000-5525	5.98	Receipt Nbr 541 02/12/2013		Label & Listing Sales
	01-049-000-0000-5525	11.55	Receipt Nbr 542 02/13/2013		Label & Listing Sales
	01-049-000-0000-5525	4.74	Receipt Nbr 543 02/15/2013		Label & Listing Sales
	89991 Bremer Bank	22.27	3 Transactions		
49	<b>DEPT Total:</b>	22.27	<b>Information Technologies</b>	<b>1 Vendors</b>	<b>3 Transactions</b>
90	DEPT		Attorney		
	89991 Bremer Bank				
	01-090-000-0000-5840	1.93	Receipt Nbr 1202 02/05/2013		Misc Receipts
	01-090-000-0000-5840	1.93	Receipt Nbr 1203 02/06/2013		Misc Receipts
	01-090-000-0000-5840	1.93	Receipt Nbr 1206 02/12/2013		Misc Receipts

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# Aitkin County



Audit List for Board AUDITOR'S VOUCHERS ENTRIES

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Print List in Order By: 2 1 - Fund (Page Break by Fund) 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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 3-19-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Approve Tobacco Licenses

Requested Meeting Date: 3-26-13      Estimated Presentation Time: \_\_\_\_\_

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

Motion by Commissioner x, seconded by Commissioner x and carried, all members voting yes to approve the following **Applications for License to Sell Tobacco Products** for the period **ending March 31, 2014**:

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 03/11/13

Via:

From: Sheriff Scott Turner

Title of Item: Public Auction of Vehicles

Requested Meeting Date: 03/26/2013      Est. Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

217 Second Street NW, Room 185  
Aitkin, MN 56431

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

**MEMO**

TO: Board of Commissioners      DATE: March 11, 2013  
FROM: Undersheriff John Drahotka      RE: Public Auction of Vehicles

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

- 1999 Ford Explorer (163,000 miles)

The vehicles will be auctioned in the same manner as in previous years – they will be  
placed on the web site [www.minnbid.org](http://www.minnbid.org) .

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

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



To: Chairperson, Aitkin County Board of Commissioners

Date: March 12, 2013

Via: Patrick Wussow, County Administrator

From: Sheriff Scott A. Turner

Title of Item:

2013 Boat & Water Safety Agreement Grant

Requested Meeting Date: March 26, 2013 Estimated Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott A. Turner

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

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

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

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

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

Revenue line account # that funds this item is: 202-5840

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

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

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

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

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

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

HR Review

**Supporting Attachment(s)**

- Memorandum Summary of Item  
 Copy of applicable county policy and/or ordinance (excerpts acceptable)  
 Copy of applicable state/federal statute/regulation (excerpts acceptable)  
 Copy of applicable contract and/or agreement  
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**2013 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

Contract #: 57618

Receipt ID:

**State Accounting Information:**

Dept. ID R29	PC Bus. Unit R2901	Fiscal Year 2013	Source Type Match	Vendor Number 0000197275	
Total Amount \$18,628		Project ID R29G80110127	Billing Location A50	DUNS 047464805	

**Accounting Distribution:**

Fund 2100	Fin. Dept. ID R2937714	Approp. ID R297400	Category 84101501	Account 441302	Activity A800002 - Enforcement
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P.O. # 30000 32338	Grant Begin Date January 1, 2013	Grant End Date June 30, 2014
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**Grantee Name and Address:**

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

**Fiscal Agent and Address:**

Aitkin Co. Treasurer  
209 - 2<sup>nd</sup> St. NW, Rm. 203  
Aitkin, MN 56431

**2013 STATE OF MINNESOTA  
ANNUAL COUNTY BOAT AND WATER SAFETY  
GRANT AGREEMENT**

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

**Recitals**

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

**Grant Agreement**

**1 Term of Grant Agreement**

- 1.1 **Effective date:** January 1, 2013. Once this grant agreement is fully executed, the Grantee may claim reimbursement for 2013 grant expenditures incurred back to the effective date. Reimbursements will only be made for expenditures made according to the terms of this grant.
- 1.2 **Expiration date:** As allowed under Minnesota Statute §16A.28, Subdivision 6, the expiration date of the grant is certified through June 30, 2014 (one year beyond the fiscal year in which the funds were originally appropriated), or until all obligations have been satisfactorily fulfilled, whichever occurs first. Reimbursement requests for 2013 funds must also be received no later than that date, unless an extension is approved in writing by the State.
- 1.3 **Survival of Terms.** The following clauses survive the expiration or cancellation of this grant agreement: 8. Liability; 9. State Audits; 10. Government Data Practices and Intellectual Property; 12. Publicity and Endorsement; 13. Governing Law, Jurisdiction, and Venue; and 15. Data Disclosure.

**2 Grantee's Duties**

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

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

**3 Time**

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

**4 Consideration and Payment**

- 4.1 **Consideration.** The State will pay for all services performed by the Grantee under this grant agreement as follows:
  - (a) **Compensation.** The Grantee will be paid for all boat and water safety activities performed by the Grantee during the term of the grant up to Eighteen thousand six hundred twenty-eight dollars (\$18,628).
  - (b) **Total Obligation.** The total obligation of the State for all compensation and reimbursements to the Grantee under this grant agreement will not exceed Eighteen thousand six hundred twenty-eight dollars (\$18,628).
- 4.2 **Payment**
  - (a) **Invoices.** The State will promptly pay the Grantee after the Grantee presents an itemized invoice for the services actually performed and the State's Authorized Representative accepts the invoiced services. Invoices shall be submitted in a form prescribed by the State within the dates previously noted in "Term of Grant Agreement" in this contract.
  - (b) **Federal funds.** (Where applicable, if blank this section does not apply) Payments under this grant agreement will be made from federal funds obtained by the State through Title NA CFDA number \_\_\_\_\_ of the \_\_\_\_\_ Act of \_\_\_\_\_. The Grantee is responsible for compliance with all federal requirements imposed on these funds and accepts full financial responsibility for any requirements imposed by the Grantee's failure to comply with federal requirements.

5

#### **Conditions of Payment**

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

6

#### **Authorized Representative**

The State's Authorized Representative is Jim Konrad, Director, Enforcement Division – Central Office, Minnesota Department of Natural Resources (DNR), 500 Lafayette Rd., St. Paul, MN 55155-4047, (651) 259-5042, jim.konrad@state.mn.us or his/her successor, and has the responsibility to monitor the Grantee's performance and the authority to accept the services provided under this grant agreement. If the services are satisfactory, the State's Authorized Representative will certify acceptance on each invoice submitted for payment.

The Grantee's Authorized Representative is the County Sheriff or designee. If the Grantee's Authorized Representative changes at any time during this grant agreement, the Grantee must immediately notify the State.

7

#### **Assignment, Amendments, Waiver, and Grant Agreement Complete**

- 7.1 **Assignment.** The Grantee may neither assign nor transfer any rights or obligations under this grant agreement without the prior written consent of the State, approved by the same parties who executed and approved this grant agreement, or their successors in office.
- 7.2 **Amendments.** Any amendments to this grant agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original grant agreement, or their successors in office.
- 7.3 **Waiver.** If the State fails to enforce any provision of this grant agreement, that failure does not waive the provision or the State's right to enforce it.
- 7.4 **Grant Agreement Complete.** This grant agreement, including Exhibits "A" and "B," contains all negotiations and agreements between the State and the Grantee. No other understanding regarding this grant agreement, whether written or oral, may be used to bind either party.

8

#### **Liability**

The Grantee must indemnify, save, and hold the State, its agents, and employees harmless from any claims or causes of action, including attorney's fees incurred by the State, arising from the performance of this grant agreement by the Grantee or the Grantee's agents or employees. This clause will not be construed to bar any legal remedies the Grantee may have for the State's failure to fulfill its obligations under this grant agreement.

9

#### **State Audits**

Under Minnesota Statute § 16B.98, Subdivision 8, the Grantee's books, records, documents, and accounting procedures and practices of the Grantee or other party relevant to this grant agreement or transaction are subject to examination by the State and/or the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this grant agreement, receipt and approval of all final reports, or the required period of time to satisfy all state and program retention requirements, whichever is later.

10

#### **Government Data Practices and Intellectual Property**

- 10.1 **Government Data Practices.** The Grantee and State must comply with the Minnesota Government Data Practices Act, Minnesota Statute § 13, as it applies to all data provided by the State under this grant agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Grantee under this grant agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either the Grantee or the State.

If the Grantee receives a request to release the data referred to in this Clause, the Grantee must immediately notify the State. The State will give the Grantee instructions concerning the release of the data to the requesting party before the data is released. The Grantee's response to the request shall comply with applicable law.

11

#### **Workers' Compensation**

The Grantee certifies that it is in compliance with Minnesota Statute § 176.181, Subdivision 2, pertaining to workers' compensation insurance coverage. The Grantee's employees and agents will not be considered State employees. Any claims that may arise under the Minnesota Workers' Compensation Act on behalf of these employees and any claims made by any third party as a consequence of any act or omission on the part of these employees are in no way the State's obligation or responsibility.

12

#### **Publicity and Endorsement**

- 12.1 **Publicity.** Any publicity regarding the subject matter of this grant agreement must identify the State as the sponsoring agency and must not be released without prior written approval from the State's Authorized Representative. For purposes of this provision, publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Grantee individually or jointly with others, or any subcontractors with respect to the program, publications, or services provided resulting from this grant agreement.
- 12.2 **Endorsement.** The Grantee must not claim that the State endorses its products or services.

13 **Governing Law, Jurisdiction, and Venue**

Minnesota law, without regard to its choice-of-law provisions, governs this grant agreement. Venue for all legal proceedings out of this grant agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

14 **Termination**

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

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

14.3 *Termination for Insufficient Funding.* The State may immediately terminate this grant agreement if:

(a) Funding for Agreement No. NA is withdrawn by the NA;

(b) It does not obtain funding from the Minnesota Legislature,

(c) Or, if funding cannot be continued at a level sufficient to allow for the payment of services covered here. Termination must be by written or fax notice to the Grantee. The State is not obligated to pay for any services that are provided after notice and effective date of termination. However, the Grantee will be entitled to payment, determined on a pro rata basis, for services satisfactorily performed to the extent that funds are available. The State will not be assessed any penalty if the agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. The State must provide the Grantee notice of the lack of funding within a reasonable time of the State's receiving that notice.

15 **Data Disclosure**

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

**1. STATE ENCUMBRANCE VERIFICATION**

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

Signed: Aileen C Marchetti

Date: 01-22-2013

SWIFT Contract/PO No(s) 57618 / 3000032338

**3. STATE AGENCY: NATURAL RESOURCES**

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

Title: Director, Enforcement Division - Central Office

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

**2. GRANTEE:**

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

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

Title: County Sheriff

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

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

Title: Chairman of County Board

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

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

Title: County Auditor or Administrator

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

Attachments: Exhibits "A" & "B"

Distribution:

1. DNR - OMBS

2. Grantee - 2 (Sheriff's Office & Co. Board)

3. State's Authorized Representative - Photo Copy

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

ADOPTED March 26, 2013

By Commissioner: xx

**032613-0xx**

**2013 Boat and Water Safety Grant Agreement**

**BE IT RESOLVED**, that the Aitkin County Board of Commissioners approve the 2013 Boat and Water Safety Agreement on file in the Office of the County Auditor and authorize the Aitkin County Sheriff, County Board Chair and County Auditor to sign the agreement in the amount of \$18,628.00 for the term of January 1, 2013, through June 30, 2014.

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 26<sup>th</sup> day of March A.D., 2013, 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 26<sup>th</sup> day of March A.D., 2013

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-15-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Renewal of Consumption & Display (Set Up) Permit

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

For: County Board meeting of March 26, 2013.

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

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 3-15-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Liquor License - MN National Golf Course

Requested Meeting Date: 3-26-13      Estimated Presentation Time: \_\_\_\_\_

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

ADOPTED March 26, 2013

By Commissioner: xx

**032613-0xx**

**Minnesota National Golf Course Liquor License**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period ending December 31, 2013:

**“ON”, “OFF” and “SUNDAY” Sale:**

Big Sandy Golf, Inc., d/b/a **Minnesota National Golf Course** - Workman Township  
This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

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

FIVE MEMBERS PRESENT

All Members Voting Yes

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

I, Kirk Peysar, Auditor, of the County of Aitkin, do hereby certify that I have compared the foregoing with the original resolution filed in my office on the 26<sup>th</sup> day of March A.D., 2013, 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 26<sup>th</sup> day of March A.D., 2013

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-15-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Resolution – Central Specialties, Inc. vs Aitkin County

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

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

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

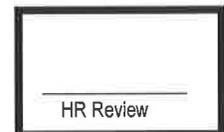
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
- Copy of applicable county policy and/or ordinance (excerpts acceptable)
- Copy of applicable state/federal statute/regulation (excerpts acceptable)
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- Bid/quote comparison worksheet
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- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) \_\_\_\_\_

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

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

**ADOPTED March 26, 2013**

By Commissioner: xx

**032613-0xx**

**Central Specialties, Inc. vs Aitkin County (File No 01-CV-10-328)**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approve and accept the Mediated Settlement Agreement for the above-referenced case.

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 26<sup>th</sup> day of March A.D., 2013, 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 26<sup>th</sup> day of March A.D., 2013**

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Annual Brat Sale – Aitkin Area Persian Gulf Support Group

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

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

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners**

**FROM: Sue Bingham, Administrative Assistant**

**RE: Annual Brat Sale - Aitkin Area Persian Gulf Support Group**

**DATE: March 19, 2013**

The Aitkin Area Persian Gulf Support Group requests Board approval to hold their annual Brat sale Friday May 24<sup>th</sup> from 11:00 a.m. to 1:00 p.m. in front of the Courthouse.

Brats, chips, and root-beer floats will be available. Please come and show your support.

MAR 18 2013

Aitkin Area Persian Gulf Support Group would like to have a Brat Sale on Friday, May 24 from 11:00-1:00 in front of the Aitkin County Courthouse. The funds will be given to the Aitkin American Legion and Aitkin VFW relief funds which are used for the need of the veterans. We would like to request permission to conduct the brat sale.

Pat - Could we have this item on the Commissioners Agenda. Please let us know what the commissioners decide.

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-20-13

Via: Patrick Wussow, County Administrator

From: Sally Huhta, Deputy Auditor

Title of Item:

Exempt Permit LG220 of the Wealthwood Road & Gun Club

Requested Meeting Date: 3-26-13 Estimated Presentation Time: N/A

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

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

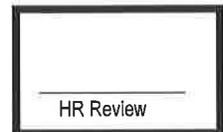
- For info only, no action requested
- Approve under Consent Agenda
- For discussion with possible action
- Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt proposal by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

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

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

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

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



**Supporting Attachment(s)**

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

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

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

ADOPTED March 26, 2013

By Commissioner: xx

**032613-0xx**

**Exempt Permit LG220 of the Wealthwood Rod & Gun Club**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners agree to approve the Application for Exempt Permit – Form LG220 – of the Wealthwood Rod & Gun Club, at the following location – Wealthwood Rod & Gun Club, which has an address of 23573 420<sup>th</sup> Place, Aitkin, MN 56431 – Hazelton Township. (Note: Date of activity for Raffle – September 28, 2013)

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 26<sup>th</sup> day of March A.D., 2013, 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 26<sup>th</sup> day of March A.D., 2013

KIRK PEYSAR, County Auditor

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 3-19-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

800 Mhz Radio Update

Requested Meeting Date: 3-26-13      Estimated Presentation Time: \_\_\_\_\_

Presenter: Sheriff Scott Turner

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 03/15/13

Via:

From: Sheriff Scott Turner

Title of Item: CodeRED Emergency Communications Network

Requested Meeting Date: 03/26/13 Est. Presentation Time: 15 min

Presenter: Sheriff Scott Turner

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

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

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

- Is this item in the current approved budget?  Yes     No (attach explanation)
- What type of expenditure is this? \_\_\_\_\_ Other (attach explanation)
- Revenue line account # that funds this item is: 254-5310 allowable expense under E911 state funding
- Expenditure line account # for this item is: \_\_\_\_\_

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

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



**Supporting Attachment(s)**

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

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

# SCOTT A. TURNER

## SHERIFF OF AITKIN COUNTY

217 Second Street NW  
Aitkin, MN 56431

218-927-2138 Emergency 911  
Sheriff Fax 218-927-7359 / Dispatch Fax 218-927-6887

### MEMO

To: Aitkin County Board of Commissioners

Date: March 20, 2013

From: Sheriff Scott Turner

Re: Code Red Mass Notification System

---

Attached is a copy of the proposal from CodeRED for providing of an emergency communications network to the citizens of Aitkin County. During times of Emergency, this will allow Aitkin County to quickly notify the affected parties and provide them with critical information to further help keep them safe.

A number of similar companies exist that provide a similar service. After looking at some of those, this is the product that we feel would best serve Aitkin County. At this time, 32 of the 87 counties in Minnesota have gone with CodeRED for their Emergency Communications needs.

Some of the emergency scenarios that could be helped with this increased capability are severe weather events, power outages, road closures and one that we are all too familiar with: flooding. It could also be of assistance when we are looking for lost or missing persons, abducted children, or alerting a community about criminal activity in their neighborhood. It can be used for simple things like alerting specific groups or calling in personnel in times of need or assisting local units of government with their emergency communications needs.

This service is an allowable expense for use of the dedicated E911 funds. It is also an expense that would certainly aid in helping keep the people who live, work and recreate in Aitkin County more informed and safe.

The proposal is a multi-year proposal with an opt-out every December if the money is not allocated for such service. If approved I would envision putting this on the board agenda for reauthorization until such service is determined to not appropriate the funds for such service.

I am recommending this expenditure of the dedicated E911 funds for this service. The annual cost would be \$6884.

If you have any questions prior to the March 6, 2013 Aitkin County Board Meeting, please do not hesitate to call.



**EMERGENCY COMMUNICATIONS NETWORK**  
9 Sunshine Boulevard, Ormond Beach, FL 32174

TEL 866 939 0911  
FAX 386 676 1127  
WEB ecnetwork.com

March 13, 2013

Sheriff Scott Turner  
Aitkin County Sheriffs Office  
217 2<sup>nd</sup> Street NW  
Aitkin, MN 56431

Sheriff,

Thank you for expressing your concerns regarding the standard CodeRED and CodeRED Weather Warning (CRWW) 1-year pricing that Emergency Communications Network (ECN) presented to Aitkin County. Enclosed please find eight new multi-year discounted cost proposals. This new proposal includes non-appropriations contract language that will allow Aitkin County to cancel the agreement each December if the necessary renewal funds are not appropriated in the following year's budget.

Not only do the enclosed proposals state a new discounted multi-year cost, but they also include new information, success stories and testimonials that show why CodeRED and CRWW are the industry leaders for county and city government mass emergency notification.

As we briefly discussed, and I stated in a previous email, there are many important differences between CodeRED other services available. Our offering will not be the cheapest bid you receive, in fact it may be the most expensive, but the level of service and reliability you receive from ECN is unparalleled in this industry. I encourage you to reach out to other sheriffs, emergency management directors, county administrators, police and fire chiefs throughout the Minnesota. Many of your peers have all been in your shoes as they have compared systems that appear on paper to be a similar offering to CodeRED and CRWW. During this due diligence, each agency quickly realized that there is a difference and it makes a difference.

If CodeRED and CRWW are approved at the Tuesday, March 26 Aitkin County board meeting and all of the necessary paperwork is signed and returned, ECN guarantees that both services will be fully functional on April 1 for the beginning of the contract and the start of storm season.

With the recent addition of McLeod County to the ECN family, we are now providing service to 32 counties in Minnesota and we are scheduled to add several other agencies prior to the start of storm season. We hope our new discounted multi-year offer will be a good fit and are looking forward to adding Aitkin County to our growing list of CodeRED clients in your region.

Best,

Brian Choyka  
Emergency Communications Network  
866-939-0911 x308  
bchoyka@ecnetwork.com

# CODE RED

Trusted by Thousands of Government Agencies Nationwide

**Discounted Multi-Year  
Proposal Presented to  
Aitkin County, Minnesota  
on March 13, 2013.**

**BRIAN CHOYKA** REGIONAL SALES MANAGER

TEL 866 939 0911 x308

CELL 610 823 8846

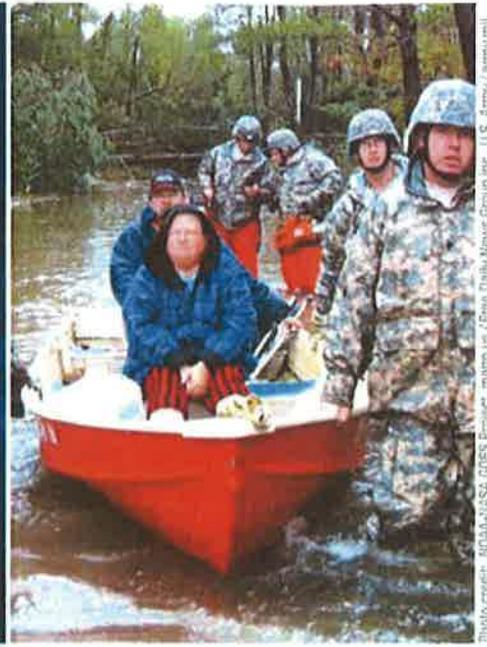
EMAIL [bchoyka@ecnetwork.com](mailto:bchoyka@ecnetwork.com)

WEB [ecnetwork.com](http://ecnetwork.com)

OFFICE 3500 American Blvd. West, Suite 300 Bloomington, MN 55425  
9 Sunshine Blvd., Ormond Beach, FL 32174

## EMERGENCY COMMUNICATIONS NETWORK

Currently providing mass notification service to 32 Minnesota counties



# Superstorm Sandy

## proves no match for Emergency Communications Network

Strong wind gusts, heavy flooding, sudden fires and uncharacteristic snowfall across the Eastern Seaboard are what made October 2012's Hurricane Sandy more of a Superstorm. Before, during and after the storm's landfall, clients relied on Emergency Communications Network's (ECN) CodeRED system to provide seamless message delivery.

### There is a difference and it makes a difference

Because ECN staffs an in-house, highly skilled client support team, clients in the affected area received preemptive calls as we provided assistance to launch test calls and ensure data was properly loaded. The ECN client support team worked around the clock providing help and support, even making follow-up calls after the storm to ensure the safety of our clients and the communities they serve. It is our outstanding client support team that truly makes a difference for our clients.

### By the numbers, Superstorm Sandy CodeRED system use:

- **15 million calls** – The CodeRED system launched millions of calls to citizens on behalf of community clients. The CodeRED system successfully contacted 100 percent of records in each client's database, even through reported national telecommunication network congestion and widespread power outages.
- **1.8 million CodeRED Mobile Alert app notifications** – CodeRED clients provided integrated methods of receiving time-sensitive information as they launched Hurricane Sandy alerts to the CodeRED Mobile Alert app. App subscribers received instant, location-based alerts directly on their smartphones as soon as a notification was launched by a CodeRED client.
- **Nearly 1 million text and emails** – Clients accessed text message and email capabilities as additional tools in the CodeRED tool kit. These alternate communication methods proved useful after wireless providers encouraged use of text messages to prevent network congestion at the height of the storm.
- **Tens of thousands new data entries** – CodeRED clients proactively encouraged their communities to enroll in the CodeRED system, which received a record number of entries. To ensure data accuracy, citizens had the opportunity to pinpoint their exact home or business location during the enrollment process to receive targeted notifications. All information was immediately added to the CodeRED system, creating the most up-to-date notification database for client use.

**Types of messages:** Emergency Operation Center activations • Evacuation orders • Travel bans • Curfews  
Shelter locations • Power outages • Parking bans • Road closures • Beach closures • School closures  
Trash and recycling pickup delays • Government office closures • Down power lines • Falling trees • Flooding  
Boil water advisories • Change of polling locations • Trick-or-treat rescheduling

Photo credit: NOAA-NASA GOES Project; mbonus / Getty Daily News Group Inc.; U.S. Army / army.mil

There is a difference and it makes a difference.

**CODE RED**

We had almost half a town with no power and 38,000 homes that had up to 6 feet of water in it but word still got out about the system. We received a lot of secondary phone numbers to put into the system, with 600 new people signing up for CodeRED. The system worked really, really well.

—**Don Rowan**, *Freeport Emergency Management Coordinator*  
Freeport, NY

Leading up to the storm I received some calls from Pete and the other customer service reps letting me know that if there are any questions or any problems to give them a call. One thing we've always liked about CodeRED is that we know you guys are always there for us, customer service has always been there and the system works, that's the bottom line...it works.

—**Ken Hanks**, *Fire Chief*  
Naugatuck, CT

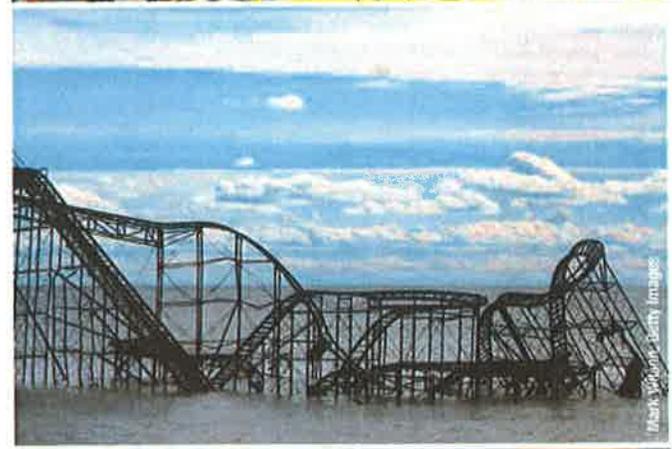
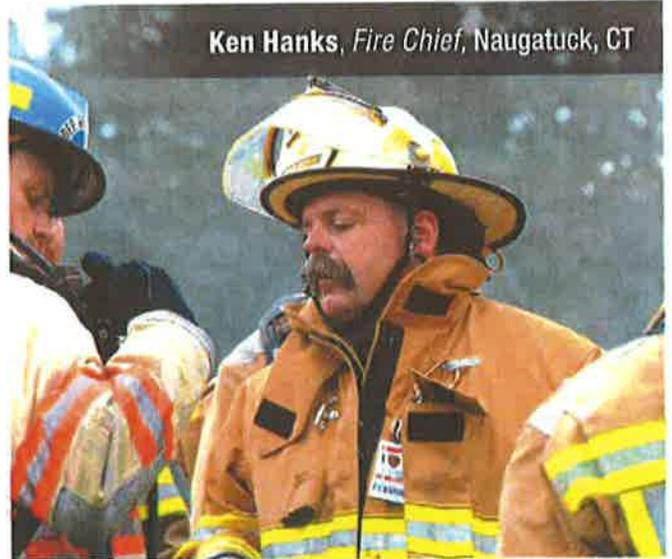
What Town Supervisor, Frank Petrone found when he continued sending update messages with important things to tell residents, was CodeRED became the lifeline for people, their connection to the town and to some extent the outside world. Based on experience, we have been very happy with CodeRED.

—**AJ Carter**, *Public Information Officer*  
Huntington, NY

The CodeRED system really had an impact; it made a huge difference in keeping people safe. I've been Mayor for 22 1/2 years and using the system during the storm was one of the best things I have ever done as Mayor.

—**Adam Schneider**, *Mayor*  
Long Branch, NJ

Ken Hanks, Fire Chief, Naugatuck, CT

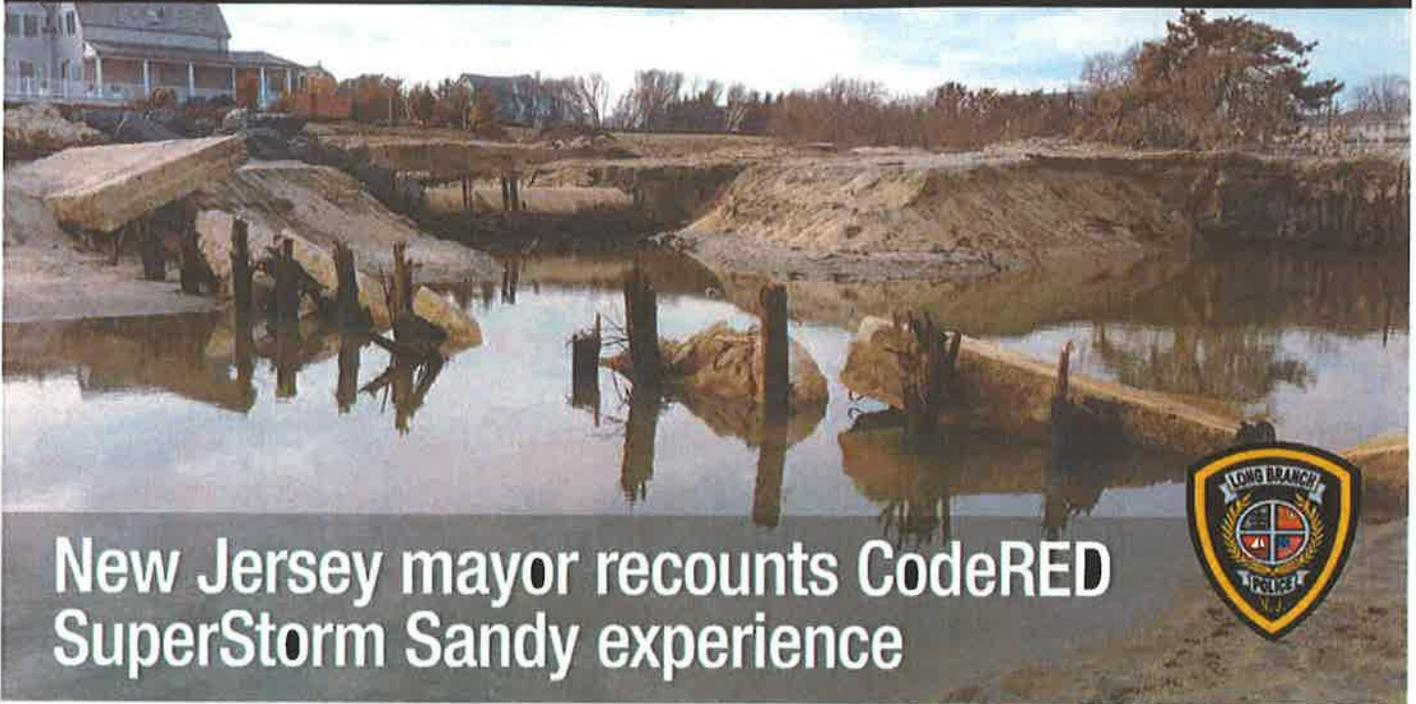


Emergency Communications Network, LLC  
866-939-0911 | ecnetwork.com

**CODE RED**

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There is a difference and it makes a difference.



## New Jersey mayor recounts CodeRED SuperStorm Sandy experience



Adam Schneider has been mayor of Long Branch, New Jersey for 22 ½ years. He was more than halfway through his sixth term when Hurricane Sandy washed ashore on October 29, 2012.

### Before CodeRED

Before Sandy hit and the town had implemented CodeRED, a record setting blizzard immobilized Mayor Schneider's town in 2010. With 3-feet of snow impacting 40,000 people, the town became impassable for days. Complaints started to trickle in with residents questioning what the town response was. They didn't know what was going on and Mayor Schneider knew those complaints were right. "We evaluated our performance afterward and knew we didn't communicate well. We knew we had to find a more efficient way to communicate with people and that's when we found CodeRED," he said.

### Leading up to Sandy

Long Branch officials began sending out announcements about mandatory evacuations and provided residents with an emergency number. What services they anticipated would be available and where residents could find them were other key message details, prior to the storm. The very next day after Sandy washed ashore, the community response to the information was overwhelming. "People were coming up to me saying we got your message, we really appreciate it, and we really enjoyed it," Mayor Schneider said. Based on the feedback, one of the Mayor's council members suggested he deliver messages every day.

After lunch each day, the Mayor would gather his department heads and write a statement about what people needed to know. Messages included polling locations, generator safety tips, garbage pick up times, FEMA locations and contractor concerns. The most well received messages? Light hearted stories of the Mayor talking about he and his wife's anniversary falling during

the recovery period, motivating neighbors to check on each other and encouraging his community to work together to get through it.

"I did my first message on Oct. 30, 2012, and my last one on the day before Thanksgiving. I made a promise at some point that I would not stop doing them until all the storm issues were essentially resolved," Mayor Schneider said. During the course of the storm recovery, an additional 2,100 residents enrolled to begin receiving CodeRED messages.

In the midst of the devastation and destruction in his community, people looked forward to the phone calls. "There's only so many times you can tell them we're distributing water, ice and food. So I would tell a few stories and try to make people laugh. Let them know they are going to be OK, being as encouraging as I could," Mayor Schneider recalled.

The Mayor still runs into people who thank him for the calls. He said the calls made an impact, a huge difference in keeping people safe. "CodeRED became an incredibly valuable tool to us. People loved it."

**CODE RED**



Using CodeRED was one of the best things I've ever done as Mayor. It was one of the things that had the biggest impact.

— Adam Schneider, Mayor  
Long Branch, New Jersey



There is a difference and it makes a difference.



**Wes Shifflett**  
Page County  
Emergency Manager

## CodeRED system leads to apprehension of alleged felon

The CodeRED system was credited for the arrest of a Luray, VA suspect who is believed to be linked to more than 30 felonies.

In December 2012, a resident called the Luray Police Department to report suspicious activity near a neighbor's car. This lead came shortly after more than 1,200 time-sensitive CodeRED messages were delivered to residents via phone, email, text and the CodeRED Mobile Alert app. The message asked residents to remain vigilant of an alleged suspect assumed to be accountable for several auto thefts.

"It took basically minutes to reach a thousand residents. Had we needed to go door to door to do that, it would have exhausted a lot of man hours," Luray Assistant Police Chief Wayne Petefish said.

Police apprehended the alleged robber moments after receiving information from a citizen about the suspect's location. "Within a week, we received information from our citizens that led to the arrest of a person who is going to be charged with over 30 felonies that are now able to be closed by arrest because of the CodeRED system," Petefish said.

The town of Luray is divided into 4 sections and all reports of an individual breaking into cars and stealing personal items came from the southern part of town. Therefore, when the Luray Police Department collaborated with Page County, VA to issue the CodeRED message, they made sure only those who may be directly impacted were notified.

"We used the drawing tool, allowing us to send a message to just the areas where the incidents were happening," Page County Emergency Manager Wes Shifflett said.

The CodeRED system has been operational in Page County for several years and has yielded similar, successful results throughout the years. "On multiple occasions we've had quite a few good outcomes from using the CodeRED system, not only in this case, but we've had good outcomes with emergency management and during storms," Shifflett said.



There is a difference and it makes a difference.



## CodeRED helps locate missing girl within minutes

When an 8-year-old went missing in Milwaukie, OR in January 2013, Milwaukie Police didn't think twice about using CodeRED to help find the young girl.

"Within the first ten minutes, we were discussing the use of the CodeRED system to notify the surrounding areas," Milwaukie Police Captain David Rash said.

The girl's mother was searching for her missing daughter for roughly 20 minutes before calling police to aid in the search.

"We had probably 15 of our officers, detectives and command staff out there, and we had search and rescue on the way. The speed of finding her because of CodeRED saved a ton of resources," Rash said.

Police had immediately contacted dispatch to issue a CodeRED alert for a 1-mile radius from where the girl had been reported missing. Within minutes, the girl was found unharmed at a Taco Bell less than a quarter mile away from the police station and about a half mile away from her home. The manager at Taco Bell received the CodeRED alert, recognized the description of the girl and called police.



Missing 8-year-old was found a half mile away from her home in Milwaukie, OR

"It's a fantastic system to have. Would we have eventually found her? Probably. But there was also the potential that somebody else would have found her before we did, who had different intentions," Rash said.

The City of Milwaukie has used the CodeRED system for more than five years. This is the first time the Milwaukie Police Department has issued a CodeRED alert for a missing child and say they would certainly use the system again if there was another case like this in the future. In the past, the system has been successful and well received for notifying residents about Hazmats, shootings and for emergency management.

"I would recommend CodeRED, I think it has been a good system for us and I know our Public Safety Advisory group also appreciates the system," Rash said.



# ECN

# CodeRED is making a difference.

## CodeRED system aids residents affected by gas leak

WICHITA FALLS, KS - February 25, 2013



An alert system helped to keep Wichita Falls residents informed when a gas leak forced them to evacuate.

Using the CodeRED system, city officials were able to relay information to hundreds of people in the matter of minutes.

More than 200 homes were affected during the natural gas leak and using the CodeRED system, city officials mapped out the homes impacted and made about 400 phone calls warning residents.

The city first got the system in 2007 and purchased the 911 phone number database, but now city leaders are working to expand the system's reach.

Wichita Falls resident Tim McMath didn't know he needed to leave his home during Saturday's natural gas leak until a fire truck came down the street and he found out that he needed to evacuate. It prompted him to register for the CodeRED system and it was those alert messages that brought him good news hours later.

"The text alert said hey you can finally go home so we were really pleased the way the system worked," McMath said.

## System informs residents of missing man considered dangerous

ISABELLA COUNTY, MI - February 19, 2013



When Lorraine Grezis got the call at her home Saturday that police were looking for a missing man who was considered dangerous, she was glad to have the information.

When she got a CodeRED call Sunday night that there had been another armed robbery in Mt. Pleasant, her landline and cell phone rang simultaneously. Monday morning, she called Isabella County Central Dispatch to tell Director Marc Griffis how much she appreciated the new service.

"I just think it's such an outstanding service," she said. "It's very important. I'm very impressed with what Isabella County is doing for their residents."

# CODE RED

## CodeRED system used to warn of apartment standoff

FAIRFIELD, CT - February 25, 2013



Fairfield Police urged residents to sign up for an emergency alert system they used recently to alert residents near where a standoff took place in an apartment complex. Police said the alert system helped spread the word quickly. Police also say part of the reason the CodeRED

system works so fast is because unlike a Reverse 911 system, residents can receive alerts on their cell phones.

"We had a barricaded subject with high power weapons," a police official said. "We were concerned that people would come out of their houses and apartments into a dangerous situation," he added.

To make sure that didn't happen, police turned to CodeRED, an emergency alert system with an edge. "The system can isolate just two homes, or the entire town, or half the town or even just one block," the official said. ■

There is a difference and it makes a difference.



**Term**

**Data**

Emergency Communications Network (ECN) has the ability to provide all clients an initial residential and business database, as well as access to use client supplied data. ECN regularly cleans data by removing duplicate records. Data is our worry—not yours.

**Citizen opt-in page**

Called the Community Notification Enrollment (CNE) page, citizens can provide multiple telephone numbers, text and email addresses. Information is immediately geo-coded and added to the database upon submission. Citizens can launch a test call when registering their information. Citizens may immediately verify the precise location of their address on an interactive map. No third party reliance.

**Dialing**

ECN utilizes a Universal ANI®, a trademarked technology that relieves inbound calling pressure. Message recipients may dial the toll-free number displayed on their Caller ID to hear the last message delivered to that phone number. Toll-free numbers are registered as Emergency Comm or ECN Community. Calls are launched via a secure Interactive Voice Recorder from anywhere you have a telephone.

**Calling Capacity**

Higher calling capacity available. ECN takes great effort to analyze and then match each community's telephone infrastructure limitation before discussing calling throughput with our clients. Using this advanced technique results in more connected calls, less network congestion and fewer busy signals during a time-sensitive situation, and allows the client better planning for emergency situations.

**Mapping**

Triple redundant, in-house ESRI mapping. ECN has the ability to work closely with clients to integrate custom GIS files to create additional detail that they may find pertinent to improve notifications in their specific geographic areas. Additional map layers are quickly added by in-house GIS experts.

**Weather alerts  
(optional)**

Automated tornado, severe thunderstorm and flash flood warnings to citizens who have opted-in. Clients in tsunami or winter storm prone areas may enable text and email warnings for their communities. Based on the National Weather Service's polygon methodology, only citizens in the path of severe weather are contacted. Call capacity enables ECN to provide these warnings without delay in time sensitive situations.

**Apps**

Ability to launch emergency and general notifications through the CodeRED Mobile Alert app to app subscribers within the reach of a given notification. Quick Text allows clients to send text-only messages without deductions from the minute bank. An IPAWS app inside the CodeRED system allows authorized local government officials to send secure critical communications to their citizens. Allows the delivery of Presidential Alerts, Imminent Threat Alerts and AMBER Alerts. Bulletin Board gives clients the opportunity for 2-way communication. Clients may record a customized message and share that message with citizens via a secure toll-free telephone number. When citizens call in, they can listen to the recording and leave a message. Messages left by citizens are provided through audio files and the client may indicate notes on each message as messages are resolved. IPAWS and Bulletin Board applications are available for an additional cost.

**Text**

Access to SMTP or SMS. SMTP text messages are free of charge.

## Experience

Emergency Communications Network (ECN) has been in the critical communications business for over a decade, pioneering technology that has delivered more than a billion messages. In operation since 1998, the CodeRED® solution was designed specifically to enable local government officials to rapidly record, send and track personalized messages. From its inception as a high-speed telephone delivery system to the greater reach afforded by new communication devices, today messages may also be delivered via email, text and social media.

The staff at Emergency Communications Network has maintained a laser-like focus on building and maintaining the most reliable and robust network infrastructure in the industry while simultaneously providing the highest level of customer support. Our track record of success extends beyond our impressive renewal rate and operational efficiencies under the extreme pressure imposed during emergency situations, to distinguish our solutions from all other products on the market today. Putting the experience we've gained to use for our clients' benefit has been at the core of our commitment to our system users, from data management to citizen interaction with notifications to reporting and mapping and much, much, more. Remaining at the forefront of our industry for so many years is no accident, ECN delivers on the promise we make to each and every client when they trust our systems to deliver their critical communications.

**Here are a few questions to ask about any system you are considering.**

**Make sure to ask us too.**

Was your system designed specifically for community use in emergency situations or is this type of use in addition to another fundamental usage type?

Who owns your outbound dialing infrastructure? If you outsource to another vendor(s), please provide a list.

Name an event in which use on your system totaled over a million notifications in a day.

Describe an event from five or more years ago when multiple agencies used the system for a single event.

What percentage of the total use of your system is for state and local government?

 The first time that I activated CodeRED, we had a glitch with our local phone company and everything crashed. Without the expertise of your staff it would have been one undesirable task to take on fixing it alone. Thank you CodeRED, keep up the good work.

—**Dala Johnson**, *Community Services Coordinator*  
Police Department **Lebanon, Oregon**

## Technology

As part of Emergency Communications Network's (ECN) commitment to providing customers with the highest quality solutions, we manage our entire network, not just dialing, but mapping, web hosting, reporting, security and data. We have a complete and proven understanding of this technology which allows us to innovate in ways other vendors simply cannot.

Our robust network platform and sophisticated infrastructure include multiple built-in redundancies which enable our system to reliably support thousands of jobs running simultaneously. Additionally, we manage our entire network so as not to rely on third party, shared lines to place calls. This dedicated infrastructure ensures client jobs launch immediately and do not have to be queued or compete for available phone lines with other dialing priorities. And by eliminating dependence on third party Service Level Agreements (SLAs), an entire layer of potential failure is removed.

To further ensure client jobs are delivered quickly, ECN's system capacity is able to transmit millions of messages an hour, enough to overwhelm even the most sophisticated local telephone system infrastructures. To counterbalance this power, each client account is throttled and system resources are allocated to match local infrastructure, resulting in more connected calls, less network congestion and fewer busy signals. After all, the CodeRED® system was built for use during time-sensitive situations, when what matters most is communications getting through as quickly as possible.

**Here are a few questions to ask about any system you are considering.**

**Make sure to ask us too.**

Who do you outsource dialing to and what are the details of the SLAs in place?

How long will it take to geo-code my 911 data?

As part of the new client implementation process, how long will it take for an initial database to be available for use?

Where is your system network housed?

How do you manage your system's dialing capacity to maximize throughput?

From the moment a notification is initiated, how long will it take for the first recipient to receive a call?

 The system worked great. We are thrilled with the speed in which the messages got out but also with the connectivity. Suffice it to say that we are all very pleased with the system's capability and performance but also with the customer service provided. Can't say enough about it!!

—**Joseph O'Leary, Police Captain Lexington, Massachusetts**

## Data

At Emergency Communications Network we have an entire team, and sophisticated processes, dedicated to securely managing data integrity. We go to great lengths to ensure that citizen privacy is maintained so that data entered into the CodeRED® system cannot inadvertently become subject to public records requests.

Building a robust database is the key to any successful high-speed notification system and we do our part by accepting and integrating all data at no charge. To begin, we provide a foundation of calling data, acquired through various commercial sources, for immediate use. Data may also be supplied by the client and typically includes data from their local utilities as well as their 911 data. Additionally, data may be entered directly by citizens on the Community Notification Enrollment (CNE) webpage—a unique feature of the CodeRED system is the instant availability of all information entered through CNE.

Since the database our clients access is populated by drawing from multiple sources, we have developed the proprietary Validata® process to de-duplicate and verify all data entered into CodeRED, numbers that cannot be confirmed as valid are removed to create a cleaner, more efficient calling list. And to ensure the indisputable accuracy of the mapping functionality within CodeRED, addresses are each assigned lat/long coordinates by our custom, multi-layer geo-coding service.

**Here are a few questions to ask about any system you are considering.**

**Make sure to ask us too.**

How long will it initially take to have my data ready?

Has any client community ever released calling data from your system to a public records request? How would you know?

Is there a one-time fee or ongoing fees associated with adding data to the system?

How many records are in your system at this time for my community?

What is the average percentage of opt-in records within your database for client communities?

**CITIZEN SUPPLIED DATA** .....

**CUSTOMER SUPPLIED DATA** .....

**ECN SUPPLIED DATA** .....

Data Pyramid

## Customer Support

One of the reasons customers are so loyal to Emergency Communications Network is the wonderful support they receive, day and night, from our in-house Operations Department. Run by a former client and Police Sergeant, we hear from our clients all the time how much they enjoy speaking with our Operations Specialists, no matter the situation, they are always cheerfully poised and ready to assist.

From initial client training to more advanced user webinars, the Operations team is constantly interacting with clients. Thoroughly trained in all aspects of the CodeRED® system, their primary responsibility is to provide a direct link between clients and technical departments within the organization. They are always the first to see new features and they serve as the voice of the client when previewing system enhancements to make sure they will be seamlessly and positively received by CodeRED system users.

But this is not nearly all they do for our clients. In addition to handling inbound inquiries, the Operations Department monitors activity on the CodeRED system and uniquely provides targeted outreach to clients when they are impacted by an event. They also closely watch weather and other news feeds to stay on top of developing situations, and when appropriate they reach out to clients to provide suggestions and support for system use.



In my job I deal with numerous software/hardware vendors and IT companies and I have never encountered one that had representatives who showed such genuine concern for their customers. You should be very proud to have people of this caliber on your staff and I can't thank them enough for their assistance and dedication.

—**Michael Bruno**, Police Chief Tenafly, New Jersey

**Here are a few questions to ask about any system you are considering.**

**Make sure to ask us too.**

How many representatives are dedicated to supporting community public safety clients?

Can I expect customer service representatives to proactively communicate with me?

How many outbound calls did your customer service team make to community public safety agencies last week?

What's happening on your system right now?

Can you tell me how many residents are on the enrollment page at this moment?

If I call customer service with a list to upload (such as a community watch group or the city council), how long would it be before I could send my notification to the group?

# CODERED weather WARNING™

Where severe weather threatens, protect citizens with automatic notifications from CodeRED Weather Warning.

To rapidly alert citizens affected by severe weather, Emergency Communications Network has built CodeRED Weather Warning™, a unique product that automatically sends messages to citizens in the path of severe weather.

### Automatically initiated messages.

Warnings are generated through proprietary computer algorithms, so calls launch just moments after a bulletin is issued by the National Weather Service (NOAA) with no staff action required to initiate the notifications. This sophisticated feature of the CodeRED Weather Warning system takes pressure off internal resources while also providing citizens threatened by severe weather extra time to prepare.

**National Weather Service's polygon methodology.** Using the information provided by NOAA to define the storm's heading and speed, CodeRED Weather Warning geographically targets calls to reach only those in the projected path of the storm, thereby increasing relevance and reducing false alarms.



### Types of Warnings

- Severe thunderstorm
- Flash flood
- Tornado
- Tsunami
- Winter storm

### Storm Based Warnings



### Broadcast Based Warnings



### Personalized website for enrollment.

Citizens who sign up to receive the notifications may elect to receive alerts for any combination of severe weather warnings.

**Pricing.** Communities pay a flat annual fee for the service. There are no additional per subscriber charges.



EMERGENCY COMMUNICATIONS NETWORK®

For more information  
**866-939-0911**  
ecnetwork.com

## CodeRED Weather Warning Impacting Lives When Natural Threats Emerge

County and city officials depend on CodeRED Weather Warning™ to alert those who are in the direct path of severe weather. These true stories, along with many others, validate CodeRED Weather Warning as a positive difference maker in the lives of people in communities across the country.

### Improved Policy Removes Guesswork

The City of Brecksville, Ohio takes the threat imposed by tornadoes seriously and provides citizens with CodeRED Weather Warning. “CodeRED Weather Warning has improved our tornado siren policy,” said Fire Chief Ed Equit. He continued, “prior to CodeRED Weather Warning, staff was required to call the officer in charge to determine whether or not to set off tornado sirens. Our new policy removes the guess work and is a no brainer. When our staff receives a CodeRED Weather Warning call, we know it’s time to set off the tornado sirens.”

### While They Were Sleeping

Aiken County, South Carolina introduced CodeRED Weather Warning in 2010 and thousands of citizens have since signed up to receive severe weather alerts including the son of Aiken County Emergency Management Coordinator, David Ruth.

“My 31 year old son and his family live in Trenton, South Carolina, just about 18 miles away from me. During a recent storm he received a weather warning that woke him out of a sound sleep,” Ruth said. The late night weather alert came at just the right time.

After receiving the alert Ruth’s son was tempted to brush the alert aside but instead decided to give his father a call. Based on the weather alert delivered to his phone and the quick conversation with his father, Ruth’s son moved his family to a safe spot in the house. “Right after he hung up the phone and moved his family to safety, the storm knocked down a tree and a huge limb blew out the window in my grandson’s room. There were shards of glass and debris everywhere, including my grandson’s bed,” said Ruth.

“Without a doubt I can tell you that CodeRED Weather Warning pinpoints the exact location and path of the storm. I learned from personal experience that CodeRED Weather Warning works,” said Ruth.

### Automated Technology Proves to Be a Great Fit

Sirens are potentially on the chopping block in the city of Prairie Grove, Arkansas. Mayor Sonny Hudson hopes to see the old sirens go. “Sirens are not very effective during storm events.

They need someone to manually turn them on and we’re a small town, we don’t have the additional staff to make sure that the sirens are turned on during severe weather. We’ve also been told for years that people can’t hear the sirens during storms or when we test them during calm conditions,” Hudson said.

While Hudson and the City Council have been discussing the future of their aging siren system, and the hefty price tag to replace/repair the sirens, the citizens of Prairie Grove have been relying on CodeRED Weather Warning. “After determining the seriousness of our siren situation we began looking for an alternative. We needed a modern, reliable system and CodeRED Weather Warning fit the bill. It’s so much more advanced than sirens. We don’t need to monitor the system, it works automatically and our citizens know they can depend on it,” said Hudson.

He concluded, “I made a statement recently in an article for our local newspaper and I stand by it. A higher percentage of people will get a phone call from CodeRED Weather Warning during a storm than the percentage of people that will be able to hear the sirens.” ■

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# Minnesota Emergency Preparedness Starts Here



## WINTER STORM warnings now available in Minnesota

Extreme cold, relentless snow, ice and strong winds may be what Minnesota residents are most familiar with during the winter, but these are not the elements that characterize just another winter day. These elements are what define a winter storm and require advanced notice for preparation.

CodeRED's upgraded weather warning system now includes winter storm alerts. This system provides the means to communicate winter storm notifications, keeping the residents of Minnesota safe.

Moments after an alert is issued by the National Weather Service (NWS), residents who have opted in will receive winter storm warnings and will get the alert via email or text message. A winter storm warning issued by the NWS gives

residents advanced notice to adequately prepare for the harsh conditions ahead.

The NWS refers to winter storms as deceptive killers, as most deaths are indirectly related to the storm. Hypothermia due to extended exposure to the cold and icy roads that could lead to car accidents are just some examples related to winter storm casualties.

The winter storm upgrade was added to CodeRED's current weather alerting system that includes warnings for severe thunderstorm, tornadoes and flash floods.

Winter storms spawned by Mother Nature are certainly out of our hands, but now, the way we prepare Minnesotans for her wrath is right at our fingertips.

## County administrator advocate for CodeRED Weather Warning winter storm alerts



**Bruce Messelt**  
County Administrator  
Chisago County

County Administrator of Chisago County may be the current title of Bruce Messelt, but after requesting a winter storm alert be added to CodeRED Weather Warning, it is the title of pioneer that suits him best. Messelt is a loyal Emergency Communications Network (ECN) client, who throughout the years has worked closely with ECN staff. He advocated CodeRED and CodeRED Weather Warning in four different Minnesota communities, first using the system in 2005 in Moorhead. The systems' reliability to enhance public safety was evident and so he implemented both CodeRED and CodeRED Weather Warning in Clay County, Lake Elmo and Chisago County.

"A weather alert system is only as good as the weather it covers," Messelt said regarding CodeRED Weather Warning, his county's advanced weather warning service. "There is the recognition that the winter storms in the northern half of the United States are as severe and as dangerous as some of the other storms we face in the summer."

Upgrading CodeRED Weather Warning to include winter storm alerts came in early August. At ECN, client feedback is important and is a valuable factor for system upgrades. ECN understood the significance of Messelt's suggestion to upgrade CodeRED Weather Warning, and implemented the feature to benefit all clients who are affected by winter storms.

According to Messelt, there are at least half a dozen winter storms impacting Minnesota yearly.

"That risk of half a dozen is more of a risk to our citizens than when we're talking about tornadoes during our tornado season," he said.

The upgraded system will provide citizens who have enrolled in their local CodeRED portals, with a winter storm alert via text message or email, just moments after a notification is issued by the National Weather Service.

"We really hope that through allowing the weather alerts, people will be more prepared to deal with winter storm issues," Messelt said.



## CodeRED Weather Warnings

### play key role during record breaking storms

Severe storms ripped across the Midwest and South recently, taking the lives of at least 39 people and damaging hundreds of homes and businesses across seven states. CodeRED emergency notifications and CodeRED weather notifications from Emergency Communications Network helped keep hundreds of thousands of citizens informed and ahead of the storms.

#### Impressive showing:

- **Calls** – The CodeRED system launched more than 2 million calls to citizens on behalf of community clients. Even with the massive amount of calls launched, the CodeRED system didn't even graze the surface of its calling capacity – meaning that millions of additional calls could have been placed without any delay if the need arose.
- **Data entries** – The CodeRED Community Notification Enrollment page received thousands of entries from citizens entering their contact information to begin receiving alerts. All information collected was immediately added into the calling database so there was no delay in them receiving emergency notifications.
- **Mobile app downloads** – The new CodeRED Mobile Alert App for iPhone had thousands of new downloads so citizens could stay informed no matter what their location, whether they rode out the weather or took shelter elsewhere. And, because our weather notifications come directly from the National Weather Service, users typically receive storm alerts from the app before they hear about it on the news or on the radio.
- **Jobs launched** – 20 states launched emergency notifications, including Indiana, Arkansas and Missouri.
- **Client support** – Our hard-working client support team monitored the impending storm, made preemptive calls to our clients to help with test calls and ensured their data was properly loaded. With client support available 24/7, our team made follow-up calls after the storm to make certain our clients and their communities were safe.

**CodeRED Weather Warnings delivered:** Severe thunderstorm warning, tornado warning, flash flood warning

# CODE RED™

**Proposal** presented to  
**Aitkin County, Minnesota**  
on March 13, 2013.

*CodeRED is a high-speed  
notification solution brought  
to you by Emergency  
Communications Network.*



**BRIAN CHOYKA** REGIONAL SALES MANAGER

TEL 866 939 0911 x308  
CELL 610 823 8846  
EMAIL [bchoyka@ecnetwork.com](mailto:bchoyka@ecnetwork.com)  
WEB [ccnetwork.com](http://ccnetwork.com)  
OFFICE 3500 American Blvd. West, Suite 300 Bloomington, MN 55431  
9 Sunshine Blvd. Ormond Beach, FL 32174

**Did you know?**

**ECN's new office in  
Minnesota is now open**



EMERGENCY COMMUNICATIONS NETWORK

**Currently servicing 32 Counties in Minnesota**



EMERGENCY COMMUNICATIONS NETWORK



### **Discounted Multi-Year Cost Proposal** (PRICING GOOD FOR 90 DAYS FROM 3/13/2013)

The Web-based CodeRED<sup>®</sup> service, from Emergency Communications Network, LLC (ECN), was designed specifically to enable local government officials to record, send and track personalized voice, email, text and social media messages to thousands of citizens in minutes. ECN's dedicated, triple redundant network is capable of sending critical communications at maximum throughput (as determined by local telephone infrastructure). The proprietary mapping technology and patented delivery methods employed by ECN add to the value of this affordable, high-speed notification system that has been in operation since 1998 and is currently used every day by clients from coast to coast.

**A four (4) year, nine (9) month license, with non-appropriations contract language, includes 24/7/365 uninterrupted CodeRED system access and the following:**

- CodeRED system set-up and training
- 21,250 system minutes, replenished annually
- Unlimited smtp text, email and social media messaging
- Initial residential and business calling database supplied by ECN
- Integration and geo-coding of customer supplied data (911 data, utility data, etc.)
- ECN standard mapping and geo-coding
- 24/7 technical support
- Complimentary system time for testing and training
- Design and hosting of custom web page for community enrollment

**\$6,884 = Discounted Annual Cost**

(based on 2010 U.S. Census Population of 18,220)

**A Non-appropriations contract allows the Aitkin County to cancel the multi-year agreement each December if the necessary renewal funds are not appropriated in the following year's budget.**

Thank you for the opportunity to present CodeRED and submit this cost proposal. If you have any questions, please feel free to contact me.

---

**BRIAN CHOYKA** REGIONAL SALES MANAGER

TEL 866 939 0911 x308  
CELL 610 823 8846  
EMAIL [bchoyka@ecnetwork.com](mailto:bchoyka@ecnetwork.com)  
WEB [ecnetwork.com](http://ecnetwork.com)  
OFFICE 3500 American Blvd. West, Suite 300 Bloomington, MN 55431  
9 Sunshine Blvd. Ormond Beach, FL 32174

**CODERED**  
**weather**  
**WARNING**

**Product Overview and Cost Proposal**  
presented on March 13, 2013 to  
**Aitkin County, Minnesota.**

*CodeRED Weather Warning  
is an automated severe  
weather warning product  
developed by Emergency  
Communications Network.*



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**Did you know?**

**ECN's new office in  
Minnesota is now open**

**ECN**

EMERGENCY COMMUNICATIONS NETWORK



EMERGENCY COMMUNICATIONS NETWORK®

**CodeRED**  
**weather**  
**WARNING.**

**Discounted Multi-Year Cost Proposal** (PRICING GOOD FOR 90 DAYS FROM 3/13/2013)

Emergency Communications Network's innovative, geographically targeted weather warning product was built to alert citizens in the path of severe weather. Developed on the same calling network infrastructure as the CodeRED solution for community notification and tapping into the National Weather Service's Storm Based Warnings, CodeRED Weather Warning automatically sends messages to affected citizens moments after a **severe thunderstorm, flash flood, tornado, tsunami\* or winter storm\* warning** has been issued.

*\*Tsunami and winter storm warnings are only available to those regions prone to such conditions.*

**A four (4) year, nine (9) month add-on contract, with non-appropriations contract language, for CodeRED customers includes**

- CodeRED Weather Warning system set-up
- Free one time use of the CodeRED system
  - A community-wide call will be made to introduce the weather warning product and direct citizens to sign up to receive alerts
- Unlimited severe weather warnings: 24 hours a day, 365 days a year
- Detailed call statistics
- Design and hosting of custom web page for community enrollment

**\$1,188 = Year 1 Cost (50% Discount)**  
**\$2,375 = Discounted Annual Renewal Cost**

(based on 2010 U.S. Census Population of 10,220)

**A Non-appropriations contract allows the Aitkin County to cancel the multi-year agreement each December if the necessary renewal funds are not appropriated in the following year's budget.**

Thank you for the opportunity to present CodeRED Weather Warning. If you have any questions, please feel free to contact me.

---

**BRIAN CHOYKA** REGIONAL SALES MANAGER

TEL 866 939 0911 x308  
CELL. 610 823 8846  
EMAIL [bchoyka@ecnetwork.com](mailto:bchoyka@ecnetwork.com)  
WEB [ecnetwork.com](http://ecnetwork.com)  
OFFICE 3500 American Blvd. West, Suite 300 Bloomington, MN 55431  
9 Sunshine Blvd. Ormond Beach, FL 32174

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

MCIT Annual Update

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Jeff Holubar, MCIT Risk Management Consultant

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

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

**TO: Aitkin County Board of Commissioners and  
Kirk Peysar, County Auditor**

**FROM: Patrick Wussow, Aitkin County Administrator**

**RE: MCIT Annual Update**

**DATE: March 18, 2013**

Jeff Holubar, MCIT Risk Management Consultant, will be here to present the MCIT annual report.

If you have any questions, please contact me at 927-7276.

2013 MCIT Report to

# Aitkin County

MINNESOTA COUNTIES INTERGOVERNMENTAL TRUST (MCIT) IS A JOINT POWERS ENTITY MADE UP OF COUNTIES AND ASSOCIATED PUBLIC ENTITIES THAT POOL RESOURCES TO PROVIDE PROPERTY, CASUALTY AND WORKERS' COMPENSATION COVERAGE TO MEMBERS. MCIT ALSO PROVIDES RISK MANAGEMENT AND LOSS CONTROL SERVICES, SUCH AS PUBLICATIONS, TRAINING AND CONSULTATION.

Disciplined underwriting, aggressive claims handling, consistent and prudent reserving strategies, and conservative investment practices keep MCIT financially strong and fully funded. This ensures that MCIT has the ability to pay claims and operational expenses, purchase reinsurance, consider service enhancements to address member needs, and return fund balance when appropriate.

MCIT's success is attributable to members' commitment to risk management and loss control. Due to the responsible and responsive leadership of the MCIT Board of Directors, MCIT remains a dynamic organization that continues to evolve to meet the needs of its members.



Minnesota Counties  
Intergovernmental Trust

## POOLING BENEFITS MCIT MEMBERS

MCIT is a risk-sharing pool. The pooling concept has been embraced by municipalities for a variety of reasons.

### Specialization:

- a homogenous group
- coverage tailored to the needs of the group, which is typically broader than the insurance market to address unique risks

### Greater control:

- administration
- claims
- governance (a voice at the table)

### Long-term savings:

- reduced regulatory constraints
- no profit motive
- tax exempt
- no commissions
- a share in the investment income

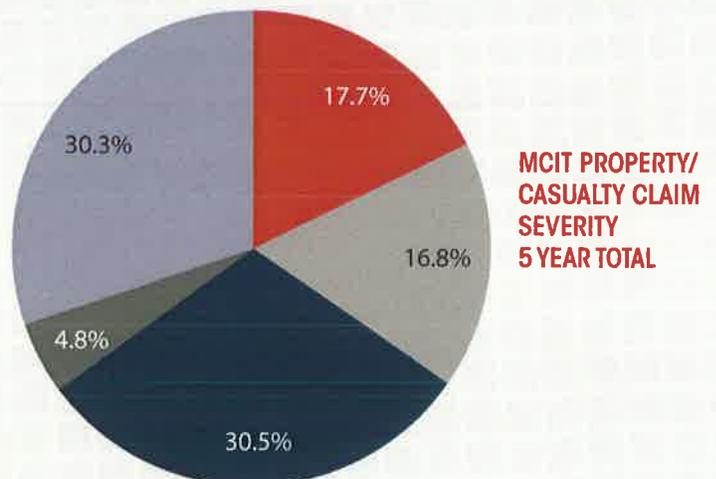
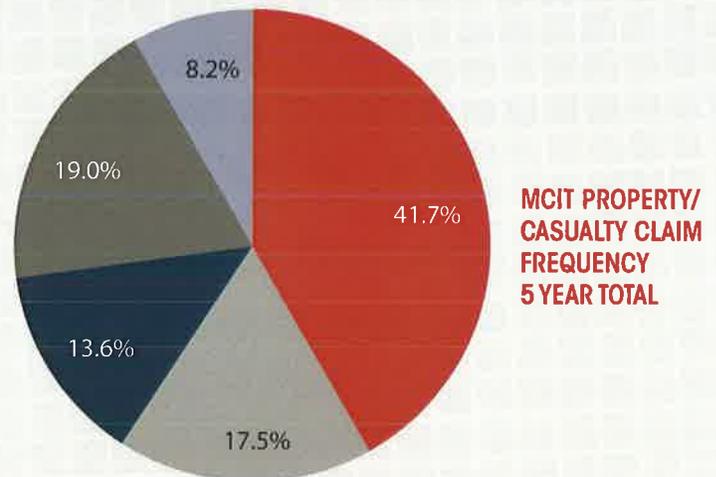
## MONITORING AND MANAGING RISKS

The success of public entity pooling is due largely to risk management programs rather than risk financing programs, which is typical with insurance. MCIT monitors legislation, court rulings, operational changes, the economic landscape and claims to identify opportunities to help members manage emerging exposures.

MCIT routinely reviews the coverage document to ensure that it considers changes that may expose members to risk. The MCIT staff develops programs and services designed to help members mitigate exposures to loss.

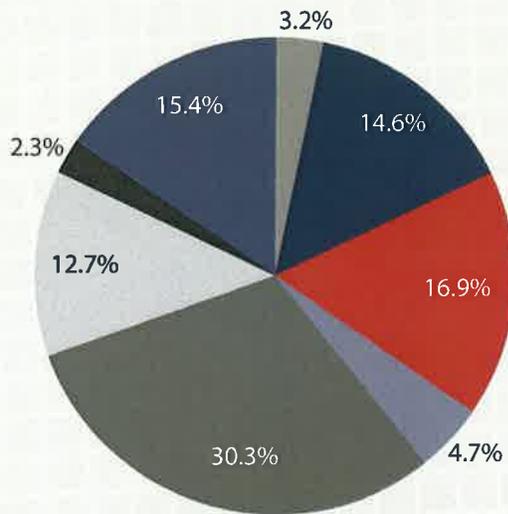
## PROPERTY AND CASUALTY CLAIMS

- **Auto Physical Damage:** The most frequently reported claims include high frequency but low severity claims such as broken windshields and hail damage. More expensive losses are often due to hitting animals or other vehicles.
- **Auto Liability:** Generally less expensive claims include backing into another's vehicle. More costly claims will involve a third party when the driver or passenger in another vehicle is injured or killed.
- **Property/Inland Marine:** Typically large weather-related claims, such as damage from tornadoes, wind, lightning, fire and hail.
- **General Liability:** Many of these are slip, trip and fall accidents, and the cost is typically small for each. However, many small claims can add up to a large total dollar amount.
- **Public Employee Liability, Law Enforcement Liability and Land Use Defense:** This category includes claims related to employment (e.g., wrongful termination, discrimination, harassment), excessive force, inmate deaths and suicides, and land use. They are typically the most expensive claims because they fall under federal laws and are not subject to state tort caps and often allow recovery of plaintiff's attorney fees.

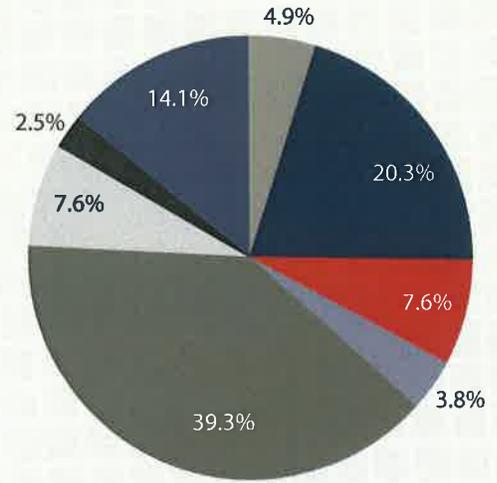


## WORKERS' COMPENSATION CLAIMS

- The most frequent type of incident causing injury is slip and fall on the same level.
- The body part most frequently reported as being injured is the low back.
- Law enforcement has the highest frequency of reported claims of county departments. It also was the loss leader relative to the severity or cost of claims. Highway departments followed in second position.
- The aging workforce is having an impact on the cost of claims.



**MCIT WORKERS' COMPENSATION CLAIM FREQUENCY 5 YEAR TOTAL**



**MCIT WORKERS' COMPENSATION CLAIM SEVERITY 5 YEAR TOTAL**

## EFFECTS OF WORKERS' COMPENSATION CLAIMS

The frequency and severity of work-related injuries and illnesses is used to develop each member's experience modification (MOD) factor. This unique factor then becomes part of the formula to determine a member's annual workers' compensation contribution. Another factor affecting the formula is the amount of payroll in each of the member's employee class codes. A MOD factor of 1.0 does not change contribution and reflects expected claim development. A factor greater than 1.0 can increase the contribution, whereas a factor less than 1.0 can decrease contribution.

### AITKIN COUNTY WORKERS' COMPENSATION ANALYSIS

YEAR	BASE	EXP. MOD.	YOUR COST	COST DIFFERENCE
2013	\$169,104	1.178	\$199,205	\$30,101
2012	\$181,559	1.274	\$231,306	\$49,747
2011	\$192,221	1.395	\$268,148	\$75,927
2010	\$192,347	1.515	\$291,405	\$99,058
2009	\$184,619	1.006	\$185,727	\$1,108

## MCIT REMAINS FULLY FUNDED

The birth of Minnesota Counties Intergovernmental Trust in 1979 changed the landscape of how counties and associated entities protect themselves in the event of a loss. Reliance on agents and being held hostage to the financial expectations of shareholders of an insurance company were replaced with having a voice at the table where decisions are made.

In exchange for the privilege of designing a program specific to their needs, members of MCIT assumed responsibility for their actions. Growing from a program designed to pay claims, MCIT has evolved into a

full-service risk sharing entity that places as much emphasis on loss prevention and mitigation as it does on aggressive claims administration.

During the past quarter century, MCIT has become a trusted partner for counties and other associated public entities. Members understand and recognize that MCIT is not a commodity to be purchased based on price. MCIT has become an institution carving out a place with members who appreciate that the organization is an extension of their claims handling and risk management activities.

### How Members Reduce Costs

A dedication to risk management at all levels is key to reducing losses. Commissioners are encouraged to:

- support initiatives to improve safety, including the safety committee.
- participate in risk management training.
- recommend training and education for all employees.
- learn how coverage may apply before making final decisions.
- require a risk management review of contracts before signing or approving them.
- promote accountability for safety at all levels.

Contact MCIT at 1.866.547.6516 with any questions or concerns.

### Rates Decrease for 2013

When calculating rates, MCIT's actuary must ensure that contributions are adequate to pay losses (claims) according to expected frequency and severity.

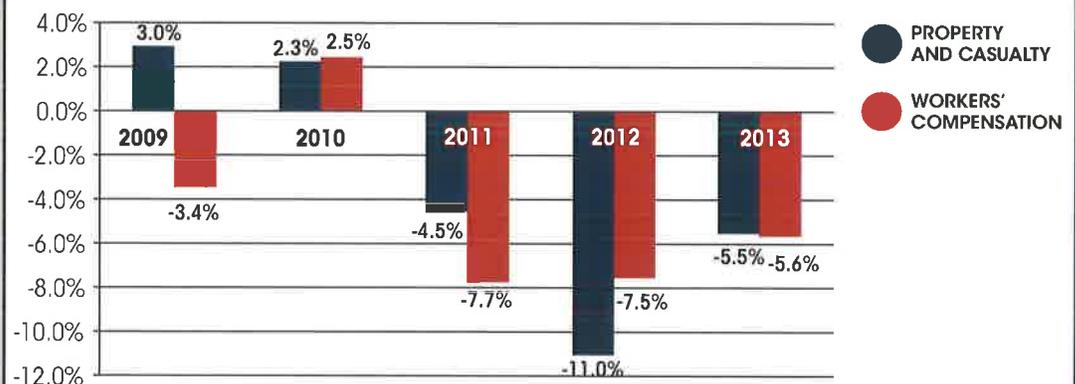
2013 aggregate rate changes:

- 5.5 percent decrease for property and casualty coverage
- 5.6 percent decrease for workers' compensation coverage

The rate reductions are largely attributed to continued favorable claim development in both severity and frequency.

In years when MCIT's aggregate rate(s) declines, an individual member's contribution may not have a corresponding decrease because of increases in the member's exposure base, such as growth in payroll, number of covered vehicles, the annual budget or workers' compensation experience modification factor.

### MCIT ANNUAL AGGREGATE RATE CHANGES



### Reinsurance Rates Increase for 2013

Reinsurance serves as a financial safety net against catastrophic losses that MCIT would otherwise be solely obligated to pay. MCIT retains a portion of the risk, essentially a deductible for catastrophic losses.

Each year, MCIT seeks bids for its property and casualty reinsurance. As part of the process, reinsurers review MCIT claims and exposures, and use that information to calculate the cost of coverage. 2013 property reinsurance is placed with Travelers, and casualty reinsurance is with Munich Re. Pursuant to state law, reinsurance for workers' compensation must be obtained through the Workers' Compensation Reinsurance Association.

This year, reinsurance rates for property increased 7.2 percent partly due to the market's response to losses from hurricanes Sandy and Irene and the past four years of increased storm activity in the Midwest. Casualty reinsurance rates increased 2 percent for 2013 because of increased inflationary pressures.

The cost of workers' compensation reinsurance has seen slight decreases during the past few years. MCIT continues to pay the Workers' Compensation Reinsurance Association special assessment from fund balance rather than including the cost in member rates.

### The Importance of Fund Balance

Fund balance provides a safety net to address unexpected events or situations. Fund balance can:

- absorb unanticipated losses.
- fund unknown risks—e.g., changes in the legal climate or legislative changes.
- provide financial stability and sustainability.
- be used to enhance coverage.

Just as a member's workers' compensation contribution is partially determined by its experience, so too is MCIT's workers' compensation reinsurance rate. For the first time in 8 years, the experience modification factor for MCIT as a whole dropped below 1.0, indicating that claims and exposures were less than expected.

## DIVIDENDS DISCUSSION

### TOTAL DIVIDENDS: COMBINED MCIT MEMBERSHIP AND AITKIN COUNTY

	2008	2009	2010	2011	2012
MCIT Total Dividend	\$12,500,000	\$13,000,000	\$20,000,000	\$30,700,000	\$29,900,000
Aitkin County Total Dividend	\$142,209	\$140,246	\$185,994	\$314,287	\$344,502

Dividends are based on a retrospective review of a member's claims history and performance of MCIT's investments. Investment returns fuel dividends. MCIT only issues a dividend when it is actuarially sound and fiscally prudent. Dividends are not guaranteed. The MCIT Board of Directors has annually returned varying amounts of fund balance to its members for a total of more than \$258 million since 1991.



**Regional Risk Management Workshops**

Every September MCIT presents workshops at locations around the state. Topics are based on trends in claims and emerging risks. Sessions are appropriate for commissioners, elected and appointed department heads, supervisors, human resources professionals and risk managers/safety coordinators. Registration opens May 1 at MCIT.org.

**2013 LOCATIONS AND DATES**

- Rochester: Sept. 5
- Marshall: Sept. 11
- Mankato: Sept. 12
- Thief River Falls: Sept. 18
- Grand Rapids: Sept. 19
- Fergus Falls: Sept. 25
- St. Cloud: Sept. 26

**2013 WORKSHOP TOPICS**

- Understanding the MCIT workers' compensation program
- Trends in workplace injuries and the workers' compensation response
- A discussion of joint powers entities and risk management
- Managing the risks and concerns of shared employees
- How auto coverage works and strategies to mitigate risks
- Getting the most out of property coverage
- Red flags in contracts and what to do about them
- Managing private data
- Risks to consider when employees use personal electronic devices for work purposes
- Pitfalls to avoid when hiring and interviewing
- Case studies of large losses and ways they could have been prevented
- Orientation to alternative/green energy systems and a discussion of their risks

**PATROL (Police Accredited Training Online)**

This Web-based training (offered in partnership with the League of Minnesota Cities Insurance Trust, Minnesota Sheriffs Association and Minnesota Chiefs of Police Association) is designed specifically for Minnesota law enforcement. It includes 12 POST-accredited classes each year, as well as mandated training for hazardous materials, blood borne pathogens, use of force, employee right to know and AWAIR, hearing conservation, and respiratory protection. A one-year subscription per person is \$85, which is just \$4.05 per course. Contact Laura Honeck from LMCIT at 651.281.1280 for details.

**2013 PARTICIPATION BY COUNTY**

Beltrami	Brown	Chisago	Lyon	Nobles	Scott	Steele
Benton	Carlton	Clearwater	Martin	Norman	Sherburne	Traverse
Big Stone	Carver	Goodhue	Mille Lacs	Redwood	Stearns	Wright

### Defensive Driving Training

Auto physical damage claims continue to be the most frequently reported loss by members. Training drivers to be safe does more than protect a member's fleet from physical damage; it also helps prevent injuries to employees and citizens. Training is available online or on site. Contact MCIT at 1.866.547.6516 for details.

#### 2012 PARTICIPATION BY COUNTY

Brown	Douglas	Koochiching	Nobles	Wabasha
Chisago	Fillmore	Martin	Pennington	Washington
Cook	Itasca	Meeker	Sherburne	Winona
Crow Wing	Jackson	Mille Lacs	Sibley	

### Employee Assistance Program (EAP)

The program offers access to professional counselors for support and advice on personal issues that may affect an employee's work performance. The program is voluntary, confidential and delivered in a clinical setting or by phone to employees of MCIT members and their families. The service is provided as part of the cost of membership. Introduced as a risk management tool to reduce employment-related claims, history shows this is accomplished when member utilization is 4 percent. Access services by calling 1.800.550.MCIT (6248).

Aitkin County's 2012 participation level: 3.28 percent

#### Additional Resources

- Risk management and loss control consultation
- Statewide training seminars
- Member-specific training sessions
- Webinars
- MCIT website: MCIT.org
- Video library: Borrow at no cost
- Minnesota Safety Council membership

## SUCCESSFUL TODAY, SUSTAINABLE FOR TOMORROW

During 2012, members reaped the benefits of participation in MCIT. There were the obvious benchmarks of success, such as the announcement of another significant return of fund balance to members and the downward trend in property, casualty and workers' compensation rates. Less obvious, but equally important, were the proactive efforts of members to seek out and implement risk management and loss control advice to control exposures better and MCIT's ability to respond to these needs.

Working together, the board, staff, service providers and members demonstrated they aspire to a standard of performance that ensures the ongoing financial success of MCIT.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 3-20-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Set Public Meeting Date – Round lake Outlet Control Structure

Requested Meeting Date: 3-26-13      Estimated Presentation Time: 10 minutes

Presenter: John Welle

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

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

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

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

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

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



**Supporting Attachment(s)**

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

## **AITKIN COUNTY COMMISSIONER'S MEMO**

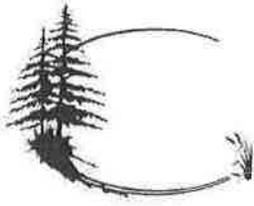
**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** March 20, 2013

**Regular Agenda Item:** Set Public Meeting Date – Round Lake Outlet Control Structure

As directed at the February 12, 2013 Board Meeting, I would like to set a public meeting date to provide information and receive public input regarding the Round Lake (Palisade) outlet control structure. Enclosed is a copy of the draft letter that will be sent to Round Lake lakeshore owners.



## AITKIN COUNTY HIGHWAY DEPARTMENT

1211 Air Park Drive  
Aitkin, MN 56431

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Phone: 218/927-3741 · FAX: 218/927-2356

Date: March ??, 2013  
To: Round Lake (Palisade) Property Owners  
From: John Welle, P.E.  
Aitkin County Engineer  
Subject: Public Meeting Notice for Round Lake Outlet Control Structure Replacement

This letter is being sent to inform you that the Aitkin County Board of Commissioners will be hosting a public informational meeting to discuss the Round Lake (Palisade) outlet control structure replacement. The meeting will be held at the Waukenaboo Town Hall located at 36797 Grove Street, Palisade, MN on Saturday, ??, 2013 at 10:00 a.m. You are receiving notice of this meeting because you own property that may be impacted by this project.

As you may know, the condition of the outlet control structure located on the southeast side of Round Lake has been deteriorating for at least the past ten years, causing occasional periods of leakage around the ends of the dam. This control structure was initially constructed by Aitkin County as part of Aitkin County Ditch No. 21 in 1973. Since that time, it has also been periodically repaired by Aitkin County when repairs were necessary.

Approximately five years ago, Aitkin County began the process of replacing this outlet control structure by surveying the structure area, designing the replacement dam, and acquiring the necessary permits. Although the project is nearly ready to proceed to construction at this time, there continues to be a disagreement between the landowner and Aitkin County as to Aitkin County's authority to replace the structure without consent of the landowner. Although an independent legal opinion has stated that the structure is part of Aitkin County Ditch No. 21 and therefore Aitkin County has the legal authority and responsibility to replace the structure, this authority continues to be challenged. As a result, Aitkin County may be initiating declaratory judgement proceedings in the near future to resolve this disagreement.

Since the cost to replace this structure has escalated due to project delay and may further escalate due to the cost of legal proceedings, Aitkin County will need to address the funding source for the project in the event that the District Court ruling allows Aitkin County to proceed with the project. Two potential funding sources that have been discussed include a County Ditch 21 assessment and an assessment through the establishment of a Lake Improvement District.

Before proceeding with the declaratory judgement proceedings and incurring further project costs, your input is requested at this public meeting to guide future decisions that will need to be made by the Aitkin County Board of Commissioners on this project.

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



To: Chairperson, Aitkin County Board of Commissioners      Date: 3-20-13

Via: Patrick Wussow, County Administrator

From: John Welle

Title of Item: Joint Powers Agreement – Mille Lacs County

Requested Meeting Date: 3-26-13      Estimated Presentation Time: 10 minutes

Presenter: John Welle

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

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

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

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

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



**Supporting Attachment(s)**

- Memorandum Summary of Item
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- Bids/quotes received (excluding complex construction projects, provide comparison worksheet)
- Bid/quote comparison worksheet
- Draft County Board resolution
- Plat approval check-list and supporting documents
- Copy of previous minutes related to this issue
- Other supporting document(s) (please list) Joint Powers Agreement

## **AITKIN COUNTY COMMISSIONER'S MEMO**

**TO:** Aitkin County Commissioners  
Patrick Wussow, County Administrator

**FROM:** John Welle

**DATE:** March 20, 2013

**Regular Agenda Item:** Joint Powers Agreement – Mille Lacs County

**Summary:**

As discussed recently, we have been working with Mille Lacs County to jointly bid under a single contract our CR 60 bituminous paving project with their CR 132 bituminous paving project. This arrangement was offered by Mille Lacs County as a cost-saving measure for lower unit prices on these projects. The enclosed Joint Powers Agreement has been drafted by Mille Lacs County and reviewed/approved by the Aitkin County Attorney. Enclosed is a resolution authorizing Aitkin County to enter into this agreement.

**Resolution:**

WHEREAS, Aitkin County is planning to improve County Road 60 in Idun Township under C.P. 01-60-02, and

WHEREAS, Mille Lacs County is planning to improve a portion of County Road 132 in Eastside Township under SAP 048-596-009, and

WHEREAS, both referenced projects are in close proximity to each other, and

WHEREAS, the representatives of both Aitkin and Mille Lacs Counties believe that cost savings will be realized by combining the projects and letting them under a single construction contract, and

WHEREAS, a Joint Powers Agreement between Aitkin and Mille Lacs Counties has been drafted for this purpose.

NOW, THEREFORE, BE IT RESOLVED, that the Chairman of the Aitkin County Board of Commissioners and the Aitkin County Administrator are hereby authorized to enter into the Joint Powers Agreement herein attached.

**State of Minnesota**  
**Joint Powers Agreement between Aitkin and Mille Lacs Counties**

**This Agreement is between Aitkin and Mille Lacs Counties,  
hereinafter referred to as AITKIN and MILLE LACS.**

**Recitals**

Under Minnesota Statutes § 471.59, Subd. 1 AITKIN and MILLE LACS are seeking to jointly and cooperatively exercise the road authority which each County independently possess pursuant to MN. Stat. § 163.02 and § 373.01, Subd. 1(5).

This Agreement memorializes a shared belief between Aitkin and Mille Lacs Counties that by working jointly and cooperatively the two counties will achieve actual savings related to the planned road improvements to Aitkin County Road 60 (CP 01-60-02) and Mille Lacs County Road 132 (SAP 048-596-009).

This Agreement has been developed to achieve economies of scale related to the production of road building materials and to achieve any other savings which may be available because the counties are working jointly and cooperatively.

**Agreement**

**1. Term of the Agreement**

1.1 Effective Date: The date of this Agreement shall commence is April 1, 2013, or the date the document is signed by either of the Aitkin or Mille Lacs County Board Chair and Administrator whichever is later. MN. Stat. § 373.02

1.2 Expiration Date: The date this Agreement shall expire is December 31, 2014, or until all obligations have been satisfactorily fulfilled, whichever occurs first.

**2. Agreement between the Parties**

2.1 Related to Aitkin County Project CP 01-60-02 AITKIN agrees to:

2.1.1 Delegate authority to MILLE LACS authority to enter into a construction contract on behalf of AITKIN;

2.1.2 Provide MILLE LACS with approved construction plans and special provisions:

2.1.3 Inspect, manage and pay for all construction items;

2.1.4 Process construction documents such as work orders, change orders and pay requests;

2.1.5 Not release final payment for AITKIN CP 01-60-02 to the construction contractor until MILLE LACS is satisfied contractual obligations have been satisfied.

2.2 Related to Mille Lacs County Project SAP 048-596-009 MILLE LACS agrees to:

2.2.1 Serve as coordinator and contract administrator for planned Aitkin County CP 01-60-02;

2.2.2 Provide AITKIN with abstract of bids;

2.2.3 Provide AITKIN with a recommendation of award to a construction contractor;

2.2.4 Require the construction contractor to name AITKIN on construction bonds and insurance certificate

2.2.5 Not release final payment for MILLE LACS SAP 048-596-009 to the construction contractor until AITKIN is satisfied contractual obligations have been met;

2.2.6 Provide AITKIN with relevant construction related documents/records as requested;

2.2.7 Provide a copy of any final data to AITKIN through the most efficient and effective method for MILLE LACS of conveyance available at such time as the data is available to MILLE LACS with the understanding that those data become the property of AITKIN and, as such are provided without restriction to use or redistribution and for the purposes of this agreement unless otherwise restricted by law;

2.2.8 Inspect, manage and pay for construction items specific to the planned improvements for MILLE LACAS SAP 048-596-009.

### 3. Authorized Representatives

The MILLE LACS Authorized Representative is Bruce Cochran, Mille Lacs County Engineer, 565 8<sup>th</sup> Street Northeast, Milaca, MN 56353 or his designee.

The AITKIN Authorized Representative is John Welle, Aitkin County Engineer, 1211 Air Park Drive, Aitkin, MN 56431

### 4. Assignment, Amendments, Waiver, and Contract Complete

4.1 Assignment. Neither AITKIN nor MILLE LACS may assign or transfer any rights or obligations under this Agreement without the prior consent of other party and a fully executed Assignment Agreement, executed and approved by the same parties who executed and approved this agreement, or their successors in office.

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

4.3 Waiver. If AITKIN or MILLE LACS fails to enforce any provision of this Agreement, that failure does not waive the provision or its right to enforce it.

4.4 Contract Complete. This Agreement contains all negotiations and agreements between AITKIN and MILLE LACS. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

### 5. Indemnification

In the performance of this Agreement by the AITKIN or MILLE LACS, or either counties agents or employees, AITKIN must indemnify, save and hold harmless MILLE LACS, its agents and employees, from any claims or causes of action including attorney's fees incurred by MILLE LACS to the extent caused by AITKIN'S: intentional, willful, or negligent acts or omissions; or, actions that give rise to strict liability; or, breach of contract or warranty and MILLE LACS must indemnify, save and hold harmless AITKIN,

its agents and employees, from any claims or causes of action including attorney's fees incurred by AITKIN to the extent caused by MILLE LACS'S: intentional, willful, or negligent acts or omissions; or, actions that give rise to strict liability; or, breach of contract or warranty.

This indemnification obligation of this section does not apply in the event the claim or cause of action is the result of AITKIN or MILLE LACS'S sole negligence. This clause will not be construed to bar any legal remedies AITKIN or MILLE LACS may have for the other party's failure to fulfill its obligation under this agreement.

## 6. State Audits

Parties to this agreement agree to keep any books, records, documents and accounting procedures and practices relevant to this Agreement and make them available for audit and review as required by law.

## 7. Government Data Practices

AITKIN and MILLE LACS must comply with the Minnesota Government Data Practices Act, Minnesota Statute Chapter 13, to the extent it applies to any data provided, created, collected received, stored, used, maintained or disseminated by AITKIN or MILLE LACS under this Agreement. The civil remedies of Minnesota Statute § 13.08 apply to the release of the data referred to in this clause by either AITKIN or MILLE LACS.

## 8. Venue

Venue for all legal proceedings out of this agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in the State of Minnesota.

## 9. Termination

9.1 Termination. MILLE LACS or AITKIN may terminate this Agreement at any time, with or without cause, upon 30 days written notice to the other party. Either party shall be paid for any services, determined on a pro rata basis, for services satisfactorily performed prior to termination. Unless unavoidable, such as in the case of public

safety, neither party shall be obligated to pay for any services that are provided after notice and effective date of termination.

9.2 Termination for Insufficient Funding. MILLE LACS may immediately terminate this Agreement if it does not obtain funding from the Minnesota Legislature, or other funding source; or if funding cannot be continued at a level sufficient to allow for the payment of the services covered here. Termination must be by written or fax notice to AITKIN. MILLE LACS is not obligated to pay for any services that are provided after notice and effective date of termination. However, AITKIN will be entitled to payment as determined on a pro rata basis for services satisfactorily performed to the extent that funds are available. MILLE LACS will not be assessed any penalty if the Agreement is terminated because of the decision of the Minnesota Legislature, or other funding source, not to appropriate funds. MILLE LACS will provide to AITKIN notice of the lack of funding within a reasonable time of MILLE LACS receiving that notice.

#### 10. Agreement Approval

This Agreement shall become binding upon signature of the Chairperson of the Mille Lacs County and Aitkin County Boards and the Mille Lacs County and Aitkin County Administrators. Both Mille Lacs County and Aitkin County shall independently adopt resolutions authorizing the Board Chairpersons and County Administrators to sign as required by law.

#### **AITKIN COUNTY**

#### **MILLE LACS COUNTY**

\_\_\_\_\_  
J. Mark Wedel, Board Chairman

\_\_\_\_\_  
Phil Peterson, Board Chairman

Date \_\_\_\_\_

Date \_\_\_\_\_

\_\_\_\_\_  
Patrick Wussow, County Administrator

\_\_\_\_\_  
Roxy Traxler, County Administrator

Date \_\_\_\_\_

Date \_\_\_\_\_

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



To: Chairperson, Aitkin County Board of Commissioners      Date: March 19, 2013

Via: Patrick Wussow, County Administrator

From: Terry Neff, Environmental Services Director

Title of Item:

Proposed Amendments to the Zoning Ordinance

Requested Meeting Date: March 26, 2013      Estimated Presentation Time: 15 min

Presenter: Terry Neff, Environmental Services Director

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

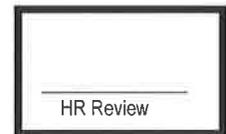
- For info only, no action requested       Approve under Consent Agenda
- For discussion only with possible future action       Adopt Ordinance Revision
- Let/Award Bid or Quote (attach copy of basic bid/quote specs or summary of complex specs, each bid/quote received & bid/quote comparison)
- Approve/adopt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

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

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

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

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



**Supporting Attachment(s)**

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

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

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



**MEMORANDUM**

**DATE:** March 19, 2013  
**TO:** Aitkin County Board of Commissioners  
**FROM:** Terry Neff, Environmental Services Director  
**RE:** Amendments to the General Zoning Ordinance

On February 5, 2013, the Aitkin County Board of Commissioners approved holding a public hearing for amendments to the Aitkin County Zoning Ordinance. These amendments address vacation/private home rentals and interim uses, update language to reflect current office procedures, reference appropriate ordinances, and update the use list.

The Aitkin County Planning Commission held a public hearing on March 18, 2013, for the proposed amendments to the Aitkin County Zoning Ordinance. Enclosed is a copy of the proposed amendments that were recommended for approval by the Aitkin County Planning Commission. The original proposed amendments from the Aitkin County Ordinance Review Committee show proposed language for deletion in ~~strike through~~, and proposed new language is in red. The green language is additional changes recommended by the Planning Commission.

At the March 26, 2013, Aitkin County Board of Commissioners meeting, I will be present to ask any questions you have on the proposed amendments and request approval to move forward for final adoption.

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

enclosure

c:\ctybrd\ctybrd2013

**[SECTION 1] STATUTORY AUTHORIZATION**

In second paragraph change "Aitkin County Upper Mississippi River Conservation Ordinance" to "the Mississippi Headwaters Board Management Plan".

**[SECTION 3] DEFINITIONS**

3.05, (1) – eliminate.

3.13 – "Deck" means a horizontal, unenclosed platform with or without attached railings, seats, trellises or other features, attached or functionally related to a principal use or site and at any point extending more than ~~three feet~~ **thirty (30) inches** above ground.

3.52 – "Sewage Treatment System" means a septic tank and soil absorption system or other individual or cluster type sewage treatment system as described in ~~Section 18.04~~ **Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No.1 and subsequent amendments of this ordinance.**

Add definition of:

"Department" - means the Aitkin County Environmental Services Department.

"Interim Use" – is a temporary use of property until a particular date, until the occurrence of a particular event or until zoning regulations no longer permit it.

"Vacation/Private Home Rental" – a single family dwelling and/or related structure that is rented out on a transient basis for a charge. A transient basis shall be any period of time less than thirty (30) consecutive days.

**[SECTION 6] EXTRACTIVE USE STANDARDS**

6.00, A. – Sand and Gravel Pits: Extraction of top soil, sand, and gravel, aggregate materials and minerals is a conditional **or interim** use in the unincorporated areas of Aitkin County, only if a conditional **or interim** use permit is authorized pursuant to the provisions of ~~Article~~ **Section 11** of this ordinance, and then only if all of the ~~following~~ standards and requirements **of the Aitkin County Mining and Reclamation Ordinance** are met.

6.00, A, 1 – eliminate.

6.00, A, ~~2~~ **1**. – Owners or other persons controlling sites that have been in operation prior to the effective date of this ordinance pursuant to duly and validly issued permits and licenses which are still in force as of the effective date of this ordinance, shall ~~prepare a rehabilitation plan for the site addressing mitigation of the effects of erosion, sedimentation, and restoration of the site and shall conform to fulfill such plans~~ **comply with Section 3.8 of the Aitkin County Mining and Reclamation Ordinance.**

6.00,A,3 – change to 6.00,A, **2**.

**[SECTION 7] SPECIAL PROVISIONS: MOBILE HOME AND MOBILE HOME PARKS**

7.03,f and 7.05,A,B – change number of copies to be submitted from seven (7) to **eleven (11)**, and number of copies to the planning commission from two (2) to **five (5)** and include the **Township Chairperson** to get a copy.

**[SECTION 8] ADMINISTRATION**

8.31 – ~~Certificate of Sanitary Sewer Compliance is required as defined in Section 18.01.~~ **A septic system Certificate of Compliance is required as defined in the Aitkin County Individual Sewage Treatment System Ordinance No.1 and subsequent amendments.**

## **[SECTION 9] PLANNING COMMISSION**

### **9.0 Name of organization:**

The name of this organization shall be the Aitkin County Planning Commission.

### **9.01 Authorization:**

The authorization for the establishment of this Planning Commission is set forth under MS 394.21 to 394.37, amendments and supplements thereto. Powers and duties are delegated to the Planning Commission by the Board of County Commissioners of Aitkin County, Minnesota, by Resolution dated March 1, 1966, in accordance with the above-mentioned enabling law.

### **9.02 Membership:**

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. At least one (1) member shall be from the Board of County Commissioners. Members shall be appointed for a term of three (3) years, ~~with a maximum of two (2) consecutive full terms~~ **excluding the County Commissioner and Board of Adjustment appointee who will be appointed on an annual basis.** An appointment to fill a vacancy shall be only for unexpired portion of term. Each member shall be entitled to one vote.

### **9.03 Officers:**

**SubSection 1.** The officers of the Planning Commission shall consist of a ~~chairman~~ **chairperson**, vice-~~chairman~~ **chairperson**, and secretary.

**SubSection 2.** The ~~chairman~~ **chairperson** shall preside at all meetings and hearings of the Planning Commission and shall have the duties normally conferred by parliamentary usage on such officers.

**SubSection 3.** The vice-~~chairman~~ **chairperson** shall act for the ~~chairman~~ **chairperson** in his absence.

**SubSection 4.** The secretary need not be a member of the commission. The secretary shall keep the minutes and records of the Commission; and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings under the direction of the ~~chairman~~ **chairperson**, provide notice of all meetings to Commission members, arrange proper and legal notice of hearings, attend to correspondence of the Commission, and such other duties as are normally carried out by a secretary.

### **9.04 Election of Officers:**

**SubSection 1.** An annual organization meeting shall be held on the first regular meeting of each year.

**SubSection 2.** Nominations shall be made from the floor at the annual organization meeting, and election of officers specified in **Section 9.03 Article IV, SubSection 1**, shall follow immediately thereafter.

**SubSection 3.** A candidate receiving a majority vote of the membership of the Planning Commission shall be declared elected and shall serve for one (1) year, until his/her successor shall take office.

9.05 Meetings:

**SubSection 1.** Meetings shall be held on the third Monday of each month at 4:00 7:30 P.M., in the Aitkin County Courthouse unless otherwise specified by the chairman chairperson in the call for meeting. In the event of a conflict with holidays or other events, a majority at any meeting may change the date of said meeting.

**SubSection 2.** A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

**SubSection 3.** Special meetings may be called by the chairman chairperson. It shall be the duty of the chairman chairperson to call a special meeting when requested to do so by a majority of members of the Commission or Zoning Administrator or designee. The secretary shall notify all members of the Commission in writing not less than five (5) days in advance of such special meeting.

**SubSection 4.** All meetings or portions of meetings at which official action is taken shall be open to the general public.

**SubSection 5.** Unless otherwise specified, Robert's Rules of Order shall govern the proceedings at the meetings of this Commission.

9.06 Order of Business:

**SubSection 1.** The order of business at the regular meetings shall be:

- ~~a. Roll Call;~~
- ~~b. Reading of minutes of previous meeting;~~
- ~~c. Communications;~~
- ~~d. Reports of officers and committees;~~
- ~~e. Old business;~~
- ~~f. New business; and~~
- ~~g. Adjournment.~~

- a. Chair will call the meeting to order.
- b. Chair will read the meeting rules and direct citizens to the agenda for the order of business.
- c. Roll Call/Introduction of board members and staff.
- d. Approval of the agenda.
- e. Old business.
- f. New business.
- g. Approval of minutes from previous meeting(s).
- h. Staff updates.
- i. Adjourn meeting.

**SubSection 2.** A motion from the floor must be made and passed in order to dispense with any item on the agenda.

**SubSection 3.** Filing of Decisions: Decisions on Conditional Uses, **Interim Uses** and Rezoning made by the Planning Commission shall be filed within **twenty five (25) five (5)** working days, as a certified copy of any order, with the County Recorder.

9.07 **Powers:** The Planning Commission shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To cooperate with the Planning and Zoning Administrator and other employees of the County in preparing and making recommendations to the County Board of Commissioners with such comments and recommendations for plan execution in the form of official controls and other measures and amendments thereto.
- c. To conduct such hearings as may be required by law and by the provisions of this ordinance, and in connection there with to make findings and conclusions which shall be transmitted to the Planning and Zoning Office which shall forthwith transmit same to the County Board of Commissioners with such comments and recommendations as it deems necessary.
- d. All other powers granted to it by law and by the provisions of this ordinance.

9.08 **Removal:** Members of the Planning commission may be **removable** ~~ed~~ for a cause by a majority vote of the County Board of Commissioners upon the filing of written **charges** ~~cause~~ with the County Board of Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written **charges** ~~cause~~.

9.09 **Vacancies:** Vacancies occurring on the Planning Commission shall be promptly filled by the County Board of Commissioners and any members so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.

9.10 **Rules of Procedure:** The board of County Commissioners shall establish the Rules of Procedure setting forth the terms of office, election of officers, conduct of meetings, and such other rules as the Board of Commissioners deem appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure, ~~however,~~ **S**such rules and changes, **however,** shall be consistent with state statutes and Aitkin County Ordinances.

9.11 **Public Hearings:** Public hearings shall be conducted and notices therefore, shall be given in compliance with Minnesota Statute Section 394.26.

## **[SECTION 10] BOARD OF ADJUSTMENT**

10.0 **Name of organization:**

The name of this organization shall be Aitkin County Board of Adjustment.

10.01 **Membership:**

Membership shall consist of five (5) persons to be appointed by the Board of County Commissioners. Members shall be appointed for a term of ~~three~~ **two (2)** years, ~~with a maximum of three (3) consecutive full terms.~~ An appointment to fill a vacancy shall be only for the unexpired portion of the term. Each member shall be entitled to one (1) vote.

#### 10.02 Officers:

**SubSection 1.** The officers of the Board of Adjustment shall consist of a ~~chairman~~ **chairperson**, ~~vice-chairman~~ **chairperson**, and secretary.

**SubSection 2.** The ~~chairman~~ **chairperson** shall preside at all meetings and hearings of the Board of Adjustment and shall have the duties normally conferred by parliamentary usage on such officers.

**SubSection 3.** The ~~vice-chairman~~ **chairperson** shall act for the ~~chairman~~ **chairperson** in his/her absence.

**SubSection 4.** The secretary need not be a member of the Board of Adjustment. The secretary shall keep the minutes and records of the Board and with the assistance of such staff as is available, shall prepare the agenda of regular and special meetings to the Board members, arrange to correspondence of the Board of Adjustment, and such other duties as are normally carried out by a secretary.

#### 10.03 Meetings:

##### 10.04

Regular meetings shall be held on the 1st and 3rd Wednesday of each month in the Aitkin County Courthouse. Special meetings may be called by the ~~Chairman~~ **chairperson**. At least forty-eight (48) hours notice of the meeting time set for such special meetings shall be given each member.

**SubSection 1.** Quorum: A quorum shall consist of three (3) members. Voting shall be by roll call. A record of the roll call vote shall be kept as a part of the minutes.

**SubSection 2.** Cancellation of Meetings: Whenever there is no proper business which may come before a regular meeting of the Board of Adjustment, the ~~Chairman~~ **chairperson** may dispense with such meeting by notice to all members not less than forty-eight (48) hours prior to the regular meeting time.

**SubSection 3.** Conduct of the Meeting: All meetings shall be open to the public. The order of business at regular meetings shall be:

- a. ~~Roll Call~~
- b. ~~Reading and approval of minutes of preceding meeting~~
- c. ~~Reports of committees~~
- d. ~~Hearings of appeals~~
- e. ~~Old Business~~
- f. ~~New business, and~~
- g. ~~Adjournment~~

- a. **Chair will call the meeting to order.**

- b. Chair will read the meeting rules and direct citizens to the agenda for the ordinary business.
- c. Roll Call/Introduction of board members and staff.
- d. Approval of the agenda.
- e. Old business.
- f. New business.
- g. Approval of minutes from previous meeting(s).
- h. Staff updates.
- i. Adjourn meeting.

No board member shall sit in hearing nor vote in passing any case in which he is personally or financially interested. If, because of absences, an additional concurring vote shall be ~~laid~~ held over, the ~~Chairman~~ chairperson shall direct the secretary to cause a copy of the record in the case to be transmitted to the absent member. At the next regular meeting if it falls within thirty (30) days, or at a special meeting if necessary, the member absent at the preceding meeting shall affirm that the Board has examined the record. Such affirmation shall appear in the record. The ~~Chairman~~ chairperson shall then call for a vote on the case that had been ~~laid~~ held over.

10.05 Powers: The Board of Adjustment shall have and exercise the following powers:

- a. To adopt rules of procedure governing the transaction of its business.
- b. To hear and decide appeals from and review any order, requirement, decision, or determination made by any administrative official charged with enforcing the provisions of this ordinance.
- c. To order the issuance of permits for buildings in areas designated for future public use on an official map.
- d. To order the issuance of variances from the terms of any official control, including restrictions placed on any nonconformity. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the official control. In considering a variance request, the Board of Adjustment must also consider several factors, including but not limited to: is the variance in harmony with the general purposes and intent of the official control and consistent with the comprehensive plan, is the owner proposing to use the property in a reasonable manner not permitted by the official control, is the practical difficulty due to circumstances unique to this property, is the need for the variance created by actions other than the landowner or prior landowners, will the issuance of the variance maintain the essential character of the locality, and does the practical difficulty involve more than economic considerations. No variance may be granted which would allow any use that is prohibited in the zoning district in which the property is located. The Board of Adjustment may impose conditions in the granting of variance to insure compliance and protect adjacent properties and the public interest.

The applicant for a variance which, in the opinion of the Board of Adjustment, may result in a material adverse effect on the environment may be requested by the Board of Adjustment to demonstrate the nature and extent of the effect.

10.06 SubSection 1. Application: In the cases of applications to the Board of Adjustment for the granting of variances for those requirements specified in the Zoning Ordinance as requiring

Board approval, the application shall be made upon forms provided by the Zoning Administrator **or designee**.

**SubSection 2.** The Calendar: Each case filed in the proper form with the required data shall be placed on the secretary's calendar. As soon as a case is put on the calendar, the applicant or appellant shall be notified to appear on the date when the case will be heard.

#### 10.07 Hearings:

**SubSection 1.** Form of Notice: The notice shall state the location of the building or lot, the general nature of the question involved, and the time and place of the hearing. A copy of the notice and a list of persons to whom mailed shall become part of the records of the Board.

**SubSection 2.** Conduct of Hearing: Any person may appear in person or by agent or attorney at the hearing. The order of business for the hearing shall be:

- a. ~~Statement of the case by the chairman~~
- b. ~~The argument in favor of the appeal~~
- c. ~~The argument in opposition to the appeal and,~~
- d. ~~Rebuttal by both sides.~~

- a. Read notice of hearing
- b. Staff report
- c. Comments of applicant to staff report/additional info or testimony
- d. Board/Commission discussion
- e. Comments in favor or neutral
- f. Comments in opposition
- g. Further Board/Commission discussion – may include discussion with applicant and/or audience at discretion of the Board/Commission
- h. Motion
- i. Findings of Fact
- j. Further Discussion, if any
- k. Second to the motion
- l. Vote

The first person to be heard on the affirmative side shall be the applicant or his agent. Witnesses may be called and factual evidence may be submitted. All witnesses shall affirm that their testimony is true.

**SubSection 3.** Rehearings: An application for a rehearing shall be made in the same manner as for an original hearing. The application for a rehearing shall be denied by the Board if from the record it shall appear that there has been no substantial change in facts, evidence, or condition, **or a minimum of twelve (12) months has not passed**.

#### 10.08 Decisions:

**SubSection 1.** Time of Decisions: Final decision of the Board shall be made ~~no later than thirty (30) days from the date of the hearing~~ **according to Minn. Stat. Sec. 15.99**. Every attempt shall be made to reduce this period to a minimum.

**SubSection 2.** Vote: The concurring vote of a majority of the members of the Board shall be necessary to reverse any order, requirement, or determination of the Zoning Administrator. The same vote shall be necessary for the granting of a variance.

**SubSection 3.** Form of Decisions: The final decision of the Board shall be made by a formal written order signed by the ~~Chairman~~ **chairperson**. Such decision shall show the reasons for the determination and may reverse or affirm, wholly or in part, or may modify the order or determination appealed from. Such decisions shall also state in detail, in the case of variances, and exceptional difficulty or unusual hardships upon which the appeal was based and which the Board found present. The decision shall also state in detail what, if any, conditions and safeguards are required.

**SubSection 4.** Filing of Decisions: Decisions of the Board shall be filed within **twenty five (25)** ~~five (5)~~ working days, as a certified copy of any order, with the County Recorder.

#### 10.09 Appeals:

- a. Appeals may be taken by any person aggrieved, or by any officer, department, board, or bureau of a town, municipality, county, or state. Such appeal shall be taken within thirty (30) days by filing with the Board of Adjustment a notice of appeal specifying the grounds thereof.
- b. The Board of Adjustment shall fix a reasonable time for the hearing of the appeal and give due notice thereof to the appellant, to the officer from whom the appeal is taken, and to the public and shall decide the same within thirty (30) days of the hearing **or as per Minn. Stat. Sec. 15.99.**
- c. An appeal stays all proceedings in furtherance of the action appealed from, unless the Board of Adjustment certifies that by reason of fact stated in the certificate, a stay would cause imminent peril to life or property.
- d. The Board of Adjustment may reverse or affirm, wholly or partly, or may modify the order, requirement, decision, or determination appealed from and to that end shall have all the powers of the officer from whom the appeal was taken and may direct the issuance of permit.
- e. The Board shall keep complete and detailed records of all its proceedings, which shall include the minutes of its meetings, its finds and actions taken on each matter heard by it, including the final order. The order shall include the legal description of the property involved. Reasons for the decision shall be stated in writing. The Board shall record the vote of each member on each question or if absent or failing to vote, indicating such fact. All records shall be open to the public and shall be filed within five (5) working days by the secretary of the Board of Adjustment.

Meetings shall be held at the call of the chairperson and at such other times as the Board of Adjustment may determine. All meetings and hearings shall be conducted in conformance with the provisions of the Minnesota Open Meeting Law, Minnesota Statutes, Section 471.705 and any additions or amendment thereto.

- f. A majority vote of the members of the Board of Adjustment shall be sufficient on action under consideration.
  - g. All variances granted shall be recorded in the Office of the County Recorder by the secretary of the Board of Adjustment within **twenty five (25) five (5)** working days.
  - h. All decisions by the Board of Adjustment in granting variances or in hearing appeals shall be final, except that any aggrieved person or persons or any department, Board of Commissioners, or the state shall have the right to appeal within thirty (30) days after the receipt of notice of the decision, to the District Court in the county in which the land is located on questions of law and fact.
- 10.10 Removal: Members of the Board may be **removableed** for cause by a majority vote of the Board of County Commissioners. No member shall be removed prior to a public hearing, which shall be held within thirty (30) days of the date of filing of the written **charges cause**.
- 10.11 Vacancies: Vacancies occurring on the Board shall be promptly filled by the Board of County Commissioners and any member so appointed shall serve the balance of the preceding member's term and shall thereafter be subject to appointment in the manner herein above set forth.
- 10.12 The Board shall always act with due considerations toward promoting the public health, safety, and welfare, thereby encouraging the most appropriate use of land consistent with the Comprehensive Plan.
- 10.13 Rules of Procedure: The Board of Commissioners shall establish Rules of Procedure setting forth the terms of offices, election of officers, conduct of meetings and such other rules as the Board of Commissioners deems appropriate. The Board of Commissioners may make changes as it deems appropriate in the Rules of Procedure; however, such rules and changes shall be consistent with state statutes and Aitkin County Ordinance.
- 10.14 Public Hearings: Public hearings shall be conducted and notices thereof shall be given in compliance with the Minnesota Statutes, Section 394.26.

**[SECTION 11]**

11.00 CONDITIONAL USE **AND INTERIM USE** PERMITS

- 11.01 Conditional **and Interim** use permits shall only be granted in accordance with Minnesota Statutes Chapter 394, including the public hearing provisions thereof and the provisions of that statute shall apply to all conditional **or interim** use permits issued under this ordinance.

**Any use listed in this Ordinance as a conditional use may, at the discretion of the County, be processed and allowed as an interim use in accordance with Minn. Stat. Sect. 394.303 if:**

- **Such use will conform to the zoning regulations;**
- **If the date or event that will terminate the use can be identified with certainty;**
- **Permission of the use will not impose additional costs on the public if it is necessary for the public to take the property in the future; and**
- **The user agrees to any conditions that the County deems appropriate for permission of the use.**

- Public hearings on the granting of interim use permits shall be held in the manner provided in section 394.26.

11.02 Application for a Conditional or Interim Use Permit shall be on forms provided by the Zoning Administrator, shall be signed by the owner of the property involved, and shall be submitted with such plans, maps, and necessary for evaluation of the application.

11.03 Application for a conditional or Interim use permit shall be granted by the Planning Commission only if the Planning Commission makes all the following findings:

1. That the conditional 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. That the proposed conditional use will not increase local or state expenditures in relation to costs of servicing or maintaining neighboring properties;
3. That the location and character of the proposed conditional use are considered to be consistent with a desirable pattern of development for the locality in general;
4. That the proposed conditional use conforms to the comprehensive land use for the County;
5. That adjoining property owners, and others required to be given notice pursuant to Minnesota Statutes Chapter 394, have been given written notice pursuant to Minnesota Statutes Chapter 394, of the proposed conditional 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 requested proposed use is not injurious to the public health, safety, and general welfare.

11.04 In connection with the issuance of a conditional or Interim use permit the Planning Commission may impose such restrictions or conditions as it deem necessary to protect the public interest, to insure compliance, and to protect adjacent properties, including, but not limited to, matters relating to appearance, lighting, hours of operation, performance characteristics, restoration, reclamation, and the delivery of bonds or other security for the proper completion and performance of any restrictions or conditions. Also, when deemed appropriate by the Planning Commission, recorded restrictive covenants may be required by the Planning Commission.

- A conditional use permit shall remain in effect for so long as the conditions agreed upon are observed, and such use has not been expanded, intensified or changed, or be re-established if discontinued for a continuous twelve (12) month period or more. However, whenever it is deemed advisable, a time limitation or review requirement may be placed as a condition on any permit.
- An interim use permit shall remain in effect until the termination date established through the approval process, so long as the conditions agreed upon are observed.

## 11.05 REVOCATION OF A CONDITIONAL OR INTERIM USE PERMIT

- A) A conditional or interim use permit may be revoked by the Planning Commission for good cause, upon due notice and hearing.
- B) Good cause shall include any violation of the agreed upon conditions attached to the conditional or interim use permit.
- C) Notice of Intent to Revoke. A written notice of intent to revoke shall be prepared by the Aitkin County Zoning Officer or his/her representative. This notice shall include the following:
  - 1) Identity and address of the conditional or interim use permit holder(s).
  - 2) Legal description of the property.
  - 3) The facts alleged to constitute good cause to revoke and the dates or approximate dates of alleged violation(s).
  - 4) The date, time, and place of the public hearing of the Planning Commission at which time revocation of said conditional or interim use permit will be considered and determined.
  - 5) The right of said conditional or interim use permit holder or his authorized representative to attend and be heard at said hearing.

11.06 Any person or department, board, or commission of the County or of the State of Minnesota may appeal any decision of the Planning Commission relative to a conditional **or interim** use permit by writ of certiorari to the Minnesota Court of Appeals within thirty (30) days of the Planning Commission's final decision.

## **[SECTION 13] VIOLATIONS AND PENALTIES**

13.04 Any person, firm or corporation who violates, disobeys, omits, neglects, or refuses to comply with, or who resists the enforcement of any other provisions of this ordinance shall be guilty of a misdemeanor, punishable by ~~\$700.00~~ **\$1,000.00** and 90 days imprisonment, or both. Each day that a violation is permitted to exist shall constitute a separate offense ~~and shall be the duty of the County Attorney to institute proper action.~~ **The County Attorney shall have the authority to prosecute any and all violations of this Ordinance.**

13.05 In the event of a violation or threatened violation of this ordinance, Aitkin County, in addition to other remedies, may institute appropriate actions or proceedings to prevent, restrain, or abate such violations or threatened violations. The Department may and is empowered to issue citations and/or cease and desist orders to halt the progress of any ongoing violation. When the work has been stopped by the Department for any valid reason whatsoever, it shall not again be resumed until the reason for the work stoppage has been completely satisfied and the cease and desist order lifted.

13.06 After two or more attempts to achieve compliance, the Department may charge for the enforcement of violations of this Ordinance to recover actual costs for staff time, mileage and supplies. This cost shall be above and beyond any other fee imposed by this Ordinance.

## **[SECTION 14] SCHEDULE OF FEES, CHARGES, AND EXPENSES**

14.01 Late Application Fee: ~~Late application fee may be levied up to a triple fee~~ Any application for a permit which is made after the work is commenced and which requires a permit shall be charged five (5) times the permit fee or five (5) percent of the project cost at the Departments discretion.

**[SECTION 16]**

16.0 – Travel Trailer Parks and Campgrounds – replace these standards with the standards and proposed changes in section 7.05 (they are the same), and delete Section 7.05.

Sanitary Systems Installer Permits: Eliminate entire subpart including a.,b.,c.,d.

**[SECTION 17]**

Eliminate 17.0, a,b, and c. and replace with the following:

**17.0 Vacation/Private Home Rental**

The following standards apply to vacation/private homes renting for thirty (30) days or less except those located within Planned Unit Developments whose legal documents regulate unit rentals.

- (1) The owner of a vacation/private home rental must apply for and receive an Interim Use Permit from the County. The initial Interim Use Permit will be valid for five (5) years in order to determine the compliance level of the owner with the conditions of approval. Subsequent renewals shall be for five (5) years or less. The County will establish fees for the application and renewal.
- (2) The application for an Interim Use Permit shall include:
  - a. All information required for a conditional use permit,
  - b. ~~Detailed and to scale or dimension floor plan of the structure, including the number of bedrooms and all sleeping accommodations,~~
  - c. A to-scale site plan which shows locations and dimensions of property lines, the structure intended for licensing, accessory structures, parking areas, shore recreational facilities and sewage treatment systems.
  - d. ~~Rules and regulations for guests and~~ emergency contact information (police, fire, hospital, septic tank pumper).
  - e. Current compliance inspection on the septic system.
  - f. Current water test from an accredited laboratory with test results for nitrate-nitrogen and coliform bacteria.
  - g. Plan for garbage disposal.
  - h. ~~Applicant must submit a pet policy.~~
- (3) The occupancy of a vacation/private home rental shall be limited to no more than two (2) persons per bedroom plus two (2) additional persons per building, or no more than one (1) person for every seventy-five (75) gallons of water per day that the building subsurface sewage treatment system (SSTS) is designed to handle, whichever is less.
- (4) ~~The Owner shall allow the County access to the interior of the structure to verify the information on the submitted plans in preparation of staff analysis of the request for the Planning Commission.~~
- (5) The vacation/private home rental shall be connected to an approved SSTS. The SSTS shall be designed and constructed with a design flow of seventy-five (75) gallons of water

- per person per day to handle the maximum number of guests for which the facility is permitted. The SSTS shall include a flow measuring device. Flow measurement readings and monitoring of the SSTS shall be recorded monthly and records shall be made available to the Department upon request. The use of holding tanks for vacation/private home rental units shall be prohibited.
- (6) On-site parking shall be provided which is sufficient to accommodate the occupants of the vacation/private home rental. ~~On-site parking shall only be on an improved surface (gravel, asphalt, or concrete).~~ Public streets and septic systems may not be used for calculating parking by renters or guests. Parking areas must be setback a minimum distance of five (5) feet from the property lines.
  - (7) ~~Attempting to obtain additional occupancy by~~ The use of recreational vehicles, tents, accessory structures or fish houses ~~to obtain additional occupancy~~ is prohibited.
  - (8) Rooms used for sleeping shall be provided with egress windows and smoke detectors in locations that comply with the Minnesota State Building Code or the requirements of the Department, whichever is stricter. Every room occupied for sleeping purposes by one person shall contain at least 70 square feet of usable floor space, and every room occupied for sleeping purposes by more than one person shall contain not less than 60 square feet of usable floor space for each occupant thereof.
  - (9) On premise advertising signs are prohibited.
  - (10) The owner shall provide a visual demarcation of the property lines ~~as determined by the Planning and Zoning Administrator or designee.~~
  - (11) The owner shall keep a report, detailing use of the home by recording the full name, address, phone number and vehicle license number of guests using the property. A copy of the report shall be provided to the Department upon request.
  - (12) No more than two (2) vacation/private home rentals will be allowed on a parcel. More than two (2) vacation/private home rentals on the same parcel or on contiguous parcels under common ownership shall constitute a resort and must meet the standards set forth in Section 15 and/or 16 of this ordinance and Section 7 of the Aitkin County Shoreland Management Ordinance.
  - (13) The Planning Commission may impose conditions that will reduce the impacts of the proposed use on neighboring properties, public services, and nearby water bodies as well as other concerns including, but not limited to, public safety, and safety of guests. Said conditions may include but not be limited to – fencing or vegetative screening, native buffer along the shoreline, noise standards, duration of permit, restrictions as to the docking of watercraft, and number of guests.
  - (14) A vacation/private home rental shall be licensed by the County and shall meet the requirements of all statutes, rules, regulations, and ordinances including, but not limited to, Aitkin County's Lodging Ordinance, if applicable.
  - (15) The Planning Commission may impose noise standards in order to assist in reducing potential impacts on neighboring properties.

- (16) All vacation/private home rentals, operating prior to the effective date of these standards, shall be in compliance with this section by April 1, 2014 ~~within one hundred twenty (120) days of the effective date of these standards.~~

17.01 Water Supply and Sewage Treatment

**Sewage Treatment** – any premises used for human occupancy must be provided with an adequate method of sewage treatment, as follows:

- A. Publicly owned sewer system must be used where available.
- B. All private sewage treatment systems must meet or exceed the **Aitkin County Individual Sewage Treatment System and Wastewater Ordinance No.1 and subsequent revisions. Minnesota Pollution Control Agency's ...** A copy of which is hereby adopted by reference and declared to be a part of this ordinance
- C thru J – Eliminate.

## APPENDIX A- CLASSIFICATION LIST

An open circle,  $\emptyset$  C, appearing in the table for any use means that the use will be permitted in the zoning district only if the Planning Commission issues a "Conditional or Interim Use Permit". An X P means that the use is permitted in the zoning district subject to the general provisions of the zoning ordinance and NP means the use is not permitted in the zoning district. For uses not included on this list, application shall be made to the Board of Adjustment for interpretation.

FR- Farm Residential  
R- Residential  
C- Commercial

M- Manufacturing  
P- Public  
O- Open

CLASSIFICATION LIST	FR	R	C	M	P	O
Advertising display/signs, mfg. of	NPC	NP	OP	XP	NP	NPC
Ag. Impl., distr., display, rep., sale	OC	NP	XP	XP	NP	C
Airport, public, private	OC	NP	NP	NP	OC	OC
Amusement park	OC	NP	OC	NP	OC	C
Animal Hospital	OC	NP	OC	XP	C	C
Antique Sales	OC	OC	XP	XP	C	C
Antique Displays, auto, mach., etc.	OC	NP	XP	XP	NP	C
Appliance rep., small hshld and/or sales	OC	OC	XP	XP	NP	C
Armory	XP	XP	XP	NP	XP	OC
Asphalt/Ready Mix products & processing	OC	NP	C	OC	OC	OC
Assc., (clubs, lodges) private	OC	OC	XP	NP	NP	C
Athletic club	OC	NP	XP	NP	C	C
Athletic field	XP	XP	XP	XP	XP	XP
Auditorium, Assembly Hall	XP	XP	XP	NP	XP	XP
Auto, Truck, Sales, repair and parts	OC	NP	XP	XP	NP	C
Bakery mfg., sales (small home operation)	OC	OC	XP	NP	C	OC
Baked goods, mfg. (industrial type)	NP	NP	OC	XP	NP	NP
Bank & Trust Co., Loan Co.	OC	OC	XP	NP	NP	C
Bar, Saloon, Cocktails, Tavern	OC	C	XP	C	OC	C
Beauty Shop	XP	OC	XP	XP	OC	OC
Bed and Breakfast	C	C	NP	NP	C	C
Beverage, Wholesale, and Storage	OC	NP	XP	XP	NP	C
Bicycle, Snowmobile, rep and sales	OC	NP	XP	XP	NP	C
Bottled Gas, Storage, Distribution	OC	NP	OC	XP	NP	C
Bowling Alley	OC	OC	XP	XP	NP	C
Broadcast Studio (Radio & TV)	OC	OC	XP	XP	OC	OC
Bldg. Contractor, large equip warehouse	OC	NP	OC	XP	NP	C
Bldg. Contractor, light res. & general	XP	OC	XP	XP	C	C
Bldg. Materials, storage & sales	OC	OC	XP	XP	OC	OC

CLASSIFICATION LIST	FR	R	C	M	P	O
<b>Brewery/Distillery</b>	C	NP	P	P	C	C
Bus Line, depot, garage, repair	NP	NP	XP	XP	NP	NP
Bus Storage (school) (private)	XP	OC	XP	XP	XP	XP
Business Office, general	OC	OC	XP	XP	C	OC
Business Office, professional	XP	XP	XP	XP	XP	OC
Café, restaurant, supper club	OC	NP	XP	XP	OC	OC
Campground, private & public	OC	OC	OC	NP	OC	OC
Carpenter Shop & Power Woodworking	OC	NP	OC	XP	NP	C
Carpet & Rugs, sales & storage	OC	OC	XP	XP	OC	OC
Carwash	OC	NP	XP	XP	OC	OC
Cement, concrete, mfg., sales & storage	C	NP	C	XP	NP	C
Cemetery (except family burial)	OC	OC	NP	NP	OC	OC
Childcare Center, playschool	OC	OC	OC	NP	OC	OC
Church, synagogue	XP	XP	XP	NP	XP	XP
Coin machine, rental & service	OC	NP	XP	XP	NP	C
College	XP	NP	XP	NP	OC	OC
Community Center, town hall	XP	XP	XP	NP	XP	XP
Convent	XP	XP	XP	NP	XP	OP
Curio & Souvenir Shop	OC	NP	XP	NP	OC	OC
Dairy Farm (exclusive of residence)	XP	OC	NP	NP	P	OP
Dairy Products, sales & storage	XP	NP	XP	XP	P	XP
Dance Hall, Pavilion	OC	NP	NP	XP	OC	C
Disposal Plant, sewage	OC	OC	OC	OC	OC	OC
Dog Pound, kennel	XC	NP	OC	XC	XC	OC
Drive-In Restaurant	OC	NP	XP	XP	OC	C
Drive-In Theater	OC	NP	OC	OC	OC	C
Driving Range, golf	OC	C	XP	NP	XC	C
Dry Cleaning, Bulk processing	NP	NP	XP	XP	NP	NP
Dwelling, single family (mobile)	XP	XP	OC	OC	XP	XP
Dwelling, duplex	XP	XP	OC	OC	OP	OP
Dwelling, multiple	OC	OC	OC	OC	OC	OC
<b>Eggs, Poultry Farm</b>	XP	OC	OC	XC	XP	XP
Electric Company, substations	OC	OC	OC	OC	OC	OC
Elevators, grain, corn, etc.	OC	OC	OC	XP	OC	OC
Essential Services	XP	XP	XP	XP	XP	XP
Explosives	NP	NP	NP	OC	NP	NP
Express Co., warehouse, garage	OC	OC	OC	XP	OC	OC
Fairground	OC	NP	OC	OC	XP	OC
Farm (except livestock & poultry, commercial)	XP	XP	XP	XP	XP	XP
Farm (including livestock & poultry, comm.)	XP	OC	OC	OC	XP	XP
<b>Farm-Fur, preparation, storage</b>	XC	NP	OC	OC	OC	OC

Farm, hobby	XP	OC	OC	OC	XP	XP
Florist, greenhouse, nursery & sales	XP	OC	XP	XP	XP	XP
CLASSIFICATION LIST	FR	R	C	M	P	O
Forestland, private, commercial, public	XP	XP	XP	XP	XP	XP
Frozen food, cold storage locker	OC	NP	XP	XP	C	C
Fur farm, preparation, storage	XG	NP	OG	OG	OG	OG
Game preserve	XP	OC	NP <sub>c</sub>	NP	XP	XP
Game Farm (with hunting)	OC	NP	NP <sub>c</sub>	NP	OC	OC
Garage, public storage	OC	NP	XP	XP	XC	OC
Gasoline-Commercial retail	OC	NP	XP	NP	XC	XC
Golf Course	OC	OC	NP	NP	XC	XC
Gravel Pit, exclusive of crushing	XC	OC	XC	XC	XC	XC
Gravel Pit, quarry, crushing operation	OC	OC	XP	XC	OC	OC
Grocery (with bait)	OC	OC	XP	XP	OC	C
Group Home (handicapped)	OC	OC	OC	NP	OC	OC
Home, Old Age, Children, Nursing, Maternity	X	Ø	Ø	NP	Ø	Ø
Home Occupation (small)	XP	OC	OC	NP	ØP	ØP
Hospital, public, private	OC	OC	OC	NP	OC	OC
Housing, group or cluster (PUD)	OC	OC	OC	OC	OC	OC
Ice, Manufacturing, Sales	OC	NP	XP	XP	OC	OC
Ice Skating Rink, Outdoor & Public	XP	OC	XP	XP	ØP	ØP
Industrial Park (PUD)	OC	NP	OC	XP	NP	C
Junk & Salvage Yard	OC	NP	NP <sub>c</sub>	OC	NP	NP
Laboratory, research, commercial, etc.	OC	NP	XP	XP	OC	OC
Laundry, bulk processing	NP	NP	XP	XP	NP	NP
Laundromat	OC	NP	XP	XP	OC	OC
Liquor, off-sale	OC	NP	XP	XP	OC	OC
Lumber yard, retail	OC	NP	XP	XP	OC	OC
Machine Shop & Factory	OC	NP	OC	XP	NP	C
Meat processing, Locker plant	OC	NP	XP	XP	C	C
Mineral Exploration	OC	OC	OC	OC	OC	OC
Mining, quarry, equipment, crushing, etc.	OC	OC	OC	OC	OC	OC
Mobile home, seasonal or travel trlr, temp.	XP	OC	XP	NP	XP	XP
Mobile home park	OC	OC	OC	NP	OC	OC
Motel	OC	NP	XP	OC	OC	OC
Museum, historical display	OC	NP <sub>c</sub>	XP	NP	OC	OC
Oil products, fuel storage (bulk)	NP	NP	OC	XP	NP	NP

Paper & Wood products, processing	C	NP	OC	OC	NP	C
Park, Playground, (no overnight)	XP	XP	XP	XP	XP	XP
CLASSIFICATION LIST	FR	R	C	M	P	O
Pipe, culvert, mfg.	OC	NP	OC	XP	NP	C
Pipe Line, gas, oil, etc.	OC	OC	OC	OC	OC	OC
Printing, lithograph, photo, etc.	OC	NP	XP	XP	NP	C
Professional office, doctor, etc.	XP	OC	XP	XP	OC	OC
Public Bldg., including utility plant	OC	OC	XP	XP	XP	OC
Race Track	OC	NP	OC	OC	OC	OC
Radio, TV transmitting station	OC	NP	OC	XP	OC	OC
Railroad, service & repair	NP	NP	NP <sub>p</sub>	XP	NP	NP
Retail stores, sales (not specified)	OC	NP	XP	XP	OC	OC
Resort, rental cabins, including residence	XC	OC	XP	OC	OC	OC
Roadside Park, rest (no overnight)	XP	XP	XP	XP	XP	XP
Roller Skating Rink, indoor ice skating	OC	NP	XP	XP	OC	OC
Sauna, steam bath, commercial	OC	NP	XP	OC	OC	OC
Sawmill	OC	NP	OC	XP	OC	OC
Sawmill portable (temporary)	XP	NP	XP	XP	XP	XP
School, public & private	XP	OC	XP	NP	OC	OC
School, commercial (beauty, etc.)	OC	NP	XP	XP	OC	OC
Second Hand Store, Flea Market	OC	NP	XP	OC	OC	OC
Septic Tank Mfg.	OC	NP	OC	XP	NP	C
Shopping Center (PUD)	OC	NP	XP	OC	OC	OC
Shooting Range (trap, skeet, rifle, archery)	OC	NP	NP	NP	OC	OC
Shooting Range, Indoor (firearm/archery)	C	C	C	C	C	C
Silk Screening	C	C	P	P	C	C
Solid Waste Site (Hazard, Toxic)	NP	NP	NP	NP	NP	NP
Solid Waste Disposal Site	OC	NP	NP	NP	OC	OC

Swimming Pool, public	ΘC	NP	XP	NP	ΘC	C
Tannery	C	NP	C	C	C	C
Taxidermist	XP	ΘC	XP	XP	ΘC	ΘP
Tire Repair, equipment, sales	ΘC	NP	XP	XP	ΘC	ΘC
Timber harvest, logging operation	XP	ΘCP	XP	XP	XP	XP
Transmitter Towers	ΘC	NP	ΘC	XP	ΘC	ΘC
Upholstery	C	C	P	P	C	C
Vacation/Private Home Rental	C	C	C	C	C	C
Water Reservoir, Treatment Plant	XP	XP	XP	XP	XP	XP
Welding Shop	ΘC	NP	ΘC	XP	C	C
Wood products, secondary (pallet, etc.)	ΘC	NP	ΘC	XP	ΘC	ΘC

[Article 14 Appendix B– Zoning Tables]

Section 14.00 Zoning Schedule

General Category	Zone District	Examples of Permitted Uses *	Lot Width	Per Unit Lot Area** (Minimum Lot Size)	Road Setback from right of way Trunk Highways				Side yard Setback ***	Bldg. Lot Cov.
					Federal	State	County	Township		
Farm-residential	F-R	Single & 2 family dwellings, agricultural, forestry, & seasonal use, etc.	300'	2.5 acres – if platted  5 acres – metes and bounds	50'	50'	50'	30'	20'	35%
Residential	R	Single & 2 family dwellings, churches, accessory use or structure, etc.	100'	Individual water supply 20,000 sq. ft. 1 <sup>st</sup> unit, 10,000 sq. ft. each add. Unit.	50'	50'	50'	30'	10'	35%
			100'	Multiple ownership water supply 14,000 sq ft 1 <sup>st</sup> unit, 7,000 sq. ft. each add. Unit.	50'	50'	50'	30'	10'	35%
			75'	Multiple ownership water supply & sewer system, 10,000 sq. ft. 1 <sup>st</sup> unit, 5,000 each add. Unit.	50'	50'	50'	30'	10'	35%
Commercial	C	Shopping centers, General commercial uses, shop, etc. <del>XXXX</del>	100'	Same as R district	50'	50'	50'	30'	10'	50%
Manufacturing Industrial	M	Limited Industry, warehouses, small repair shops, etc.	100'	20,000 sq. ft.	50'	50'	50'	30'	20'	50%
Public Multi-Purpose	P (6R)	Parks, Recreation, State Forest, etc.	300'	2.5 acres– if platted  5 acres – metes and bounds	50'	50'	50'	30'	20'	35%
Open Space	O	Agricultural & Forestry uses. Flood plains, swamp lands, and other areas unsuitable or unsafe for development.	300'	2.5 acres– if platted  5 acres – metes and bounds	50'	50'	50'	30'	20'	35%

Shoreland (See Shoreland Management Ordinance)		Lands within 1,000 ft. of lake, pond, or flowage & 300 ft from river or stream. (3 classes).								
GENERAL DEVELOPMENT	GD	Structural setback-75' Sewer setback-50'	100'	20,000 sq. ft.	50'	50'	50'	30'	10'	30%
RECREATIONAL DEVELOPMENT	RD	Structural setback-100' Sewer setback-75'	150'	40,000 sq. ft.	50'	50'	50'	30'	10'	30%
NATURAL ENVIRONMENT	NE	Structural setback-200' Sewer setback-150'	200'	80,000 sq. ft.	50'	50'	50'	30'	10'	30%

\*This list is representative only. See section 19.00 Appendix A for a more complete classification list and conditional uses. \*\*Greater area, if needed to meet soil conditions (See subdivision platting regulations). \*\*\*~~Accessory buildings may be constructed within ten (10) feet of the side and rear lot lines in some districts provided that no portion of the structure shall extend within seven (7) feet from any lot line and that building's housing livestock shall not be closer than thirty five (35) feet for any lot line or dwelling and shall comply with state and county health requirements. XXXX Same as Article 4.01e.~~

Note: ~~Lots within an approved subdivision plat may meet the minimum requirements of the R zone and State Shoreland Management Standards.~~

c:\draftgenord2013amend

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Aitkin County 2013 Legislative Platform – Update/Modify

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

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

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

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

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

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



**Supporting Attachment(s)**

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

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

# AITKIN COUNTY ADMINISTRATION

## **Aitkin County Courthouse**

217 Second Street N.W. Room 130

Aitkin, MN 56431

218-927-7276

Fax: 218-927-7374

**TO: Aitkin County Board of Commissioners**

**FROM: Patrick Wussow, County Administrator**

**RE: Aitkin County 2013 Legislative Platform – Update/Modify**

**DATE: March 18, 2013**

On February 12, 2013 the County Board reviewed and adopted their 2013 Legislative Priorities for 2013. Since that time the legislature has been in session for an additional six weeks. Recently we were informed by the Association of Minnesota Counties (AMC) that the MAGIC Act is not going to move forward this year. Additionally, I have been informed that the state general tax elimination or modifications are also not very likely to happen this year.

Because the majority of the Board members will attend the AMC legislative conference, the Board may find other pertinent topics need to be discussed.

Does the Board want to reconsider the County's priorities or how would you like to move forward for the remainder of the 2013 legislative session

Please find a copy of the letter sent to our legislators in St. Paul, identifying the County's priorities.

Please contact me prior to the meeting if you have questions.

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Fax: 218-927-7374

February 14, 2013

Senator Carrie Ruud  
100 Rev. Dr. Martin Luther King Jr. Blvd.  
State Office Building, Room 25  
St. Paul, MN 55155-1206

Dear Senator Ruud:

Thank you for calling into the County Board meeting on Tuesday, February 12 to present your legislative update. We know your time is limited and we appreciate your sharing your time with the County Board. I have attached Aitkin County's 2013 legislative priorities and provided additional details as follows:

## *Aitkin County 2013 Legislative Platform*

### **State of MN to Collect its share of Property tax**

The County Board and AMC both would like the State of MN to collect the State General Tax through an electronic process that it has in place with the collection of sales tax, while the tax remains in place. The **objective** would be to eliminate the State General Tax.

### **PILT**

With recent downturn in timber markets and property values PILT is important to the County's ability to provide the benefits of public land.

1. Maintain (important)
2. Increase (nice - but not likely)

### **Magic Act**

Much of MS 282 and other statutes that apply to County land are outdated; but there is no consensus among Counties to do any overhauling. Currently most interpretations of statute lean toward prohibiting a practice if not specifically allowed by statute. Elements of the "magic act" would increase flexibility in providing benefits from County administered lands by allowing projects/practices not specifically addressed by statute.

### **Transportation Funding and Distribution**

Aitkin County supports sustainable annual increases in gas tax and motor vehicle registration fees to keep pace with annual construction inflation. Aitkin County supports

the current constitutional formula for distribution of the highway user tax distribution fund.

### **Investments in Technology**

A technology infrastructure which assures efficient administration of publicly funded services must be developed. Aitkin County supports the Department of Human Services and Department of Health efforts to modernize technology systems. Updating the state's aging technology infrastructure is essential to effective administration of programs and achieving client outcomes.

We look forward to working with you to accomplish our priorities.

Additionally, we understand the staggering amount of legislation that you have to deal with in a short period of time. With that in mind we plan to have the County Board review specific legislation at each board meeting and provide you with their comments. We know your time is limited so the Board summary comments will be short. If after reviewing the comments from Aitkin County Commissioners you have any questions please contact any of them or me. A complete contact list is attached.

The Board asks that you vote to approve each of the pieces of legislation listed above.

Respectfully submitted,

J. Mark Wedel, Chairman  
Aitkin County Board

**District 1:** J. Mark Wedel – Chair  
515 6<sup>th</sup> Ave SE  
Aitkin, MN 56431  
Home: 218-927-6500  
[mark.wedel@co.aitkin.mn.us](mailto:mark.wedel@co.aitkin.mn.us)  
Term: 2011-2014

**District 2:** Laurie Westerlund – Vice Chair  
30517 270<sup>th</sup> Lane  
Aitkin, MN 56431  
Home: 320-684-2652  
[laurie.westerlund@co.aitkin.mn.us](mailto:laurie.westerlund@co.aitkin.mn.us)  
Term: 2013-2016

**District 3:** Donald Niemi  
32340 State Hwy 47  
Aitkin, MN 56431  
Home: 218-927-9947  
[don.niemi@co.aitkin.mn.us](mailto:don.niemi@co.aitkin.mn.us)  
Term: 2011-2014

**District 4:** Brian Napstad  
51227 Long Point Place  
McGregor, MN 55760  
Home: 218-426-3008  
[brian.napstad@co.aitkin.mn.us](mailto:brian.napstad@co.aitkin.mn.us)  
Term: 2013-2016

**District 5:** Anne M. Marcotte  
P.O. Box 192  
Hill City, MN 55748  
Home: 218-256-0277  
[anne.marcotte@co.aitkin.mn.us](mailto:anne.marcotte@co.aitkin.mn.us)  
Term: 2011-2014

Patrick Wussow, County Administrator  
217 2<sup>nd</sup> Street NW,  
Room 130  
Aitkin, MN 56431  
[patrick.wussow@co.aitkin.mn.us](mailto:patrick.wussow@co.aitkin.mn.us)  
218-927-7276

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



To: Chairperson, Aitkin County Board of Commissioners Date: 3-18-13

Via: Patrick Wussow, County Administrator

From: Patrick Wussow, County Administrator

Title of Item:

Invitation to Reaccreditation External Review Exit Report - LLCC

Requested Meeting Date: 3-26-13 Estimated Presentation Time: \_\_\_\_\_

Presenter: Patrick Wussow, County Administrator

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

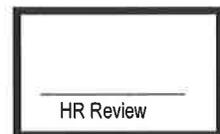
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**From:** Ryan Perish [<mailto:ryan@llcc.org>]  
**Sent:** Monday, March 18, 2013 9:46 AM  
**To:** 'Patrick Wussow'  
**Subject:** reaccreditation external review exit report

March 18, 2013

Patrick:

At present, Long Lake Conservation Center is undergoing the process of reaccreditation as a school and will be hosting an external review on March 25-27, 2013. The review will be done by professionals from the education field under the direction of Advanc-Ed, the accrediting authority in the much of the United States.

The lead evaluator from the review team will be presenting the group's exit report on Wednesday, March 27 at 2:30 in the School House building at Long Lake Conservation Center. The team will highlight some of LLCC's successes and provide feedback and required actions for LLCC to maintain accreditation.

I would like to personally invite you to attend the exit report. I also plan to invite the members of the county board and the ACPC. I hope you will be able to attend on the March 27. Please let me know if you have any questions.

Most Respectfully,

Ryan Perish  
Long Lake Conservation Center  
Instruction Coordinator

## **MN Rural Counties Caucus**

Board of Directors Meeting

10 a.m. – 1 p.m.

February 21, 2013

**This meeting took place by Inter-Active Television**

Attendees: Todd Schneeberger, Pope Co., and MRCC Chairman, Jerry Dahl, Mahnomon Co., and MRCC Vice Chair; Sharon Bring, Marshall Co., and MRCC Sec. / Treasurer; Anne Marcotte, Aitkin Co; Duane Hayes, Clearwater Co; Garry Gamble, Cook Co; Jim Stratton, Douglas Co; Wayne Skoe, Koochiching Co; Roger Tellinghuisen, Mille Lacs Co; Don Jensen, Pennington Co; Warren Affeldt, Polk Co; Paul Gerde, Pope Co; Todd Miller, Roseau Co; Dave Kircher, Todd Co; Dave Salberg, Traverse Co; Dan Larson, MRCC Administrator.

Agenda: 1) Approve Agenda; 2) Approve Minutes (Jan. 10, 2013); 3) Treasurers Report; 4) Approve MRCC Leadership 2013; 5) MRCC Legislative Report and Discussion; 6) MRCC Organizational Review and Discussion; 7) Other Business; 8) Adjourn

1) Approve Agenda - Chairman Scheeberger called for approval of the agenda. Dave Salberg made a motion to adopt the agenda. Second by Paul Gerde. Motion adopted.

2) Approve Minutes Jan. 10, 2013 – Dave Kircher made a motion to approve the minutes. Second by Don Jensen. Motion adopted.

3) Treasurers Report - Sharon Bring gave the financial report. Jerry Dahl made a motion to adopt the financials. Second by Don Jensen. Motion adopted.

4) Approve MRCC Leadership for 2013 –  
Dave Salberb made a motion to adopt the MRCC leadership list for 2013. Second by Duane Hayes.

### **MRCC Officers 2013**

Chairman	Todd Schneeberger
Vice-Chair	Jerry Dahl
Secretary/Treasurer	Sharon Bring

### **Executive Committee 2013**

	Delegate	Alternate
District One	Anne Marcotte	Wayne Skoe
District Two	Ed Arnesen	Duane Hayes
District Three	Sharon Bring	Don Jensen
	Leon Olson	
District Four	Grant Weyland	Dave Salberg
	Paul Gerde	Dave Kircher
District Five	Roger Tellinghuisen	Dave Oslin
District Seven	*Ray Bayerl	Kermit Terlinden
Past Chairman	Warren Affeldt	

## Delegates / Alternates to MRCC Board of Directors

	Delegate	Alternate(s)
Aitkin	Anne Marcotte	Don Niemi
Clay	Grant Weyland	Frank Gross
Clearwater	Duane Hayes	All Other Members
Cook	Garry Gamble	All Other Members
Douglas	Jim Stratton	Any of the Other Members
Grant	Todd Schneeberger	Keith Swanson
Itasca	Terry Snyder	Davin Tinquist
*Kittson	Leon Olson	All Other Members
Koochiching	Wayne Skoe	Brian McBride
LOW	Ed Arnesen	All Other Members
Mahnomen	Jerry Dahl	All Other Members
Marshall	Sharon Bring	Gary Kiesow
McLeod	Ron Shimanski	Kermit Terlinden
Mille Lacs	Roger Tellinghuisen	Dave Oslin
*Norman	Nathan Redland	Steve Jacobsen
*Otter Tail	Roger Froemming	Wayne Johnson
Pennington	Don Jensen	Skip Swanson
Polk	Warren Affeldt	Nick Nichols
Pope	Paul Gerde	Larry Lindor
Red Lake	Dave Sorenson	Chuck Simpson
Roseau	Todd Miller	All Other Members
Stevens	Bob Kopitski	Phil Gausman
Todd	Dave Kircher	Gary Kneisl
Traverse	Dave Salberg	Todd Johnson

5) MRCC Legislative Report and Discussion – Dan Larson led a discussion on legislative activity thus far in the session. He focused his comments on the five primary MRCC activities for 2013: 1) Vulnerable Child and Adults Act; 2) Transportation Funding 3) Park and Trail Legacy; 4) Land Use / Shoreline Rules; 5) Tax Reform

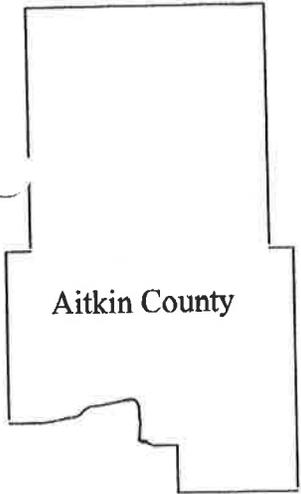
6) Other Board Business – There was no other business. Next meeting: March 19 / St. Paul

9) Adjourn – Don Jensen made a motion to adjourn. Second by Paul Gerde. Motion adopted.

Approved by \_\_\_\_\_  
MRCC Secretary Treasurer, and

\_\_\_\_\_  
MRCC Chairman

Date \_\_\_\_\_



Aitkin County  
Association of Townships  
Serving all of Aitkin County

January 17, 2013  
Quarterly Meeting

Open with Pledge at 7:35pm with 22 townships represented (Hazelton Had full board!), Sheriff Turner, Laurie Westerlund (Commissioner District 2), Reno Well (MAT Director), Mike Dangers (County Assessor), John Welle (County Engineer), Representative Joe Radinovich and 1 visitor all in attendance.

Welcome new officers

Moment of silence for those who have past away in the last quarter, Al read off the list of the five who had passed away in the last quarter.

Approve Sect. Report as mailed on a motion from Roberta Elvacrog and second by Owen Heins.

Approved Treasurer Report as read by Anita and it was approved on a motion by Harold Harms and seconded by Ken Danielson.

Correspondence: MAT thank you, L & R Meeting in February in St. Paul, MAT Calendar, all mentioned. Also Irene Bright wanted all to know that CTAS is not licensed to run on Windows 8, and upgrade depends on funding.

We need a representative on the ARDC board, this person must be a township officer, and approved by the Aitkin County Board of Commissioners. It meets quarterly, about the same day as our meeting. Interested party, please contact Al or Anita.

Reno mentioned that the MAT website is up to date with list of all the Short Courses, contacts, and will be updated as the year progresses. NaTAT report on the "Fiscal Cliff", please have the schools push the scholarship program, check the DNR website for an update on PILT, new session started on the 8<sup>th</sup>, all elected officers should attend the new officers training, even if re-elected. Law book and Manual is being updated.

Carole mentioned that we can send 5 to L & R in February. All ideas for change will be looked at, just let a Board member know you have an idea. The L & R in February is a chance to talk to all our legislators about what is happening in townships.

Alan gave a brief report on the Annual Conference and all the workshops, meetings and updates we received.

County Officials: Mike Dangers spoke on the Property Tax Assessment coming up, Department of Revenue has new website and soon will have information on the Board of Appeal and Equalization (course possible online soon). Aitkin County will have a reduction in Market Value, we were asked to make adjustment for 2014. 2012 showed more property sales and lower foreclosures. Minnesota has the most complicated Property Taxes in the US and there is a move to simplify them.

John Welle spoke about ordering culverts and asked townships to order extra and they do not keep inventory on hand, he must charge sales tax, so if we can get them from a vendor or the Minnesota Coop Purchasing Program, the better for us. Question was asked about ice on the dirt roads and the response is that the County has 1 serrated grader edge and they are trying to get out and get all the roads done.

Sheriff Turner reported that burglaries were up in 2012 by 40 across the board and many factors showed up. New Radio system will be up and running by the end of the year. Need for First Responders as they are often the first on a scene and are a great help. Looking for a grant to fund the Hazard Mitigation plan for Aitkin County as it needs updating. Drug issues are coming back.

Rep. Joe Radinovich gave an update on the session so far and admitted there is a lot to learn. Budget meeting next week and part of that is Property Tax Relief. Wants to hear from us and answers all his mail.

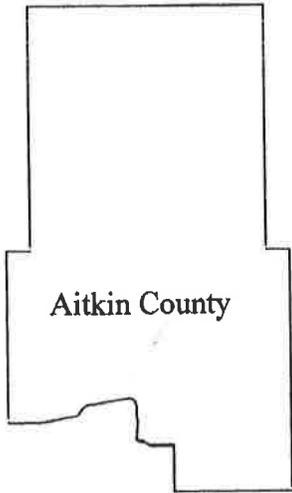
Guest Speaker: Eric Hedke spoke on Cemetery issues. Reviewed with us his previous notes, any public or church cemetery not been taken care of for

over 10 years now becomes the property and responsibility of the township, due to liability issue. Townships can levy up to \$10,000 for upkeep and repair of the cemetery. Perpetual care fund suggested. Townships can charge extra for a winter burial, if one requested. Any private cemetery not attended to for 10 years become the County Board Responsibility. If a body is removed from the cemetery, without notification, must call the sheriff, or you will be charged.

Thank you to the Aitkin VFW for having us, next Meeting will be at the McGregor Community Center, April 18, 2013 at 7:30 p.m. This will be our Annual meeting with the following director is up for re-election: Bill Pratt from District 1 (Aitkin, Farm Island, Hill Lake, Kimberly, MacVille, Morrison, Spencer, Waukenabo).

Adjournment was made on a motion by Dave Peterson with Ken Danielson second at 8:55pm

Respectfully submitted,  
Anita Anderson  
Secretary/Treasurer



Aitkin County  
Association of Townships  
Serving all of Aitkin County

MAR 13 2013

Date	October 17, 2012
Balance On Hand	\$ 4,436.03
Income	
Dues	\$ 7,014.29
Interest	\$ 0.12
Total	<u>\$ 11,450.44</u>
Expenses	
Wages	\$ 230.90
IRS	\$ 140.99
Mileage	\$ 499.64
Office Supplies	\$ 45.00
Refreshments/misc.	\$ 12.00
Door prizes	\$ 46.72
Dues paid	\$ -
Convention/L & R Reg.etc.	\$ 959.07
Hall Rents	\$ -
Total	\$ 1,934.32
Balance on hand	\$ 9,516.12
Date	January 16, 2013