

# ADJOURNED MEETING OF THE COUNTY BOARD OF COMMISSIONERS December 20, 2022 – BOARD AGENDA

## Government Center Board Room

The public is invited to join the meeting remotely by phone call 1-415-655-0001, (access code): 2557 217 7461; (meeting password): 7282.

- 9:00** 1) **J. Mark Wedel, County Board Chair**  
A) **Call to Order**  
B) **Pledge of Allegiance**  
C) **Approval of Agenda**
- 9:05** D) **Health & Human Services (see separate HHS agenda)**
- 9:45** **Break**
- 9:55** E) **Citizens' Public Comment** – Comments from visitors must be informational in nature and not exceed (5) minutes per person (when there is a large number of speakers to be heard, the Board of Commissioners may shorten this time). The County Board generally will not engage in a discussion or debate in those five minutes but will take the information and find answers if that is appropriate. As part of the County Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public Board meeting. Anyone attending virtually wishing to speak during the public comment period should notify the County Administrator's office at 218-927-7276 option 7 no later than 2:30 P.M. on the Monday before the meeting.
- 2) **Consent Agenda** – All items on the Consent Agenda are considered to be routine and have been made available to the County Board at least two days prior to the meeting; the items will be enacted by one motion. There will be no separate discussion of these items unless a Board member or citizen so requests, in which event the item will be removed from this Agenda and considered under separate motion.
- A) **Correspondence File December 13, 2022 to December 19, 2022**  
B) **Approve December 13, 2022 County Board Minutes**  
C) **Approve December 13, 2022 Budget Hearing Minutes**  
D) **Approve Electronic Funds Transfers**  
E) **Approve Commissioner's Vouchers**  
F) **Approve Auditor's Vouchers – Sales Use and Diesel Tax, November 2022**  
G) **Approve Manual Warrants/Voids/Corrections – MTG Reg and Deed Tax, November 2022**  
H) **Approve Manual Warrants/Voids/Corrections – ELAN Paid 11.28.2022**  
I) **Approve Manual Warrants/Voids/Corrections – FSA Claims 1**  
J) **Approve Manual Warrants/Voids/Corrections – FSA Claims 2**  
K) **Approve Emergency Operations Plan**  
L) **Approve Aitkin Airport Commission Reappointment**  
M) **Approve Natural Resource Committee Appointments**  
N) **Adopt Resolution: Reaffirm Change Funds**  
O) **Adopt Resolution: Aitkin County Electronic Funds Policy/Procedure**  
P) **Adopt Resolution: CAPs Donation**

- 10:00 3) Legislators Meet and Greet**
- 10:20 4) Kyle Fredrickson – AIS Coordinator**  
**A) Aquatic Invasive Species 2022 Summary**
- 10:35 5) Kami Genz – Community Corrections Director**  
**A) Approve Interim Comprehensive Plan**  
**B) Adopt Resolution – Community Supervision Work Group**
- 10:50 6) Andrew Carlstrom – Environmental Services Director**  
**A) Approve Lakes Storage Valhalla 65 Plat**  
**B) Approve Long Point Storage Plat**
- 11:00 7) Dennis Thompson – Land Commissioner**  
**A) Approve MN DNR Heritage Forest Project Confirmation Letter**  
**B) Approve FSC Forest Management Recertification**  
**C) Approve WSN Work Plan and Fee Amendment for Mille Lacs ATV Trail**
- 11:40 8) Jessica Seibert – County Administrator**  
**A) Adopt Resolution – 2023 Commissioner Salaries**  
**B) Adopt Resolution – 2023 Elected Officials Salaries**  
**C) Approve 5-year Capital Improvement Plan**  
**D) Adopt 2023 Budget, Levy and Supporting resolutions**  
**E) Administrator Updates**
- 12:10 9) Committee Updates**
- 12:40 10) Commissioner Recognition**
- 12:50 11) Closed Session Under Statute 13D.05 Subd.3(a) County Administrator Performance Evaluation**
- 1:10 Adjourn**

# AITKIN COUNTY BOARD

## December 13, 2022

<p>The Aitkin County Board of Commissioners met this 13<sup>th</sup> day of December, 2022 at 2:40 p.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Ann Marcotte, Brian Napstad, Laurie Westerlund, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.</p>	<p><b>Call to Order</b></p>
<p>Motion made by Commissioner Niemi, seconded by Commissioner Marcotte and carried, all voting yes to approve the December 13, 2022 agenda as amended. Removing People Centered Economic Development from 6A and replacing with HRA Per Diem Discussion. Adding item 7E – Approve Additional CDBG Grant Application.</p>	<p><b>Approved Agenda</b></p>
<p>There was no Citizens' Public Comment</p>	<p><b>Citizens' Public Comment</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voting yes to approve the Consent Agenda as follows.</p>	<p><b>Consent Agenda</b></p>
<p>A) Correspondence File November 22, 2022 to December 12, 2022 B) Approve November 22, 2022 County Board Minutes C) Approve Electronic Funds Transfers - \$4,334,412.90 D) Approve Commissioner Vouchers Paid 11.23.2022 – General \$134,474.06, Reserves \$2,074.62, RB \$114,846.49, HHS \$8,416.57, State \$8,079.03, Trust \$12,037.08, Forest Development \$24,039.52, Townships \$21,666.49, Aitkin County Collaborative \$9,485.00, LLCC \$13,060.78, Parks \$5,928.04 for a total of \$354,107.68. E) Approve Commissioner Vouchers Paid 12.09.2022 General \$134,474.06, Reserves \$2,074.62, RB \$114,846.49, HHS \$8,416.57, State \$8,079.03, Trust \$12,037.08, Forest Development \$24,039.52, Townships \$21,666.49, Aitkin County Collaborative \$9,485.00, LLCC \$13,060.78, Parks \$5,928.04 for a total of \$354,107.68. E) Approve Commissioner Vouchers Paid 12.09.2022 – General \$235,289.59, RB \$34,451.29, HHS \$18,591.70, Trust \$51,315.01, Forest Development \$1,408.25, LLCC \$8,136.95, Parks \$2,607.73, COVID \$21,552.00 for a total of \$373,352.52. F) Approve Auditor's Vouchers – Auditor Warrants paid 11.18.2022 – General \$8,776.82 for a total of \$8,776.82. G) Approve Auditor's Vouchers – Auditor Warrants paid 12.02.2022 – General \$23,793.30, RB \$16,893.13 for a total of \$40,686.43. H) Approve Manual Warrants/Voids/Corrections – Stop Payment – State of MN to P&amp;Z – General \$720.00 for a total of \$720.00. I) Approve Manual Warrants/Voids/Corrections – ELAN Paid 11.10.2022 - General -\$3,656.74, HHS \$2,362.01, Trust \$199.98, Forest Development \$400.76, LLCC \$693.99 for a total of \$0.00. J) Approve Manual Warrants/Voids/Corrections – State General Tax and FSA Claims 1 – General \$418.69, State \$10,467.47 for a total of \$10,886.16. K) Approve Manual Warrants/Voids/Corrections – FSA Claims 2 – General \$566.63 for a total of \$566.63. L) Approve Manual Warrants/Voids/Corrections – FSA Claims 3 and Participant Fees, October – General \$599.29 for a total of \$599.29. M) Approve Manual Warrants/Voids/Corrections – FSA Claims 4 – General \$44.92 for a total of \$44.92. N) Approve Manual Warrants/Voids/Corrections – FSA Claims 5 – General \$73.14 for a total of \$73.14. O) Approve Manual Warrants/Voids/Corrections – FSA Claims 6 – General \$223.03 for a total of \$223.03. P) Approve Manual Warrants/Voids/Corrections – FSA Claims 7 and LLCC CC Fees – General \$881.77, LLCC \$64.01 for a total of \$945.78. Q) Approve Manual Warrants/Voids/Corrections – FSA Claims 8 – General \$434.35 for a total of \$434.35. R) Approve Re-authorization of Agreement for Prosecution Services S) Adopt Resolution: Bremer Bank Authorized Signers T) Adopt Resolution: Security State</p>	

Bank Authorized Signers U) Adopt Resolution: Nielsen Repurchase V) Adopt Resolution: LG220 Permit – Wealthwood Rod and Gun Club W) Adopt Resolution: Mississippi River – Grands Rapids Unit One Watershed One Plan MOA X) Adopt Resolution: Designate Polling Place – Unorganized Township Y) Adopt Resolution: County Liquor License 2023 Z) Adopt Resolution: FRF Request – HHS IT-Computer Equipment AA) Adopt Resolution: Federal Participation in Construction Agreement MnDOT No. 1052140

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to approve – Re-authorization of Agreement for Prosecution Services.

**Re-authorization of Agreement for Prosecution Services.**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Bremer Bank Authorized Signers;

**Resolution #20221213-147 Bremer Bank Authorized Signers**

**BE IT HEREBY RESOLVED**, the Aitkin County Auditor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Bremer Bank: #8604100012 – Social Welfare Fund.

**BE IT FURTHER RESOLVED**, the Aitkin County Health and Human Services Director or Aitkin County Chief Financial Officer shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Bremer Bank: #8604100012 – Social Welfare Fund.

**BE IT FURTHER RESOLVED**, the Aitkin County Health and Human Services Fiscal Supervisor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Bremer Bank: #8604100012 – Social Welfare Fund.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Security State Bank Authorized Signers;

**Resolution #20221213-148 Security State Bank Authorized Signers**

**BE IT HEREBY RESOLVED**, the Aitkin County Auditor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6802004 – General Assistance Emergency Revolving Fund.

**BE IT FURTHER RESOLVED**, the Aitkin County Health and Human Services Director or Aitkin County Chief Financial Officer shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6802004 – General Assistance Emergency Revolving Fund.

**BE IT FURTHER RESOLVED**, the Aitkin County Health and Human Services Fiscal Supervisor shall be authorized to sign signature cards and handle the following depository accounts for Health and Human Services at Security State Bank: #6802004 – General Assistance Emergency Revolving Fund.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Nielsen Repurchase;

**Resolution  
#20221213-149  
Nielsen  
Repurchase**

**WHEREAS**, Ron Nielsen, Owner at the time of forfeiture. (Applicant)  
**WHEREAS**, the Applicant has made and filed an application with the County Auditor for the repurchase of the hereinafter described parcel of tax-forfeited land, in accordance with the provisions of Minnesota Statutes 1945, Section 282.241, of amended, which land is situated in the County of Aitkin, Minnesota and described as follows, to-wit:

Parcel # 60-1-014900            Section 22    Township 49    Range 25  
Lots Thirteen (13), Fourteen (14), and Fifteen (15) of Block Eight (8) of the plat of Palisade

and **WHEREAS**, said Applicants has set forth in his application that:

- A. Hardship and injustice has resulted because of forfeiture of said land, for the following reasons, to-wit:

I have worked with the kids in the Palisade area for 20 years. An organization bought us a firewood processor to support us and the business has not taken off yet. Because of a lack of monies of the families I work with, I support our programs by funding all activities that we do.

- B. That the repurchase of said land by me will promote and best serve the public interest because:

This is my only property we own and it serves as our home.

and **WHEREAS**, the Applicants have made payment of all delinquent taxes of properties

and **WHEREAS**, this board is of the opinion that said applications should be granted for such reasons,

**NOW, THEREFORE BE IT RESOLVED**, That the application of Ron Nielsen for the purchase of the above-described parcel of tax-forfeited land be and the same is hereby granted and the County Auditor is hereby authorized and directed to permit such repurchase according to the provisions of Minnesota Statutes 1945, Section 282.241, as amended.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: LG220 Permit- Wealthwood Rod and Gun Club;

**Resolution  
#20221213-150  
LG220 Permit  
Wealthwood Rod  
and Gun Club**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees 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 – October 6, 2023)

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Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Mississippi River – Grand Rapids Unit One Watershed One Plan MOA;

**Resolution  
#20221213-151  
Grand Rapids  
1W1P MOA**

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Designate Polling Place – Unorganized Townships;

**Resolution  
#20221213-152  
Designate Polling  
Place –  
Unorganized  
Townships**

**WHEREAS**, it is important that citizens exercise their right to vote at their local polling place;

**WHEREAS**, Minn. Stat. § 204B.16 requires the county board to designate its local polling place for elections annually;

**WHEREAS, the Unorganized Townships located within** AITKIN County, Minnesota adopted mail balloting as provided under Minn. Stat. § 204B.45 for State, Federal, Town elections.

**WHEREAS, other townships and municipalities within** AITKIN County, Minnesota adopted mail balloting as provided under Minn. Stat. § 204B.45 for State, Federal, Town elections.

**NOW, THEREFORE, BE IT RESOLVED**, that as required by Minn. Stat. § 204B.45, the county board of

Aitkin County, Minnesota does hereby designate:

Aitkin County Auditor's Office  
Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 121  
Aitkin, Minnesota in Aitkin County

As its mail balloting polling place for all state and federal, town elections in 2023.

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: County Liquor Licenses

**Resolution  
#20221213-153  
County Liquor  
Licenses**

**BE IT RESOLVED**, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2023 thru December 31, 2023:

**“ON”, “OFF” and “SUNDAY” Sale:**

Bann's Bar & Café Inc., d/b/a **Bann's Bar & Café** – Shamrock Township  
This establishment has an address of 18870 Goshawk St., McGregor, MN 55760

Barnacles Resort of MN Inc., d/b/a **Barnacles** – Wealthwood Township

This establishment has an address of 36569 State Hwy 18, Aitkin, MN 56431

Gabeshiwigamig Niish, LLC, d/b/a **Big Sandy Lodge & Resort** - Shamrock Township  
This establishment has an address of 20534 487<sup>th</sup> Street, McGregor, MN 55760

The Blue Moose on the Lake Inc., d/b/a **The Blue Moose on the Lake** – Shamrock Township  
This establishment has an address of 48493 Lily Avenue, McGregor, MN 55760

MacDonald Ent. of Malmo, Inc., d/b/a **Castaways** – Lakeside Township  
This establishment has an address of 32360 215<sup>th</sup> Lane, Isle, MN 56342

Corner Club LLC, d/b/a **Corner Club** – Macville Township  
This Establishment has an address of 60967 Highway 169, Hill City, MN 55748

Denny's Lakeview Inn LLC, d/b/a **Denny's Lakeview Inn** – Glen Township  
This establishment has an address of 33592 300<sup>th</sup> Place, Aitkin, MN 56431

Eagle Point Inc., d/b/a **Eagle Point** – Shamrock Township  
This establishment has an address of 49394 State Highway 65, McGregor, MN 55760

Fireside Inn Inc., d/b/a **Fireside Inn** – Jevne Township  
This establishment has an address of 415 Meadows Dr., McGregor, MN 55760

Forestry Station Inc., d/b/a **Forestry Station** – Ball Bluff Township  
This establishment has an address of 67807 State Hwy 65, Jacobson, MN 55752

Hillcrest Resort McGregor LLC, d/b/a **Hillcrest Resort** – Shamrock Township  
This establishment has an address of 20612 498<sup>th</sup> Lane, McGregor, MN 55760

Pepera Properties Inc., d/b/a **Jackson's Hole** – Salo Township  
This establishment has an address of 36232 Kestrel Ave., McGregor, MN 55760

Chuhanic Inc, d/b/a **The Joint Bennettville MN** – Hazelton Township  
This establishment has an address of 26838 US Hwy 169, Aitkin, MN 56431

MacDonald Enterprises Inc., d/b/a **The Landing** – Aitkin Township  
This establishment has an address of 170 Southgate Drive, Aitkin, MN 56431

Minnesota National Golf Club & Resort, LLC., d/b/a **Minnesota National Golf Club & Resort** – Workman Township  
This establishment has an address of 23247 480<sup>th</sup> St., McGregor, MN 55760

D & G Marklund Inc., d/b/a **Pine Inn** – Malmo Township  
This establishment has an address of 27805 State Highway 47, Aitkin, MN 56431

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

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Red Rock Bar & Grill LLC, d/b/a **Red Rock Bar & Grill** – Shamrock Township  
This establishment has an address of 49463 202<sup>nd</sup> Place, McGregor, MN 55760

Round Lake Resort LLC, d/b/a **Round Lake Resort** – Shamrock Township  
This establishment has an address of 16469 Goshawk Street, McGregor, MN 55760

“OFF” Sale:

Imperial Operating MN LLC, d/b/a **Kings Mart #45** – Hazelton Township  
This establishment has an address of 22852 US Highway 169, Aitkin, MN 56431

DAM of Aitkin Lakes Inc., d/b/a **Farm Island Store** – Farm Island Township  
This establishment has an address of 29037 US Highway 169, Aitkin, MN 56431

North Liquor Inc., d/b/a **The Glen Store & Grill** – Malmo Township  
This establishment has an address of 31993 280<sup>th</sup> St., Suite A, Aitkin, MN 56431

Midwest Investment, LLC, d/b/a **Mini Mart #6** – Shamrock Township  
This establishment has an address of 46026 State Highway 65, McGregor, MN 55760

TJ’s Liquor Inc., d/b/a **TJ’s Liquor** – Malmo Township  
This establishment has an address of 22039 321<sup>st</sup> Ave., Aitkin, MN 56431

Ukura’s Bottle Shop LLC, d/b/a **Ukura’s Bottle Shop** – Jevne Township  
This establishment has an address of 41561 State Hwy 65, Suite B, McGregor, MN 55760

“ON” & “SUNDAY” Sale:

Zorbaz of Big Sandy Lake Inc., d/b/a **Big Zandy Zorbaz** – Shamrock Township  
This establishment has an address of 48760 State Highway 65, McGregor, MN 55760

Cocktails Drafts & Eats, Inc., d/b/a **The Craft House** – Shamrock Township  
This establishment has an address of 19037 Goshawk Street, McGregor, MN 55760

Grill of Glen Inc., d/b/a **The Glen Store & Grill** – Malmo Township  
This establishment has an address of 31993 280<sup>th</sup> St., Suite B, Aitkin, MN 56431

Kindofafarm, Inc., d/b/a **Jack’s Shack** – Rice River Township  
This establishment has an address of 29954 State Highway 56, McGregor, MN 55760

“CLUB” “ON” & “SUNDAY” Sale:

VFW 1727, d/b/a **Roberts-Glad Post** – Aitkin Township  
This establishment has an address of 36558 410<sup>th</sup> Ave., Aitkin, MN 56431



**“ON” Sale – WINE-STRONG BEER and 3.2 Malt Liquor Licenses:**

Danny J. Volk, d/b/a **Hidden Meadows Campground Bar & Grill** – Unorg 48-27 Township

This establishment has an address of 42206 438<sup>th</sup> Ln., Aitkin, MN 56431

RD Experience LLC, d/b/a **The Red Door Resort** – Wealthwood Township

This establishment has an address of 38421 State Highway 18, Aitkin, MN 56431

202 Tavern, d/b/a **202 Tavern** – Shamrock Township

This establishment has an address of 49482 202<sup>nd</sup> Pl., McGregor, MN 55760

**“ON” Sale –3.2 Malt Liquor Licenses:**

Minnewawa Sportsmen’s Club Inc., d/b/a Minnewawa Sportsmen’s Club – Shamrock Township

Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: FRF Request – HHS IT-Computer Equipment;

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Coronavirus Relief Fund account to the Health & Human Services fund. Monies to be transferred from the Coronavirus Relief Fund as given below. Purpose of this transfer is to cover the computer equipment expenses incurred for remote work responding to the COVID-19 pandemic.

Transfer from Coronavirus Relief Fund – Fund 22

Computer Equipment	\$35,250
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Total to Health & Human Services – Fund 05	\$35,250
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Under the consent agenda, motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members voted to adopt resolution: Federal Participation in Construction Agreement MnDOT No. 1052140

**BE IT RESOLVED**, that pursuant to Minnesota Statute Sec. 161.36, the Commissioner of Transportation be appointed as Agent of the County of Aitkin to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

**BE IT FURTHER RESOLVED**, the Aitkin County Board Chairman and the Aitkin County Administrator are hereby authorized and directed for and on behalf of Aitkin County to execute and enter into an agreement with the Commissioner of Transportation

**Resolution  
#20221213-155  
Federal  
Participation in  
Construction  
Agreement  
MnDOT No.  
1052140**

# AITKIN COUNTY BOARD

December 13, 2022

<p>prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. 1052140, a copy of which said agreement was before the County Board and which is made a part hereof by reference.</p>	
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, (4-1 Marcotte opposed), to approve Pictometry Eagleview Photography with 3D Public View contingent up County Attorney, Jim Ratz's approval.</p>	<p><b>Pictometry Eagleview Photography</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve FRF Request – LLCC Heating System Controls and Climate Makers Proposal.</p>	<p><b>FRF Request – LLCC Heating System Controls and Climate Makers Proposal</b></p>
<p>Dennis Thompson – Land Commissioner discussed Palisade VFW Quit Claim Deed.</p>	<p><b>Palisade VFW Quit Claim Deed</b></p>
<p>Dennis Thompson – Land Commissioner discussed DNR Heritage Lands Project.</p>	<p><b>DNR Heritage Lands Project</b></p>
<p>Jessica Seibert – County Administrator discussed HRA Per Diem.</p>	<p><b>HRA Per Diem</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Westerlund and carried, all members present voted to approve Community Grant Program Awards.</p>	<p><b>Community Grant Program Awards</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members present voted to approve FRF Request – Business Development Grant.</p>	<p><b>FRF Request – Business Development Grant</b></p>
<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, all members present voted to approve FRF Request – Aitkin County Revitalization Grant.</p>	<p><b>FRF Request – Aitkin County Revitalization Grant</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Additional CDBG Grant Application.</p>	<p><b>Additional CDBG Grant Application</b></p>
<p>Motion by Commissioner Marcotte, seconded by Commissioner Niemi and carried, all members present voted to approve Personnel Committee Recommendations to reorganize land department by eliminating FT Assistant Land Commissioner and Forestry/Parks Technician and replacing them with a FT Forester and Office Support Position.</p>	<p><b>Personnel Committee Recommendation</b></p>

<p>Motion by Commissioner Napstad, seconded by Commissioner Niemi and carried, roll call vote (4-0-1 Westerlund Abstained) to adopt resolution – Malmo Liquor License;</p> <p><b>BE IT RESOLVED</b>, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2023 thru December 31, 2023:</p> <p><u>“OFF” Sale:</u></p> <p>Westerlund Inc. d/b/a <b>Malmo Liquor Store</b> – Malmo Township</p> <p><b>This establishment has an address of 22167 State Hwy 47/Suite 300, Aitkin, MN 56431</b></p>	<p><b>Resolution #20221213-156 Malmo Liquor License</b></p>
<p>Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, roll call vote (4-0-1 Napstad Abstained) to adopt resolution – Fisherman’s Bay Liquor License;</p> <p><b>BE IT RESOLVED</b>, The Aitkin County Board of Commissioners agrees to approve the following liquor license for a period from January 1, 2023 thru December 31, 2023:</p> <p><u>“ON”, “OFF” and “SUNDAY” Sale:</u></p> <p>N5 Corporation, d/b/a <b>Fisherman’s Bay</b> – Workman Township          This establishment has an address of 50933 State Highway 65, McGregor, MN 55760</p>	<p><b>Resolution #20221213-157 Fisherman’s Bay Liquor License</b></p>
<p>Commissioner Marcotte left at 4:42 p.m.</p> <p>Jessica Seibert – County Administrator discussed 2023 Appropriations.</p> <p>Jessica Seibert – County Administrator discussed 2023 Reserve Request.</p> <p>Jessica Seibert – County Administrator discussed 2023 Commissioner Salaries.</p> <p>Jessica Seibert – County Administrator discussed 2023 Elected Officials Salaries.</p> <p>Jessica Seibert – County Administrator discussed 2023 Capital Improvement Plan.</p>	<p><b>2023 Appropriations</b></p> <p><b>2023 Reserve Request</b></p> <p><b>2023 Commissioner Salaries</b></p> <p><b>2023 Elected Officials Salaries</b></p> <p><b>2023 Capital Improvement Plan</b></p>

# AITKIN COUNTY BOARD

December 13, 2022

Jessica Seibert, County Administrator updated the Board on the following:

- Board Photo January 3, 2023
- MEND
- USGS
- LELS Negotiations
- Legislative Visit December 20, 2022

The Board discussed: Budget, Economic Development, Facilities, Personnel, ECRL, AMC Conference, NRAC, HHS Advisory, and Aitkin Airport Commission.

Motion by Commissioner Westerlund, seconded by Commissioner Niemi and carried, all members voting yes to adjourn the meeting at 5:52 p.m. until Tuesday, December 20, 2022 at the Aitkin County Government Center.

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert  
County Administrator

**Administrator Updates**

**Board Discussion**

**Adjourn**

**AITKIN COUNTY BOARD – BUDGET HEARING****December 13, 2022**

The Aitkin County Board of Commissioners met this 13<sup>th</sup> day of December, 2022 at 6:05 p.m. at the Aitkin Government Center with the following members present: Board Chair J. Mark Wedel, Commissioners Donald Niemi, Brian Napstad, County Administrator Jessica Seibert, and Administrative Assistant Brittany Searle.

J. Mark Wedel, Board Chair welcomed everyone, asked the Board to introduce themselves, and gave a brief explanation of what to expect during the Budget Hearing.

Jessica Seibert, County Administrator presented information on Aitkin County's 2022 proposed budget, including:

- 2023 Budget & Levy
- Proposed Tax Statement
- Projected County Property Tax Statement
- Revenues & Expenditures
- Fund Balance
- Reminder that the final levy will be set at the December 20, 2022 County Board meeting which will be held at the Government Center Board Room at 9:00 a.m.

There was no Public Comment.

Board Chair J. Mark Wedel, thanked everyone for their comments and attending the Budget Hearing.

Motion by Commissioner Napstad, seconded by Commissioner Marcotte and carried, all members voting to adjourn the meeting at 6:24 p.m.

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J. Mark Wedel, Board Chair  
Aitkin County Board of Commissioners

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Jessica Seibert, County Administrator

**Call to Order****Board Chair  
Comments****2023 Budget and  
Levy Presentation****Final Levy to  
be Adopted  
December 20<sup>th</sup>****Public Comments****Thanks****Adjourn**



# Board of County Commissioners Agenda Request

**2D**  
Agenda Item #

**Requested Meeting Date:** 12/20/2022

**Title of Item:** Electronic Funds Transfer

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Electronic Funds Transfer thru 12/14/2022

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

**ELECTRONIC FUNDS TRANSFER**

**Thru December 14, 2022 Board Meeting December 20, 2022**

<u>Abstract Number</u>	<u>Date</u>	<u>Amount</u>	<u>Reason</u>
21549	12/5/22	\$945.78	Manual Abstract
21550	12/9/22	\$149,806.51	Commissioner Abstract
21551	12/6/22	\$434.35	Manual Abstract
21552	12/8/22	\$2,980.53	Manual Abstract
21553	12/8/22	\$64,250.21	Manual Abstract
21554	12/9/22	\$12,133.59	Commissioner Abstract
21555	12/9/22	\$1,378.46	Auditor Abstract
21556	12/14/22	\$1,601.96	Auditor Abstract

\$0  
Voids/No ACH

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\$233,531.39



# Board of County Commissioners Agenda Request

**2K**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Emergency Operations Plan

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Patrice Erickson	<b>Department:</b> Sheriff's Office
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

In 2018, the Emergency Operations Plan was approved by the board. Every four years the board is asked to review the Emergency Operations Plan and approve.

The EOP is continuously updated to have the most current information.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommendation to approve the reviewed Emergency Operations Plan.

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*



I. Purpose

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

II. Responsibilities

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

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

IV. Supporting Documentation

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

V. Authentication

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Aitkin County Sheriff

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

#### I. General

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

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

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

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

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

##### A. Warnings received from outside entities:

##### 1. Weather Related Emergency

- a. Notify County Warning Point Supervisor and/or the Emergency Management Director who will notify staff and government officials.
- b. Notify the on duty Law Enforcement Officers
- c. Notify affected municipalities and groups by paging the respective Fire Departments and First Responder Groups.
- d. Activate sirens for the affected area
- e. Notify population via Mass Notification system Everbridge or by contacting radio Station KKin.
- f. Notify the Duluth Weather Service Office, telephone (800) 685-8612 or 218-729-6572 for activation of IPAWS (Integrated Public Alert & Warning System) as authorized by the Aitkin County Sheriff and/or Emergency Management Office.
- g. Notify critical facilities within the county by telephone.
- h. Notify potentially affected schools, hospitals, and nursing homes, by telephone.

##### 2. Hazardous Materials Incident

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

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

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

**B. Warning received from within the county:**

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

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

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

**IV. Testing Procedures**

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

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

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

SAMPLE ANNOUNCEMENT

WEATHER-RELATED

WARNING:

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

WATCH:

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



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

USE REVERSE SIDE FOR ANY REMARKS OR NARRATION

Duty Officer: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_ a.m./p.m.

SARA, TITLE III EMERGENCY NOTIFICATION REPORT

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

Caller's NAME \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

Representing \_\_\_\_\_ facility at \_\_\_\_\_

Contact person for additional information:

NAME \_\_\_\_\_ Telephone ( ) \_\_\_\_\_

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

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

Incident Specs:

Quantity spilled/released into the environment: \_\_\_\_\_

Time of spill/release: \_\_\_\_\_ a.m./p.m.

Duration of spill/release \_\_\_\_\_ -hours \_\_\_\_\_ -minutes.

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

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

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

The affected area for each precautionary action:

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

NAME/Representing Time Telephone Number

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

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

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



SARA TITLE III HAZARDOUS MATERIALS  
INCIDENT NOTIFICATION LIST

I. NOTIFICATION AND WARNING BY FACILITIES

A. Notifications

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

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

B. Warnings

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

II. NOTIFICATION BY THE COUNTY WARNING POINT

A. Key Officials

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

B. Facilities

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

AITKIN COUNTY  
HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level I - Potential Emergency Conditions

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

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

Aitkin County Sheriff	911
* State Duty Officer	1-800-422-0798 or (612) 778-0800
CHEMTREC	1-800-424-9300
National Response Center	1-800-424-8802 or (202) 426-2675
**National Weather Service	(218) 722-7982
**State Warning Point	(651)582-1543 (STATE PATROL)

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LEVEL I CONTACTS:  
FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

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

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

\*\*If siren activation is required.

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level II

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

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

Aitkin County Sheriff	911
* State Duty Officer	1-800-422-0798 or (612) 778-0800
CHEMTREC 1-800-424-9300	
National Response Center	1-800-424-8802 or (202) 426-2675
** National Weather Service	(218) 722-7982
** State Warning Point	(651)582-1543 (BRAINERD)

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LEVEL II CONTACTS:

FOR CURRENT NAMES & ADDITIONAL NUMBERS SEE RESOURCE MANUAL

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

HAZARDOUS MATERIALS NOTIFICATION LIST

Response Level III

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

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

Aitkin County Sheriff	911
* State Duty Officer	1-800-422-0798 or (612) 778-0800
CHEMTREC	1-800-424-9300
National Response Center	1-800-424-8802 or (202) 426-2675
**National Weather Service	(218) 722-7982
**State Warning Point	(651)582-1543 (BRAINERD)

---

LEVEL III CONTACTS:

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

INDUSTRIES AFFECTED \_\_\_\_\_

NURSING HOMES AFFECTED \_\_\_\_\_

HOSPITALS AFFECTED \_\_\_\_\_

SAMPLE  
RESPONSE LEVEL I  
EAS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management Director for Aitkin County.

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

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

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

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

SAMPLE  
RESPONSE LEVEL II  
EAS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management Director for Aitkin County.

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

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

\*\*Where sirens are used.

SAMPLE  
RESPONSE LEVEL III  
EAS ANNOUNCEMENT

This is \_\_\_\_\_, Emergency Management Director for Aitkin County.

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

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

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

AITKIN COUNTY WARNING PLAN  
DEFINITIONS OF SIREN TONES

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

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

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

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

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

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

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

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

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

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

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

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

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

## I. Purpose

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

## II. Responsibilities

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

## III. Aitkin County Emergency Operating Center (EOC)

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

### A. Criteria for EOC Activation

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

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

### B. Responsibility for EOC Activation

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

However, Aitkin County Emergency Management is responsible for ensuring that the

EOC is activated according to the criteria discussed above.

C. Staffing of the EOC

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

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

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

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

EOC staff shall complete the following NIMS training:

IS-100

IS-200

IS-700

Training records shall be maintained by each agency at their respective headquarters.

D. EOC Equipment/Supplies/Capabilities

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

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

E. Communications Capability of the EOC

1. Aitkin County EOC to municipalities within the county: Primary – telephone  
Backup - radio or cellular telephone
2. Aitkin County EOC to neighboring county EOCs: Primary - radio; Backup – telephone, teletype or Amateur Radio
3. Aitkin County EOC to Riverwood Health Care Center: Primary – telephone; Backup - radio or Amateur Radio
4. Aitkin County EOC to County Department (field) units: Primary - radio; Backup - cellular telephone;
5. Aitkin County EOC to utility service providers: Primary – telephone; Backup –



cellular telephone

6. Aitkin County EOC to On-Scene Mobil Command Post: Primary – radio; Backup - cellular telephone
7. The Aitkin County Sheriff’s Office Dispatch Center is operational 24-hours a day, 7 days a week. In the event that 24-hour communications is necessary for incident, contact can be made through Dispatch. Dispatch will have communications to Incident Command and EOC personnel via radio, telephone, cell phone or the emergency alert system.

F. Security Sensitive Information

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

G. Interoperable Communications

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

IV. Supporting Documentation

On file in the Emergency Management Director’s Office:

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

V. Support Service Assignments

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

EOC ASSIGNMENT

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

COUNTY DEPARTMENT

- ACSO Supervisor
- ACSO Undersheriff/Sergeants
- County Building Maintenance
- County Treasurer’s Office
- County Attorney’s Office
- ACSO Administration
- County Administrator’s Office
- County Auditor’s Office
- County Administrator’s Office
- ACSO Food Service

11. Employment Service

County Human Resources Dept.

VI. Authentication

---

(Date) Aitkin County Administrator

The EOC facility is where county government operates its incident management of county-wide emergency operations during any type of disaster.

I. ACTIVATION OF THE EOC

- A. The county board, with the county emergency management director implementing its policy, will activate the EOC staff as required to meet the emergency.
- B. The EOC staff is responsible for the operations of their particular assignments for an incident. Aitkin County does not maintain an EOC roles or function chart.
- C. Coordination of operations will be the responsibility of Emergency Management Director; the Director will be responsible for managing and maintaining the operational readiness of the primary EOC.
- D. The Emergency Management Director will alert the EOC staff via telephone or radio.
  1. Only staff as needed will report depending on the disaster situation; a list of staff will be on file in the EOC and the Sheriff's Office; **NO ONE WILL BE ADMITTED** to the EOC unless they are on the list. (This list will be kept up-to-date and will include one primary and one alternate from each department that is assigned to the EOC and it will be the responsibility of that department to notify the Emergency Management Director of a second alternate if both of the primary and first alternate will be unavailable.)
  2. Hazardous materials incident activation follows Response Levels 1, 2, and 3.
  3. Nuclear disaster will follow REACON Actions 3-2-1. (Annex B pg 5)
  4. The law enforcement services will assign personnel as required and monitor personnel for their identification.
- E. Operational reports will be handled as specified by the Emergency Management Director.

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

## II. EMERGENCY OPERATIONS FACILITIES

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

## III. SUPPLIES AND EQUIPMENT

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

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

- A. SEE [Resource Numbers](#) List

## V. EMERGENCY POWER

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

## VI. ATTACHMENTS

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

## READINESS CONDITION (REACON) ACTIONS

### **READINESS CONDITION 3**

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

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

The following actions are to be taken:

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

### **READINESS CONDITION 2**

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

The following actions are to be taken:

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

### **READINESS CONDITION 1**

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

The following actions are to be taken:

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

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

## OPERATIONAL REPORTS AND PROCEDURES

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

### Types of Reports

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

#### A. Pre-emergency

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

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

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

#### B. Emergency

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

1. Initial Report
  - a. Nuclear Detonation (NUDET) - The reports including sighting location, damage area, and air surface burst evaluation.
  - b. Fallout Arrival - This report is made when 0.5R/Hr is first detected.
2. Basic Operating Situation Report  
This report is given to the regional office \*\*\* as soon as information is available on either fallout or fire, or on changes from the previously reported condition.
3. Operational Situation Report  
A summary report will be submitted to the state from HSEM regional Coordinators after the first day of peace-time-type of emergency, as of 0800 and 1800 hours daily. Reports are summarized daily and sent on to Region Five, FEMA, at 1500 hours. A summary situation report will be submitted to the state from DEM regional Coordinators in a nuclear emergency, as of 1200 and 2400 hours daily. A report will be made to Region Five, FEMA, in a nuclear situation only as an 'exception type' report covering the following situations:
  - a. Request for Aid - resources not available in state.
  - b. Population Status (POSTAT) - when status is determined.
  - c. Government Status (GOVSTAT) - local government destroyed or not functioning and actions taken.
  - d. Facility Status (FACSTAT) - damage or destruction of critical facilities.
  - e. Fire Situation (FIRESIT) - mass fire outside of the blast area
4. Natural Disaster Damage Assessment Reports

C. Recovery

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

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

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

**INITIAL REPORT**

NUCLEAR DETONATION (NUDET)

TITLE: \_\_\_\_\_

SIGHTING LOCATION: \_\_\_\_\_

DAMAGE AREA: \_\_\_\_\_

AIR SURFACE BURST EVALUATION: \_\_\_\_\_

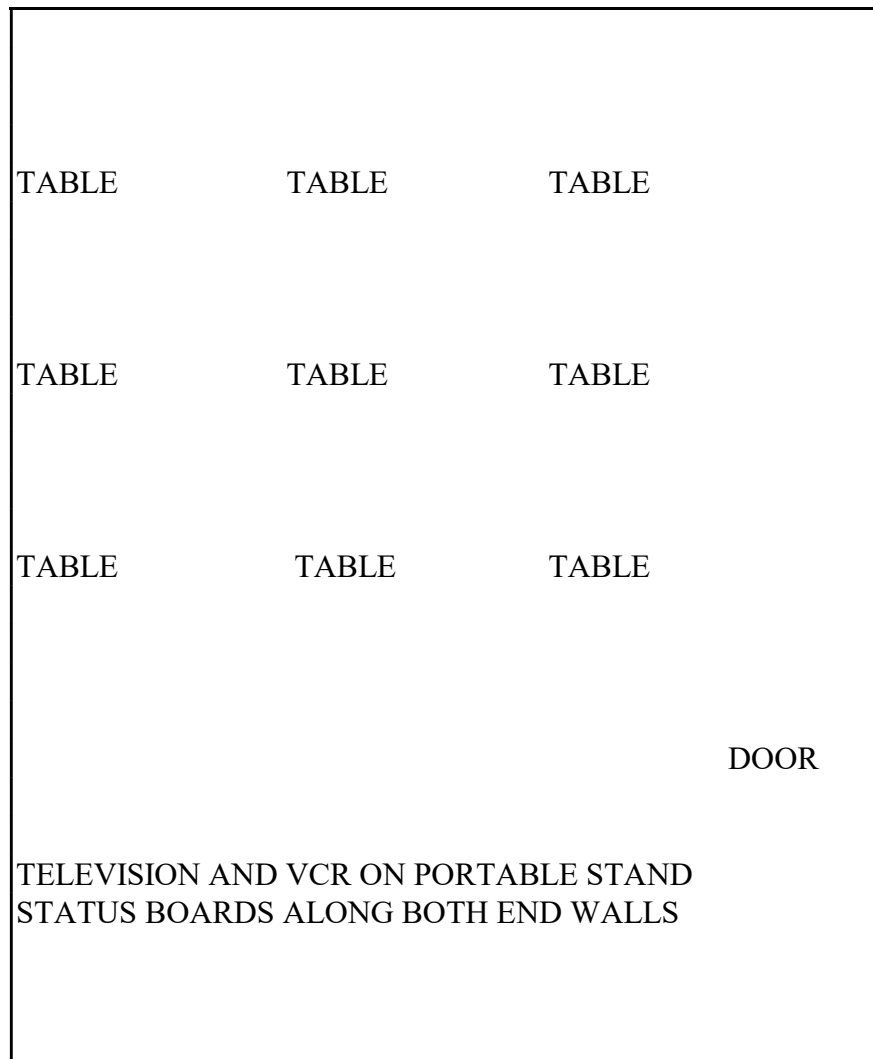
\_\_\_\_\_

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

\_\_\_\_\_

**FLOOR PLAN FOR EOC**

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



RESTROOMS & LOCKER ROOMS

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

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

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

ACTIVATION OF THE COMMUNICATIONS SERVICE

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

EOC DUTIES

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
ACSO DISPATCH SUPERVISOR  
Communications Service



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

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

ACTIVATION OF THE INTELLIGENCE SERVICE

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

EOC DUTIES

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

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(Date)

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UNDERSHERIFF, Intelligence Service

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

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

ACTIVATION OF HEADQUARTERS SERVICE

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

**BUILDING MAINTENANCE SUPERVISOR**

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
BUILDING MAINTENANCE SUPERVISOR  
Headquarters Service

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

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

ACTIVATION OF THE ECONOMIC SUPPORT GROUP

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
COUNTY TREASURER  
Economic Stabilization Service

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

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

**ACTIVATION OF LEGAL SERVICE**

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

**COUNTY ATTORNEY**

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

**ASSISTANT COUNTY ATTORNEY**

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

**EOC DUTIES**

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

**SUPPLIES AND EQUIPMENT**

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

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

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
COUNTY ATTORNEY  
Legal Service

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

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

ACTIVATION OF THE SUPPLY SERVICE

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

ACSO ADMINISTRATION

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

- 1. COUNTY PERSONNEL

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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(Date)

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ACSO ADMINISTRATION  
General Supply Service

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

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

ACTIVATION OF THE ADMINISTRATION SERVICE

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

**COUNTY ADMINISTATOR**

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

**1.LIST OF SERVICES AND PERSONNEL MAINTAINED AT EOC.**

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

**1.COUNTY PERSONNEL**

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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(Date)

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COUNTY ADMINISTRATOR  
Administrative Service

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

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

ACTIVATION OF THE FISCAL SERVICE

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

**COUNTY AUDITOR**

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

Supplies will be issued from the Central Services Department of the County Courthouse.

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

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(Date)

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COUNTY AUDITOR  
Fiscal Service

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

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

ACTIVATION OF THE RESOURCE MANAGEMENT SERVICE

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

**COUNTY ADMINISTRATOR**

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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(Date)

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COUNTY ADMINISTRATOR  
Resource Management Service



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

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

ACTIVATION OF THE FOOD SERVICE

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

**ACSO FOOD SERVICE SUPERVISOR**

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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(Date)

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ACSO FOOD SERVICE SUPERVISOR  
Food Service

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

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

ACTIVATION OF EMPLOYMENT SERVICE

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

EOC DUTIES

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

SUPPLIES AND EQUIPMENT

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

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

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

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

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
HUMAN RESOURCES MANAGER  
Employment Service

I. Purpose

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

II. Spokesperson(s)

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

III. Policies and Procedures

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

IV. Support Documents

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

V. Authentication

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(Date) \_\_\_\_\_ Aitkin County Board Chairperson

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

**I. ACTIVATION**

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

**II. PURPOSE OF THE OFFICE**

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

**III. PROCEDURES FOR DISSEMINATION OF INFORMATION**

**A. News Releases**

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

**B. Emergency Information**

1. Emergency information concerning health or safety risks is to be relayed via Aitkin County Website and FaceBook, as well as area radio stations. This information is to be given top priority. Radio stations serving Aitkin County include KKIN AM/FM, and cable access television Channel 10. Aitkin County does not have a significant hearing impaired or non English speaking population to warrant special methods of communication. However, if those situations arise, then interpreters would be contacted for translation.

**C. News Conferences**

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

D. Access to Disaster Scene

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

E. Requests for Information

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

F. Public Information Personnel

Public Information Officer: County Board Chair Person

Assistant Public Information Officer: County Sheriff

G. Attachments

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

**NEWS MEDIA SERVING AITKIN COUNTY**

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

NEWS RELEASE

OFFICE OF EMERGENCY MANAGEMENT  
AITKIN COUNTY, MINNESOTA

DATE:

CHAIRPERSON BOARD OF COMMISSIONERS

PUBLIC INFORMATION OFFICER TELEPHONE: \_\_\_\_\_

I. Purpose

The purpose of this Search and Rescue Plan is to establish an organizational structure, assign roles and responsibilities, in addition to detailing processes and procedures for which Aitkin County can utilize to provide a coordinated response and recovery effort relating to search and rescue operations in response to an emergency.

II. Responsibility

- A. Outside city limits, the Aitkin County Sheriff's Office is responsible for performing search and rescue.
- B. Inside city limits, search and rescue is normally the responsibility of the police department up to their capability; then help can be requested from the county.
- C. This Search and Rescue Plan will be implemented when it is probably that missing persons are on public, rural, remote or wilderness lands and are unable to return to their point last seen or other area because they are injured, lost, deceased or delayed.

Other scenarios in which SAR may be initiated may be fraud and criminal activity which will be investigated by local law enforcement while search and rescue is being conducted.

III. Assumptions

- 1. A trained, equipped, and organized rescue service will provide the capability to conduct methodical search and rescue operation, release trapped persons, and locate the missing and dead.
- 2. Access to disaster areas may be limited due to damaged infrastructure, fallen debris, or other obstructions; hampering recovery efforts.
- 3. It may be necessary to incorporate a combination of air, water, and ground searches in addition to utilizing regional and statewide resources obtained through existing mutual aid agreements.
- 3. Community resources such as interpreters, health care personnel, and housing managers will provide assistance to members of the community and emergency response personnel who require their assistance.
- 4. During major emergencies or disasters, search and rescue resources may be damaged or unusable; requiring the initiation of mutual aid agreements.
- 5. As in any emergency, the highest priorities upon activation of this plan will be:
  - a. *Life safety of responders, the greater community, and the search subjects*
  - b. *Resolving the incident (recovery of subjects)*
  - c. *Conservation of resources, property, and the environment.*
  - d. *Continuity of Community (return to normal management)*

### III. Supporting Agencies/Organizations

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

Examples of Volunteer assistance available not inclusive

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

### IV. OPERATIONS & ORGANIZATION

Personnel from Aitkin County Sheriff Office will be involved in search and rescue operations

#### A. Procedures for Dispatching

The Search and Rescue will be dispatched by radio and pager.

<b>When to dispatch the Search and Rescue.</b>
1. Any personal injury accident in Aitkin County where extrication may be needed.
2. Serious accidents where the law enforcement deem it necessary.
3. Any water related accident involving personal injury or specialized transportation and for all drowning incidents
4. Any type of disaster affecting Aitkin County whether natural, technological, or human-caused.
5. Any search for lost or missing persons in any terrain, or when the Sheriff deems it necessary.
6. Any specific request from law enforcement officers for Search and Rescue assistance within Aitkin County.

- 1. 9-1-1 Dispatchers are to take all required information from the caller, such as name, address, type of incident, time, date, and location and make the call to the Sheriff's deputy assigned, rather than referring that citizen to the deputy directly. All specific team



decisions (including personnel) will be made by the primary law enforcement officer on scene.

#### IV. Supporting Standard Operating Procedures

**NOTE:**

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

#### V. Authentication

---

(Date)

AITKIN COUNTY SHERIFF

STANDARD OPERATING PROCEDURE

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

I. Purpose

To provide an overview of how the health protection care needs of Aitkin County residents, including special needs populations would be met in the event of a major disaster. Aitkin County Emergency Management and Aitkin Public Health Emergency Coordinator would coordinate services and resources to meet the needs of the citizens during an emergency.

II. Primary Responsibilities

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

The hospitals listed in the [Resource List](#) have the responsibility for maintaining supplies and staff to augment and/or satisfy expanded medical needs/ mass care facility during emergency operations. If the number of victims requires use of additional hospitals, the [Resource List](#) has information for adjacent hospitals that could be utilized:

B. Ambulance Service – A [list](#) of Ambulance providers would be used to transport disaster victims:

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

C. First Aid - Public Health nurses - would be available to provide immediate first aid to disaster victims suffering minor injuries. Call Aitkin County Public Health 218-927-7200

D. Emergency Mortuary Operation

1. Mortuary Operations are the responsibility of the Aitkin County Sheriff Office.
2. Transportation is through Sorenson Root Funeral Home in Aitkin and McGregor.
3. In the event of Mass Fatalities, temporary morgue, and transportation is contracted through the Ramsey County Medical Examiner's office following their procedures. If additional resources are required, a request can be made through the State Duty Officer at 800-422-0798 for the State of MN Mobile Morgue or the Fatality Search and Recovery Team stationed at the 148<sup>th</sup> Fighter Wing in Duluth. The 148<sup>th</sup> will respond to assist local agencies, Public Health and the Ramsey County Medical Examiner's office with search and recovery, victim identification, storage, and reunification of families to the victim when the local and state response has exceeded their abilities. Questions as to what the 148<sup>th</sup> will respond to can be directed to MSgt Melanie Kuklis with the FSRT 148<sup>th</sup> Fighter Wing at 218-788-7896, [148<sup>th</sup> Mass Fatality Plan](#)
4. Victim identification, family reunification, notification of next of kin, responder and family counseling will be coordinated between the Aitkin County Sheriff Office, Aitkin County Health and Human Services, the Ramsey County Medical Examiner's office, and Tribal Authority in the event Native American Tribal members are involved. The Ramsey County ME's Office and Aitkin County Health will operate according to their established operation guidelines and procedures.

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

outbreaks due to contaminated food, the Minnesota Department of Health and the county Food, Beverage and Lodging Inspector will have jurisdiction.

1. MDH epidemiologists will contact Aitkin County's Public Health and Environmental Services.
  2. The Food, Beverage and Lodging Inspector will inspect the facility determined to be the focal point of the outbreak and to ensure proper food handling and proper clean up from the contaminated items, under the direction of MDH.
  3. MDH epidemiologists will conduct an investigation to find the contaminated source.
  4. These agencies will also coordinate with MDA if the product is in state and the FDA or USDA if the source of the food product is out of state.
  5. County Public Health will work with MDH to provide risk communications and keep EM apprised of the situation.
- F. Inquiry, Referral and Tracking Service – Aitkin County has only one hospital, Riverwood Healthcare Center, located in Aitkin. Victims of a disaster would be transported or go to area hospitals outside of the county. The hospitals have emergency plans to manage and record an influx of patients during a disaster. In the event for Off Site Care Facilities to provide patient care for victims of a disaster, plague or terrorist event, Aitkin County Public Health and County EMS providers will provide staffing and documentation for tracking of victims. Aitkin PH will utilize the MN Trac system as well as their own forms.
- G. Decontamination - Riverwood Healthcare Center has equipment and personnel to accomplish chemical and biological decontamination of patients. (Mass decontamination needs and radiological decontamination needs will require the use of state sponsored assets).
- H. Mass Care Facilities - Aitkin County Public Health has a listing of locations suitable for mass care facilities as well as the responsibility for coordinating staffing at such facilities. Mass care will be coordinated with Aitkin PH, Riverwood Healthcare, and Red Cross. Mental health, special needs communications, mobility disabilities and transportation to shelters or hospitals will be assessed by Aitkin PH. They will determine if other services will be needed such as Lakeside Counseling, local pastors, volunteers, Arrowhead Transit Buses, taxis or school buses.
- I. Crisis Counseling - Critical Incident Stress Management (CSIM), mental health treatment, and grief counseling) for emergency workers *and* victims will be coordinated by the Aitkin County Emergency Management office through the Head of the Lakes CISM team: 218-727-8770.
- J. Debris – Debris will generally be disposed of at local county sanitation transport stations under the direction of the Aitkin County Solid Waste Department and Aitkin County Environmental Services. Burning of woody debris may be done with proper permitting from the Minnesota Department of Natural Resources (DNR) and Minnesota Pollution Control Agency (MPCA). The MPCA will be requested to assist Aitkin County with coordination and disposal of debris that is posing a potential health hazard such as animal

carcasses, farm chemicals, hazardous and infectious waste.

- K. Private Structures – Aitkin County Public Health along with Aitkin County Environmental Services are in charge of declaring public health nuisances within Aitkin County. They have the responsibility of declaring private structures uninhabitable and/or a safety hazard to the public. The Aitkin County Sheriff’s Office is responsible for security if requested by Aitkin County Public Health or Aitkin County Environmental Services.
- L. Family Assistance Center – Aitkin County Health and Human Services along with the Aitkin County Sheriff Office will be in charge of providing a safe and private place, protected from the media, for families of deceased, missing or injured survivors to grieve and/or wait for information regarding their loved ones.
  - 1. Aitkin County Health and Human Services will work in conjunction with the Red Cross and the Medical Examiner’s office to provide staffing and training for the FAC.
  - 2. Aitkin County Health and Human Services is currently working with Community Partners to establish possible locations, plans, and procedures for area FAC’s.
  - 3. Aitkin County Draft for Family Assistance [Family Assistance Center.docx](#)

### III. Coordination

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

### IV. Supporting Plans and Personnel

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

### V. General Instructions and Execution

#### A. Emergency Actions

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

#### B. Post-Emergency Actions

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

C. Staff Assignments and Actions

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

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

I. Authentication

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(Date)

Health and Human Services Director

I. Purpose

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

II. Responsibility

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

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

B. The Aitkin County Sheriff's Office would be responsible for coordinating any large-scale evacuation of rural Aitkin County residents that might be required.

C. Within the municipalities in Aitkin County, police or fire department personnel would be responsible for coordinating an evacuation effort.

D. Emergency personnel have their own emergency plans and standard operating procedures and have trained following their SOPs.

E. The Aitkin County Sheriff's Office will be responsible for maintaining access, perimeter control, and security for the evacuated areas. They will also provide security for the Shelters, Family Assistance Center and Mass Prophylaxis Sites in unincorporated areas or areas without police coverage. The local police department would have this responsibility in areas of their coverage.

III. Procedures

A. Residents to be evacuated or shelter-in-place will be notified by outdoor warning systems, radio, TV, cable, public address systems, telephone or other methods as implemented through the Aitkin County Emergency Notification Center (Warning Point).

B. Procedures for initiating a shelter-in-place option include but are not limited to:

1. Determination of need by incident command using established criteria.
2. Action by official(s) authorized to implement the plan.
3. Public notification as appropriate.
4. Implementation by local law enforcement.

C. Evacuation routes, assembly points and assistance instruction will be coordinated and announced through the Aitkin County Emergency Notification Center. Aitkin County law enforcement personnel will establish traffic control points at major intersections on the evacuation routes, if needed, to direct and control traffic during an emergency.

[Y:\EOP 2019\Annex L- Environmental Hazard\Tier II Facilities.xlsx](#)

- D. Mobility-impaired individuals and Special Needs Populations unable to evacuate themselves would receive assistance from Aitkin County Public Health, as directed by Law Enforcement. Aitkin PH will contact Arrowhead Transit buses and other special needs buses from the public schools to assist in the evacuation. Hospitals, Nursing Homes, Personal Care Homes, Assisted Living Facilities and Hospice Facilities should have emergency plans in place that provide for the evacuation and relocation of their residents to appropriate host facilities away from the any disaster areas.
- E. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound and HART Animal rescue in Brainerd, along with the NE Region II/AREMA Pet Shelter trailer, are sheltering options.
- F. The pre-designated shelter in Aitkin is the Aitkin School located at 306 2<sup>nd</sup> St NW. The site in McGregor is the McGregor School located at 148 2<sup>nd</sup> St NE. The shelter in Palisade is the Palisade Elementary School located at 401 South 5<sup>th</sup> Ave.
- G. Re-entry Procedures:
  - 1. Re-entry decisions will be made by Incident Command/Commander.
  - 2. Appropriate announcements will be made via the Aitkin County Emergency Notification Center.
  - 3. Re-entry will be implemented by Aitkin County law enforcement, assisted by mutual aid agencies as necessary.

#### IV. Resources Available

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

#### V. Authentication

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(Date)

Aitkin County Sheriff



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

## I. General

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

## II. EVACUATION REQUIRED DUE TO A HAZARDOUS MATERIALS INCIDENT

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

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

### B. Other Hazardous Materials Accidents/Incidents

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

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

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

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

## ATTACHMENTS

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

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

\*\* Hazardous Materials

ATTACHMENT 1

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

COUNTY: AITKIN

ERC-ID	Facility Name Contact Name	Facility Address Contact Address	Facility City/State/Zip Contact City/State/Zip	Plan on File in EOC
01-004-0022	AITKIN WASTEWATER TREATMENT PLANT DAVE CLUFF FACILITY COORDINATOR	4TH AVENUE NW  120 1ST STREET NW PH# 218-927-3222	AITKIN MN 56431  AITKIN MN 56431	no
01-145-0002	PALISADE WELL HOUSE MONIQUE LAMKE FACILITY COORDINATOR	BOX 144 PALISADE CITY HALL PH# 218-845-2051	PALISADE MN 56469 PALISADE MN	no

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

A LISTING OF 312 FACILITIES IS MAINTAINED BY EMERGENCY MANAGEMENT DIRECTOR

Above listed facilities have no emergency response equipment.

ATTACHMENT 1a

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

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

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

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

ATTACHMENT 1b

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

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

ATTACHMENT 1c

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

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

ATTACHMENT 1d

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

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

ATTACHMENT 2

EVACUATION ROUTES AND RECEPTION SITES  
FOR NON-ESSENTIAL WORK FORCE

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

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

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

EVACUATION ROUTES AND RECEPTION SITES  
FOR KEY WORK FORCE

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

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

RECEPTION SITES WILL BE ASSIGNED AT THE TIME OF EMERGENCY.

ATTACHMENT 3

EVACUATION ROUTES, TRAFFIC CONTROL POINTS, AND REST AREAS

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



ATTACHMENT 4

COUNTY EVACUATION STAGING AREAS

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

**TRANSPORTATION SERVICE**  
**STANDARD OPERATING PROCEDURES (SOP)**

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

Activation of the Transportation Service

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

EOC Duties

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

ATTACHMENT 6

COUNTY CAMPGROUNDS

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

STATE PARK CAMPGROUNDS

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

STATE FORESTRY CAMPGROUNDS

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

FEDERAL CAMPGROUNDS

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

I. Purpose:

To describe how basic fire protection is accomplished in Aitkin County

II. Responsibility/Description:

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

III. Mutual Aid Agreements:

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

IV. Communications Capability:

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

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

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

V. Authentication:

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(Date)

Fire Chiefs Association

I. Attachments:

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

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

ATTACHMENT 1

**FIRE DEPARTMENT COVERAGE**

AITKIN TOWNSHIP FIRE DEPARTMENT	AITKIN, FARM ISLAND, NORDLAND, MALMO, GLEN SPENCER, MORRISON, WEALTHWOOD, HAZELTON SECs 1-18, KIMBERLY SEC=S 4-9, 16-21, 28-36, T-48N-R27W SECs 1-4, 9-16, 21-28, 33-36
MCGREGOR TOWNSHIP FIRE DEPARTMENT	CORNISH, TURNER, BALSAM, HAUGEN, SHAMROCK, CLARK, MCGREGOR, JEVNE, SALO, SPALDING, DAVIDSON, RICE RIVER, LEE, MILLWARD SECσ 1-18, BEAVER SECs 4-9, 16-21, 28-33,
HILL CITY TOWNSHIP FIRE DEPARTMENT	HILL LAKE, QUADNA, SHOVEL LAKE, LEMAY, MACVILLE, WHITE ELK
JACOBSON TOWNSHIP FIRE DEPARTMENT	BALL BLUFF, VERDON, RUTH, T52N-R22W, T51N-R22W
MCGRATH TOWNSHIP FIRE DEPARTMENT	WHITE PINE, PLINY, JEWETT, MILLWARD SECs 19-36, MILLWARD SOUTH SECs 4-9, 16-21, 28-33
PALISADE TOWNSHIP FIRE DEPARTMENT	FLEMING, LOGAN, WORKMAN, LIBBY, WAUKENABO, BAIN, ESQUAGAMAH, HEBRON, T51N-R25W

OUT OF COUNTY FIRE DEPARTMENTS

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

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

FINLAYSON TOWNSHIP/ WAGNER

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

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

I. Purpose:

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

II. Responsibilities

A. The Damage Assessment Annex Coordinator is responsible for:

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

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

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

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

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

III. Policies and Procedures

A. A damage assessment effort will be initiated as soon as practical following a disaster, using damage rating systems provided by the Minnesota Department of Revenue and the Federal Emergency Management Agency (FEMA). All County, City, Township, State and other involved officials will be contacted for damage reports. These reports will include damages, locations, and estimates for repairs to determine if State or Federal minimum qualifications exist for a declaration.

B. Where possible and when appropriate, pictures will be taken of damaged areas, and county maps will be used to show the location of damaged sites.

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

D. When possible, the county Emergency Management Director and other appropriate local government officials will participate in damage assessment procedure training.

IV. Supporting Documents

For additional information and guidance, refer to:

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

V. Authentication

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(Date)

Aitkin County Assessor



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

I. General

- A. A damage assessment effort will be initiated as soon as practical following a disaster.
- B. Where possible and when appropriate, pictures will be taken of damaged areas and county maps will be used to show the location of damage sites.
- C. Damage assessment will be conducted using guidance from the Disaster Response and Recovery Handbook (available from HSEM).
- D. Based on the rating system from the Disaster Response handbook, the Building Inspector with the Aitkin County Assessor's Office will determine the habitability of a structure.

II. Request for Disaster Assistance

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

III. Supporting Documents

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

## I. Purpose

In the event of a disaster that displaces Aitkin County citizens from their homes, Aitkin Emergency Management will refer the Congregate Care Service to Aitkin County Health & Human Services to coordinate the provision of family and individual assistance to include food, clothing, shelter, counseling, and registration of victims, including referrals for those in need of assistance.

## II. Responsibilities

- A. The following government departments/private sector agencies are responsible for ensuring that the congregate care needs of disaster victims are met:
1. Emergency sheltering - Aitkin County Health & Human Services, Red Cross, “and facilities within the County designated and under agreement as mass care sites.
  2. Emergency feeding -Aitkin County Health & Human Services
  3. Emergency clothing -Aitkin County Health & Human Services
  4. Counseling- Aitkin County Health & Human Services and other local mental health services
  5. Long term emergency housing
- B. Additional Responsibilities
1. Registration of victims - Aitkin County Health & Human Services
  2. Inquiry and Referral- Aitkin County Health & Human Services (regarding victims)
  3. Decontamination – Aitkin Fire Department

## III. Coordination of Congregate Care

Aitkin County Emergency Management will refer to the Public Health Supervisor / DOC Incident Commander the responsibility for providing overall coordination of congregate care. In order to facilitate this coordination, Health & Human Services will provide a representative for the Aitkin County Emergency Operating Center (EOC).

## IV. Staffing Pattern (See Attachment below.)

## V. General Instructions and Execution (see Health and Human Services All Hazard Plan, [CAP7 Mass Care Attachment](#))

### A. General

Procedures for providing Congregate Care for 10% of each community’s population will be maintained. (See Congregate Care below.)

### B. Pre-Emergency Conditions

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

### C. Emergency Conditions

1. Upon receipt of notification from the Aitkin County Emergency Manager, Public Health Supervisor, acting as the Department Incident Commander, will contact the Department Section Chiefs. (See REACON below.)
2. Various options may be initiated to protect the population such as evacuating possible disaster areas or target areas or directing the populace to the best available shelter with little or no advance notice.

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D. Post-Emergency Conditions

The Congregate Care Service will continue emergency operations until which time local government, Emergency Management, and Health & Human Services agree that such operations are no longer required.

VI. Standard Operating Procedures

A. Emergency Housing

1. The Logistics Section Chief with Aitkin County Health & Human Services is responsible to coordinate the allocation of shelter spaces and to organize staff to provide management in all shelters.
2. Emergency Management will be notified to transport cases of impaired mobility or special needs.
3. The Health & Human Services Behavioral Health Team Leader is responsible to organize counseling, and other social service needs.
4. Available Resources

Personnel:

Personnel who normally work in the facilities will be requested for assignments if there is a need for additional staff. Food Service will be organized by the Shelter Food Services Supervisor.

Health & Human Services staff will initially staff the shelter. If and when the Red Cross becomes available, they will work with H&HS to staff the shelter.

Facilities:

See H&HS CAP 7 Mass Care for approved County Shelter Sites. These facilities were inspected by the Red Cross in October 2018. (Facility should be well-marked, identifying recreational areas, restrooms, sleeping areas, etc. If possible, a map handout and information sheet should be given to relocates when they register. Also, in large facilities, like schools, Shelter Managers may wish to subdivide the facility into more manageable sections.

Supplies/Equipment:

50 Cots are available through the Aitkin County Sheriff's Department. More cots can be requested from other locations throughout the NE Region. Bariatric cots are housed in Itasca County. If the need exceeds the number of cots available through these resources, cots may be requested from Red Cross and the Minnesota Fire Center. Additional equipment/supplies can be requested through the Supply Unit and Logistics.

5. Aitkin County Health and Human Services shall coordinate with surrounding jurisdictions to assist with emergency housing and sheltering when it is not feasible to accomplish this within Aitkin County alone.
6. Long Term Housing will be coordinated with Aitkin County Health & Human Services and FEMA (Federal Emergency Management Agency)

B. Emergency Feeding

1. The Food Services Supervisor is responsible to coordinate the feeding facilities and organize staff to provide food in each location.
2. Food Services will utilize the Salvation Army, local businesses, and local food resources to provide food for shelterees and others as determined.

C. Emergency Clothing

1. In the event that clothing is needed for shelterees, a Supplies & Wastes worker will research the need for clothing.
2. Clothing can be obtained from local thrift stores, the Salvation Army and other VOADS, or from local merchants.
3. The Logistics Chief will work with Supplies & Wastes to develop a method of allocation and distribution of clothing
4. Available Resources:  
Personnel: Aitkin County Health & Human Services  
Other County Staff  
Civic Organizations

D. Counseling

1. The Behavioral Health Team Leader will be responsible to coordinate social workers from Aitkin County Health & Human Services to provide Psychological First Aid, and assist those in need to connect with further services.
2. Available Resources:  
Personnel:  
All social workers, or otherwise credentialed and experience staff from any social services, mental health, etc. agency.

E. Registration of Victims

1. The Registration Division will be responsible to establish and coordinate the registration of shelterees. (See [Shelter Registration](#) Attachment.)
2. Available Resources:  
Personnel:  
Aitkin County Health & Human Services  
Other County Staff  
Civic Organizations  
Facilities:  
As documented in the H&HS All Hazard Plan CAP7, Mass Care.  
Supplies/Equipment:  
Facility equipment available and authorized for use will be used as needed, additional supplies will be commissioned as needed from other County Departments and EOC Annexes.

F. Inquiry and Referral

1. The Care Coordination Division is responsible to establish and coordinate inquiries and referrals.
2. Red Cross's Safe & Well internet service will be used at each shelter or emergency center to respond to inquiries and referrals, giving priority to victims registering and victims in the shelter facilities. Message boards may also be established within the shelter.
3. Available Resources:  
Personnel: Health & Human services will coordinate with employees and volunteers.  
Facilities: Shelter or Emergency Center  
Supplies/Equipment: Computer/Board and office supplies

VII. Authentication

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(Date)

Aitkin County Health & Human Services  
Public Health Supervisor

**ATTACHMENTS**

1. Administrative Staffing Pattern [below]
2. Readiness Condition (REACON) Actions [below]
3. Congregate Care Procedures [below]
4. Crisis Relocation Registration Procedures [below]
5. [CAP 7-MASS CARE PLAN 2019](#)
6. [Shelter Registration](#) Form

## ADMINISTRATIVE STAFFING PATTERN

### PUBLIC HEALTH DEPARTMENT OPERATION CENTER

INCIDENT COMMANDER: Public Health Supervisor

PLANNING CHIEF: Public Health Emergency Preparedness Coordinator

OPERATIONS CHIEF: Public Health Disease Prevention & Control PHN

LOGISTICS CHIEF: Health & Human Services Administrative Assistant

FINANCE CHIEF: Health & Human Services Fiscal Supervisor

HUMAN SHELTER BRANCH MANAGER: Assigned PH PHN

## READINESS CONDITION (REACON) ACTIONS

### Time Period

### Duties and Tasks

REACON3

Emergency Manager will alert the Public Health Supervisor/DOC Incident Commander of potential emergency conditions. The IC will contact the DOC Section Chiefs. The Sections Chiefs will review emergency plans and update them as necessary, and insure that all necessary supplies and equipment for the effective performance of assigned tasks are available. Organizational deficiencies will be corrected as necessary.

REACON2

The PH DOC IC will activate the staff for emergency operations, and open an Emergency Center or Shelter as needed. Other staff members are informed about the activation of the DOC and possibility of deployment.

REACON 1

The Incident Command staff ensures that staff is staged, deployed and is fully operational and able to handle the emergency on a 24-hour per day basis.

## CONGREGATE CARE PROCEDURES

1. Aitkin County Emergency Management will contact the PH Supervisor to activate an
2. Emergency/Reception Center.
3. Local law Enforcement will be assigned to direct traffic to aid parking at Reception Centers.
4. Aitkin County Health & Human Services will coordinate with Red Cross and Salvation
5. Army to provide lodging and feeding facilities to evacuees.
6. Emergency Management will coordinate Transportation Services to transport evacuees from the Emergency/Reception Center to lodging facilities as needed.
7. Health & Human Services Registration Workers will ensure the registration of evacuees at the Reception Center.
8. Aitkin County Health & Human Services will coordinate the issuance of food staples upon determination of future need.
9. The PH DOC Logistics Chief will coordinate staffing.



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CRISIS RELOCATION REGISTRATION PROCEDURES

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

I. Purpose

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

II. Responsibilities

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

III. Policies and Procedures

- A. Except in unusual circumstances, removal of debris from private property would be the responsibility of the property owner.
- B. Debris management is coordinated by the County Environmental Services with direction for the opening of Emergency Routes coming from the Incident Commander or EOC, as applicable. Sites for temporary storage for sorting prior to disposal will be recommended and coordinated by County Environmental Services. Final disposition of debris will be coordinated by County Environmental Services working with the Minnesota Pollution Control Agency. County owned property will be used for temporary storage of debris, as determined by the County Land Commissioner and the MNPCA.
- C. The Aitkin County Environmental Services Department would assist a municipality with debris management only after county removal has been completed, except when deemed necessary under emergency conditions and approved by the County Environmental Services.
- D. The County Environmental Services will make the recommendation to the EOC to utilize and manage private contractors when County resources are inadequate for the task.
- E. Animals lost in a natural or manmade event will be disposed of locally. They can be disposed of by burial, incineration, rendering or composting. Carcasses from domestic animals must be disposed of as soon as possible after death. The proper disposal of animal types is listed on the MN Board of Animal Health website at: [Emergency Carcass Disposal.pdf](#)

IV. Supporting Documents

- A. A listing of the major private contractors in Aitkin County (which have debris removal equipment) is located in the Aitkin County Resource Manual.
- B. Hazardous materials clean-up contractors are available through the Minnesota Duty Officer program. The County will take direction from State Agencies (PCA, etc) for the handling/disposal of hazardous materials and assessing the potential health issues related to the removal of debris.

- C. The following written (or non-written) debris management agreements exist:
  - 1. Fire Departments
  - 2. Federal and DNR
  - 3. Local Cities
  - 4. County Departments
- D. The County's GIS database can be accessed from the EOC, Communications Trailer, Land Department or Highway Department for selection of sorting or temporary disposal sites.

## V. Authentication

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(Date)

Aitkin County Environmental Services

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

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

See County Resource Manual For:

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

### COMMUNICATIONS STANDARD OPERATION PROCEDURES

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

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

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

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

### READINESS CONDITION (REACON) ACTIONS

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

### STANDARD OPERATING PROCEDURES FOR EOC

Upon notification of activation of EOC:

- A. The Coordinator of Environmental Service will:
  - 1. Alert all members of Environmental Service and inform them to report to their duty stations.
  - 2. Brief staff personnel on situations.
  - 3. Coordinate communications equipment and personnel with Law Enforcement Service for use in command and control net.
  - 4. Provide close coordination with RADEF and Damage Assessment Service.
  - 5. Provide close liaison with local, district and State Engineering (MHD) Services.
  
- B. The Coordinator of Highway Division will:
  - 1. Coordinate all county, city and township roads, maintenance equipment, personnel and materials.
  - 2. Make personnel and equipment assignments for road maintenance and repair, debris clearance and rescue operations.
  
- C. The Coordinator of Structures Division will:
  - 1. Coordinate actions closely with the Damage Assessment Service.
  - 2. Assign personnel, material and equipment for repair of buildings, structures, shelters and other important facilities in support of emergency operations.
  - 3. Harden shelters per instructions and request of the engineer.
  
- D. The Coordinator of Utilities Division will:
  - 1. Coordinate actions with Health & Medical and Utilities Restoration Services to assure supply of potable water, electric power, and proper waste disposal area maintained.
  
- E. The Coordinator of Traffic Regulations will:
  - 1. Coordinate all actions with the Minnesota Department of Transportation when the Emergency Highway Traffic Regulations (EHTR) has been invoked.

I. Purpose

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

II. Responsibilities

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

A. Electrical Service (see attachment for service area)

1. Distribution

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

Mille Lacs Energy Cooperative 1-218-927-2191

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

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

Minnesota Power 1-218-722-2641

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

B. Gas Service

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

C. Telephone Service (see attachment for service area)

Century Link Telephone 1-800-357-0911

Frontier Telephone Company 218-768-2821

Century Telephone Company 1-888-231-3321

Emily COOP Telephone Company (218) 763-3000

Johnson Telephone Company (800) 566-3611

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

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

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

D. Potable Water and Sewage

Aitkin: Aitkin Public Utilities – Dave Cluff - 218-927-3222

Hill City: City Hall – 218-697-2301

McGrath: City Clerk (Dawn Clark) 320-592-0155

Palisade: City Hall – 218-845-2051

Tamarack (Sewer Only): Mayor J. John Cyrus 218-768-2313

III. Service Restoration

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

#### IV. Authentication

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(Date)

Aitkin Public Utilities

#### ACTIVATION OF THE UTILITIES PROTECTION ANNEX

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





I. Purpose

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

II. Aitkin County Environmental Hazard Response Organization

**Aitkin County Sheriff**

**County Emergency Management**

**First Responder Units**

**County Radiological Officer  
Lead Monitor/Assistant**

**State Duty Officer**

**County Departments  
and Annex Personnel**

**Radiological Responders  
And Monitors**

**State Responders  
Haz Mat Teams**

**Industry Personnel  
Private Contractors**

**Pollution Control Agency**

III. Responsibilities

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

A. Hazardous Materials Incidents

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

B. Radiation Incidents

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

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

A. Aitkin County Departments coordinated by Emergency Management will:

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

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

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

- Preparedness Guide 1-30, “Guide for the Design and Development of a Local Radiological Defense Support System” describes this process in detail. Basically, the CPG 1-30 sets forth the requirements, procedures, priorities, planning, capabilities, assignments, and time phases needed to create a complete, operational system that can function to minimize the effects of radiation hazards.
- D. The Aitkin County Sheriff’s Office is responsible for supporting radiological monitoring and decontamination operations in the county.
- E. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. They shall develop systems and train employees to promptly detect and report any release. Law enforcement and other first response personnel will also be trained to determine if a release has occurred at incident(s) to which they respond.
- F. Determination that a release has occurred at locations other than facilities is the responsibility of the transporter and the emergency responders on scene.
- G. The determination of area and population likely to be affected by a release will refer to local conditions and utilize the North American Emergency Response Guidebook.
- V. Facilities Response
- A. Facilities within Aitkin County that possess extremely hazardous substances are required to develop and maintain emergency response plans and procedures consistent with SARA Title III, Section 304 that their employees will follow in the event of a release of those hazardous substances. At a minimum, these facilities are required by law to immediately notify the following in the event of an accidental emergency release and be prepared to state the name of the substance(s) released and the approximate amount:
- Dial 9-1-1 for local emergency notification
  - Dial 800-422-0798 for State Duty Officer
  - Dial 800-424-8802 for National Response Center for federal emergency notification
- Aitkin County has determined that facilities within the jurisdiction have implemented the required response plans, with 24-hour contact telephone information or, new facilities have under development the required emergency response plans.
- B. The following facilities in Aitkin County are required to have emergency response plans for on-site response and contact information for facility coordinators:  
[Tier II Facilities.xlsx](#)  
[Y:\EOP 2019\Annex F - Evacuation and Traffic Control\major transportation routes.pdf](#)
- C. The transportation and evacuation routes for the delivery of hazardous substance for each facility are documented on the [Tier II Facilities.xlsx](#) list. [Y:\EOP 2019\Annex F - Evacuation and Traffic Control\major transportation routes.pdf](#)
- D. The Aitkin County Emergency Management Director has evaluated additional risks and has determined that there are no other additional risk facilities at any of the facilities.
- E. The Aitkin County Emergency Management Director has evaluated other facilities at risk by virtue of their proximity to the facilities. These facilities are shown on the attached map:  
<https://aitkincountymn.maps.arcgis.com/apps/webappviewer/index.html?id=f2da45475fc64db29ed0a6bd37665171>

- F. The facilities within Aitkin County that possess designated hazardous materials maintain current emergency response plans as required by SARA Title III and related federal and state regulations. Determination that a release has occurred is the responsibility of the facilities and companies that use, store, manufacture or transport hazardous materials in Aitkin County. These plans specify actions to be taken by each facility's personnel in the event of a release of any designated hazardous material. Each facility plans designate one or more facility emergency coordinators responsible for making determinations and emergency notifications. At a minimum, if there is an accidental release of a hazardous material, these plans require employees to immediately notify the following:
- Dial 9-1-1 for local emergency notification
  - Dial 800-422-0798 for State Duty Officer
  - Dial 800-424-8802 for National Response Center for federal emergency notification
- All of the covered facilities within Aitkin County have prepared and maintain current emergency response plans at their respective facilities as required.
- G. The Incident Command System (ICS) described in the National Incident Management System (NIMS) shall be used as the general response plan for hazardous material incidents within Aitkin County. The chief officers of the designated response agencies have been trained in NIMS-ICS operations, and maintain at their offices copies of their agency's operating procedures. The primary response law enforcement agencies in Aitkin County are the Aitkin County Sheriff's Office and the Aitkin and Hill City Police Departments. Primary ambulance services in Aitkin County are North, Cromwell, Isle, McGregor, Meds One and Pine County ambulance services. The primary first responders in Aitkin County are Garrison, Hill City, Jacobson, McGrath, McGregor, Palisade and South Aitkin. . The primary fire departments in Aitkin County are Aitkin, Finlayson, Garrison, Hill City, Isle, Jacobson, Kettle River, McGrath, McGregor, Palisade and Willow River. Emergency responders and county employees who respond to hazardous materials incidents within Aitkin County have received training designed to help them respond to such incidents. At a minimum, in Aitkin County, primary responders are trained at the First Responder Awareness Level, as defined in 29 CFR 1910.120. The highest level of training for the emergency manager is the technician level. All mutual aid law enforcement and EMS are minimally trained at a first responder awareness level as defined in 29 CFR 1910.120. All mutual aid fire departments are minimally trained at the operations level.
- H. Each facility in Aitkin County has predetermined methods of detecting a release. The methods of determining the occurrence of a release at these facilities are as follows:
1. Facilities rely upon visual or other sensory observations by employees or electronic sensor monitoring system to determine the occurrence of a release
  2. The facility emergency coordinators or designees at each facility determines if an emergency exists
  3. Local and state emergency response numbers and the National Response Center will be called by the facility emergency coordinator or designee immediately upon determination that an emergency exists

I. Responders from Aitkin County begin their determination of the area and populations affected by a hazardous materials release in the following manner:

1. Identifying the substance(s) released, based on information from facility personnel, placards, labels and/or facility emergency response plan data
2. Identifying the approximate amount of hazardous substance(s)
3. Identifying hazards created by the release
4. Identifying impact of the release on the surrounding community
5. Identifying meteorological and other local conditions
6. Considering time factors
7. Consulting detailed local maps

<https://aitkincountymn.maps.arcgis.com/apps/webappviewer/index.html?id=f2da45475fc64db29ed0a6bd37665171>

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

1. Use of the Emergency Response Guidebook published by the US DOT
2. Advice of facility personnel
3. Advice of Regional Chemical Assessment Team (CAT)
4. Weather information and updates received from National Weather Service

J. Available to Aitkin County is a variety of specialized equipment for use in emergency response, including hazardous materials incidents. The fire departments in Aitkin County maintain basic fire equipment at their headquarter locations relating to their individual missions and operational needs, with the exception of the Aitkin Fire Department which includes some specialized equipment such as a Decontamination trailer. A resource list that identifies the locations of the resources, the individuals responsible for release of the resources, and their 24-hour contact information is kept at each department. In the case of equipment and facilities maintained by the individual city departments, the department head is responsible for its release and use, and should be contacted for further specific information. The assistant in each department serves as an alternate to the department head. Additionally, the fire departments of Aitkin County have signed and maintain mutual aid agreements with nearby fire departments allowing immediate access to their resources. In the event of a hazardous material incident, Riverwood Healthcare and neighboring hospitals and EMs would assist with any medical issues. [Y:\EOP 2019\Annex E - Health Protection\Annex E Health Protection.doc](#)

K. Of the facilities located in Aitkin County, none have specialized tools, equipment or trained employees available to respond to an accidental release of a hazardous material, except for Riverwood Healthcare. Riverwood has Decontamination equipment and personnel trained in using it.

## VI. Operations Policy

### A. Radiological Protection

1. Radiological protection operations will be directed and controlled at the scene during a small-scale radiological emergency. During a large-scale radiological incident, operations will be directed from the county EOC.

2. During a widespread radiological emergency caused by nuclear detonations, local government units will provide radiological training for its employees and provide for its own radiological monitoring and decontamination needs in order to carry out its assigned emergency functions.  
The county RO will coordinate with all county departments and agencies to maximum safety for operations personnel.
3. Radiological intelligence will be obtained from shelter monitors, self-support monitors, and state and regional EOCs when possible. The primary center of radiological operations shall be g from the county EOC.

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Date

Aitkin County Emergency Management Director

## **HAZARDOUS MATERIAL PROTECTION STANDARD OPERATING PROCEDURE**

### VII. Radiological Incidents

Refer to the Radiological Protection SOP in this Annex.

### VIII. Non-Radiological Incidents

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

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

#### A. Hazards Identification

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

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

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

B. Sizing Up the Incident

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

C. Formulating An Action Plan

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

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

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

## RADIOLOGICAL PROTECTION STANDARD OPERATING PROCEDURE

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

### IX. Radiological Emergencies

#### A. Local Radiological Emergencies

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

#### 1. Transportation Incident Involving Radiological Materials

##### a. Preparatory Phase

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

##### b. Emergency Phase

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

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

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



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

c. Recovery Phase

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

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

a. Preparatory Phase

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

b. Emergency Phase

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

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

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

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

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

c. Recovery Phase

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

3. Military Transportation Accident Involving Radiological Material

a. Preparatory Phase

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

b. Emergency Phase

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

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

c. Recovery Phase

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

B. Widespread Radiological Emergency

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

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

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

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

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

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

### 3. Recovery Phase

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

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

## X. Radiological Monitoring

### A. Purpose

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

B. Staffing

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

C. Responsibilities

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

D. Training

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

E. Shelter Radiological Monitoring

1. Purpose

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



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

#### F. Self-Protection Radiological Monitoring

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

## XI. Decontamination

### A. Purpose

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

### B. Responsibility

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

### C. Equipment

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

### D. Decontamination Procedures

#### 1. General

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

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

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

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

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

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

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

#### E. Decontamination of Food and Water

##### 1. Food

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

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

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

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

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

## 2. Water

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

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

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

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

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

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

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

## XII. Radiation Exposure Control

### A. Purpose

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

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

### B. Radiation Exposure Guidance

#### 1. Primary Rule

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

#### 2. Public Exposure

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

#### 3. Rescue and Radiological Protection Personnel

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

4. NCRP Penalty table

TABLE 1. THE PENALTY TABLE

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

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

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

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

5. In-Shelter radiological Emergencies

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

6. Leaving the Shelter

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

TABLE 2. GENERAL GUIDE FOR PERMISSIBLE  
ACTIVITIES OUTSIDE THE SHELTER

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

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ATTACHMENT 1

**SHELTER LOG**

SHELTER NO. \_\_\_\_\_ LOCATED

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

**RADIATION EXPOSURE RECORD**

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NAME \_\_\_\_\_

NAME

MAILING ADDRESS \_\_\_\_\_

MAILING ADDRESS

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Date(s) of Exposure    Exposure Received    Total Exposure to Date

Date(s) of Exposure    Exposure Received

Total Exposure to Date

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## **INCREASED READINESS (REACON) ACTIONS**

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

REACON Actions are as follows for the Emergency Operations Center.

### **REACON 3**

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

### **REACON 2**

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

### **REACON 1**

#### **ATTACK WARNING**

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

#### **POST ATTACK**

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

## EVACUATION

### STANDARD OPERATING PROCEDURES

XIII. Purpose:

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

XIV. Warning Period

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

XV. ATTACHMENTS:

3a. Fire Prevention Measures

3b. Increased readiness Conditions (REACON) Actions

**Hazardous Materials Transportation Routes**  
(Not yet in digital format)

### Pipeline Operations

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

I. Purpose

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

II. Responsibilities

- A. Outside City Limits: Outside incorporated areas, the Aitkin County Board of Commissioners or County Administrator is responsible for coordinating continuity of operations. County Department Heads are responsible for creating a plan for continued operations at predetermined locations.
- B. Inside City Limits: Within a municipality, the City Mayor or Clerk would be responsible for coordinating continuity of operations. City Department Heads are responsible for creating a plan for continued operations at predetermined locations.

III. Records Protection

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

IV. Governmental Emergency Functions

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

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(Date)

Aitkin County Administrator

- I. Purpose  
To describe how the influx of volunteers and donations will be managed following a disaster in Aitkin County.
  
- II. Responsibilities  
The Emergency Manager, Assistant Emergency Manager, Public Health Supervisor or designee, will be responsible for managing volunteers and donations in Aitkin County.
  
- III. Volunteers ( [Aitkin County Volunteer Management Plan](#) ,[H&HS All Hazard CAP15](#))
  - A. Affiliated Volunteers:
    1. Affiliated volunteers will be managed by their respective volunteer organization. The lead person from the organization will work in conjunction with the Emergency Manager, Assistant Emergency Manager or designee.
    2. Aitkin County will work with Minnesota Voluntary Organizations Active In Disaster (MN VOAD) to obtain the appropriate volunteers necessary for the required assistance. MN VOAD may be contacted at 612 232-3920 or on-line at [www.mnvoad.org](http://www.mnvoad.org).
  
  - B. Unaffiliated Volunteers:
    1. *Unaffiliated volunteers will be managed by the Emergency Manager, Assistant Emergency Manager, Public Health Supervisor or designee. Volunteers will be identified and registered for possible assignment of duties.*
  
  - C. The volunteer coordinator will
    1. Create job description
    2. Recruit volunteers
    3. Interview and place volunteers according to skills
    4. Train volunteers
    5. Supervise and evaluate volunteers
    6. Provide stress management as needed using Critical Incident Stress Debriefing teams
    7. Record request for services, serviced rendered and by whom
  
- IV. Donations ( see [Aitkin County Donations Management Plan](#) )
  - A. It is common to receive unrequested donations of goods during a disaster. Storage, dispersal and disposal may then become an issue. Donations Management will be coordinated by the Emergency Management Director. This will be accomplished with the assistance of Aitkin County Health and Human Services and MNVOAD organizations.

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

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

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

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

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(Date)

Aitkin Public Health Supervisor



I. Purpose

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

II. Responsibility

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

III. Procedures

- A. Aitkin County contracts for vector control services with Plunkett's Pest Control.
- B. In the event of outbreaks due to contaminated food, the Minnesota Department of Health and the county Food, Beverage and Lodging Inspector will have jurisdiction.
  - a. MDH epidemiologists will contact Aitkin County's Public Health and Environmental Services.
  - b. The Food, Beverage and Lodging Inspector will inspect the facility determined to be the focal point of the outbreak and to ensure proper food handling and proper clean up from the contaminated items, under the direction of MDH.
  - c. MDH epidemiologists will conduct an investigation to find the contaminated source.
  - d. Food production and agricultural safety services are the responsibility of the Rapid Response Team from the Dairy and Food Inspection Division of the MN Department of Agriculture in St. Paul. The Rapid Response Team will coordinate with the epidemiologists at the MN Department of Health when people become sick from food to find the contaminated source. These agencies will also coordinate efforts with local Public Health and Environmental Services.
  - e. These agencies will also coordinate with MDA if the product is in state and the FDA or USDA if the source of the food product is out of state.
  - f. County Public Health will work with MDH to provide risk communications and keep EM apprised of the situation.
- B. The Animal Service Branch will coordinate the response for pets, service animals, livestock or exhibition animals, understanding the primary responsibility lies with the animals' owners. Volunteer fire departments or animal control officers will be responsible to rescue and/or recover displaced pets, service animals, livestock or exhibition animals, as possible and practicable, after the priority response to humans has been accomplished. Other available assistance groups are included in the [Resource Number](#) listing.
- C. Health protection measures for agriculture are the responsibility of the MN Department of Agriculture. The department ensures that food is produced and sold in a safe manner. Locally, Aitkin County Public Health and Environmental Services investigate any agriculture health protection concerns.
- D. Pet evacuation and/or sheltering will be coordinated by the law enforcement agency or animal control authority having primary jurisdiction. Local City of Aitkin Animal Pound, Heartland Animal Rescue Team in Brainerd and Garrison Animal Clinic are

sheltering options. See [Pet Sheltering Plan Final Draft \(2\).docx](#) for detailed information.

1. HART and Garrison Animal Clinic have trained volunteers that have attended Volunteer Orientation. Personnel are educated in Animal Transport, Foster Care, Special Events, Dog Walkers and Cat Care Helpers.
  2. Pet shelter organizations typically include :
    - a. Animal care supplies (e.. food, litter, bowls)
    - b. Cages and crates
    - c. Administrative supplies
    - d. Cleaning supplies
    - e. First aid/medical supplies
- E. The proper disposal of animal carcasses is essential in preventing the transmission of disease and protecting air and water quality.
1. The Minnesota Board of Animal Health is responsible for animals lost in a disease event. Contact the MN BAH and the Minnesota State Duty Officer to advise them of the situation so they can determine which agencies need to respond. Identifying locations, site security, traffic control, cleaning and disinfection of area will all be determined by the State Agencies.
  2. Animals lost in a natural or man-made event will be disposed of locally. They can be disposed of by burial, incineration, rendering or composting. Carcasses from domestic animals must be disposed of as soon as possible after death.
  3. The proper disposal of animal types is listed on the MN Board of Animal Health website at:  
<https://www.pca.state.mn.us/sites/default/files/wq-f6-07b.pdf>

#### IV. Resources Available

- A. Aitkin County Public Health
- B. NE Region 2/AREMA
- C. MN Department of Health
- D. MN Department of Agriculture
- E. Aitkin County Sheriff's Office
- F. Volunteer Fire Departments
- G. MN DNR
- H. MN PCA
- I. Plunkett's Pest Control of Brainerd
- J. Garrison Animal Hospital
- K. McGregor Veterinary Clinic
- L. City of Aitkin Animal Pound
- M. Heartland Animal Rescue Team
- N. American Red Cross Animal Response Team
- O. Humane Society Animal Rescue Team

V. Authentication

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
Deputy Emergency Management Director

I. Purpose

To outline Mutual Aid Agreements for Emergency Responders in Aitkin County.

II. Responsibility

Aitkin County Emergency Response Agencies have mutual aid agreements to provide additional resources to respond to emergencies. Law Enforcement has mutual agreements through Sheriff's Associations, and Police Chief Associations. Fire Departments have their own mutual aid agreements between the other Fire Departments. Ambulance and Medical response services have their own agreements between other Medical responders.

III. Procedures

- A. In the event that additional resources are required, the primary response agency shall determine an appropriate mutual aid agency in accordance with signed agreements.
- B. Aitkin County Sheriff Communications shall make contact with the requested agency to request Mutual Aid.

IV. Mutual Aid Resources

- A. Aitkin Fire Department
  1. Deerwood Fire Department
  2. Palisade Fire Department
  3. McGrath Fire Department
  4. McGregor Fire Department
  5. Garrison Fire Department
  6. Isle Fire Department
- B. Hill City Fire Department
  1. Grand Rapids Fire Department
  2. Remer Fire Department
  3. Palisade Fire Department
  4. Jacobson Fire Department
- C. Jacobson Fire Department
  1. Hill City Fire Department
  2. McGregor Fire Department
  3. Palisade Fire Department
  4. Floodwood Fire Department
- D. McGrath Fire Department
  1. Isle Fire Department
  2. McGregor Fire Department
  3. Finlayson Fire Department
  4. Aitkin Fire Department
  5. Willow River Fire Department
- E. McGregor Fire Department
  1. McGrath Fire Department
  2. Jacobson Fire Department

3. Palisade Fire Department
  4. Aitkin Fire Department
  5. Kettle River Fire Department
- F. Palisade Fire Department
1. Hill City Fire Department
  2. Aitkin City Fire Department
  3. McGregor Fire Department
  4. Jacobson Fire Department
  5. Emily Fire Department

V. Authentication

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(Date)

Aitkin County Sheriff



# Board of County Commissioners Agenda Request

**2L**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Personnel Committee Recommendations

<input type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Brittany Searle	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b> 5
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**Summary of Issue:**

Mike Arnold's term with the Aitkin Airport Commission is up in 2022. Attached is Mike's application for review. Recommendation to approve Mike Arnold's application for reappointment to the Aitkin Airport Commission for another term.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommendation to approve Mike Arnold's Reappointment to the Aitkin Airport Commission.

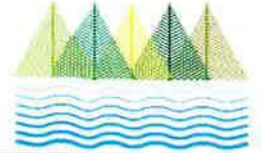
**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

**MINNESOTA OPEN APPOINTMENT ACT**



**APPLICATION FOR SERVICE ON A  
CITY/COUNTY/STATE AGENCY**

FOR OFFICE USE ONLY	
Date Appointed:	
Date of Term Expiration:	
Term #	

NAME OF COMMISSION, BOARD OR COMMITTEE YOU WISH TO SERVE ON:

*AITKIN AIRPORT COMMISSION*

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

*WOULD LIKE TO CONTINUE WORKING ON IMPROVING THE AIRPORT. I BELIEVE MY 17 YEARS OF EXPERIENCE IN AIRPORT OPERATIONS IS HELPFUL.*

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

Signature of Applicant

*12-9-22*

Date

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

Is this application submitted by appointing authority?  Yes  No

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

**Please return application to the City of Aitkin Administration Office, located at  
130 Southgate Dr. – Suite 200, Aitkin, MN 56431**

APPLICANT INFORMATION	
Name of Applicant: <i>Michael Arnold</i>	Phone: <i>218-839-4947</i>
Street Address: <i>40978 340th Lane</i>	Alt. Phone:
City/State/Zip: <i>Aitkin, MN 56431</i>	Email: <i>mwarnold1@charter.net</i>



# Board of County Commissioners Agenda Request

**2M**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Natural Resources Advisory Committee Appointments

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> DJ Thompson	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> DJ Thompson, Land Commissioner	<b>Estimated Time Needed:</b> NA
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**Summary of Issue:**  
See attached memorandum.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Approve appointment and reappointment of the recommended applicants.

**Financial Impact:**

*Is there a cost associated with this request?*       Yes       No

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

*Is this budgeted?*       Yes       No      *Please Explain:*

All Committee members receive a meeting per diem of \$35 plus mileage reimbursement to and from meetings.





## Aitkin County Land Department

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502 Minnesota Ave N  
Aitkin, MN 56431

218-927-7364  
[acld@co.aitkin.mn.us](mailto:acld@co.aitkin.mn.us)

### MEMORANDUM

**DATE:** December 13, 2022

**TO:** Aitkin County Board of Commissioners  
Jessica Seibert, County Administrator

**FROM:** Dennis Thompson, Land Commissioner

**RE:** Natural Resources Advisory Committee Appointments

I have reviewed the applications for the openings on the Natural Resources Advisory Committee. There are two at-large openings and openings for Commissioner District 4 and Commissioner District 5. I recommend that Kevin Stromberg be appointed to the committee as an at-large representative, Jim Berg be reappointed as an at-large representative, Galen Tveit be reappointed to represent Commissioner District 4, and David Lange be reappointed to represent Commissioner District 5.

If you have any questions prior to the meeting, please contact me at (218) 927-7364 or by e-mail at: [dennis.thompson@co.aitkin.mn.us](mailto:dennis.thompson@co.aitkin.mn.us)

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee (At Large Position)

AITKIN COUNTY COMMISSIONER DISTRICT 1 (District 3 after 1 Jan 23)

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

I'm currently retired from twenty-seven years of military service and fifteen years of military contract support.

I keep myself occupied by operating a small beef farm in Spencer Township, serve as chair for the township

board, and am a member of the county's board of adjustment. I'm an Aitkin High School graduate and have a BA from College of St Scholastica.

I'm interested in this appointment as an opportunity to further serve the local community, meet some interesting people and engage on forestry and environment concerns.

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

Signature of Applicant

8 December 2022

Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Kevin M Stromberg

STREET ADDRESS OF APPLICANT:

PHONE NUMBERS:

35507 360th Street

DAYS Cell (218) 839-97187

Aitkin, MN 56431

EVENINGS Cell (218) 839-97187

**For Office Use Only**

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT At Large

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

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

James M. Belg  
Signature of Applicant

10-10-2022  
Date

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

Is this application submitted by appointing authority? Yes  No

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

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW - Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Jim Belg

STREET ADDRESS OF APPLICANT:  
22261 512<sup>th</sup> Lane  
McGregor, MN 55766

PHONE NUMBERS:  
DAYS 218 426-3634  
EVENINGS 218 340-3049

**For Office Use Only**

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT

4

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

Retired, Farmer - logger.

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

Galen N. Tveit  
Signature of Applicant

10.10.22  
Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: Galen Tveit

STREET ADDRESS OF APPLICANT:

Galen N. Tveit

54446 US Hwy 169

Palisade, MN. 56469

PHONE NUMBERS:

DAYS 218-845-2354

EVENINGS \_\_\_\_\_

For Office Use Only

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

Date of Term Expiration: \_\_\_\_\_

Term #: \_\_\_\_\_

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

NAME OF AGENCY OR COMMITTEE YOU WISH TO SERVE ON:

Natural Resources Advisory Committee

AITKIN COUNTY COMMISSIONER DISTRICT

5

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

Aitkin County CUP Board member

Current member NRAC (chairman)

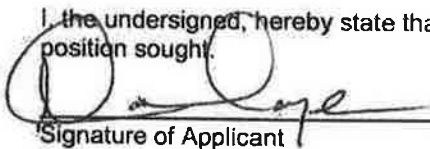
Hill City Council

Certified Sept installer/designer

Past member Minn Landscape Arts Experimental controls committee

Life Time resident Dist 5

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



Signature of Applicant

10/10/2022  
Date

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

Is this application submitted by appointing authority? Yes \_\_\_\_\_ No \_\_\_\_\_

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

**Please return application to the Aitkin County Administrator's office, located at  
307 2<sup>nd</sup> Street NW – Room 310, Aitkin, MN 56431**

NAME OF APPLICANT: David Lange

STREET ADDRESS OF APPLICANT: \_\_\_\_\_  
PHONE NUMBERS: \_\_\_\_\_  
DAYS \_\_\_\_\_  
EVENINGS \_\_\_\_\_

**For Office Use Only**

Date Appointed: \_\_\_\_\_ Date of Term Expiration: \_\_\_\_\_ Term #: \_\_\_\_\_



# Board of County Commissioners Agenda Request

**2N**  
Agenda Item #

**Requested Meeting Date:** 12/20/2022

**Title of Item:** Reaffirm Change Funds

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Lori Grams	<b>Department:</b> County Treasurer
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<b>Presenter (Name and Title):</b> N/A	<b>Estimated Time Needed:</b>
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**Summary of Issue:**

Reaffirm Change funds that the county holds.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**Reaffirming Change/Petty Cash Funds**

**BE IT RESOLVED, The Aitkin County Board of Commissioners reaffirms the following funds**

Treasurer	\$800.00
Recorder	\$1000.00
Health	\$50.00
Human Resources	\$500.00
Sheriff	\$400.00
License Center	<u>\$1000.00</u>
<b>Total General Fund</b>	<b>\$3750.00</b>
Emergency Revolving fund	\$3000.00
<b>Total Health and Human Services</b>	<b>\$3000.00</b>
<b>Long Lake Conservation Center</b>	<b>\$1000.00</b>
<b>Total for all change funds</b>	<b>\$7750.00</b>

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**20**  
Agenda Item #

**Requested Meeting Date:** 12/20/2022

**Title of Item:** Aitkin County Electronic Funds Policy/Procedure

<input type="checkbox"/> REGULAR AGENDA <input checked="" type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Lori Grams		<b>Department:</b> County Treasurer
<b>Presenter (Name and Title):</b> N/A		<b>Estimated Time Needed:</b>
<b>Summary of Issue:</b>  Approve annual resolution authorizing EFT activities to the County Treasurer for the year 2023		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		



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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**Aitkin County Electronic Funds Policy/Procedure**

**WHEREAS**, Minnesota Statute 471.38, allows for the use of electronic fund transfer as a means of making various payments,

**WHEREAS**, a local government may make an electronic funds transfer for the following:

- A. For a claim for a payment from an imprest payroll bank account or investment of excess money;
- B. For a payment of tax or aid anticipation certificates;
- C. For a payment of contributions to pension and retirement funds;
- D. For vendor payments; and
- E. For payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

**WHEREAS**, The County Board shall annually delegate the authority to make electronic funds transfers to the County Treasurer and the County Treasurer may designate Treasurer, Auditor, Payroll and Health and Human services staff to initiate electronic funds transfers.

**THEREFORE, BE IT RESOLVED**, that the Aitkin County Board delegates the authority to make electronic funds transfers to the Aitkin County Treasurer and for the County Treasurer to designate county staff to make electronic funds transfers for the year 2023.

**BE IT FURTHER RESOLVED**, that the County Treasurer will:

- A. Provide a copy of this resolution to the disbursing bank;
- B. Identify the initiator of the transaction and document the transaction with proper approval including confirmation of transaction;
- C. Provide a list of all transactions made by electronic fund transfer to the County Board at its next regularly scheduled meeting.

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December, 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

2P

Agenda Item #

**Requested Meeting Date:**

**Title of Item:**

<p>REGULAR AGENDA</p> <p>CONSENT AGENDA</p> <p>INFORMATION ONLY</p>	<p><b>Action Requested:</b></p> <p style="padding-left: 20px;">Approve/Deny Motion</p> <p style="padding-left: 20px;">Adopt Resolution (attach draft)</p> <p style="text-align: right; font-size: 0.8em;"><i>*provide copy of hearing notice that was published</i></p>	<p>Direction Requested</p> <p>Discussion Item</p> <p>Hold Public Hearing*</p>
<b>Submitted by:</b>		<b>Department:</b>
<b>Presenter (Name and Title):</b>		<b>Estimated Time Needed:</b>
<p><b>Summary of Issue:</b></p>		
<p><b>Alternatives, Options, Effects on Others/Comments:</b></p>		
<p><b>Recommended Action/Motion:</b></p>		
<p><b>Financial Impact:</b></p> <p><i>Is there a cost associated with this request?</i>                      Yes                      No</p> <p><i>What is the total cost, with tax and shipping? \$</i></p> <p><i>Is this budgeted?</i>                      Yes                      No                      <i>Please Explain:</i></p>		

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

ADOPTED December 20, 2022

By Commissioner: xxx

**20221220-xxx**

**Committee for the Awareness & Prevention of Suicide (CAPS) Donation**

**WHEREAS**, Aitkin County is generally authorized to accept donations of real and personal property with a 2/3 majority vote pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens.

**WHEREAS**, the following persons and entities have offered to contribute the cash amounts set forth below to the county:

<u>Name of Donor</u>	<u>Amount</u>
Mille Lacs Energy	<b>\$ 500.00</b>

**WHEREAS**, the terms or conditions of the donations, if any, are as follows:

<u>Name of Donor</u>	<u>Terms or Conditions</u>
Mille Lacs Energy	\$500.00 to the Committee for the Awareness & Prevention of Suicide (CAPS) group for continuing mental health and suicide prevention messaging and training and/or events throughout Aitkin County utilizing community opportunities. Next community event is anticipated by summer 2023.

**WHEREAS**, all such donations have been contributed to the county for the benefit of its citizens, as allowed by law.

**NOW THEREFORE BE IT RESOLVED**, the Aitkin County Board of Commissioners finds that it is appropriate to accept the donations offered.

Commissioner xxx 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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20<sup>th</sup> day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator





# Board of County Commissioners Agenda Request

**4A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Aquatic Invasive Species 2022 Summary

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Brittany Searle	<b>Department:</b> Adminstration
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<b>Presenter (Name and Title):</b> Kyle Fredrickson - AIS Coordinator	<b>Estimated Time Needed:</b> 15 Min
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**Summary of Issue:**  
Aquatic Invasive Species 2022 Summary

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Discussion Only

**Financial Impact:**  
 Is there a cost associated with this request?       Yes       No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?       Yes       No      *Please Explain:*



# Board of County Commissioners Agenda Request

**5A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** 2023 Interim Comprehensive Plan

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Kameron Genz	<b>Department:</b> Community Corrections
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<b>Presenter (Name and Title):</b> Kameron Genz, Director	<b>Estimated Time Needed:</b> 5 minutes
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**Summary of Issue:**

Review of 2023 Interim Comprehensive Plan. The update is to be submitted to MN DOC and does not require a signature in that, this is an update to the full 2022/2023 report previously approved by this Board. On December 13, 2022, the plan was reviewed by the Community Corrections Advisory Board at which time they recommended the plan be submitted to the County Board for approval. The report is attached.

**Alternatives, Options, Effects on Others/Comments:**

The Interim Comprehensive Plan is ready for review by the County Board prior to submission to MN Department of Corrections.

**Recommended Action/Motion:**

It is respectfully requested that the Aitkin County Board of Commissioners approve the 2023 Interim Comprehensive Plan for submission to MN Department of Corrections.

**Financial Impact:**

*Is there a cost associated with this request?*       Yes       No

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

*Is this budgeted?*       Yes       No      *Please Explain:*

The CCA Subsidy Grant revenue, in which the Comprehensive Plans are required, is budgeted annually.



Aitkin County  
Community  
Corrections

**2023**

**Interim Comprehensive Plan**

# **PROGRAM AND BUDGET UPDATE**



# ADMINISTRATION AND ORGANIZATION OF CORRECTIONAL SERVICES

Aitkin County Community Corrections began its first year of operating as a single county entity in July 2016. Prior to that date, the agency was part of a joint powers agreement and operated as Central Minnesota Community Corrections with Crow Wing and Morrison counties.

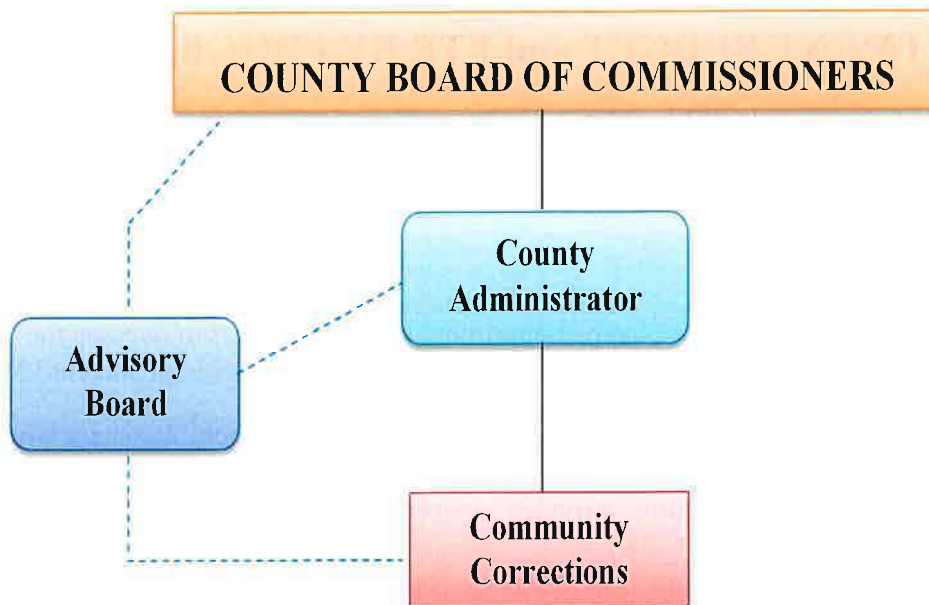
## VISION

It is the vision of Aitkin County Community Corrections to reduce recidivism within our community and work with our local stakeholders and other Minnesota Correctional Agencies to promote positive change among our clientele.

## MISSION

It is the mission of Aitkin County Community Corrections to promote public safety and victim restoration by holding offenders accountable, exercising an evidence-based model of correctional services and actively providing offenders opportunities to become law-abiding citizens.

## CURRENT ORGANIZATIONAL STRUCTURE



### 2023 County Commissioners

J. Mark Wedel  
Laurie Westerlund  
Travis Leiviska  
Bret Sample  
Michael Kearney

District #1  
District #2  
District #3  
District #4  
District #5



QR code for commissioner districts map

## AITKIN COUNTY COMMUNITY CORRECTIONS ADVISORY BOARD

The Advisory Board is appointed by the Aitkin County Board of Commissioners to oversee the corrections planning process and to take an active role in the development of the Comprehensive Plan. The Plan is then approved by the Board.

<b>MEMBERS</b> (9 members required by statute)	<b>CATEGORY</b> (* = 9 required by statute)
J. Mark Wedel ( <b>pending appointment</b> )	Commissioner, Aitkin County
<b>Vacant pending appointment</b>	Commissioner, Aitkin County
Honorable David Hermerding (or designee)	*Judiciary
Sheriff Dan Guida (or designee)	*Law Enforcement
Attorney James Ratz	*Prosecution/County Attorney
Attorney Jeff Haberkorn	Defense Attorney
HHS Director (or designee)	*Social Services
Cheryl Meld	*Education
Nancy Johnson-Houg	*Citizen Member
<b>vacant</b>	*Citizen Minority
Gabrea Anderson	Victim Services
<b>Ex-Officio Advisory Board members</b>	
Kameron Genz	*Corrections
Mark Smith	State Liaison, MN Department of Corrections

## **DEPARTMENT BUDGET and FTE BY PROGRAM AREA**

**BUDGET:** see Appendix for updated 2023 budget

### 2023 FTEs BY PROGRAM AREA

<b>PROGRAM AREA</b>	<b>DESCRIPTION</b>	<b>8 FTE</b>
ADMINISTRATIVE	1 Director employed as the department head/supervisor to oversee the correctional operations in Aitkin County and liaison with all stakeholders.	1.0
	1 Full-Time Administrative Specialist/Corrections Agent Assistant who splits time across all five program areas.	1.0
SPECIALITY COURT AGENT	1 Corrections Agent to provides supervision services to the Aitkin County Sobriety Court.	1.0
ADULT PROBATION SERVICES	4 Corrections Agents provide services to adult offenders sentenced to probation in Aitkin County and supervised release offenders accepted to supervision in Aitkin County.	4.0
JUVENILE PROBATION SERVICES	1 Corrections Agent provides supervision services to juveniles in diversion programs and juvenile probation in Aitkin County.	1.0
EVALUATION	1 Full-Time Administrative Specialist/Corrections Agent Assistant services provided to oversee the CSTS database statistical reports and assist the Director in gathering outcomes at approximately 0.2 FTE.	See above

## 2023 SALARY ROSTER

Position	Salary
Director	\$88,468
Corrections Agent	\$92,019
Corrections Agent	\$66,481
Corrections Agent	\$66,481
Corrections Agent	\$65,889
Corrections Agent	\$63,419
Corrections Agent	\$63,419
Administrative Assistant/Corrections Agent Assistant	\$39,790

Salary only – fringe and benefits not included

## SERVICES AND PROGRAMMING

Aitkin County is beginning its sixth year as a stand-alone community corrections agency after the dissolution of a Central Minnesota Community Corrections in 2016. We continue to be an active member of the Minnesota Association of Community Corrections Act Counties (MACCAC). Below are some of the highlights specific to Aitkin County Community Corrections for 2022.

We continue working to incorporate increased use of offense specific screening tools and keeping up to date on modifications to those tools. We have resumed communities of practice groups to reinforce and strengthen our skills in all areas of evidence based practices and client services. In addition we, set aside time out of our monthly office meetings to address questions regarding policy and/or practices.

Adult agents have continued to spend significant time addressing mental health concerns and assisting in clients' mental health or relationship crises due to lack of response by collateral agencies and lack of local resources. The Director, two adult agents and a local practitioner have begun working together to better assist probationers with persistent mental health concerns. This project is still in the planning stage with some very basic services being implemented but we are excited to see where it takes us in the next year.

Out of home placements for juveniles has significantly decreased in part reduced placement during the pandemic as well as reduced availability of programs and facilities. Once cases returned to a more regular schedule of moving through the court system, the need for juvenile placements increased again also. In addition, there appears to have been an increase of more significant mental health concerns of juvenile clients. This has also contributed to said need for increased out of home placements. Most juveniles requiring secure placement are now transported to Anoka County due to significant deficits in availability of appropriate facilities. In September 2022, Aitkin County/Community Corrections entered into contract with the Regional Juvenile Center in Anoka County. We hope this provides the necessary service and guaranteed emergency placements. Although we continue to strive for reunification of families, placement and detention is necessary in juvenile justice to protect community safety and for the well-being of the juvenile.

In 2016, the full-time case aide position was eliminated and re-classified as a part-time Administrative Specialist/Corrections Agent Assistant. It has been difficult to maintain a long-term employee in this part-time/no benefits position. Agents continue to have high caseloads numbers and agents and Director continue to need to assist in duties normally assigned to a case aide position. We excited to announce the proposal to make

that position fulltime beginning January 1, 2023 has not been opposed. This change will allow for more efficient use of all staff time and allow fewer interruptions to direct client service.

In 2023 we will have the retirement of a 26+ year agent. This absence will leave us with a fairly young and inexperienced office. However, I cannot sufficiently express how grateful I am for the staff I have. Although the remaining staff (excluding the Director) will not have as many years of service combined as that of our retiring agent, they have proven they are more than just capable! They have been put to the test through the pandemic, a revolving door of county attorney, court administration, defend counsel staff and our own office. Yet they have continued to take on challenges, to learn and to grow and they are doing a great job!

### **MACCAC Quality Assurance Model**

Aitkin County Community Corrections continues to be dedicated to improving and maintaining quality assurance regarding supervision and programming for offenders. We continue to work in maintaining the MACCAC quality assurance model. The model includes four phases, and includes the following five skills sets:

- Professional alliance
- Risk assessments
- Cognitive interventions
- Case planning
- Motivational interviewing

All agents are now training in the full skill set. Continuing education and booster trainings in these areas are encouraged. Agents are also encouraged to consider becoming trainers in any of the skills and we now have an agent who has completed the YLS trainer series.

Aitkin County Community Corrections continues to provide a 32-hour “Thinking for a Change” group for higher risk adult offenders. Six staff are trained as facilitators.

Aitkin County Sobriety Court continues to provide needed services to high risk drug and alcohol offenders. We have been able to continue Aitkin’s specialty court with county funds and legislatively appropriated grant funds for specialty treatment courts. As funding and contractual requirements continue to change, we are hoping to maintain this program if/when funding expires; however, it will be a significant increase to our annual budget, from County funds. We partnered with Aitkin County Public Health this year to incorporate a new program from Sobriety Court and other at-risk clients. The program titled “Making A Change” (MAC) includes a series of classes including: financial, budget, planning; and nutrition, meal planning and cooking. There is an optional third session for parenting and family matters. So far, the program has been well received. We originally had a pilot group with Sobriety Court participants and have now completed a second group of classes.

Aitkin County agents are trained in the use of the Carey Guides. We continue to train staff as they onboard and utilize and improve delivery of programs and services outlined in the Comprehensive Plan. We have been working to organize the Carey Guides in our physical office spaces to encourage and support the use of the guides on a regular basis. We will resume our plan to implement “Cognitive Behavioral Group Reporting” which will utilize an available agent to process through single Carey Guide books and assignments with clients whom agents feel need additional short term support the curriculum can provide. This process was halted temporarily in 2021 due to the ongoing pandemic.

We are working with various local and out of county agencies to provide services to clients. Some of our collaborations include youth suicide prevention groups, inter department groups to identify and address disparities, CD, mental health, and community supportive services.

# **ANNUAL PROGRESS REPORT ON STRATEGIC PLANNING**

# **STRATEGIC PLAN AND OUTCOME MEASURES PROGRESS REPORT**

The MACCAC Continuous Quality Improvement Plan was adopted by MACCAC in its entirety in April 2013. MCCC will continue to strive toward effectively implementing the CQI Plan in its entirety. Phase three will continue to be a focus in 2022.

## **PROGRESS**

### **PHASES ONE, TWO & THREE: Completed**

**Motivational Interviewing:** All agents have been trained in MI 1&2. Our agency supports the use of MI as an effective tool to assist offenders.

**Risk Assessments:** All agents are trained in the LS/CMI and YLS 2.0. Agents will continue to follow the recommendations for boosters and ongoing training. The MN Drug Court Initiative implemented the RANT to be utilized by treatment courts and our assigned agent has been trained in this assessment. Two agents are trained in and utilizing the Dynamic Risk Assessments (Stable, Static and Acute). Two agents are utilizing the DVI, as ordered by the Court, for Domestic Abuse offenses. These agents are also utilizing the ODARA when appropriate. As noted above, one agent is completed train-the-trainer for YLS. It is hoped that the use of specific assessment tools will assist us with better establishing appropriate supervision levels and to make proper recommendations for programming.

**Case Plans:** Agents who supervise high risk offenders are trained in the statewide case plan tool are beginning to utilize the case plan now that the template is implemented statewide. This is an ongoing process as agents work to better understand the process and have more consistency across agents.

**Cognitive Behavioral Programming:** Six agents are trained to facilitate Thinking for A Change. The Director continues to work with agents to assure that the lessons learned in T4C are reinforced in agent meetings with offenders and the primary facilitator will provide backup and support. The primary facilitator will also be responsible for maintaining statistics of recidivism for T4C participants.

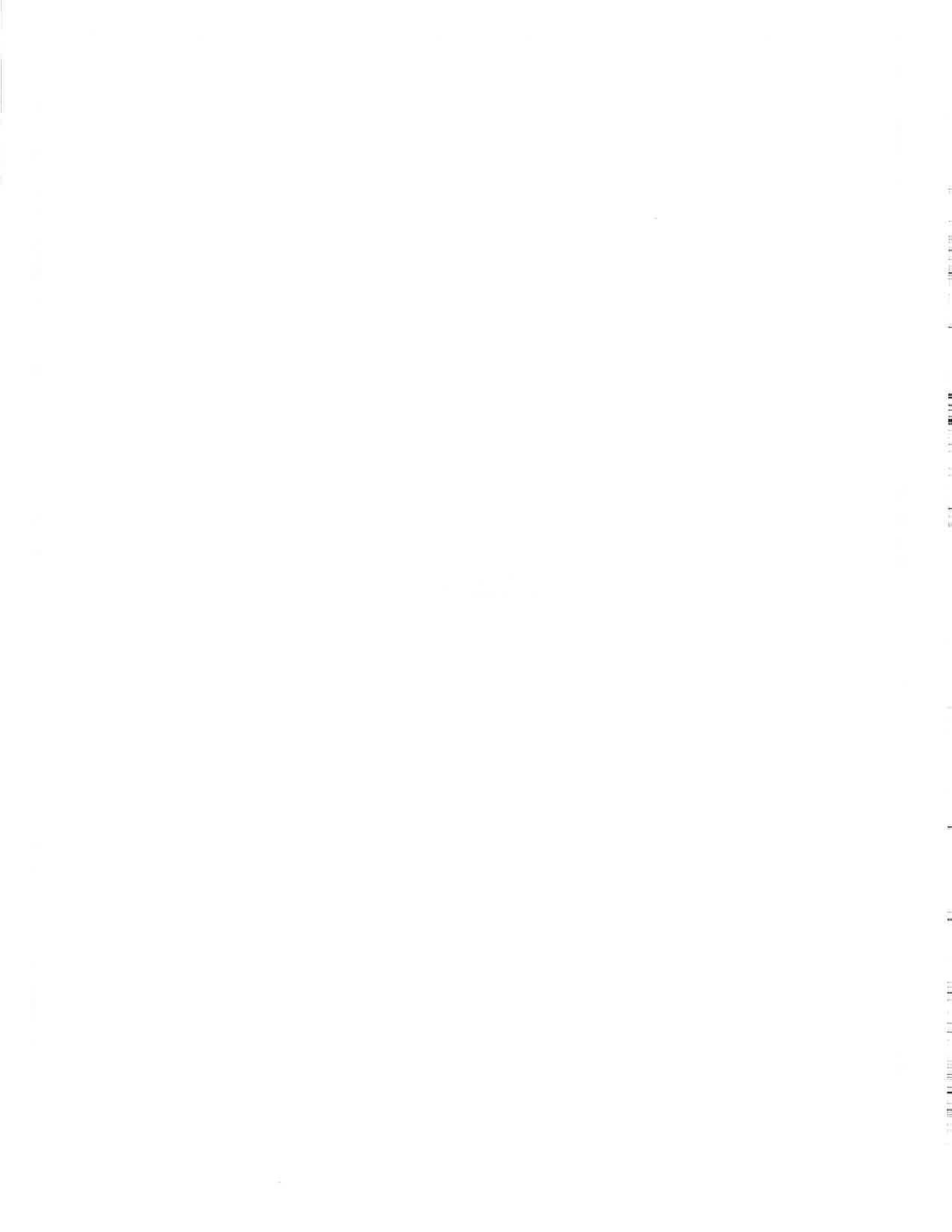
We continue to use and value the effectiveness of evidence-based practices as we strive to restoring the victim, rehabilitating the offender and reducing risk to our communities.

## **CONCERNS**

There are no specific concerns with regard to the strategic plan or evidence-based practices. However, data collection continues to be an area that needs our attention as we move through PHASE FOUR – EBP Implementation Evaluation. We do not employ a data collection staff as some other counties do, but are attempting to use CSTS and spreadsheets to collect data that can later be used to evaluate the above areas as well as recidivism. With our part time position becoming full time, it is hoped data collection efforts can be increased.

As caseload numbers remain high, and violent crimes and mental health concerns continue to rise, it appears that additional agents or office staff may be needed in the next few years. If that is not financially possible, looking at ways to reduce caseloads will have to be more closely examined. On that note, the work done by CSG continues to prove insightful and may provide an opportunity for statewide improvements across all delivery systems. Overall, the field of corrections continues to adapt and Aitkin County Community Corrections strives to provide the best services we can to offenders, victims, communities and our partners in the criminal justice system.

**APPENDIX**





**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Consolidated Budget**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				711,618
Service & Contractual				293,750
Travel				4,950
Training				6,294
Supplies & Materials				0
Capital Outlays				0
*Other Services (specify below)				0
Direct Budgeted Expenses	314,684	545,228	156,700	1,016,612
Use of State Institutions	0	0	0	0
<b>Total Budgeted Expenses</b>	<b>314,684</b>	<b>545,228</b>	<b>156,700</b>	<b>1,016,612</b>

Minimum County/Group Level of Spending Current Year:

26,004

Percent of County budget

5%

*For Internal Use Only:*

Fiscal Services Grant Administrator Approval & Date

Date Notified Grants Administrator

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Administration**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				130,690
Service & Contractual				21,750
Travel				1,900
Training				0
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	126,390	6,950	21,000	154,340
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>126,390</b>	<b>6,950</b>	<b>21,000</b>	<b>154,340</b>

**Budget for Subsidy Program: Training**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				6,294
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	6,294			6,294
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>6,294</b>	<b>-</b>	<b>-</b>	<b>6,294</b>

**Budget for Subsidy Program: Adult Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Adult Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				406,363
Service & Contractual				2,000
Travel				1,700
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	152,000	238,363	19,700	410,063
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>152,000</b>	<b>238,363</b>	<b>19,700</b>	<b>410,063</b>

**Budget for Subsidy Program: Court & Field Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**Budget for Subsidy Program: Evaluation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Jail Programs**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Facilities**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Juvenile Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				86,892
Service & Contractual				220,000
Travel				350
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses	30,000	277,242		307,242
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	<b>30,000</b>	<b>277,242</b>	-	<b>307,242</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Non-Residential Programming**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Parole Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Probation Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				46,000
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses			46,000	46,000
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	<b>46,000</b>	<b>46,000</b>

**Budget for Subsidy Program: Service & Contractual**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Specialty Court (Drug, DWI, ETC)**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				87,673
Service & Contractual				4,000
Travel				1,000
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses		22,673	70,000	92,673
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	<b>22,673</b>	<b>70,000</b>	<b>92,673</b>

**MINNESOTA DEPARTMENT OF CORRECTIONS**  
**COMMUNITY CORRECTIONS ACT**  
**COMPREHENSIVE PLAN BUDGET**  
(nearest dollar)

County/Group: Aitkin

Budget Year: 2023

**Budget for Subsidy Program: Supervised Release Services**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**Budget for Subsidy Program: Other-**

FUNDING SOURCE	DOC SUBSIDY	COUNTY	OTHER	TOTAL
Personnel				
Service & Contractual				
Travel				
Training				
Supplies & Materials				
Capital Outlays				
*Other Services (specify below)				
Direct Budgeted Expenses				0
Use of State Institutions				0
<b>Total Budgeted Expenses</b>	-	-	-	<b>0</b>

**\*OTHER SERVICES (FUNDING SOURCE SPECIFIED)**

Program Name	Description	Amount
Specialty Court	9th District Court Administration grant	70,000
Admin/Prob services	various client/service fees	81,100
Adult services	potential DOC grant reimbursement fund	5,600
	<b>Total</b>	<b>156,700</b>

**NOTES:**

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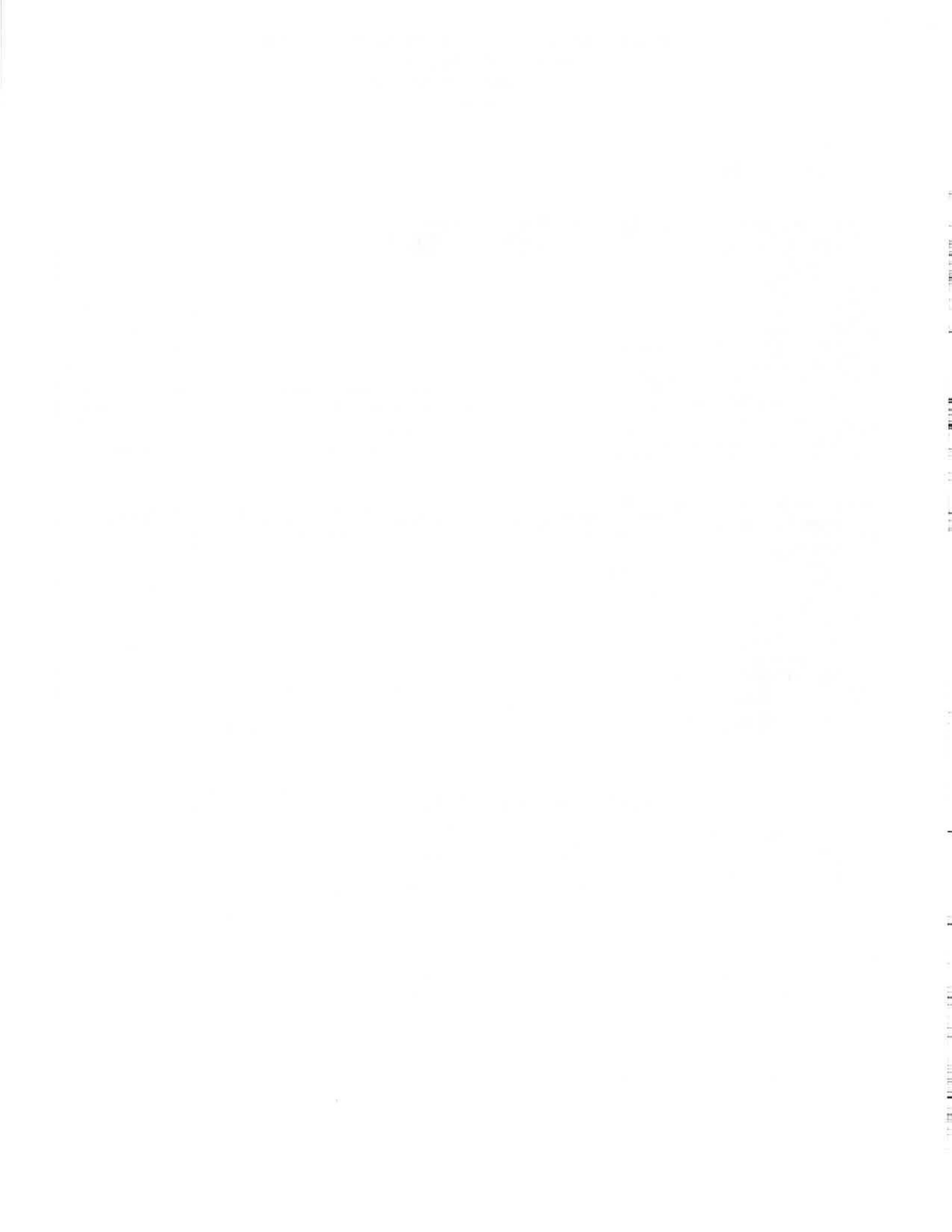
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# Board of County Commissioners Agenda Request

**5B**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** resolution of support for CSWG and corrections funding/appropriation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Kameron Genz	<b>Department:</b> Community Corrections
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<b>Presenter (Name and Title):</b> Kameron Genz, Director	<b>Estimated Time Needed:</b> 10 minutes
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**Summary of Issue:**

Aitkin County Community Corrections and AMC are asking all 87 Minnesota counties to support the efforts of the Community Supervision Work Group to create a more effective probation system in Minnesota. A resolution by all counties is a message to legislators that they can no longer ignore this critical aspect of Minnesota's public safety system and must do their job in 2023 by passing a new formula and accompanying funding."

See attached proposed resolution.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

It is respectfully requested that the Aitkin County Board of Commissioners adopt the resolution endorsing the efforts the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

**Financial Impact:**

*Is there a cost associated with this request?*       Yes       No

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

*Is this budgeted?*       Yes       No      *Please Explain:*

This request does not include any current expenditure or revenue but could result in future revenue.

## What is Probation?

Probation is one form of community supervision, which is an umbrella term that includes probation, supervised release, and pre-trial services. Many people use the term probation and community supervision interchangeably. Throughout this document, probation is used to refer to all parts of the community supervision system which are defined below.

### Pre-Trial Supervision

Pretrial supervision is community supervision of person that has not yet been convicted of a crime. Agents ensure clients show up to court, comply with conditions of release, and connect them with voluntary services like substance use disorder and mental health treatment.

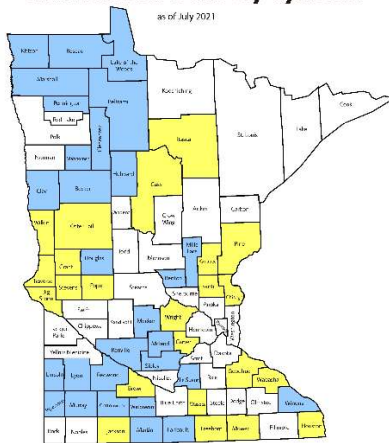
### Supervised Release

Community supervision for those who committed felony offenses are released from prison on their court-ordered release date. In Minnesota, state law requires most people serve two-thirds of their sentence in prison and one-third in the community under supervision. Some people who require greater supervision are placed on intensive supervised release.

### Probation

A community supervision sanction imposed on a person by the court as an alternative to or in conjunction with confinement or intermediate sanctions. They may be convicted of felony, gross misdemeanor, or misdemeanor offenses

### Correctional Delivery Systems



There are three probation delivery systems in Minnesota that use a combination of state and county provided services. **Counties provide about 80% of the probation and supervised release services in the state and the Department of Corrections (DOC) provides the other 20%.**

- **DOC**  
State Corrections Department provides all supervision services.
- **DOC/CPO**  
State Corrections Department provides services for adult felons; county provides services for juveniles/adult non-felons.
- **CCA**  
Community Corrections Act provides all supervision services.

## How is Probation Funded in Minnesota?

**Every probation delivery system has its own method of funding.**

- The DOC receives a direct agency appropriation from the Legislature and is included in the Governor's budget request to the Legislature. The Legislative funding is the main source of funding for the DOC. For DOC contract counties, the DOC provides all supervision services and bills the county for juvenile and adult non-felony cases. The county is eligible for a 50% reimbursement of costs just like the CPO Counties described in the next paragraph.
- CPO counties provide and pay for probation services for juveniles and adult non-felons, which is reimbursable up to 50% from the DOC. If the Legislature does not appropriate enough money to the DOC to reimburse the entire 50% of costs, the DOC pro-rates the reimbursements. CPO counties have not received the complete reimbursement amount since the 1990's.
- CCA counties receive a subsidy from the Legislature after it passes through the DOC budget. The subsidy is distributed to the CCA counties through a complicated formula considering population, case filings, criminal defendants that are not sent to prison, and adjusted net tax capacity. In most counties, the state subsidy does not cover more than 1/3 of costs for probation that is provided by the county on behalf of the DOC – well below the intended 50% cost-share by the state.

## The Problem – Confusion and Underfunding

The three different funding mechanisms used to fund Minnesota's probation systems are not only difficult to understand but also create inequalities in service and outcomes. Every year, the three delivery systems approach the Legislature separately for funding to provide an essential public safety service. Counties are at a disadvantage because they are not at the table as a state agency therefore, they must rely on the DOC to include county funding in the governor's proposed budget. If that does not happen, counties must bring an independent bill to ask for funding. When choosing between the state budget and county subsidies and reimbursements, legislators often cut the county funding proposals, which means that counties – who deliver more than 80% of the State's probation services – are consistently underfunded. Even when the DOC field services budget gets an increase, it has not been enough to hire additional field agents.

**Minnesota is last in the nation when it comes to general fund spending on corrections. The impact is felt severely by smaller counties with fewer resources. Without proper resources, probation staff cannot do their job effectively which impacts public safety in every county regardless of delivery system.**

## The Solution – More Funding and a New Formula Created by Counties

AMC has gone to the Legislature year after year for funding to support better outcomes but has been unsuccessful in obtaining any meaningful changes. Until the outdated formula and funding structure are amended, counties will be required to make up the difference between what the state provides and what public safety necessitates through increased property tax levies. Counties have the solution and are unified in their proposal to fix the probation funding formula.

**The AMC Community Supervision Workgroup is creating a better probation funding formula to apply one method of funding for all counties.** All three probation delivery systems are retained in this proposal, preserving county choice. The simplified formula will be based on data from a workload study that is currently underway and will be used to calculate the actual cost for probation. The workload study is tracking the work of agents throughout the state to determine how many staff are required to provide evidence-based practices throughout the state. Once the required staffing is determined, the Workgroup determine the daily cost of probation for each case which will be the basis for legislative appropriations. This will ensure that counties are part of the same funding stream as the DOC, so the entire system is funded as part of the state budget. **There will be a substantial appropriation request** in addition to the proposed formula **to ensure that all counties can maintain a base level of probation** and evidence-based practices that are proven to reduce the rate of reoffense.

## The Resolution

AMC is asking for the support of all 87 counties to support the efforts of the Community Supervision Workgroup to create a more effective probation system in Minnesota. A resolution by all 87 counties is a message to legislators that they can no longer ignore this critical aspect of Minnesota's public safety system and must do their job in 2023 by passing a new formula and accompanying funding.

If you have questions or would like more information, please contact Carli Stark, AMC Public Safety Policy Analyst and MACCAC Director, at 651-789-4335 or [cstark@mncounties.org](mailto:cstark@mncounties.org).

December 2022

By Commissioner: xx

20221220-0xx

**Community Supervision Work Group**

Endorsing the efforts of the Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

**WHEREAS**, community supervision is a fundamental part of the criminal justice system in Minnesota and funding sufficient to ensure effective services is vital to public safety in all communities across the state; and

**WHEREAS**, community supervision includes services such as probation, supervised release, and intensive supervised release; and

**WHEREAS**, Minnesota's counties provide essential community supervision services both as mandated by M.S. Chapter 244.19 and also as delegated by the Department of Corrections under M.S. Chapter 401; and

**WHEREAS**, when the Legislature decided that community supervision was best delivered through a state-county partnership, it stated a clear intent that the state would provide significant funding to the counties for operation of local programs; and

**WHEREAS**, over the past 20 years, Minnesota has become the state with the lowest level of corrections funding in the nation because the Legislature has not upheld its promise to provide adequate state resources to support community supervision; and

**WHEREAS**, the Legislature's failure to adequately fund community supervision has increased local property taxes on residents and businesses; and,

**WHEREAS**, a revised community supervision funding formula is necessary to ensure that all communities in Minnesota have enough state funding to provide a consistent standard for effective, evidence-based community supervision services regardless of local capacity to pay; and

**WHEREAS**, the Association of Minnesota Counties assembled the Community Supervision Work Group including county leaders and experts in community supervision from all three supervision delivery systems to study the needs of community supervision departments statewide and develop a single funding formula that is transparent, needs based, and equitable among county and state supervision providers; and,

**WHEREAS**, the Community Supervision Workgroup has taken up its charge to convene stakeholders across the three probation delivery systems to oversee a study to create a unified recommendation for an equitable and adequate funding formula and appropriation; and,

**WHEREAS**, the Board of Directors of the Association of Minnesota Counties that represents the diverse interests of Minnesota's 87 counties, voted to support a new funding formula that provide counties with the resources needed to keep communities safe; now, therefore,

**BE IT RESOLVED**, the Aitkin County Board of Commissioners endorses the efforts of the Community Supervision Work Group and urges the Legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**6A**

Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Lakes Storage Valhalla 65 Plat

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  <p>In accordance with Section 5.02(D) and Section 6.0 of the Aitkin County Subdivision Ordinance, the requirements for preliminary and final plat have been met. The Final Plat conforms to the preliminary plat approved by the Planning Commission and has incorporated all required changes. Requesting the Board of Commissioners approval in order to allow applicant to move ahead with project and the development of the Lakes Storage Valhalla 65 in Aitkin County.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> Motion to deny the Lake Storage Valhalla 65 Plat.		
<b>Recommended Action/Motion:</b> Motion to approve the Lake Storage Valhalla 65 Plat.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

Check-list for Plat Approval

\*\* Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: LAKES STORAGE VALHALLA 65 Developer: RINTA BROTHERS LLC

Owner: ANTHONY RINTA (29-0-061400)

Address: 15743 475<sup>th</sup> LANE City: TAMARACK State: MN Zip: 55787

Surveyor: NORTHWESTERN SURVEYING - KALEB KADELBACH

1. Final Approval of Planning Commission: (Date) JULY 18, 2022  
Any conditions necessary for final approval: W/ 6 CONDITIONS - SEE ATTACHED

[Signature]  
Zoning Administrator

2. Surveyor's Plat Inspection Fee Paid: \$ 150<sup>-</sup> On (Date) \_\_\_\_\_

[Signature]  
County Surveyor

3. Title Opinion Approved by County Attorney: (Date) 11/22/2022

[Signature]  
County Attorney

4. Roads Approved by County Engineer: (Date) 9-29-22

John Welle Digitally signed by John Welle  
Date: 2022.09.29 09:12:13 -0500

County Engineer

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:  
Amount of Surety: \$ N/A Date: \_\_\_\_\_

County Auditor

6. Plat Inspection Fee Paid: \$ 123<sup>00</sup> Date: 12-2-22

[Signature]  
County Auditor

7. Current Taxes Paid: \$ 266.00 Date: 11/23/22

[Signature]  
County Treasurer

8. Delinquent Taxes Paid: \$ N/A Date: 11-23-22

[Signature]  
County Auditor

9. Approved by County Board: Date: \_\_\_\_\_

Chairman, Aitkin County Board of Commissioners

10. Filing Fee Paid: 56.00  
Date: \_\_\_\_\_

County Recorder

**Conditions for Anthony Rinta / Paul Sather #2022-008681**

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. No outside storage of items is allowed.
3. All lighting must be downward directed and shielded from shining across property lines.
4. No human habitation allowed within the units.
5. Maintain current vegetative screening from Highway 65
6. Any future subdivision of the property will require primary and alternate septic sites.







# Board of County Commissioners Agenda Request

**6B**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Long Point Storage Plat

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft)	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing* <small>*provide copy of hearing notice that was published</small>
<b>Submitted by:</b> Andrew Carlstrom		<b>Department:</b> Planning & Zoning
<b>Presenter (Name and Title):</b> Andrew Carlstrom, Environmental Services Director		<b>Estimated Time Needed:</b> 5 minutes
<b>Summary of Issue:</b>  <p>In accordance with Section 5.02(D) and Section 6.0 of the Aitkin County Subdivision Ordinance, the requirements for preliminary and final plat have been met. The Final Plat conforms to the preliminary plat approved by the Planning Commission and has incorporated all required changes. Requesting the Board of Commissioners approval in order to allow applicant to move ahead with project and the development of the Long Point Storage in Aitkin County.</p>		
<b>Alternatives, Options, Effects on Others/Comments:</b> Motion to deny the Long Point Storage Plat.		
<b>Recommended Action/Motion:</b> Motion to approve the Long Point Storage Plat.		
<b>Financial Impact:</b> Is there a cost associated with this request? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No What is the total cost, with tax and shipping? \$ Is this budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No      Please Explain:		

**Check-list for Plat Approval**

\*\* Applicant is responsible for acquiring all signatures for items 1 through 8 prior to County Board approval.

Name of Plat: LONG POINT STORAGE Developer: JEREMY PAQUETTE

Owner: JEREMY PAQUETTE (29-1-545300)

Address: 50801 237th PLACE City: McGREGOR State: MN Zip: 55760

Surveyor: LAKES AREA SURVEYING - PAUL HERKENHOFF

1. Final Approval of Planning Commission: (Date) MAY 16, 2022  
Any conditions necessary for final approval: W/ 9 CONDITIONS SEE ATTACHED

2. Surveyor's Plat Inspection Fee Paid: \$ 150 On (Date): \_\_\_\_\_  
[Signature]  
Zoning Administrator

3. Title Opinion Approved by County Attorney: (Date) 11/22/2022  
[Signature]  
County Surveyor

4. Roads Approved by County Engineer: (Date) N/A  
[Signature]  
County Attorney

5. If Bond or Escrow Amount Needed to Insure Completion of Roads or other Improvements:  
Amount of Surety: \$ N/A Date: \_\_\_\_\_  
County Engineer

6. Plat Inspection Fee Paid: \$ 11500 Date: \_\_\_\_\_  
County Auditor

7. Current Taxes Paid: \$ 34.10 Date: 11/23/22  
[Signature]  
County Auditor

8. Delinquent Taxes Paid: \$ N/A Date: 11-23-22  
[Signature]  
County Treasurer

9. Approved by County Board: Date: \_\_\_\_\_  
[Signature]  
County Auditor

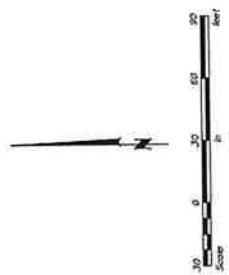
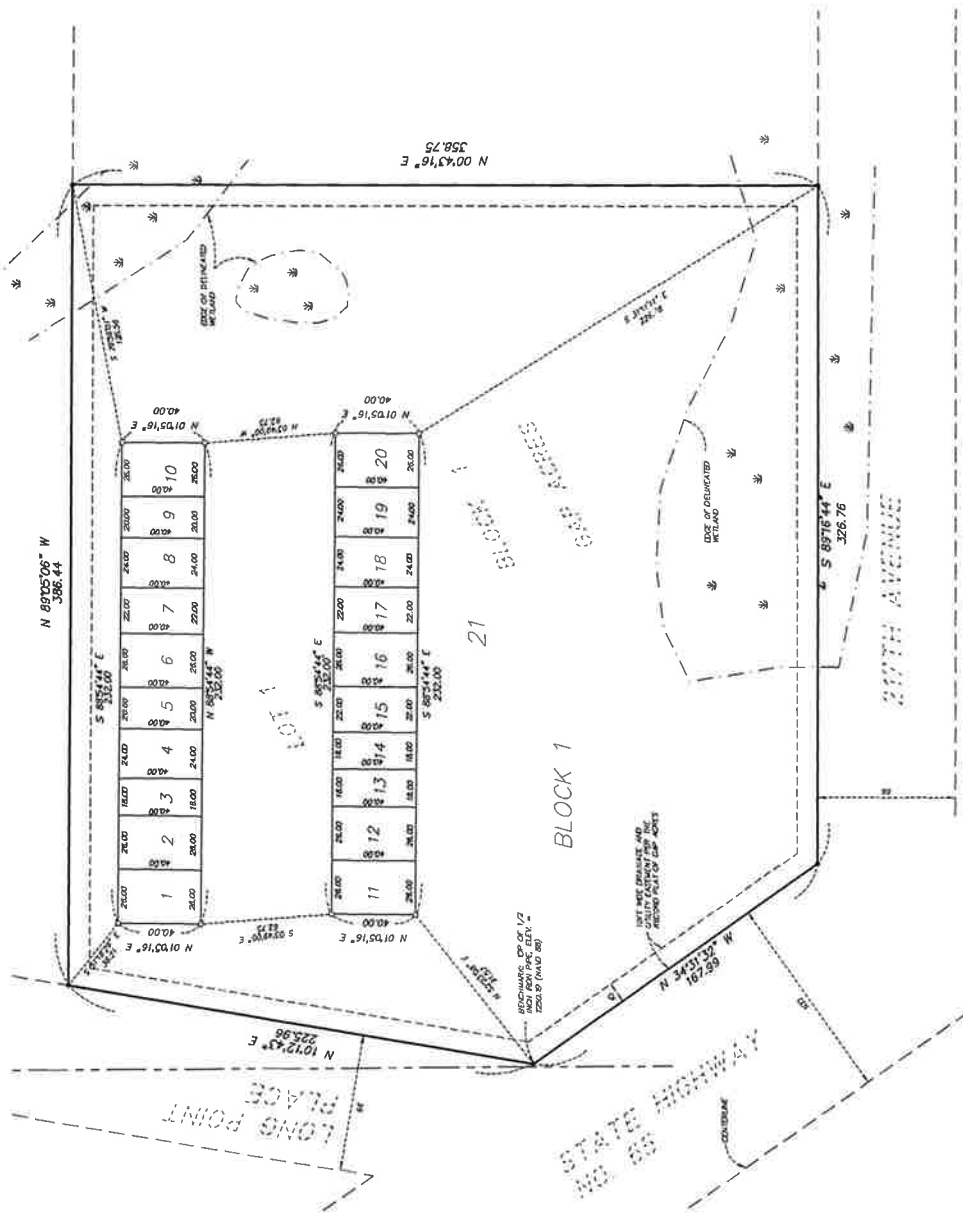
10. Filing Fee Paid: 56.00 Date: \_\_\_\_\_  
Chairman, Aitkin County Board of Commissioners

County Recorder

**Conditions for Jeremy Paquette #2022-008596**

1. Must comply with all local, state and federal regulations that pertain to this type of operation.
2. No outside storage of items is allowed.
3. All lighting must be downward directed and shielded from shining across property lines.
4. No human habitation allowed within the units.
5. Access to storage facility allowed only from Long Point Place.
6. Maintain screening along Highway 65 and as indicated by the applicant here today.
7. Upon approval of CUP, submit a Common Interest Community Declaration to Aitkin County Planning & Zoning.
8. Storage building colors must be earth tones.
9. Real estate signs must be in compliance with the Zoning Ordinance.

# LONG POINT STORAGE



- LEGEND**
- PLANNED HATCH MARKING
  - POINTS SET BY LOCAL SURVEYING COMPANY 12/18/77
  - POINTS SET BY LOCAL SURVEYING COMPANY 12/18/77
  - POINTS SET BY LOCAL SURVEYING COMPANY 12/18/77

BEARINGS BASED ON THE ATRIN COORDINATE SYSTEM, 1983 88.

**Las Vegas SURVEYING LLC**  
 2418 SHILLY ROAD, SUITE C  
 LAS VEGAS, NV 89114-2151 (951) 961-0800

ALL RIGHTS RESERVED BY THE SURVEYOR. THE SURVEYOR'S OFFICE IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE SURVEYOR'S OFFICE IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN. THE SURVEYOR'S OFFICE IS NOT RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION CONTAINED HEREIN.

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# Board of County Commissioners Agenda Request

**7A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** MN DNR Heritage Forest Project Confirmation Letter

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> DJ Thompson	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> Brian Leitinger, Aitkin Area Forest Supervisor - MN DNR	<b>Estimated Time Needed:</b> 10 Minutes
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**Summary of Issue:**

The Minnesota Department of Natural Resources is beginning a project to determine if the state should attempt to acquire some of the former Potlatch lands in 14 northern Minnesota counties now owned by The Conservation Fund.

After analyses and consultations are complete, DNR will complete a single appraisal of the carefully chosen lands to determine a fair value and then submit a funding request to the Legislature to acquire them. There are 3 tracts in Aitkin County that are being considered.

Spalding Twp Tract = 318 acres    EMV = \$431,600    Taxes = \$2,108    PILT (County) \$640    PILT (State) \$2,240.57

Balsam Twp Tract = 40 acres    EMV = \$36,900    Taxes = \$176    PILT \$276.75

Unorganized Twp Tract = 645.8 acres    EMV = \$753,300    Taxes = \$4286    PILT \$4532.39

MN DNR at this time is requesting the County Board confirm its support of the project.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Sign MN DNR Heritage Forest Project confirmation letter.

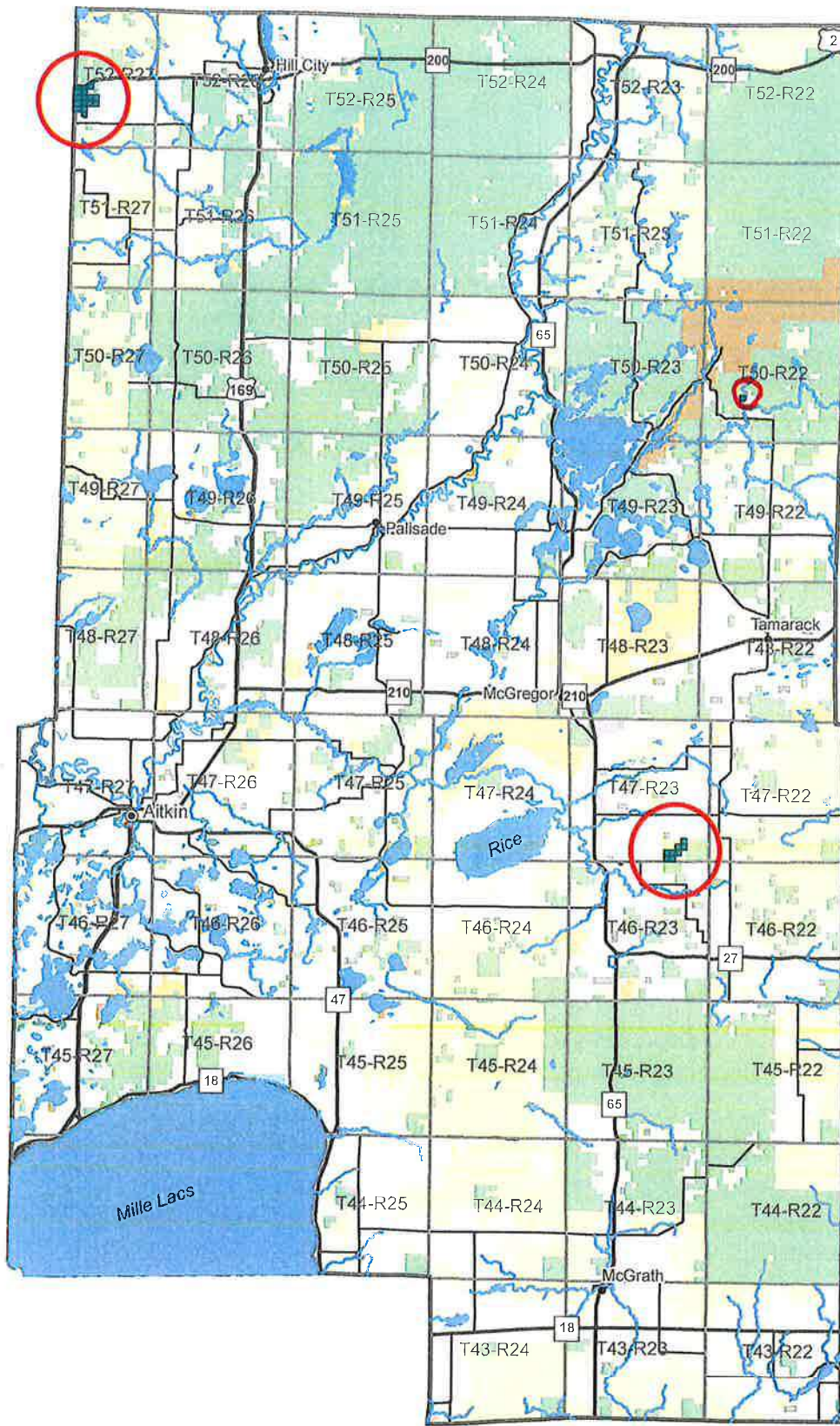
**Financial Impact:**

*Is there a cost associated with this request?*     Yes     No

*What is the total cost, with tax and shipping?* \$ Depends on the acquisitions and PILT payment

*Is this budgeted?*     Yes     No    *Please Explain:*

# DNR Heritage Forest Parcel Analysis - Aitkin



## DNR Heritage Forest Priority Parcels

State Forest

Lakes and Rivers

State Trails

Highways

Townships

## State Fee Surface Interests by Administrator

Ecological and Water Resources

Fisheries

Forestry

Other DNR Units

Parks and Trails

Wildlife

County Administered Tax Forfeit

Tribal Government in Minnesota





## AITKIN COUNTY ADMINISTRATION

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Aitkin County Government Center  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

jessica.seibert@co.aitkin.mn.us  
Phone: 218-927-3093  
Fax: 218-927-7374

December 20, 2022

MN Department of Natural Resources  
Adam Munstenteiger  
MN Heritage Forest Project Manager  
2115 Birchmont Beach Road NE  
Bemidji, MN. 56601

Dear Mr. Munstenteiger

This is to confirm Aitkin County Board of Commissioners supports the State of Minnesota Department of Natural Resources (MN DNR) work to acquire some, or all the properties currently owned by The Conservation Fund in Aitkin County as reflected on the attached map.

It is understood between Aitkin County and the MN DNR that formal County Board approval may or may not be required depending upon the Outdoor Recreation Unit designation and/or the funding source. The Aitkin County Board understands that a representative from MN DNR will notify us once a formal option agreement has been signed and request a formal County Board resolution if required by law.

Sincerely,

J. Mark Wedel  
County Board Chair





# Board of County Commissioners Agenda Request

## 7B

Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** FSC Forest Management Re-certification

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> DJ Thompson	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> DJ Thompson, Land Commissioner	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

The Aitkin County Land Department (ACL D) has been third-party certified with the Forest Stewardship Council (FSC) since September of 1997 becoming the first county managed forest lands in the United States to obtain this international gold standard. Over the last 25 years, FSC certification has provided an independent and public verification that ACL D has met or exceeded the rigorous principles that promote environmental, economic, and social standards. In addition, FSC certification has helped ACL D and local forest industries maintain access to regional and international timber markets. To maintain the FSC standard, ACL D is required to undergo re-assessment of all of the FSC principles and criteria every five years and then undergo annual audits each subsequent year.

Preferred by Nature (initially SmartWood) has been the organization that has provided the required certification and auditing services for the ACL D since 1997.

ACL D has negotiated a cost for 5-year certification that spreads the normal higher up-front costs over 5 years. The proposal includes a graduated early termination penalty if ACL D terminates before the end of the 5 years.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
 ACL D requests approval of the attached proposal for FSC recertification and audit services with Preferred by Nature (2023-2027)

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$ \$11,337/year 2023-2027

Is this budgeted?       Yes       No      *Please Explain:*

Yearly cost is \$11,030 plus FSC AAF fee charged to certifying bodies based on the certificate holder number of acres. The FSC AAF for ACL D is currently \$307.00



December 8, 2022

Dennis Thompson  
Aitkin County Land Department  
502 Minnesota Avenue North  
Aitkin, Minnesota 56431

RE: Proposal for 2023 FSC forest management re-certification

Dear Dennis:

Thank you for expressing an interest in FSC forest management certification. We hereby submit this certification proposal for the FSC certification re-assessment and subsequent annual audits. The re-assessment will include a thorough, comprehensive examination of forest management systems within the context of the FSC-US Forest Management Standard Version 1.0. For a copy of this standard, go to [http://www.fscus.org/standards\\_criteria/forest\\_management.php](http://www.fscus.org/standards_criteria/forest_management.php).

Upon the acceptance of this proposal from Preferred by Nature, Aitkin County Land Department (ACLD) will be asked to sign a copy of the Preferred by Nature Service Agreement for the FSC Forest Management re-assessment. Preferred by Nature will then initiate the re-assessment process as detailed below, beginning with auditor assignment, and development of a draft agenda. If there are any elements of our proposal that do not meet your expectations, please do not hesitate to contact us.

This proposal is valid for 30 days from the date of proposal.

Proposal consists of four main parts:

- Scope
- Forest management re-assessment process
- Re-assessment budget with future audit costs
- Preferred by Nature background information

### **Scope**

The scope of the forest management re-assessment includes forest owned by Aitkin County, which is approximately 90,866 hectares.

In addition, the proposal is based on the understanding all preparation material requested by Preferred by Nature will be completed in a timely manner prior to initiation of the re-assessment.

### **Forest management re-assessment process**

The certification process consists of the following steps:

- Preferred by Nature staff and auditors coordinate with staff directly responsible for forest management to further prepare for the re-certification process; request documentation to be provided; and to plan the logistics of the assessment.
- Based on discussions and document review, the agenda and dates of field re-assessment are agreed with the client.
- Once the dates are agreed upon, Preferred by Nature initiates a public stakeholder consultation process in keeping with FSC requirements. A list of potential stakeholders is compiled and information about the upcoming evaluation is submitted to all stakeholders. Also, a public notification about the evaluation is posted on the Preferred by Nature website. Additionally, selected stakeholders will be contacted by Preferred by Nature prior to, during, and after the evaluation.
- The field evaluation will consist of the following elements:

- Review of procedures and interview with staff supervising forest management activities;
- Examination of forest management plans and other forest management related documentation;
- Field visits to different forest sites together with forest management staff (logging sites, regeneration, protected areas etc.).
- Interviews with operational staff conducting activities in the field (including contractors);
- Based on evidence collected and observed during the evaluation, Preferred by Nature compiles a written report summarizing the findings and conclusions of our auditors. Any non-conformances identified are described in the report as minor or major non-conformances. Major non-conformances must be eliminated before re-issuance of certificate (additional field or desk assessment is required); minor non-conformances must be eliminated within a prescribed timeline (usually 1 year) however they do not preclude the issuance of a certificate. Correction of minor non-conformances is usually checked during the next annual audit.
- A draft report will be provided within 45 days after the completion of the evaluation for your review and comment.
- After you have reviewed the report, Preferred by Nature conducts a formal quality review of the report and makes a re-certification decision.
- In the case of a positive decision, an updated certificate is issued for a five year period. For maintenance of certification, annual surveillance audits are required to be conducted at least yearly.
- A public summary of re-assessment report is placed on the FSC website and it is accessible for all interested parties. All proprietary and confidential information is held in strict confidence by Preferred by Nature and is excluded from the public summary unless otherwise expressly agreed upon in writing.

**Re-Assessment budget with future audit costs**

The certification re-assessment is a thorough analysis of the forest management practices, associated management systems, documents and records. The re-assessment will be conducted with particular emphasis on field performance within the parameters of stated management objectives, regulatory and procedural constraints. Preferred by Nature will develop a report of re-assessment findings for each Indicator in the Standard including Observations, Minor Non-Conformance Reports (NCRs) and/or Major NCRs. Based on the scope identified above in this proposal, the likely duration of the re-assessment is 2.5 days with 2 auditors.

Annual audits evaluate verify conformance with portions of the applicable FSC Forest Management Standard and evaluate open Nonconformity Reports (NCRs). The audit will also include an evaluation of any changes to your FSC-certified management systems and/or changes in the scope of your certification. Based on the scope identified above in this proposal, the likely duration of the annual audit is 2 days with 1 auditor.

As requested, your audit proposal, cost for 5-year certification period is detailed below. We are offering you two options for payment. The first option is to pay normal reassessment cost with annual audits increasing each year.

<b>YEAR</b>	<b>CERTIFICATION ACTIVITY</b>	<b>TOTAL COST</b>
2023	FSC Full recertification audit	\$21,900
2024	Yearly audit	\$7,650
2025	Yearly audit	\$8,150
2026	Yearly audit	\$8,550
2027	Yearly audit	\$8,900
<b>Total</b>		<b>\$55,150</b>

The second option, for your audit proposal, cost for 5-year certification period has been spread evenly over the 5 years rather than a higher upfront cost for the re-assessment. Therefore, included is an early termination fee to be paid if ACLD terminates the proposal before the end of the 5-year period.

YEAR	CERTIFICATION ACTIVITY	TOTAL COST	Early Termination Fee
2023	FSC Full recertification audit	\$11,030	\$10,870
2024	Yearly audit	\$11,030	\$7,490
2025	Yearly audit	\$11,030	\$4,610
2026	Yearly audit	\$11,030	\$2,130
2027	Yearly audit	\$11,030	\$0
<b>Total</b>		<b>\$55,150</b>	

**Budget Notes:**

1. These figures do not include FSC AAF fee charged to certifying bodies based on certificate holder number of acres. The FSC AAF for ACLD is currently \$307.
2. These figures include all auditor costs including travel, lodging, and meals.
3. Early termination fee due if termination occurs before the next audit (e.g. if terminate before the 2024 audit, \$10,870 is due).
4. **ACLD will chose which payment option to honor for this 5-year audit proposal.**

**Option 1 or Option 2 (please circle option choice).**

Preferred by Nature will honor these cost estimates for future audits, if possible. There is the potential that these costs will need to be adjusted in future years based on unanticipated issues such as, but not limited to, the following factors:

- Substantial Increase in travel expenses and/or inflation;
- Change in scope of the ACLD certificate;
- Changes in FSC-US and/or FSC-International standards;
- Changes in FSC policy and/or sampling requirements;
- Changes in ACLD management intensity;
- Substantial stakeholder issues; or
- Major non-conformances with ACLD certificate.

If any unanticipated issue results in a cost increase to Preferred by Nature by 5% or more, then Preferred by Nature reserves the right to adjust the budget. If this happens, Preferred by Nature will submit a budget approval letter with an email that explains the increase for approval by ACLD.

**Preferred by Nature -background information**

Preferred by Nature was the first forest certification organization in the world. We are a well-known entity with an established track record. Our unmatched experience translates directly into value for our clients. Preferred by Nature certifications carry a proven track record of durability. Thanks to our extensive and diverse experience, we have developed credible, practical, and efficient systems for delivery of auditing services that are consistently superior in quality. We have unparalleled credibility among a broad spectrum of stakeholders including environmental organizations, community groups, industry leaders and governments.

Preferred by Nature has certified a wide variety of operations including educational institutions, large vertically integrated forest products companies, large non-industrial forestland owners, small non-industrial forestland owners, consulting foresters, indigenous forest owners, community groups and a myriad of public ownerships. We provide FSC certification services to more than clients than any other FSC certification body.

If you have any questions or if this proposal doesn't fully meet your expectations, please do not hesitate to contact me. I look forward to working with you.

Respectfully,

Geoff Morris

**Geoff Morris**  
Forestry Specialist  
Preferred by Nature



# Board of County Commissioners Agenda Request

**7C**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** WSN Work Plan and Fee Amendment for Mille Lacs ATV Trail

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input checked="" type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> DJ Thompson	<b>Department:</b> Land
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<b>Presenter (Name and Title):</b> DJ Thompson, Land Commissioner	<b>Estimated Time Needed:</b> 15 minutes
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**Summary of Issue:**

At its May 12, 2020 meeting, Aitkin County Commissioners passed a motion to retain Widseth for engineering services for the Mille Lacs East ATV Trail Project. At that time, it was noted the range of cost estimates was given for "General Conditions" due to the many unknowns such as finding a suitable route. Also noted was that first step in the process needs to be for scoping. This step will identify route and route alternatives and will shed light on if extra services are needed such as bridge design, assessment or right-of-way purchase or, down the road, a complete new alignment based on environmental findings.

Attached is a Workplan and Requested Fee Amendment from the Original Proposal/Contract from Widseth.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**

Motion to approve the Workplan and Fee Amendment from Widseth to continue to proceed with the design and construction services for the Mille Lacs East ATV Trail Project

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

What is the total cost, with tax and shipping? \$ Total Project Cost = \$185,462.23

Is this budgeted?       Yes       No      *Please Explain:*

Bonding dollars to complete this project is \$1,500,000.

June 4, 2020 (**Original Contract Date: August 6, 2020**)

**This is a Workplan and Requested Fee Amendment from the Original Proposal/Contract.**  
**Date of Requested Amendment: December 13, 2022**

Ross Wagner (**Dennis Thompson and Jessica Seibert**)  
 Economic Development & Forest Industry Coordinator (**Land Services and County Administration**)  
 Aitkin County  
 307 2<sup>nd</sup> Street NW #316  
 Aitkin, MN 56431

**RE: Northwoods Regional Trail System Mille Lacs (Malmo East) – Phase 1  
 Proposal (Project Scoping/Design Development)**

Dear Mr. Wagner (**Thompson and Seibert**),

Widseth Smith Nolting and Associates, Inc. (Widseth) is excited to begin working with you on this project. Our approach, as reviewed during the interview, is to phase our services as follows: Project Scoping/Design Development, Design/Permitting/Construction Drawings and Construction Services/Administration. This proposal provides our proposed scope of work for the first phase, Project Scoping/Design Development. When a project scope has been defined that fits reasonably well with the funding that is available, we will prepare subsequent proposals that align with specific project needs. We believe our project delivery approach will provide you with the professional services and fees that are most relative to the project that ultimately will be constructed.

**As described (above) in the original agreement, this project update is necessary to address the specific project design and construction scope determined during the Scoping/Design Development. In April 2020, we were requested to provide a ballpark estimate of the cost of services for general trail design. Our estimated range of engineering/survey costs (without a fully defined project route) was \$80,000-93,000.**

**We have completed the Scoping/Design Development work and submitted deliverables. We have also proceeded, as discussed with the County trail committee, into Design/Permitting/Construction Drawings to advance the desired construction of the first 6.7-mile segment of trail within the State Highway 47 right-of-way. The work we have completed is highlighted in yellow.**

**Additional Design/Permitting/Construction Drawings and Construction Services/Administration workplan items are noted with GREEN TEXT.**

### **Proposed Project Deliverables**

- **Scoping/Design Development (June 2020 Approved Budget - \$45,000)**
  - Four to six map exhibits of the proposed trail system
  - Phasing plan
  - Estimated Project cost for each phase
  - Open-house for public engagement (**Malmo/Mille Lacs Snowmobile Club – July 12, 2022**)
  - **County requested Second Public Meeting (Natural Resources Environmental Committee – August 8, 2022; Additional Services – \$2,462.23)**
  - Recommendations for phase 2 (**State Highway 47 6.7-mile route approved by Trail Committee**)
- **Design/Permitting/Construction Drawings (Scope Dependent/Typical Deliverables)**
  - Preliminary Design Plans – **Submitted to County staff on 11/2/21 and MnDOT and THPO on 11/5/21.**
  - Archaeological Review and Survey – **Completed by separate contract with Duluth Archaeological Center (DAC); report submitted to SHPO, THPO, OSA and MnDOT on August 30, 2022.**
  - Level 1 Wetland Delineation **Completed by Widseth and submitted to County SWCD on 10/13/21; Field approved by County on 11/9/21; Final Wetland Delineation Report approved by County on 1/7/22.**

- Open-house for public engagement
- Level 2 Wetland Delineation for Problem Areas
- Environmental Assessment Worksheet (EAW)
- Utility Design Coordination Meeting – **Gopher State One Call locate requested and surveyed.**
- Construction Plans
  - **Bridge and Culvert Extension Design and Hydraulic Review at four (4) stream crossings - \$88,000**
  - **Geotechnical Investigation and Report – \$12,000 (Estimated – separate consultant)**
- Construction Specifications
- Wetland Impact Permitting
- Assistance with Property Acquisition Sketch/Descriptions (**Additional Services if Needed - \$750/sketch description + Legal**)
- Assistance with Public Advertisement for Bids
- Assistance with Bid Opening
- Recommendation for Award of Contract
- **Construction Services/Administration (Scope Dependent/Typical Deliverables) – 6.7-mile trail route Hwy 47**
  - Review and processing of Contract, Bonds, and Insurance
  - Pre-construction Conference
  - Labor Compliance Administration
  - Construction Progress Meetings
    - **Additional onsite meetings and site review with MnDOT, THPO and SWCD - \$5,000**
  - Construction Staking
  - Construction Observation
    - **Bridge and Culvert Extension Construction Administration and Observation at four (4) stream crossings - \$45,000**
  - Partial Payment Estimates
  - Project Closeout documentation

### **Project Scoping/Design Development**

Our proposed scope of work is summarized below in the following steps.

- Step 1: Project kick-off meeting to establish and introduce key project personnel and contact information
- Step 2: Transfer of existing trail work data from the County to Widseth.
- Step 3: Project base map developed from GIS data.
- Step 4: Review of proposed trail alignment from the County.
- Step 5: Client meeting to define trail routes and alternatives.
- Step 6: Public engagement and open-house
- Step 7: Preliminary project cost estimating.
- Step 8: Client meeting to review project priority phasing.
- Step 9: Refine project corridor mapping and preliminary cost estimating.
- Step 10: Finalization of priority project area for construction.

Our proposed scope of services (by discipline) to complete the Scoping and Design Development Phase is as follows:

#### **Survey (\$7,000)**

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Review of existing base mapping
- Property ownership research
- Parcel data & regulation research
- Site visits (estimate 2 w/ one of them for drone imagery)

- Client meetings/presentations (estimate 2 & 1 public open house)

#### **Civil** **(\$18,000)**

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Coordination w/ GIS, Survey, Environmental
- Preliminary review of base\_map & trail layout
- Site visits (estimate 2)
- ATV trail routing & preliminary design sections
- Possible trail route alternatives
- Cost estimating & related exhibits for presentation
- Priority trail phasing plan
- County/Township/State Meetings/Correspondence
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)

#### **GIS** **(\$10,000)**

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Special skype meeting on data transfer
- Basemap
  - Aerial Photo
  - LiDAR Data
  - Parcel Data
  - NWI Data
  - Flood Plains
  - County's Proposed Preliminary Trail Alignment
  - Other existing trail alignments (forest roads, snowmobile trails, etc)
  - Streams/Rivers/Creeks Designation
  - Shoreland Areas
  - Designate roadway classifications i.e. township, county, state
  - Township boundary
  - NRCS Soils data
  - Profile Extractions
- Map exhibits for presentations (estimate 4-6)
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)

#### **Environmental** **(\$10,000)**

- Internal kick-off Skype meeting
- Client kick-off Skype meeting
- Desktop environmental review
- Site visits (estimate 2)
- Initial review with permitting agencies
- Data analysis/review of potential impacts for each phase/preliminary cost estimating for each phase
- Internal meetings (estimate 4)
- Client meetings/presentations (estimate 2 & 1 public open house)



WSN proposes to provide these services in accordance with the attached general conditions and for a lump sum amount of **\$45,000 (Project Scoping/Design Development has been completed)**

**Following is a summary of Widseth project professional costs to date and requested fee amendment based on the amended project scope that has been defined:**

- **Scoping/Design Development (Hourly, Not-to-Exceed) .....\$45,000 (Completed)**
  - **Additional Services .....\$2,462.23 (Completed)**
- **Design/Permitting/Construction Drawings (Hourly, Not-to-Exceed).....\$88,000**
  - **Work Completed to Date.....\$28,662.23**
  - **Amount Remaining.....\$59,337.77**
- **Construction Services/Administration (Estimated).....\$50,000**
- **Total Widseth Fee Amendment**
  - **(\$45,000+\$2,462.23+88,000+50,000).....\$185,462.23**
  - **Original Estimated Fee Range .....\$80,000-93,000**
  - **Total Widseth Fee Amendment (Add).....\$92,462.23**
- **Estimated Consultant Services (separate contracts with County)**
  - **Duluth Archaeological Center (DAC) – Phase 1 Survey .....\$9,405.34 (Completed)**
  - **Geotechnical Investigation, Testing, Report .....\$10,000-15,000**

**PLEASE NOTE: Archaeological and wetland permitting services are subject to agency requirements for which we have no control over the scope, schedule or fee that may be necessary to fulfill their requests for permitting and clearance. Archaeological consultant services and Material Testing laboratory consultant services are in addition to the Widseth fees in this supplemental agreement and are contracted separately with the County. Also, our fees do not include the cost of acquiring easements or appraisal and legal fees associated with obtaining temporary or permanent easements. Easements are avoided when possible; however, avoidance of cultural or environmental resources that are identified may result in the need to acquire easements across private properties.**

**Other potential costs may involve charges from the Office of the State Archaeologist and/or Minnesota Indian Affairs Council or Mille Lacs Tribal Historic Preservation Office if they require their staff to be on site during archaeological surveys and/or construction to perform monitoring of excavations.**

**Archaeological Services**

**The County has contracted with Sue Mulholland of Duluth Archaeology Center, LLC for archaeological services. The Phase 1 has been completed; however, these services do not include Archaeological monitoring services during construction. The Office of the State Archaeologist, Minnesota Indian Affairs Council and Mille Lacs Tribal Historic Preservation Office have indicated they will require this.**

**Estimated Material Testing Services**

**We estimate the cost of certified material testing lab services will range from \$10,000-\$15,000 and that testing requirements will be similar to State-Aid for Local Transportation schedules. We can solicit proposals from qualified firms on the County’s behalf when we know the quantities of materials required by the final design.**

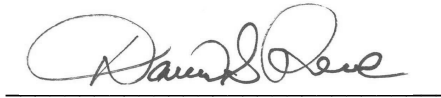
If you agree with our proposed services **as amended**, please sign below, and return one copy of this proposal as our formal authorization to proceed. We appreciate the opportunity to present this proposal to you and look forward to working with you on this project.

Sincerely,

**WIDSETH SMITH NOLTING & ASSOCIATES, INC. (WIDSETH)**



Chad M. Conner, LS CFedS  
Vice President



David S. Reese, PE  
Vice President

.....  
**Proposed by Widseth Smith Nolting & Associates, Inc. (Widseth)**

**Accepted by Aitkin County** The above proposal and attached General Provisions of Professional Services Agreement are satisfactory and WSN is authorized to do the work as specified. Payment will be made monthly in accordance with the terms on the current year fee schedule.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date



# Board of County Commissioners Agenda Request

**8A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Adopt Resolution - 2023 Commissioner Salaries

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min
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**Summary of Issue:**

A draft resolution is attached setting the 2023 Commissioner salaries at \$35,409.60 The Budget Committee has discussed and recommends approval.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommendation to adopt resolution - 2023 Commissioner Salaries

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2023 Commissioner Salaries**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners set the 2023 County Commissioner's salary at \$ 35,409.60. Commissioners are not eligible to receive per diems from Aitkin County. Per diems may be accepted from other organizations in accordance with the law and the Aitkin County Code of Ethics.

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**8B**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Adopt Resolution - 2023 Elected Officials Salaries

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
---	--------------------------------------

<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min
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**Summary of Issue:**

A draft resolution is attached setting the 2023 Elected Officials Salaries. The Budget Committee has discussed and recommends approval of the same pattern settlement for Department Heads.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommendation to adopt resolution - 2023 Elected Officials Salaries

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*

By Commissioner: xxx

**20221220-xxx**

**2023 Elected Officials Salaries**

BE IT RESOLVED, the Aitkin County Board of Commissioners set the 2023 salaries of Aitkin County Elected Officials at:

GRAMS	LORI	\$	94,559.82
GUIDA	DANIEL	\$	117,391.64
PEYSAR	KIRK	\$	109,904.06
RATZ	JAMES	\$	146,305.16
SNYDER	TARA	\$	76,000.00

These salaries are based upon responsibilities of the office, duties, skills, qualifications, experience, and performance.

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

# MEMBERS PRESENT

All Members Voting YES

**STATE OF MINNESOTA}  
COUNTY OF AITKIN}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



# Board of County Commissioners Agenda Request

**8C**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Approve 5-Year Capital Improvement Plan

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

<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administartion
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<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator	<b>Estimated Time Needed:</b> 5 min
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**Summary of Issue:**

Attached is the 2023-2027 5-Year Capital Improvement Plan sorted by department and by category. The plan has been previously reviewed with the Board, Facilities Committee, and Budget Committee.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Recommendation to approve 2023-2025 5-Year Capital Improvement Plan

**Financial Impact:**

Is there a cost associated with this request?       Yes       No

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

Is this budgeted?       Yes       No      *Please Explain:*





Land (LLCC)	<b>Buildings</b>	LLCC School House Roof	25,000					25,000
		LLCC Dry Storage Door/Frame Replacement						-
		LLCC Siding Replacement/Repair						-
		LLCC North Star Lodge Beams						-
		LLCC LED Lighting Conversion						-
		LLCC Repair Paved Paths						-
		LLCC Director's House Boiler	8,000					8,000
		LLCC House Roof	15,000					15,000
	<b>Equipment</b>							
		LLCC Fire Suppression Pump/Panel	80,000					80,000
<b>Motor Pool</b>								
	<b>Transportation</b>							
		Replacement Vehicles (1/yr.)	16,000	20,000	22,500	25,000	25,000	108,500
<b>Roads &amp; Bridges</b>								
	<b>Buildings</b>							
		Aitkin Fuel Tank Replacement						-
		McGrath Fuel Tank Replacement		40,000				40,000
		Palisade Cold Storage Building	70,000					70,000
		Swatara Shop Heating System Modification						-
		McGregor Fuel Tank Replacement	45,000					45,000
		Palisade Fuel Tank Replacement						-
		Aitkin Gate Improvements						-
		Aitkin Area Maint Facility: Shop Addition		100,000	100,000	100,000	100,000	400,000
		Palisade Gate		5,000				5,000
		McGregor Fabric Salt Shed Roof	5,000			16,000		21,000
		Swatara Gate		5,000				5,000
	<b>Equipment</b>							
		Unit #019: 2006 Roscoe SweepPro						-
		Unit #029: 1991 Felling Trailer						-
		Unit #032 - Felling Trailer						-
		Unit #034: Towmaster Trailer				32,000		32,000
		Unit #066: 2003 Honda Water Pump						-
		Unit #126: 2000 Ford Single Axle						-
		Unit #127: 2000 Ford Axle Dump Truck						-
		Unit #128: 2001 Sterling LT9511						-
		Unit #131: 2001 Sterling LT9511						-
		Unit #136: International Tandem Axle Dump Truck		160,000	80,000			240,000
		Unit #137: 2012 International Tandem			190,000	50,000		240,000
		Unit #200: Capterpillar 120M Motor Grader						-
		Unit #211: Cat Motor Grader	270,000					270,000
		Unit #212: Cat 140G Motor Grader						-
		Unit #300: 2011 Terex Brush Machine				110,000		110,000
		Unit #304 - Ulrich Shoulder Mach						-
		Unit #350: John Deer Tractor/Mower	50,000					50,000
		Unit #370: Cat 312 Excavator						-
		Unit #389: Ford Loader/Backhoe			80,000			80,000
		Unit #391: Cat 938F Loader					150,000	150,000
		Unit #394: 2002 John Deere Tractor Mower						-
		Unit #498: Water Tanker Trailer						-
		Unit #499: Red River Belly Dump				22,000		22,000
		Unit #500: Ranco Belly Dump						-
		Unit #501: Red River Belly Dump						-
		Unit #732: Leica Total Station						-
		Unit #801: Hydraulic Hoist						-
		Unit #810: 2009 Husqvarna Zero Turn Mower						-
		Unit #138: 2012 International Tandem				240,000		240,000
		Unit #135: 2012 International Tandem	140,000	100,000				240,000
		Unit #139: 2016 Mack GU 713					245,000	245,000
		Mastic Patch Trailer			70,000			70,000
		Chassis only Tandem Truck				52,000		52,000
		Upgrade R8 GPS Receiver	25,000					25,000
	<b>Tech</b>							
		Unit #644: Computer Maintenance Foreman						-
		Unit #786: Engineering Tech Desktop Computers - 4	7,000					7,000
		Unit #787: Engineering Tech Laptops - 4			7,000			7,000
		Unit #653: Computer						-
		Unit #657: Computer						-
		Unit #658: Computer						-
		Unit #659: Computer						-
		Unit #660: Computer						-
	<b>Transportation</b>							
		Unit #448: 2004 Ford F-150 4x4						-
		Unit #453 2008 Ford F-250 (with lift)						-
		Unit #454: 2008 Ford F-150	30,000					30,000
		Unit #456: 2008 Ford F-350 Flatbed	60,000					60,000
		Unit #458: 2010 Ford F150 CrewCab			34,000			34,000
		Unit #460: 2011 Ford F-350 SD		45,000				45,000
		Unit #462: Chevy 2500		32,000				32,000
		Unit #464: 2008 Ford F-150 Ext Cab					38,000	38,000

Roads & Bridges	Transportation	Unit #467: 2007 Ford F-150 4x4 Styleside						-
		Unit #468: 2007 Ford F150	30,000					30,000
		Unit #469: 2005 Ford F150						-
		Unit #470: 2006 GMC 1500						-
		Unit #472: 2018 Ford F-250 SuperDuty		50,000				50,000
		Unit #473: 2018 Ford F-250 SuperDuty						-
		Unit# 465: 2012 Chevy Mechanic Truck						-
		Unit #459: 2010 Ford F150					38,000	38,000
		Unit #471: Sign Truck 2017 Ford F-450 Super Duty					70,000	70,000
		Snow Blower Attachment	14,000					14,000
<b>Sheriff's Department</b>								
	<b>Buildings</b>							
		Dispatch Air Conditioning						-
		Remodel/Expansion						-
		Chiller Replacement						-
		Water Heater Replacement						-
		Boiler Replacement		750,000				750,000
Roads & Bridges		Jail Controls Replacement						-
Roads & Bridges		Elevator Upgrade						-
Roads & Bridges		Window Replacement						-
Roads & Bridges		1st Floor Office/Dispatch Remodel						-
Roads & Bridges		2nd Floor Cell Remodel						-
Roads & Bridges		Led Light Conversion						-
Roads & Bridges		Architect Fees						-
Roads & Bridges		Roof Replacement						-
Roads & Bridges	<b>Communications</b>							
Roads & Bridges		Radio Fleet Upgrade - Enforcement						-
Roads & Bridges		Radio Fleet Upgrade - Jail	-					-
Roads & Bridges	<b>Equipment</b>							
Roads & Bridges		ATV	-	7,000				7,000
Roads & Bridges		Jail Cameras	5,500					5,500
Roads & Bridges		Tazers						-
Roads & Bridges		Radars						-
		Technology Improvements		15,000	15,000	15,000	15,000	60,000
		Boat & Water - vehicle & radio equipment	25,000					25,000
	<b>Tech</b>							



# Board of County Commissioners Agenda Request

**8D**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Adopt 2023 Budget, Levy, and Supporting Resolutions

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input checked="" type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 15 Min
<b>Summary of Issue:</b> The board is asked to adopt the following year - end resolutions:  1. 2023 Levy 2. 2023 Budgets 3. 2023 Non-Levy Budgets 4. 2023 Appropriations 5. Fund Transfers - 2023 Budget 6. 2022 Reserve Funds 7. Fund Transfers to Support Survey/GIS 8. 2023 Boat & Water Safety Agreement Budget 9. 2023 ECRL Levy 10. 2023 Unorganized Townships 11. 2023 ACSW and Snake River Watershed Appropriations 12. 2022 Ditch Fund Budgets 13. County Ditch and County Development Transfers 14. Unorganized Road & Bridge Transfers		
<b>Alternatives, Options, Effects on Others/Comments:</b>  		
<b>Recommended Action/Motion:</b> Recommendation to adopt 2023 Budget, Levy, and Supporting Resolutions		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

2023 Levy

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby adopt the final property tax levy for taxes payable in 2023 for the following funds:

<u>FUND</u>	<u>LEVY</u>
Revenue Fund	\$9,996,526
Road and Bridge Fund	\$2,933,407
Solid Waste	\$308,985
Health & Human Services Fund	\$2,944,562
County Parks	\$15,000
Debt Service	\$746,566
Total:	\$16,945,046

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2023 Budgets**

**BE IT RESOLVED**, that the following 2023 budgets be set for the leviable funds of Aitkin County:

<u>Fund/Account</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
General Fund	\$15,519,474	\$580,572	\$16,100,046.
Road and Bridge	\$14,314,482	\$80,000	\$14,394,482.
Health & Human Service	\$7,332,919	\$224,687	\$7,557,606
Parks	\$672,944	\$75,006	\$747,950
Debt Service	\$746,566	(\$44,476)	\$702,090
ARPA Funds		\$700,000	\$700,000
Total:	\$38,586,385	\$1,615,789	\$40,202,174

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

2023 Non-Levy Budgets

BE IT RESOLVED, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets that are non-levy for 2023:

Fund/Account	Revenues	Reserves	Expenditures
Law Library	\$30,000	\$0	\$30,000
TRUST (include FTS)	\$2,043,406	\$55,066	\$2,098,472
Resource Management	\$449,200	\$138,019	\$587,219
County Surveyor	\$465,312	\$(4,456)	\$460,856
Missing Heirs	\$0	\$0	\$0
MCIT	\$400	(\$400)	\$0
Collaborative Grant	\$70,500	\$0	\$70,500
Environmental Trust	\$13,600	\$0	\$13,600
LLCC	\$919,408	\$(5,105)	\$914,303

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2023 Appropriations**

BE IT RESOLVED, that the Aitkin County Board of Commissioners hereby adopts the final appropriation and dues amounts payable in 2023.

<b>Dues</b>		
North Counties Land Use Coordinating Board (10-921.6240)	\$2,000	
MN Rural Counties Caucus (MRCC) (01-44.6844)	\$2,300	
Association of MN Counties (AMC) (01-44.6845)	\$11,142	
Arrowhead Counties (01-44.6846)	\$2,750	
Joint Counties Natural Resource Board (10-921.6240)	\$1,000	
<b>Joint Powers</b>		
East Central Regional Library (Dept 500-500.6801)	\$252,236	
Airport-McGregor (Dept 700-903.6801)	\$14,600	
Snake River Watershed (Dept 600-552.6836)	\$10,079	
Airport-Aitkin (Dept 700-903.6800)	\$30,000	
Mississippi Headwaters Board (Dept 600-552.6847)	\$1,500	
<b>Appropriations</b>		
Soil and Water (Dept 600-552.6801)	\$81,349	\$68,849 County Allocation \$7,700 LCWP \$4,800 Ag Inspector
C.A.R.E. (Dept 500-502.6848)	\$37,900	
Historical Society (Dept 500-501.6801)	\$19,000	
Historical Society Insurance (Dept 500)	\$4,455	
Ag Society (Dept 600-550.6801)	\$12,000	
Ag Society Capital Improvement (Dept 600-550.6843)	\$10,000	
Ag Society Insurance (Dept 600)	\$6,681	
ANGELS (01-044.6849)	\$0	
Support Within Reach (01-44.6847)	\$2,000	
<b>Total Dues &amp; Appropriations</b>	<b>\$500,992</b>	

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**Fund Transfers – 2023 Budget**

**BE IT RESOLVED**, that the County Auditor is hereby anticipated at year-end 2023 to transfer the following sums of money from the ConCon Trust, Unorganized Townships and County Ditch accounts to the County Road and Bridge fund. Monies to be transferred from the funds as given below. Purpose of these claims are to cover the expense of maintenance within ConCon Trust areas and Unorganized Townships with county equipment.

ConCon Trust	\$120,000 Aggregate Surfacing (exact amount based on R&B Claim)
ConCon Trust	\$12,500 Ditch Maintenance (exact amount based on R&B Claim)
ConCon Trust	\$100,000 – Towards Four Year Road Improvement Project
Unorganized Townships	\$200,000 Maintenance of Roads (exact amount based on R&B Claim)

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2022 Reserve Funds**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following amounts be placed in reserve funds for fiscal year end 2022:

<b>Department</b>	<b>Reserve Balance as of 11/2022</b>	<b>2022 Funds to Reserve</b>	<b>Balance for 2023</b>	<b>Project</b>
Court Administration	71,151.60	0.00	71,151.60	Court Appointed Atty Services
Court Administration	6,850.00	10,000.00	16,850.00	Jury Deliberation/Technology
Treasurer	4,880.58	(4,880.58)	0.00	Scanner/Teller Pedestals
Auditor	3,000.00	0.00	3,000.00	Computers/Office Equipment
Auditor	0.00	11,000.00	11,000.00	Scanning
Extension	0.00	4,800.00	4,800.00	Summer Intern
Extension	0.00	2,000.00	2,000.00	Supplies/Technology
Central Services	59,000.00	50,000.00	109,000.00	Strategic Plan/LEAN Training
Central Services	10,009.51	0.00	10,009.51	IFS/Equipment
Central Services	6,471.07	0.00	6,471.07	Scanning
IT	60,827.32	0.00	60,827.32	Network Equipment
IT	15,068.00	0.00	15,068.00	Staff Training
IT	0.00	20,000.00	20,000.00	Servers
HR	4,480.42	0.00	4,480.42	Staff Training
Election	41,602.24	100,000.00	141,602.24	Election Expenses
Attorney	10,000.00	0.00	10,000.00	Murder Trial Expenses
Maintenance	0.00	0.00	0.00	Facilities Planning
Maintenance	3,355.82	0.00	3,355.82	Cleaning Equip/Computer
Buildings	0.00	38,500.00	38,500.00	Capital Projects
Veteran Service	899.63	1,000.00	1,899.63	Donations for Vets
Sheriff	120,000.00	0.00	120,000.00	Buildings-Future Repairs
Sheriff	18,000.00	11,000.00	29,000.00	Equipment/Radios
Sheriff	83,189.00	80,660.00	163,849.00	Enforcement/Squad Cars
Sheriff	31,732.02	0.00	31,732.02	Aitkin Co. Search & Rescue
Sheriff	38,589.75	0.00	38,589.75	Technology Funds
Sheriff	10,000.00	0.00	10,000.00	Canine Replacement
Sheriff	8,000.00	0.00	8,000.00	Snowmobile Replacement
Sheriff	14,449.89	0.00	14,449.89	Forfeiture
STS	30,000.00	0.00	30,000.00	Van
Community Corrections	1,373.95	0.00	1,373.95	Baker Foundation Grant
FPL/Environmental Services	17,500.00	0.00	17,500.00	Vehicle Replacement
<b>HHS - Tracked in HHS</b>	<b>0.00</b>		<b>0.00</b>	<b>Bldg Renovations</b>
Economic Development	3,400.00	7,015.00	10,415.00	Business Development & Rec. Grant
Economic Development	108,492.61	(100,000.00)	8,492.61	Broadband

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

---

Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

Fund Transfers to Support Survey/GIS

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby approve the following transfers of funds:

\$231,406 from Fund 10 ConCon Trust to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

\$231,406 from Fund 11 Resource Development to Fund 11 Surveyor/GIS (50% of yearly cost to zero out at year end)

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

**2023 Boat & Water Safety Agreement Budget**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners approves the 2023 annual Boat and Water Safety Agreement budget in file in the Office of County Auditor in the amount of \$159,023 for a term of January 1, 2023 to December 31, 2023

	REVENUE	Co. SHARE	EXPENDITURES
<b>Misc. Revenue</b>	\$ 100		
<b>Boat &amp; Water Grant</b>	\$ 26,403		
<b>Co. Share</b>		\$ 107,394	
<b>Total</b>			\$ 133,897

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2023 ECRL Levy**

**BE IT RESOLVED**, that the amount of \$252,236 be budgeted and levied for the year 2023 for the East Central Regional Library.

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

**2023 Unorganized Townships**

**BE IT RESOLVED**, that the following 2023 budgets be set for Unorganized Townships:

	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Unorganized Road and Bridge	\$46,000		\$46,000
Unorganized Fire Fund	\$32,000		\$32,000
Unorganized Cemetery	\$2,700		\$2,700

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2023 ACSW and Snake River Watershed Appropriations**

**BE IT RESOLVED**, that the budget and appropriation in the amount of \$131,349 be set for 2023 for the Aitkin County Soil and Water Conservation District (\$81,349 from the General Revenue Fund and \$50,000 from County Development Funds) and \$10,079 be set for the Snake River Watershed District.

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

**20221220-0xx**

**2022 Ditch Fund Budgets**

**BE IT RESOLVED**, the Aitkin County Board of Commissioners, County of Aitkin, do hereby set the following fund budgets for 2022:

<u>Fund/Account</u>	<u>Fund/Acct</u>	<u>Revenues</u>	<u>Reserves</u>	<u>Expenditures</u>
Judicial Ditch 2	7-350	\$12.00		
Co Ditch 5	7-353	\$0		
Co Ditch 21		\$0		
Co Ditch 24		\$0		
Co Ditch 28		\$0		
Co Ditch 30	7-352	\$260.00		
Co Ditch 34		\$0		
Co Ditch 36	7-358	\$0		
Co Ditch 37	7-359	\$0		
St Ditch 63	7-362	\$0		
St Ditch 66	7-363	\$0		
Co Ditch 2	7-367	\$0		
Diversion Channel		\$0		
Co Ditch 23		\$0		
Co Ditch 25	7-355	\$0		
Co Ditch 42		\$0		
Co Ditch 58	7-361	\$0		
Co Ditch 20		\$0		
Co Ditch 43	7-366	\$0		
Co Ditch 29		\$0		
Co Ditch 38		\$0		
Co Ditch 14	7-369	\$0		
Co Ditch 63	7-362	\$0		
St Ditch 88		\$0		
Co Ditch 13		\$0		

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}**

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

**Witness my hand and seal this 20<sup>th</sup> day of December 2022**

\_\_\_\_\_  
Jessica Seibert  
County Administrator



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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

**County Ditch and County Development Transfers**

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the ditch accounts to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the ditch as given below. Purpose of this claim is to cover the expense of Assessment and Maintenance of ditches.

Judicial Ditch 2	\$
County Ditch 5	\$
County Ditch 20	\$
County Ditch 30	\$
County Ditch 37	\$
County Ditch 63	\$

**BE IT FURTHER RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the County Development Fund to the County Road and Bridge Fund to cover maintenance of the following County Ditches:

County Ditch 5	\$35398.42
County Ditch 13	\$
County Ditch 20	\$
County Ditch 21	\$702.63
County Ditch 23	\$600.00
County Ditch 24	\$
County Ditch 28	\$
County Ditch 34	\$
County Ditch 38	\$
County Ditch 42	\$100.00
Judicial Ditch 43	\$495.00
State Ditch 63	\$295.00
County Ditch 29	\$
Mississippi River Diversion Channel	\$

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator

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

ADOPTED December 20, 2022

By Commissioner: xx

20221220-0xx

Unorganized Road & Bridge Transfers

**BE IT RESOLVED**, that the County Auditor is hereby ordered to transfer the following sums of money from the Unorganized Road and Bridge account to the County Road and Bridge fund. Monies to be transferred from the individual accounts of the Unorganized Townships as given below. Purpose of this claim is to cover the expense of snowplowing and repairing of road in the Unorganized Townships with county equipment.

Unorganized Township

45-24	\$ 8,067.48
47-24	\$ 10,037.19
48-27	\$ 11,428.96
49-27	\$ 45,337.90
50-25	\$ 12,990.25
50-26	\$ 31,737.70
50-27	\$ 830.00
51-25	\$ 1,866.25
51-27	\$ 4,120.00
52-22	\$ 3,950.00
52-24	\$ 48,011.65
52-25	\$ 5,082.63
52-27	\$ 13,993.43

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}

I, Jessica Seibert, County Administrator, Aitkin County, Minnesota do hereby certify that I have compared the foregoing with the original resolution filed in the Administration Office of Aitkin County in Aitkin, Minnesota as stated in the minutes of the proceedings of said Board on the 20th day of December 2022, and that the same is a true and correct copy of the whole thereof.

Witness my hand and seal this 20<sup>th</sup> day of December 2022

\_\_\_\_\_  
Jessica Seibert  
County Administrator



August 1, 2022

Dear Minnesota County Administrators,

Thank you for your commitment to ensuring your county's residents have access to public library services. The attached documentation provides your county's state-certified level of library support for 2023. Minnesota Statutes, sections 134.34 and 275.761 establish the amount at 90% of the state-certified level of support set in 2011.

Please be advised that should a county fall below its state-certified level of library support, Minnesota Statutes, section 134.34, subdivision 4 requires removal of the county from State Library Services' funding formulas. This would greatly reduce the breadth and depth of library services available to the county's residents.

Thank you again for your continued support of Minnesota's libraries. Together, we can ensure that all Minnesota residents benefit from quality library services.

Sincerely,

A handwritten signature in black ink, appearing to read 'Hannah Buckland'.

Hannah Buckland  
State Library Program Specialist



July 2022

## **CERTIFICATION OF MINIMUM LOCAL SUPPORT REQUIREMENT: 2023**

This is to certify the 2023 minimum level of financial support to be provided for operating expenses for public library services and participation in the regional public library system programs pursuant to *Minnesota Statutes*, Chapter 134.34 for:

### **Aitkin County**

The state-certified level of library support for 2023 is: **\$200,398**

This amount represents the equivalent of 90% of the official 2011 state-certified level of library support. The property in those portions of the county excluded for the purpose of determining the library levy and providing the minimum amount is as follows:

**N/A**



July 19, 2022

Jessica Seibert, MPA  
Aitkin County Administrator  
Aitkin County Government Center  
307 Second St. N.W. Rm 310  
Aitkin, MN 56431

Dear MS Seibert:

In response to your letter of June 10, 2022 regarding the 2023 budget, the Isedor Iverson Airport Commission will not be asking for an increase of the \$14,600 appropriation we currently receive from the county. The appropriation will be used for normal operating expenses and the local portion of grants received from the State of Minnesota. It should be noted that our airport is not a federal airport and, therefore, doesn't receive any federal funding.

In addition to the county appropriation, by agreement, we receive \$7,300 annually from the City of McGregor and grant funds from the State of Minnesota for maintenance and operating expenses as well as special projects. That latter funding varies annually depending on expenses submitted and projects approved. Finally, the airport receives approximately \$1500 profit from the sale of fuel and \$2000 from hangar land leases.

As we've stated in the past, the Isedor Iverson Airport provides essential air facilities to the McGregor area in support of local businesses, recreation, emergency services, and future economic development. As a MNDOT registered and supported airport, we provide aviation infrastructure for local aircraft owners and a destination point for air traffic moving to and from the area including the large recreation area centered on two of the larger lakes in Aitkin County, Big Sandy and Minnewawa. As I'm sure you are aware, Talon Metals is currently exploring for a nickel mine in the area, and our airport is the closest facility in support of current activity and future air needs for that operation.

For 2023, the airport is expected to spend \$11,000 for the local portion of operating expenses and \$21,000 for the local portion of projects associated with the extension of the 14/32 runway. This latter amount is for engineering and permitting. The actual construction takes place next year. We will also spend \$20,000 to purchase fuel for resale, but that amount will be recovered through sales.

The airport currently has an account balance of \$92,000 that has been built up over several years in preparation for the expenses required to extend the 14/32 runway and the construction of a turf crosswind runway, both of which are included in the airport's approved long range plan. It should be noted that this will only fund a portion of the amount expected of \$160,000.

I hope this satisfies your budgeting needs. If more information is needed feel free to contact me directly.

Best Regards,

A handwritten signature in black ink, appearing to read "William L. Bedor". The signature is fluid and cursive, written over a light blue horizontal line.

William L. Bedor  
Chairman, Isedor Iverson Airport Commission

CC: Brian Napstad



# SNAKE RIVER WATERSHED MANAGEMENT BOARD

903 Forest Ave E • Mora, MN • 55051 • (320) 679-6456 • Fax: (320) 679-6433

*"Working to enhance and protect the water resources of the Snake River Watershed"*

June 20, 2022

Aitkin County Administrator  
Aitkin County Courthouse  
307 2<sup>nd</sup> Street NW  
Aitkin, MN. 56431

RECEIVED

JUN 24 2022

Ms. Seibert and Aitkin County Commissioners,

The Snake River Watershed Management Board receives appropriations from each County in the Snake River Watershed Joint Powers Organization. The requested amount for Aitkin County for 2023 is \$10,079.00, which is the same amount that was set in 1993. The funding received by the SRWMB from the counties is used for administration and to match grant funds for projects within the counties.

The Snake River Watershed Management Board has received numerous grants through Minnesota Pollution Control Agency and the Board of Soil and Water Resources in the past. Aitkin County citizens have used the funding for sediment and erosion control projects, monitoring projects and feedlots.

The Snake River Watershed Management Board has completed an implementation grant and is receiving funding for the One Watershed One Plan. The Snake River Watershed Board will be using county appropriation funding to support projects during this process.

Snake River Watershed Management Board wishes to have continued support from Aitkin County.

Respectfully,

Teresa Wickeham, Coordinator  
Snake River Watershed Management Board  
903 Forest Ave E  
Mora, MN 55051  
[teresa.wickeham@co.kanabec.mn.us](mailto:teresa.wickeham@co.kanabec.mn.us)  
320-679-6456



Michael R. Skrbich  
130 Southgate Dr., Ste. 200  
Aitkin, MN 56431

Jessica Seibert  
County Administrator  
307 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

#### **2023 - AIRPORT FUNDING REQUEST**

- Total dollars requested: \$50,000.00 – This money will be used for operations, to pay for the \$26,000 dollars in engineering services we have out for 2022, improve our cash balance, and pay for the \$16,2150.00 worth of projected expenses in the 2023 CIP Plan.
- We supply the taxpayers of Aitkin County with Regional Airport Service that benefits residents and the business community in our region. Our airport also serves as a destination point for tourists, out of town residents, law enforcement and hospital access. We serve businesses and travelers from our entire region.
- The people served are listed above and we had around 16,000 operations last year.
- The Airport operations budget in 2022 was \$99,356.00 and we expect a similar budget for 2023, but with the engineering and projects we are working on, we will have greater cashflow needs to fund what we are working on. We have grants that are not collected on that go back over 2 years, and that is how long it can take to get paid.
- We had a starting fund balance of \$37,401.48 and our current fund balance at this time is \$10,224.85. A couple of months ago, we had a \$160,000 dollar payment that was made with the City's money and luckily, we got it paid in an expedient manner. That is the exception.
- Our funding comes from the FAA, MN Dot Aeronautics, Aitkin County, and the City of Aitkin.

Overall operations are going well, but with the level of Capital investment, our current fund balances are not adequate for meeting operational obligations.

Michael R. Skrbich

cc: Aitkin County Board of Commissioners

[www.ci.aitkin.mn.us](http://www.ci.aitkin.mn.us)

130 Southgate Dr, Ste 200 • Aitkin, MN 56431 • 218/927-2527 • Fax 218/927-1834







## Mississippi Headwaters Board

Crow Wing County Land Service Bldg. - 322 Laurel St. Ste. 34- Brainerd, MN 56401

Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)

6/16/2022

To: Aitkin County

RE: 2022 budget request

Dear Administrator Seibert,

To help answer the questions requested by Aitkin County, I have a listed below the questions and answers given to the Mississippi Headwaters Board via Aitkin County:

- The amount of money you are requesting from Aitkin County and a budget of how the money will be used? The MHB is requesting \$1500 from Aitkin county to help support the operational needs of the MHB.
- A narrative that includes the services you provide to the taxpayers of Aitkin County? The Miss. Headwaters Board works in Aitkin county to help promote the values and objectives of the Aitkin County Water Plan.
- A list of who these services are rendered to and approximately how many people are served. Specifically the MHB is working in Aitkin county to help purchase easements to protect the water quality and habitat which will serve willing landowners in Aitkin county; implement recreational signage on stretches of the Miss. River to promote recreational awareness and activities on the River in which approximately 100 people will be served in an event being held on June 25<sup>th</sup>; and help with AIS awareness and prevention through the Minnesota Traditions social media program in which thousands people are being reached statewide.
- Three pieces of information that the county board believes is necessary.
  - Annual Planning Operating budget- \$294,342
  - What is your year end fund balance- \$287,286 according to audit ending 6/30/2021. \$130,00 of the fund balance is restricted funding.
  - Where else does your funding come from- Board of Water and Soil Resources, Dept. of Natural Resources, Enbridge, local grants, and other state and local grants.

## **Mississippi Headwaters Board**

**Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401**

**Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)**

Date: May 2, 2021

To: Aitkin County  
217 @nd St. NW  
Aitkin, MN 56431

RE: 2023 Appropriation

Dear Jessica Seibert,

Although some of us are still planning for the summer, others are looking to the next year!

The reason for this letter is to remind you that you will need to include in your '22 budget the annual appropriation for the Mississippi Headwaters Board as per the Joint Powers Agreement.

The Mississippi Headwaters Board is pleased to announce that the amount of the annual obligation will again remain at \$1,500.00.

Once you have approved and allocated this amount as part of your budget process, please forward a check in that amount to the Mississippi Headwaters Board, 322 Laurel St, Brainerd, MN 56401. Thank you again for your continued support of this board and its mission to protect the Great Mississippi River.

Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director

## **Mississippi Headwaters Board**

**Crow Wing County Land Service Bldg. - 322 Laurel St. - Brainerd, MN 56401**

**Web Site: [www.mississippiheadwaters.org](http://www.mississippiheadwaters.org)**

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Sincerely,

Tim Terrill

Mississippi Headwaters Board Executive Director



Aitkin County CARE, Inc.  
Lynne Jacobs  
P.O. Box 212  
Aitkin, MN 56431

July 19, 2022

Jessica Seibert, MPA  
Aitkin County Administrator  
217 2<sup>nd</sup> ST NW  
Aitkin, MN 56431

Dear Jessica:

Aitkin County CARE, Inc. is looking forward to serving the seniors and disabled adults within our community in the coming year. We appreciate the collaboration that our agency enjoys with your staff, and the financial support provided is critical to our operations.

This letter is to request the funds approved for senior services in the amount of \$37,900. Attached please find details describing our impact, programing, and future focus of this wonderful nonprofit. If additional information is needed, please feel free to contact me.

Respectfully,

/s/Lynne Jacobs  
Executive Director  
[aitkincountycare@gmail.com](mailto:aitkincountycare@gmail.com)  
218.927.1383

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# AITKIN COUNTY CARE, INC.

July 19, 2022

## AITKIN COUNTY BOARD FUNDS REQUEST - \$37,900

### 1. Budget for funds requested

- i** \$37,900 is being requested for the purpose of matching funds for the older Americans Act Title III funding. This grant provides funding for continued services and requires matching funds.

### 2. Services Rendered and numbers served

- i** Our mission: "To enhance and promote the independence, dignity, value and well-being of older and disabled adults and those who care for them." With 14 programs in 2021 CARE provided 2,734 hours of respite care to 11 clients (7% increase over previous year; 3922 hours (41% increase over previous year) of homemaking to 119 clients; delivered 5,222 frozen meals to 45 isolated, rural seniors; brought 3,009 hot meals to 30 local clients, gave out 925 nutritional food boxes to 93 individuals and provided 322 one-way trips for 63 seniors. 94 seniors connected with elementary-aged children through Grand Friends Pen Pals, and classes continue with Tai-Ji-Quan and SAIL (Staying Active and Independent for Life). Three classes are currently ongoing.

Partnerships continue to grow at Aitkin County Care with efforts that include Aitkin County SHIP where a raised bed garden has been installed for Aitkin Manor, and efforts to establish a community/school garden in Hill City. Most recently fresh food accessibility will increase at the Aitkin Community Food Shelf as it has converted to a Supershelf. This will be a shopping experience for those that attend the food shelf and they can get what they want.

### 3. Financial information Requested

- i** Three pieces of information the County Board believes is necessary:
  - Annual Operating Budget \$ 344,347
  - Fund Balance - \$ 105,228
  - Other funding comes from:

*Aitkin County Historical Society*  
*Depot Museum*

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

RECEIVED

July 12, 2022

JUL 12 2022

Aitkin County Administration  
Aitkin County Government Center  
307 – 2<sup>nd</sup> Street NW, Room 310  
Aitkin, MN 56431

To Aitkin County Commissioners and Jessica Seibert, County Administrator,

The purpose of the Aitkin County Historical Society is the collection, preservation and dissemination of knowledge about the history of Aitkin County, Minnesota. Since the lifting of 2020-2021 Covid-19 restrictions, we re-activated our 6<sup>th</sup> grade tour and educational events. Children came from Aitkin, McGregor, and Hill City schools. The Aitkin County Fair saw a large crowd visiting our original log museum at the fairgrounds. Currently we are actively getting ready for the Aitkin All Class Reunion, which in previous reunions has generated over 400 visitors in one week. We are looking forward to our annual garage sale – our biggest fund-raiser - and two new events this year: the Chamber Commerce Business after hours and the Northern Pacific Railroad Group tour.

As stated in our informative letter to you dated, May 18<sup>th</sup>, we have reached a turning point and a potential crisis. Our director/curator has resigned. It will be extremely difficult to hire a replacement at part-time with no benefits. Per our Board of Trustees minutes, previous administrators in their letter of resignation have stated, to be the only staff person who is required to do all administrative duties, curator, archivist, grant writing, and maintenance person, etc. is more than a part-time position. It would be beneficial to the museum to have a full-time employee. There are outstanding grants to follow up with, writing of policies and procedures, marketing plan, and document retention schedule to name a few of the projects that are in the works. The consequences of not following the long-term plans Heidi Gould has initiated may result in loss of grant monies, deterioration of artifacts, etc. should we not hire a full-time employee with the credentials to continue.

For the year 2022, we anticipate our annual income to be \$46,000. This amount excludes the \$19,000 county appropriation. Our funding comes from memberships, gift shop sales, fundraising efforts, and an annual fund drive. Our director/curator did an excellent job of procuring grants for special projects, but those monies can only be used for the projects requested, and not for operations.

Please accept this as our formal request of \$52,000 for our 2023 appropriation amount. This is a substantial increase from previous years' requests. We feel the amount we are asking for would cover our expenses of: heating (3 buildings), maintenance, security, utilities, telephone, and help with wages for a full-time director/curator with no benefits.

Enclosed is our proposed budget of 2023.

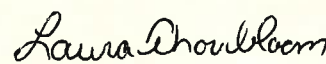
Sincerely,



John Hendrickson  
President



Roxy Wigton  
Vice President



Laura Thornbloom  
Secretary

Enclosure

# Aitkin County Historical Society

2023  
Proposed

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**Revenue:**

Membership	\$2,000
Interest Earned	\$1,000
County Appropriation Request	\$52,000
Museum Store Sales	\$700
Garage Sale	\$8,510
Raffle	\$0
Cookie Walk	\$1,420
Townships & Cities	\$2,000
Annual Appeal	\$1,000
Grants	\$1,000
Donations	\$8,500
Contributions	\$1,000
Memorials	\$120
Misc Income	\$600
<b>Totals:</b>	<b>\$79,850</b>

**Expenses:**

Accounting fees	\$1,300
Administrator's Salary	\$37,440 (FT \$18 hr)
Advertising	\$1,500
Annual Meeting	\$100
Collections/Archival	\$1,200
Education Fund	\$200
Employee Benefits	\$1,200
Employer Matching	\$3,000
Fund Raising	\$2,000
Grant Disbursement	\$0
Heating	\$7,000
Janitorial	\$1,150
Maintenance	\$3,950
Mileage	\$500
Misc expenses	\$500
Museum Displays	\$4,810
Museum Store	\$550
Office Supplies & Equipment	\$2,300
Postage	\$650
Rentals	\$300
Security	\$1,600
Service Charges	\$100
Society Memberships	\$200
Technology	\$600
Telephone	\$1,100
Training	\$750
Trash	\$1,000
Utilities	\$4,500
Volunteer Expense	\$350
<b>Totals:</b>	<b>\$79,850</b>

**Net +/-** \$0

# Aitkin County Ag Society

307 Second Street Northwest, Unit 121  
Aitkin, Minnesota 56431  
218.927.7354

July 20, 2022

To: Aitkin County Board of Commissioners

From: Aitkin County Fair Board

Leeann Moriarty, President  
Kirk Peysar, Secretary/Treasurer  
Sharon Dotzler  
Sara Rian  
Kate LaClair  
Renee Kostick  
Lenore Jackson  
Jim Bright

Gabrea Anderson  
Jennifer Thompson  
Vern Watters  
Randeena Olson  
Lacie Hietalati  
Becky Koch  
Lon Nicko

Re: 2023 Appropriation and Fiscal Recovery Funds

The Aitkin County Fair Board has received an annual \$10,000 appropriation from the County Board since 1986, Thirty-five years. For 2023, the Aitkin County Fair Board is requesting no increase, remaining at \$12,000 and therefore respectfully requests a \$22,000 appropriation (\$12,000 for operations and \$10,000 for capital items). As you are aware the fairgrounds sustained a large amount of damage from the May 11<sup>th</sup> storms. Two buildings were lost and a several others sustained damage and needed repairs. MCIT coverage will cover the repairs to those partially damaged structures. Ongoing facility improvements and repairs are greatly needed.

We held our 2021 fair July 7 – 10, crowds were large, with attendees coming from throughout Minnesota to our fair. The 2022 fair, held July 6 - 9, 2022, was also well attended.

About our county fair:

- Amount of money requested and a budget of how it will be used:
  - The \$12,000 appropriation represents 10% of the Fair Board's budgeted revenues.
  - While revenues are not dedicated to specific expenditures, the Fair Board considers the county appropriation to be a portion of the \$28,000 that is budgeted for capital improvements and maintenance to the fairgrounds, which are county-owned. Having 31 structures on location, there is no end to the repairs needed.
- Narrative of services provided to the taxpayers of Aitkin County:
  - The Fair Board meets monthly throughout the year to plan the annual county fair.
  - In 2023, the fair will celebrate its 133rd annual fair.



- Early county fairs were held in the courthouse and on the courthouse grounds. Fresh garden produce was displayed in the court chambers along with fancy work. Competitions were held to determine who had the strongest horse and oxen teams.
- Who we serve:
  - 4-H youth, FFA members, exhibitors of all ages and interests.
  - The event is attended by thousands of county residents as well as visitors from other areas. The fair provides a wide variety education and entertainment for people of all ages.
  - Community organizations such as the American Legion, Lions, Fire Department, 4-H, and other community organizations count on the fair for significant portions of their organization's annual income.
- Annual operating budget:
  - Our total 2022/2023 budget is \$114,975 (\$79,525 for operations/attractions and \$31,500 for facility maintenance).

We ended FY 2020/2021 with a balance of \$16,600.56 after the completion of large building projects, the acquisition of adjoining property, and the loss of the 2020 fair.

- Other sources of funding:
  - Other revenues are collected through grandstand admissions, parking fees, building rentals, advertising, and donations. This year, fair sponsorship opportunities were also offered to local organizations and businesses. Grants are also sought for various projects. This year, a \$10,400 grant has been awarded from the County Fair Grant program, MN Department of Ag; those funds will be used to improve livestock facilities. An additional, \$4,000 Heritage, Culture, and Arts grant also has been approved for programing.
- Breakfast was served by the Long Lake Foundation each day.
- The fairgrounds is made available to other community organizations such as Aitkin County Historical Society Garage Sale, Relay for Life, Mud Rhythm, Young Riders 4-H, Bit and Bridle, Aitkin Lions Garage Sale, Aitkin Chamber of Commerce.

The receipt of Fiscal Recovery Funds under the American Rescue Plan Act allows for the opportunity to make significant improvements to the fairgrounds facility over the course of the funding timelines. We suggest visiting these needs as plans development for those funds.

- Holding tank for Grandstand Restrooms
- Repairs to the 4-H building
- Grandstand structure reinforcements
- Handicap accessible access improvements to grounds
- Handicap accessibility improvements to buildings
- Outdoor security lighting
- Siding and handicap accessible ramp replacement for the Arts Building

Thank you for your continued support of the Aitkin County Fair.

**Support Within Reach  
Sexual Violence Victim Services in Aitkin County – Funding Request**

**Evett Ellis- Executive Director**

**Address: 312 Minnesota Avenue, Suite 2009  
Aitkin , MN 56431**

**Phone Number: 218-766-9994 | 218-927-6226 | 1-866-747-5008**

**Business Office Address: 1510 Bemidji Ave. N. Ste. 13, Bemidji, MN 56601**

**Phone Number: 218-444-9524**

**Requested Amount: \$2,000.00**

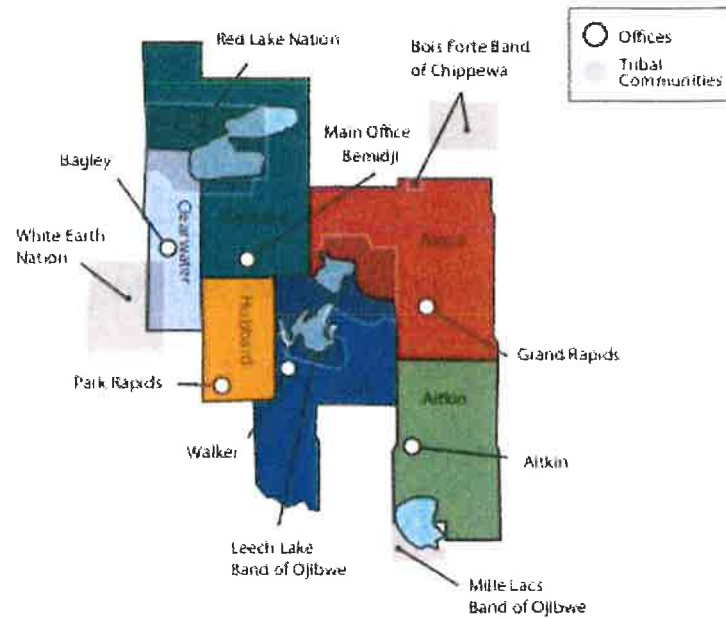
**AGENCY OVERVIEW**

SUPPORT WITHIN REACH is a private, non-profit organization that was created in 1989 to serve the distinct needs of victims of sexual violence in both Itasca and Aitkin County. Our mission is to reduce the impact and harm of sexual in the communities we serve. On January 15, 2014, SUPPORT WITHIN REACH merged with the Sexual Assault Program of Beltrami, Cass, Clearwater and Hubbard Counties. The new organization adopted the name SUPPORT WITHIN REACH and will continue to be a sexual violence resource and advocacy program sharing resources across the region. The now merged organization covers a six-county area including Aitkin, Beltrami, Cass, Clearwater, Hubbard, and Itasca County (see map at the bottom of this section for more information). The six-county region provides the same services to all six counties in the SUPPORT WITHIN REACH service area. There are two main headquarters (Grand Rapids and Bemidji) with the business office and administrative staff being located in Bemidji. The organization has 18 total staff which include an Executive Director that presides over the six counties, a program supervisor at each headquarters office that supervise various staff that provide programming and services. There are 4 outlying offices that are individually staffed including one in Aitkin City, Aitkin County.

SUPPORT WITHIN REACH is governed by a volunteer board from all across the six-county service area who works to develop and set agency policy and procedure. Board members provide continuing direction for planning and operations, program evaluation, as well as related organizational activities consistent with the mission and goals of the organization. SUPPORT WITHIN REACH's Aitkin County office has one staff that assists victims.

Service Area Map:

Support Within Reach – 2023 Request  
Aitkin County Sexual Violence Services



**AITKIN COUNTY OVERVIEW**

SUPPORT WITHIN REACH seeks to continually enhance the quality of life for those in Aitkin County through three primary programs: 1) Victim Support & Advocacy Program, 2) Coordinated Community Response, and 3) Outreach Program. The term sexual violence includes a number of actions that are carried out in a manner intended to groom, control, intimidate, manipulate, humiliate, harm, and silence the victim. Unfortunately, sexual violence comes in many forms, including sexual assault/rape, incest/child sexual abuse, sexual exploitation/trafficking of youth and adults, intimate partner sexual violence, date/acquaintance rape, and alcohol/drug facilitated sexual assault, sexual harassment, bullying, and stalking.

In order to address the issues of sexual violence victimization and its impact on victims' lives, SUPPORT WITHIN REACH has developed multiple services such as: 24-hour crisis line, crisis intervention, ongoing support and encouragement, basic awareness and education, support groups, information/referral, medical advocacy and individualized civil/criminal court advocacy and assistance. Being that SUPPORT WITHIN REACH is the sole provider of sexual violence supportive services and prevention education programming within Aitkin County, we welcome collaborative opportunities in order to build a safety net of services for the clients and the community that we serve. Through SUPPORT WITHIN REACH's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. SUPPORT WITHIN REACH's Outreach Program focus on prevention education/awareness Program including volunteers.

**COMMUNITY IMPACT:**

SUPPORT WITHIN REACH's Support Services and Advocacy Program maintain a

crisis/information line that is staffed by trained sexual assault advocates (staff and volunteers) 24 hours a day, 365 days per year. SUPPORT WITHIN REACH staff cover the crisis line during office hours, while trained staff/volunteer advocates attend and respond to incoming calls for assistance after hours. Specific services provided are crisis intervention, basic counseling and support; support groups, follow-up and referrals to community agencies; accompaniment to medical exams and law enforcement interviews; information and updates related to case progress in the court system; and assistance in filing protective/restraining orders. SUPPORT WITHIN REACH works to provide information and options each step of the way in order to help clients to make informed decisions that will assist them in their healing process. For example, SUPPORT WITHIN REACH staff are able to help victims and their family understand the complex reporting process which is very different when looking at different situations involving the age of the victim and perpetrator and the relationship between the victim and perpetrator.

SUPPORT WITHIN REACH reaches out into the outlying areas of Aitkin County in order to reach specific populations that are vulnerable to sexual violence (assault/abuse) victimization. We provide supportive services and prevention education to residents who reside in outlying areas who have no/little means of transportation to the Aitkin area. SUPPORT WITHIN REACH relies heavily upon our collaborators to fulfill our mission and to carry out our programming.

#### **COLLABORATION**

SUPPORT WITHIN REACH is the sole provider of sexual violence services in Aitkin County. SUPPORT WITHIN REACH works with organizations across Aitkin County to provide victim services and education/awareness. The organizations include:

- Aitkin County Law Enforcement Agencies – SUPPORT WITHIN REACH works with all law enforcement agencies in Aitkin County. SUPPORT WITHIN REACH provides referrals to law enforcement agencies, works with officers and investigators throughout the investigative process. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Attorney’s Office and Victim Assistance Program – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists on cases involving criminal sexual misconduct, sexual exploitation, etc. We have found that in cases where a sexual violence advocate is involved that victims tend to stay involved and more active with the criminal justice system.
- Aitkin County Health and Human Services – SUPPORT WITHIN REACH’s Aitkin County Coordinator assists in cases involving child abuse, parents who have current or previous sexual violence history, etc. We are able to provide ongoing support and education for families experiencing this part of the system.
- Healing Opportunity Provided Equally – approximately 75% of domestic violence victims indicate that they or their children are also victims of sexual violence. SUPPORT WITHIN REACH works with HOPE to ensure proper referrals for victims of sexual and domestic violence in Aitkin County.

SUPPORT WITHIN REACH works closely with each of the entities above in order to coordinate services. Service coordination is done through cross referrals, working together on a case when a client authorizes it, cross training between the different organizations, establishing protocols or practices on how we as collaborating organizations will work together.

The Aitkin County area has one hospital and 3 law enforcement agencies. *SUPPORT WITHIN REACH worked on a total of 6 cases involving the criminal justice system in Aitkin County in 2021. Of these cases, 5 of them worked with law enforcement, 5 of them worked with prosecution, 5 required assistance in developing a safety/risk assessment plan, 1 required assistance in filing for a protective order, and 0 of these cases worked with health and human services.* SUPPORT WITHIN REACH and the multi-disciplinary team continue to address barriers and reasons why victims are choosing not to report recent incidents of sexual violence.

*In 2021 Aitkin County received (3) Sexual Assault Nurse Examiner (SANE) calls. Due to the hospital COVID-19 restrictions, SUPPORT WITHIN REACH has not been able to provide hospitals with the in-person Sexual Assault Nurse Exam refresher course that Emergency Room nurses received annually in previous years, however, in 2022 SUPPORT WITHIN REACH will be providing training to the Emergency Room nurses at Riverwood in order to ensure that victims would receive the best possible care when needing to have a forensic exam completed. This is an annual training that will finally be able to resume and is a much-needed service that SUPPORT WITHIN REACH offers. SUPPORT WITHIN REACH also maintains a SANE nurse program in Grand Rapids in which a nurse could potentially provide service in Aitkin County. At this time there are few trained SANE's statewide and in 2022 SUPPORT WITHIN REACH along with Minnesota Council Against Sexual Assault has been seeking to build the capacity of the program in Northern Minnesota.*

*Active Collaboration between active partners in Aitkin County continues to provide victim centered and offender focused work and a vital part of meeting SUPPORT WITHIN REACH's mission.*

### **Victim Support Services & Advocacy Program**

SUPPORT WITHIN REACH provides a variety of services that provides a network of support for victims of sexual abuse/assault and their families/loved ones. *In 2021, SUPPORT WITHIN REACH staff and volunteers provided a total of 451 service types in Aitkin County.*

- *SUPPORT WITHIN REACH attended to a total of 7 primary sexual violence victims (4 new primary victims and 3 ongoing primary victims) and 1 secondary victim.*
- *Crisis Intervention (6 client contacts)*
- *Risk Assessment/Safety Planning (5 client contacts)*
- *Ongoing support and case follow-up (70 client contacts)*
- *Accompaniment to medical exams (3 client contacts)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (44 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (18 client contacts)*

Support Within Reach – 2023 Request  
Aitkin County Sexual Violence Services

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- *After hours Crisis Calls (7 client contacts)*

SUPPORT WITHIN REACH uses the following strategies to ensure access to sexual abuse/assault services:

- SUPPORT WITHIN REACH makes sexual abuse/assault services available at our office located in Aitkin. We have a staff that works regular hours in that office and 4 full time and 1 part time staff available in Grand Rapids as needed.
- SUPPORT WITHIN REACH provides a 24-hour crisis line that is available 365 days per year
- SUPPORT WITHIN REACH provides outreach to outlying areas like Hill City, Jacobson, and McGregor.
- SUPPORT WITHIN REACH has facilitated a Sexual Assault Multi-Disciplinary Action Response Team in Aitkin, with aims to continue to rejuvenate this team in 2022/2023.
- SUPPORT WITHIN REACH provides training to criminal justice system responders related to sexual violence and our services.

**Prevention Education & Awareness Program**

SUPPORT WITHIN REACH is active within the community developing and presenting customized education and awareness opportunities throughout Aitkin County that meet the needs and requests of the audience type. Through SUPPORT WITHIN REACH's awareness and prevention education program, participants develop an increased awareness of the services our agency provides as well as improved understanding regarding the issues surrounding sexual violence. *In 2021, SUPPORT WITHIN REACH provided 6 prevention education trainings to 362 participants in Aitkin County.* Specific presentations that SUPPORT WITHIN REACH is able to provide are as follows:

1. Pre-school/Daycare – 4<sup>th</sup> Grade:
  - Body Safety
  - Respect and Boundaries
  - Bullying
2. Middle School/High School:
  - Let's Chat
  - SUPPORT WITHIN REACH services/location
  - Self-Esteem, Respect, Boundaries and Body Safety
  - Difference between Sexual Harassment & Flirting
  - Healthy/Unhealthy Relationships
  - Handling peer pressure to be sexually active
  - Internet Safety/Teens & Technology
  - Date/Acquaintance Rape
3. Other Presentations:
  - Those with disabilities and their care takers

- Youth At Risk – area group homes,
  - Professional Development for Adults – Sexual Harassment, Special topics involving sexual violence, Stalking, Medical Providers, Law Enforcement Agencies, etc.
4. Community Awareness Events:
- Trafficking Awareness Month
  - Stalking Awareness Month
  - Sexual Assault Awareness Month
  - Child Abuse Awareness Month
  - Volunteer Awareness Week
  - Crime Victim’s Rights Week
  - Community Connect
  - National Night Out
  - Aitkin County Fair

### **2021 At a Glance**

#### **Real Impact:**

Clients at Support Within Reach and the impact they leave are why we continue to strive for perfection in our advocacy. One client in particular, has had a profound impact in my advocacy, sharing the road to healing with me. The client started her road to healing at the hospital by completing a SANE Exam and making a police report.

This client started their journey at the hospital in 2021 and has been taking a stand against the offender ever since. An advocate at Support Within Reach assisted them with an HRO to help the client regain their sense of safety after the offender began harassing them. The relief the client had when the HRO was granted was felt by staff as it seemed like they just regained a piece of themselves back. Moments like those remind us as advocates, why we do what we do.

Over the year of continued service, we provided referrals to therapists in the Aitkin County area, encouragement and support, support through the investigation and prosecution, and assistance with writing the victim impact statement.

Our client won her case in 2022 and the fight for justice is over, but the healing process and impact the client has had on our advocacy is everlasting. Support Within Reach continues to work with this client and has asked them if the agency could use their victim impact statement in our advocacy training. For us as advocates it is one thing to learn about advocacy through educational training, but it is another thing when you hear why advocacy is so important coming from a client themselves. My client’s victim impact statement offered a perfect window into how sexual assault impacts their lives in every way and is something that doesn’t go away within a year. The trauma of a sexual assault leaves a scar in every part of a victim’s life, and our job as advocates begins the moment the wound is inflicted.

Support Within Reach does its best to try and prevent a wound from happening through education and community outreach. This is done through providing children education on



boundaries at a young age, being involved in the local schools, and hosting events in the community to bring awareness to the services and the education that Support Within Reach provides. We will never be done serving people, but our goal is to bring education and awareness to every person in the Aitkin County community and preventative education to every school. As for my client, the impact they made will not stop with just one moment of success but will continue through their impact statement.

### **So far in 2022**

Yes, COVID-19 has impacted how SUPPORT WITHIN REACH provides service to the community. SUPPORT WITHIN REACH continues to provide service to the community at this time. SUPPORT WITHIN REACH utilizes safety and health precautions when a digital format for meeting with clients is not suitable as in emergency situations.

- *SUPPORT WITHIN REACH attended to a total of 4 new sexual violence victims and continued serving 2 ongoing sexual violence victims*
- *SUPPORT WITHIN REACH has provided 385 service types in Aitkin County*
- *Crisis Intervention (9 client contacts)*
- *Risk Assessment/Safety Planning (11 client contacts)*
- *Ongoing support and case follow-up (102 client contacts)*
- *Accompaniment to medical exams (1 client contact)*
- *Criminal Justice Support and Advocacy – this includes law enforcement, prosecution, and probation (34 client contacts)*
- *Law Enforcement Accompaniment-Interview or advocacy (8 client contacts)*
- *Civil Legal Advocacy: Filing Harassment Restraining Orders and Orders for Protection, Mandated Reporting Issues, Human Services Requested Education (11 client contacts)*
- *After hours Crisis Calls (4 client contacts)*
- *SUPPORT WITHIN REACH completed 13 awareness/outreach activities reaching 560 participants*

SUPPORT WITHIN REACH is requesting an increase in funding as we have now made the Aitkin County Coordinator position a position where the employee will spend all their time working specifically in Aitkin County. In previous years, the Aitkin County Coordinator position was a dual role position, where they would spend only three of their workdays in Aitkin County and the other two workdays a week would be spent in Itasca County. By creating a position that focuses only on Aitkin County, it will give SUPPORT WITHIN REACH more opportunity to provide the Aitkin County community with more outreach, educational opportunities, and the ability to assist more victims of sexual violence in the Aitkin County area.

### **GOALS & OBJECTIVES**

**Goal 1:** Provide free and confidential services to primary and secondary victims of sexual violence (primary = the actual victim of an incident of sexual violence, secondary victim = anyone else who is impacted by sexual violence including family and friends of the primary victim).

**Objectives:**

- SUPPORT WITHIN REACH provides a confidential 24-hour crisis line for primary/secondary victims impacted by sexual violence. SUPPORT WITHIN REACH will continue to offer our after-hour crisis/help line to facilitate routing after-hours calls involving sexual violence to our volunteer advocates/staff.
- Provide crisis intervention and basic counseling services to children and adults. This service works to normalize feelings after traumatic events and recurring trauma that occurs overtime. SUPPORT WITHIN REACH maintains an up-to-date therapist list of counselors who are proficient at working with victims of sexual violence in order to assist us in providing appropriate referrals.
- Assist clients in identifying/reaching their basic needs for healing and personal safety. Provide referrals to other agencies as necessary.
- Provide 24-hour advocacy and support for primary/secondary victims at law enforcement centers, First Witness Interviews, hospital emergency rooms and clinics, and criminal/civil courts matters.
- If demand for service remains on track, more resources will be needed to provide services to an increased number of individuals.

**Goal 2:** Promote Services and Strengthening Relationships with other agencies and service providers.

**Objectives:**

- SUPPORT WITHIN REACH will publicize our crisis/help-line, along with our 800 number via newspapers, social media platforms, public service announcements, and brochures/literature disbursed throughout the county (monthly).
- Promote our website: [www.supportwithinreach.org](http://www.supportwithinreach.org) and engage with community members online through our agency social media platforms.
- Continue to strengthen ties and develop creative and unique ways to reach out to vulnerable populations across Aitkin County. This practice serves to create a network of supportive services for victims of sexual violence.
- SUPPORT WITHIN REACH will continue to be a part of Aitkin County Health and Human Services meetings (ongoing).
- Continue to develop a list of locations within the community where SUPPORT WITHIN REACH can meet privately with clients in outlying areas of the community (as needed).
- SUPPORT WITHIN REACH will re-engage the multi-disciplinary team that is responsible for the justice system response to sexual assault.

**Goal 3:** Provide prevention/awareness education programming to residents of Aitkin County.

**Objectives:**

- Provide prevention education and awareness programming within schools and daycares reaching children grades preschool and k-12 and parents with the focus of awareness and safety. *In this funding request this may include Body Safety presentations and Let's Chat (a multi-disciplinary team approach to sexual violence prevention that has been established and will establish next steps based on the advice of local schools)*

Support Within Reach – 2023 Request  
Aitkin County Sexual Violence Services


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- Provide prevention education and awareness programming to youth-at-risk residing within group homes.
- Provide prevention education and awareness programming to developmentally disabled population.
- Provide presentations and training to professionals within the community (law enforcement, medical providers' educators, etc.) to support understanding of social issues which are significantly impacting children and families.
- Create at least one community awareness campaigns related to sexual violence through newspaper articles and placing brochures/literature throughout the community.

Often times Northeastern Minnesota is often forgotten, and Support Within Reach is really working hard to ensure that the outreach and prevention along with all other services are being taken care of as our mission is to reduce the impact and harm of sexual violence in the communities we serve. See our attached Approved 2021-2022 Budget.

Thank you very much for your consideration of Support Within Reach's request.

Respectfully submitted by,

  
Evett S Ellis

**Support Within Reach - Sexual Violence Advocacy and Resource Center**  
**Agency Budget October 1 2021 -September 30 2022**

**Revenue**

<b>Grant Name</b>	<b>Beltrami</b>	<b>Cass</b>	<b>Clearwater</b>	<b>Hubbard</b>	<b>Aitkin</b>	<b>Itasca</b>	<b>Combined Total</b>
Aitkin County	0	0	0	0	1,500	0	1,500
Beltrami Child Abuse Prev	2,400	0	0	0	0	0	2,400
Beltrami County Cooperative	1,800	0	0	0	0	0	1,800
Blandin Foundation	0	0	0	0	0	50,000	50,000
Itasca Human Services - SANE	0	0	0	0	0	6,683	6,683
Itasca Human Services - SWR	0	0	0	0	0	6,683	6,683
Enbridge	54,000	0	0	-	0	36,000	90,000
Fines	300	0	0	0	500	2,300	3,100
Grand Rapids Area Community Foundation	0	0	0	0	0	2,670	2,670
Fundraising/Donations	10,365	500	100	500	500	11,011	22,976
Lake Country Power/Clearwater Polk/Round up	0	0	300	500	0	1,000	1,800
Mille Lacs Energy	0	0	0	0	300	0	300
MNCASA - Other	800	0	0	0	0	800	1,600
MN Department of Health	83,000	0	0	0	0	12,000	95,000
MN Northwest Foundation	0	0	0	0	0	0	0
Program Income - SANE	0	0	0	0	1,500	2,000	3,500
Program Income - SWR	0	0	0	0	0	2,000	2,000
Otto Bremer Foundation	30,000	0	0	0	0	20,000	50,000
OJP SMART	13,000	0	0	0	0	13,000	26,000
TOGO	0	0	0	0	0	1,000	1,000
Townships	875	1250	500	2900	100	1,630	7,255
United Way of Bemidji Area	15,000	0	0	0	0	0	15,000
United Way 1,000 Lakes	0	0	0	0	0	14,500	14,500
United Way NE MN	0	0	0	0	0	5,000	5,000
OJP-CVS	249,007	38,059	36,023	41,260	9,309	166,004	539,662
<b>Total Revenue</b>	<b><u>460,547</u></b>	<b><u>39,809</u></b>	<b><u>36,923</u></b>	<b><u>45,160</u></b>	<b><u>13,709</u></b>	<b><u>354,281</u></b>	<b><u>950,428</u></b>
<b>Percentage of Budget</b>	<b>42%</b>	<b>6%</b>	<b>6%</b>	<b>6%</b>	<b>5%</b>	<b>35%</b>	<b>1</b>

## Payroll Totals

Payroll Expense Type							Combined
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Total
Total Payroll	286,995	34,216	33,280	33,280	7,675	241,110	636,556
Total Fringe	22,459	2,689	2,616	2,616	603	18,871	49,855
Total IRA	2,172	1,026	-	-	-	3,163	6,362
Total Payroll Fee	728	91	91	91	46	592	1,638
Total Life	288	36	36	36	9	243	648
Employee Assistance Program	510	510	510	510	510	510	3,060
Total Health/Dental Insurance	9,951	-	-	5,237	977	22,297	38,461
<b>Total Personnel</b>	<b>323,103</b>	<b>38,569</b>	<b>36,533</b>	<b>41,770</b>	<b>9,819</b>	<b>286,786</b>	<b>736,580</b>

## Expenses

Expense Type							Combined
	Beltrami	Cass	Clearwater	Hubbard	Aitkin	Itasca	Total
Accounting	7,100	300	300	300	100	2,900	11,000
Legal Fees	3,000	-	-	-	-	1,000	4,000
Bank Charges	-	-	-	-	-	-	-
Contract Services - SANE/Consultants, Grant Writers	10,000	-	-	-	-	4,000	14,000
Dispatch Services	1,386	198	198	198	198	1,155	3,333
Dues/Memberships - Dues, Bamboo HR	2,031	-	-	-	-	1,354	3,385
Client/Emergency Funds	600	200	200	200	200	400	1,800
Equipment Rental	1,680	-	-	-	-	1,120	2,800
Events/Exhibits	504	72	72	72	72	750	1,542
Fundraising Expense	1,500	-	-	-	-	1,800	3,300
Insurance	3,303	472	472	472	393	2,753	7,865
Workers Compensation	600	-	-	-	-	600	1,200
Maintenance/Repairs	1,470	210	210	210	210	1,225	3,535
Program Expenses (office supplies, etc)	3,350	650	650	650	575	2,925	8,800
Postage	378	54	54	54	45	315	900
Printing/Copying	2,310	330	330	330	275	1,925	5,500
Professional Development	3,570	510	510	510	275	3,125	8,500
Security Expense	798	114	114	114	-	920	2,060
Publicity (PSA's)	500	-	-	-	500	500	1,500
Recruitment/Recognition (staff, volunteers, board)	798	114	114	114	114	665	1,919
Rent/Lease	25,932	6,000	4,200	1,500	3,444	12,000	53,076
Small Equipment	1,500	300	300	300	300	1,000	3,700
Tech Support	4,000	-	-	-	-	2,000	6,000
Telephone/Internet/Staff Cell Phone Reimb.	7,140	1,020	1,020	1,020	1,020	5,950	17,170

Training/Conferences	-	-	-	-	-	-	-
Mileage	14,700	2,100	2,100	2,100	1,750	12,250	35,000
Lodging	1,680	240	240	240	200	1,400	4,000
Airfare	600	-	-	-	-	600	1,200
Food/Meals	840	120	120	120	120	700	2,020
Utilities	140	-	-	-	-	2,600	2,740
<b>Expense Totals</b>	<b>101,410</b>	<b>13,004</b>	<b>11,204</b>	<b>8,504</b>	<b>9,791</b>	<b>67,932</b>	<b>211,845</b>
<b>Personnel Totals from Above</b>	<b>323,103</b>	<b>38,569</b>	<b>36,533</b>	<b>41,770</b>	<b>9,819</b>	<b>286,786</b>	<b>736,580</b>
<b>Total Personnel/Expenses</b>	<b>424,513</b>	<b>51,573</b>	<b>47,737</b>	<b>50,274</b>	<b>19,610</b>	<b>354,718</b>	<b>948,425</b>
<b>Net Income/Loss</b>	<b>36,033.28</b>	<b>(11,764)</b>	<b>(10,814)</b>	<b>(5,114)</b>	<b>(5,901)</b>	<b>(437)</b>	<b>2,004</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

Options: 1 = Budget Amount, 2 = Yearly Amount, 3 = Dashed Lines, 4 = Estimated Annual

Page Break Option: 1 1 - Page Break by FUND  
2 - Page Break by DEPT  
3 - Page Break by PROGRAM  
4 - Page Break by SERVICE

Column Selection: 1 1 0 0 0

Column Headings: ADOPTED 2022 PROPOSED 2023

Line Spacing: 1 1 - Single Spaced  
2 - Double Spaced

Year:

Months:

Print Subtotal By FUND Y  
Print Subtotal By DEPT Y  
Print Subtotal By PROGRAM N  
Print Subtotal By SERVICE N  
Print Subtotal By Object Range N

Report Basis 1 1 - Cash  
2 - Modified Accrual  
3 - Full Accrual

Include on the Report: 1 1 - All G/L Accounts  
2 - Only G/L Accounts with Budget  
Amts.  
3 - Only G/L Accounts without Budget  
Amts.  
4 - Only Budget Accounts with zero  
Amts.  
5 - Only Active G/L Accounts

Include Zero Dollar Accts: N  
Round Amounts: Y  
Save Report: N

Comment:

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
001	DEPT	Commissioners		
01-001-000-0000-6101		Salaries	173,576	177,048
01-001-000-0000-6108		Meals (Not Overnight)	100	0
01-001-000-0000-6124		Medicare-Employer 1.45%	2,517	2,567
01-001-000-0000-6148		Employer Deduct Contribution-HSA	8,780	14,380
01-001-000-0000-6150		Health Insurance-Employer	41,989	61,022
01-001-000-0000-6152		Life Insurance-Employer	555	555
01-001-000-0000-6162		Pera-Dcp 5%	8,679	8,852
01-001-000-0000-6168		NACO Deferred Comp ER in Lieu Hea	5,500	0
01-001-000-0000-6171		Workers Compensation	381	370
01-001-000-0000-6220		Telephone	2,000	2,700
01-001-000-0000-6230		Printing, Publishing & Adv	3,000	3,500
01-001-000-0000-6241		Registration Fee	6,000	6,500
01-001-000-0000-6330		Transportation/Travel/Parking	9,000	9,000
01-001-000-0000-6332		Hotel / Motel Lodging	6,500	6,500
01-001-000-0000-6339		Meals (Overnight)	500	500
01-001-000-0000-6352		Insurance	1,445	1,375
01-001-000-0000-6405		Office Supplies	1,500	1,500
<b>DEPT 001</b>	Commissioners	<b>Revenue</b>	<b>0</b>	<b>0</b>
		<b>Expend.</b>	<b>272,022</b>	<b>296,369</b>
		<b>Net</b>	<b>272,022</b>	<b>296,369</b>
012	DEPT	Court Administration		
01-012-000-0000-5603		Child Support Motion Fee	100 -	100 -
01-012-000-0000-5840		Misc Receipts	5,000 -	5,000 -
01-012-000-0000-6205		Postage	1,000	2,200
01-012-000-0000-6262		Contract Service or Medical Service	5,000	5,000
01-012-000-0000-6263		Contract Legal Services	80,000	80,000
01-012-000-0000-6625		Capital - Office & Other Equipment	5,000	5,000
<b>DEPT 012</b>	Court Administration	<b>Revenue</b>	<b>5,100 -</b>	<b>5,100 -</b>
		<b>Expend.</b>	<b>91,000</b>	<b>92,200</b>
		<b>Net</b>	<b>85,900</b>	<b>87,100</b>
040	DEPT	Auditor		
01-040-000-0000-5076		Judgement Costs	16,000 -	16,000 -
01-040-000-0000-5081		Mortgage Registry-3%	10,000 -	10,000 -
01-040-000-0000-5115		Auctioneers Licenses	140 -	140 -
01-040-000-0000-5116		1/2 Beer License	150 -	125 -



# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
01-040-000-0000-5119	Liquor Licenses	50,000 -	57,000 -
01-040-000-0000-5132	Cigarette License Fees	1,500 -	1,550 -
01-040-000-0000-5517	Fees For Services	2,000 -	6,900 -
01-040-000-0000-5526	TinT Reimb from Schools/City/Twp	6,400 -	9,300 -
01-040-000-0000-5590	Auditor Fee-Clerical FTS Sales & Fees	30,000 -	30,000 -
01-040-000-0000-5840	Misc Receipts	500 -	60 -
01-040-000-0000-6101	Salaries-Full Time	350,952	371,625
01-040-000-0000-6108	Meals (Not Overnight)	100	100
01-040-000-0000-6109	Overtime-Salaries	3,000	3,000
01-040-000-0000-6124	Medicare-Employer 1.45%	5,089	5,389
01-040-000-0000-6148	Employer Deduct Contribution-HSA	12,790	13,840
01-040-000-0000-6150	Health Insurance-Employer	42,685	61,022
01-040-000-0000-6152	Life Insurance-Employer	339	555
01-040-000-0000-6154	Long Term Disability-Employer	957	1,014
01-040-000-0000-6159	PERA 7.50%	26,321	27,872
01-040-000-0000-6165	Fica-Employer 6.20%	21,759	23,041
01-040-000-0000-6171	Workers Compensation	528	549
01-040-000-0000-6205	Postage	10,000	19,500
01-040-000-0000-6220	Telephone	454	400
01-040-000-0000-6230	Printing, Publishing & Adv	45,000	36,000
01-040-000-0000-6240	Membership/Dues/Association Fees	360	360
01-040-000-0000-6241	Registration Fee	1,000	1,000
01-040-000-0000-6266	Data Processing/Computer Services	0	30,000
01-040-000-0000-6268	Staff Training, Development	500	500
01-040-000-0000-6330	Transportation/Travel/Parking	800	600
01-040-000-0000-6332	Hotel / Motel Lodging	1,500	1,500
01-040-000-0000-6335	Gas/Vehicle Fuel Charges	100	100
01-040-000-0000-6339	Meals (Overnight)	100	100
01-040-000-0000-6352	Insurance	1,445	1,375
01-040-000-0000-6360	Services, Labor, Contracts	42,000	26,000
01-040-000-0000-6405	Office Supplies	6,700	2,700
01-040-000-0000-6480	Small Furniture/Equipment	0	1,500
01-040-000-0000-6590	Repair & Maintenance Supplies	100	100
01-040-021-0000-5504	G & F License Fee	2,000 -	3,500 -
01-040-021-0000-5522	Motor Vehicle License/Tab Fees	152,000 -	167,000 -
01-040-021-0000-5523	DNR/License Tab Fees	18,500 -	17,000 -
01-040-021-0000-5840	Misc Receipts	1,000 -	300 -

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
<u>Account Number</u>		<u>2022</u>	<u>2023</u>
	01-040-021-0000-6101	131,637	146,285
	01-040-021-0000-6108	50	0
	01-040-021-0000-6109	1,000	2,000
	01-040-021-0000-6124	1,909	2,150
	01-040-021-0000-6148	9,780	9,780
	01-040-021-0000-6150	52,238	54,390
	01-040-021-0000-6152	333	333
	01-040-021-0000-6154	346	374
	01-040-021-0000-6159	9,873	11,121
	01-040-021-0000-6165	8,162	9,194
	01-040-021-0000-6171	193	201
	01-040-021-0000-6205	2,000	1,000
	01-040-021-0000-6220	500	350
	01-040-021-0000-6230	350	350
	01-040-021-0000-6241	260	260
	01-040-021-0000-6352	867	825
	01-040-021-0000-6360	1,000	800
	01-040-021-0000-6405	2,500	4,000
	01-040-021-0000-6480	0	2,000
	01-040-021-0000-6625	1,000	0
<b>DEPT</b>	<b>040 Auditor</b>	<b>Revenue 290,190 -</b>	<b>318,875 -</b>
		<b>Expend. 798,577</b>	<b>875,155</b>
		<b>Net 508,387</b>	<b>556,280</b>
041	DEPT Internal Audit		
	01-041-000-0000-6360	78,400	78,500
<b>DEPT</b>	<b>041 Internal Audit</b>	<b>Revenue 0</b>	<b>0</b>
		<b>Expend. 78,400</b>	<b>78,500</b>
		<b>Net 78,400</b>	<b>78,500</b>
042	DEPT Treasurer		
	01-042-000-0000-5079	8,000 -	8,000 -
	01-042-000-0000-5106	0	1,600 -
	01-042-000-0000-5524	400 -	400 -
	01-042-000-0000-5526	2,000 -	2,000 -
	01-042-000-0000-5840	18,000 -	12,000 -
	01-042-000-0000-6101	187,448	192,911
	01-042-000-0000-6108	100	100

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-042-000-0000-6109	Overtime-Salaries	500	500
01-042-000-0000-6124	Medicare-Employer 1.45%	2,718	2,797
01-042-000-0000-6148	Employer Deduct Contribution-HSA	9,780	8,780
01-042-000-0000-6150	Health Insurance-Employer	49,403	43,831
01-042-000-0000-6152	Life Insurance-Employer	261	306
01-042-000-0000-6154	Long Term Disability-Employer	515	471
01-042-000-0000-6159	PERA 7.50%	14,059	14,468
01-042-000-0000-6165	Fica-Employer 6.20%	11,622	11,960
01-042-000-0000-6171	Workers Compensation	284	296
01-042-000-0000-6205	Postage	13,000	14,000
01-042-000-0000-6220	Telephone	200	200
01-042-000-0000-6230	Printing, Publishing & Advertising	0	60
01-042-000-0000-6240	Membership/Dues/Association Fees	400	400
01-042-000-0000-6241	Registration Fee	500	500
01-042-000-0000-6266	Data Processing/Computer Services	0	400
01-042-000-0000-6330	Transportation/Travel/Parking	600	600
01-042-000-0000-6332	Hotel / Motel Lodging	1,400	1,400
01-042-000-0000-6335	Gas/Vehicle Fuel Charges	50	50
01-042-000-0000-6339	Meals (Overnight)	100	100
01-042-000-0000-6352	Insurance	867	825
01-042-000-0000-6360	Services, Labor, Contracts	15,000	16,000
01-042-000-0000-6405	Office Supplies	13,000	13,000
<b>DEPT 042</b>	Treasurer		
	<b>Revenue</b>	<b>28,400 -</b>	<b>24,000 -</b>
	<b>Expend.</b>	<b>321,807</b>	<b>323,955</b>
	<b>Net</b>	<b>293,407</b>	<b>299,955</b>
<b>043</b>	<b>DEPT</b>		
	Assessor		
01-043-000-0000-5526	Assessor Township Assessment	160,677 -	144,656 -
01-043-000-0000-5840	Misc Receipts	10,500 -	10,500 -
01-043-000-0000-6101	Salaries-Full Time	557,538	558,816
01-043-000-0000-6108	Meals (Not Overnight)	300	300
01-043-000-0000-6109	Overtime-Salaries	100	100
01-043-000-0000-6124	Medicare-Employer 1.45%	8,085	8,103
01-043-000-0000-6148	Employer Deduct Contribution-HSA	27,960	23,880
01-043-000-0000-6150	Health Insurance-Employer	124,747	109,035
01-043-000-0000-6152	Life Insurance-Employer	911	1,020
01-043-000-0000-6154	Long Term Disability-Employer	1,515	1,353

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-043-000-0000-6157	Retiree Health	0	6,145
01-043-000-0000-6159	PERA 7.50%	41,816	41,411
01-043-000-0000-6165	Fica-Employer 6.20%	34,568	34,647
01-043-000-0000-6171	Workers Compensation	5,542	5,313
01-043-000-0000-6205	Postage	6,500	6,500
01-043-000-0000-6220	Telephone	5,800	5,800
01-043-000-0000-6230	Printing, Publishing & Adv	6,500	1,500
01-043-000-0000-6240	Dues & License Renewal	2,300	2,300
01-043-000-0000-6266	Data Processing/Computer Services	0	4,000
01-043-000-0000-6268	Staff Training, Development	9,000	7,800
01-043-000-0000-6272	Physical Examinations	300	300
01-043-000-0000-6302	Vehicle Maintenance	2,500	2,500
01-043-000-0000-6330	Transportation/Travel/Parking	800	800
01-043-000-0000-6332	Hotel / Motel Lodging	6,000	5,000
01-043-000-0000-6335	Gas/Vehicle Fuel Charges	6,000	8,000
01-043-000-0000-6339	Meals (Overnight)	1,500	1,000
01-043-000-0000-6352	Insurance	5,598	5,507
01-043-000-0000-6359	Wrecker Service	200	200
01-043-000-0000-6360	Services, Labor, Contracts, GIS Mappi	3,000	6,000
01-043-000-0000-6374	Auto & Trailer License	100	100
01-043-000-0000-6405	Office Supplies	7,000	4,000
01-043-000-0000-6485	Computer/Technology Supplies	0	3,000
01-043-000-0000-6625	Capital - Office & Other Equipment	0	20,000
<b>DEPT 043</b>	<b>Assessor</b>		
	<b>Revenue</b>	<b>171,177 -</b>	<b>155,156 -</b>
	<b>Expend.</b>	<b>866,180</b>	<b>874,430</b>
	<b>Net</b>	<b>695,003</b>	<b>719,274</b>
<b>044</b>	<b>DEPT Central Services</b>		
01-044-000-0000-5403	Cost Allocation Reimbursement	185,000 -	185,000 -
01-044-000-0000-5791	Interest Income	150,000 -	150,000 -
01-044-000-0000-5840	Misc Receipts	1,000 -	1,000 -
01-044-000-0000-5841	Mcit Dividend	25,170 -	25,170 -
01-044-000-0000-5910	Transfer in From Other Funds	300,000 -	700,000 -
01-044-000-0000-6352	Insurance	49,574	51,611
01-044-000-0000-6360	Services, Labor, Contracts	100,000	100,000
01-044-000-0000-6841	Ambulance Appropriations	42,000	42,000
01-044-000-0000-6844	MN Rural Counties Caucus	2,300	2,300

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-044-000-0000-6845	Assoc of MN Counties	11,042	11,142
01-044-000-0000-6846	Arrowhead Counties Appropriations	2,750	2,750
01-044-000-0000-6847	Support within Reach	1,500	2,000
01-044-000-0000-6849	ANGELS Appropriations	3,631	0
01-044-100-0000-5001	Property Taxes - Current	9,801,772 -	9,996,526 -
01-044-100-0000-5060	Mobile Home-Current	11,000 -	11,000 -
01-044-100-0000-5065	Severed Mineral-Current	5,000 -	5,000 -
01-044-100-0000-5067	Industrial Minerals-Current	500 -	500 -
01-044-100-0000-5070	Penalty - Current	32,000 -	32,000 -
01-044-100-0000-5071	Penalty & Interest - Delinquent	55,000 -	55,000 -
01-044-100-0000-5210	County Program Aid	835,689 -	827,057 -
01-044-100-0000-5251	In Lieu Apportionments & Receipts	1,200,000 -	1,200,000 -
01-044-100-0000-5252	Forf Tax Sales Apportionment	150,000 -	150,000 -
01-044-100-0000-6800	Tax Abatements	20,000	16,500
01-044-904-0000-6379	Flex Services, Labor, Etc.	5,000	5,000
<b>DEPT 044</b>	Central Services	<b>Revenue 12,752,131 -</b>	<b>13,338,253 -</b>
		<b>Expend. 237,797</b>	<b>233,303</b>
		<b>Net 12,514,334 -</b>	<b>13,104,950 -</b>
045	DEPT Motor Pool		
01-045-000-0000-5840	Misc Receipts	48,000 -	48,000 -
01-045-000-0000-5920	Sales of Capital Assets/Auction Proce	0	12,000 -
01-045-000-0000-6302	Vehicle Maintenance	3,000	5,000
01-045-000-0000-6352	Insurance	4,811	4,375
01-045-000-0000-6360	Services, Labor, Contracts	2,670	2,670
01-045-000-0000-6374	Auto & Trailer License	200	215
01-045-000-0000-6480	Car Equipment	500	500
01-045-000-0000-6621	Auto Replacement	0	16,000
<b>DEPT 045</b>	Motor Pool	<b>Revenue 48,000 -</b>	<b>60,000 -</b>
		<b>Expend. 11,181</b>	<b>28,760</b>
		<b>Net 36,819 -</b>	<b>31,240 -</b>
049	DEPT Information Technologies		
01-049-000-0000-5525	Label & Listing Sales	1,500 -	1,500 -
01-049-000-0000-5947	Planned Use of Fund Balance	20,000 -	20,000 -
01-049-000-0000-6101	Salaries-Full Time	334,277	356,451
01-049-000-0000-6108	Meals (Not Overnight)	100	0
01-049-000-0000-6124	Medicare-Employer 1.45%	4,847	5,169

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-049-000-0000-6148	Employer Deduct Contribution-HSA	12,790	12,840
01-049-000-0000-6150	Health Insurance-Employer	42,685	53,536
01-049-000-0000-6152	Life Insurance-Employer	339	555
01-049-000-0000-6154	Long Term Disability-Employer	920	980
01-049-000-0000-6159	PERA 7.50%	25,071	26,734
01-049-000-0000-6165	Fica-Employer 6.20%	20,725	22,100
01-049-000-0000-6171	Workers Compensation	501	522
01-049-000-0000-6205	Postage	100	100
01-049-000-0000-6220	Telephone	720	500
01-049-000-0000-6240	Membership/Dues/Association Fees	0	1,800
01-049-000-0000-6266	Software Fees/License Fees	0	53,000
01-049-000-0000-6268	Staff Training, Development	9,860	10,000
01-049-000-0000-6283	Programming, Services, Contracts	233,560	216,200
01-049-000-0000-6330	Transportation/Travel/Parking	1,000	1,000
01-049-000-0000-6332	Hotel / Motel Lodging	1,000	1,000
01-049-000-0000-6339	Meals (Overnight)	300	300
01-049-000-0000-6342	Office Equipment Rental/Contracts	0	1,000
01-049-000-0000-6352	Insurance	1,445	1,375
01-049-000-0000-6405	Office Supplies (Non Computer)	1,500	1,500
01-049-000-0000-6485	Computer/Technology Supplies	6,500	6,500
01-049-000-0000-6625	Capital - Office & Other Equipment	24,000	35,000
<b>DEPT 049</b>	<b>Information Technologies</b>	<b>Revenue 21,500 -</b>	<b>21,500 -</b>
		<b>Expend. 722,240</b>	<b>808,162</b>
		<b>Net 700,740</b>	<b>786,662</b>
052	DEPT Administration		
01-052-000-0000-6101	Salaries-Full Time	137,434	141,776
01-052-000-0000-6108	Meals (Not Overnight)	75	75
01-052-000-0000-6124	Medicare-Employer 1.45%	1,993	2,056
01-052-000-0000-6148	Employer Deduct Contribution-HSA	4,890	4,890
01-052-000-0000-6150	Health Insurance-Employer	23,284	27,195
01-052-000-0000-6152	Life Insurance-Employer	167	153
01-052-000-0000-6154	Long Term Disability-Employer	367	314
01-052-000-0000-6159	PERA 7.50%	10,308	10,633
01-052-000-0000-6165	Fica-Employer 6.20%	8,521	8,790
01-052-000-0000-6171	Workers Compensation	231	240
01-052-000-0000-6205	Postage	200	200

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-052-000-0000-6220	Telephone	1,020	1,020
01-052-000-0000-6240	Membership/Dues/Association Fees	1,300	1,200
01-052-000-0000-6241	Registration Fee	2,000	2,000
01-052-000-0000-6263	Contract Legal Services	9,000	20,000
01-052-000-0000-6266	Data Processing/Computer Services	0	1,100
01-052-000-0000-6330	Transportation/Travel/Parking	1,000	1,000
01-052-000-0000-6332	Hotel / Motel Lodging	1,500	1,500
01-052-000-0000-6335	Gas/Vehicle Fuel Charges	50	50
01-052-000-0000-6339	Meals (Overnight)	200	200
01-052-000-0000-6352	Insurance	722	1,375
01-052-000-0000-6360	Services, Labor, Contracts	1,100	0
01-052-000-0000-6405	Office Supplies	2,500	2,500
<b>DEPT 052</b>	<b>Administration</b>	<b>Revenue 0</b>	<b>0</b>
		<b>Expend. 207,862</b>	<b>228,267</b>
		<b>Net 207,862</b>	<b>228,267</b>
<b>053</b>	<b>DEPT Human Resources</b>		
01-053-000-0000-6101	Salaries-Full Time	227,885	242,586
01-053-000-0000-6108	Meals (Not Overnight)	100	100
01-053-000-0000-6124	Medicare-Employer 1.45%	3,305	3,518
01-053-000-0000-6148	Employer Deduct Contribution-HSA	9,900	9,950
01-053-000-0000-6150	Health Insurance Employer	34,228	44,386
01-053-000-0000-6152	Life Insurance-Employer	389	357
01-053-000-0000-6154	Long Term Disability-Employer	612	549
01-053-000-0000-6159	PERA 7.50%	17,092	17,890
01-053-000-0000-6165	Fica-Employer	14,129	15,040
01-053-000-0000-6171	Workers Compensation	332	345
01-053-000-0000-6199	Employee Recognition	2,500	2,500
01-053-000-0000-6205	Postage	600	600
01-053-000-0000-6220	Telephone	1,000	1,200
01-053-000-0000-6230	Printing, Publishing & Adv	4,000	4,000
01-053-000-0000-6240	Membership/Dues/Association Fees	500	500
01-053-000-0000-6241	Registration Fee	1,500	1,500
01-053-000-0000-6263	Contract Legal Services	8,000	15,000
01-053-000-0000-6265	Background Check Fee	4,000	4,000
01-053-000-0000-6266	Data Processing/Computer Services	0	2,200
01-053-000-0000-6268	Staff Training, Development	6,800	6,800

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
	<u>Account Number</u>	<u>Account Description</u>		
	01-053-000-0000-6330	Transportation/Travel/Parking	500	500
	01-053-000-0000-6332	Hotel / Motel Lodging	800	800
	01-053-000-0000-6335	Gas/Vehicle Fuel Charges	100	100
	01-053-000-0000-6339	Meals (Overnight)	100	100
	01-053-000-0000-6352	Insurance-Vehicles/Equipment/Liability	723	0
	01-053-000-0000-6360	Services, Labor, Contracts	15,000	15,000
	01-053-000-0000-6405	Office Supplies	4,000	4,000
<b>DEPT</b>	<b>053</b>	Human Resources	<b>Revenue 0</b>	<b>0</b>
			<b>Expend. 358,095</b>	<b>393,521</b>
			<b>Net 358,095</b>	<b>393,521</b>
060	DEPT	Elections		
	01-060-000-0000-5521	Election Filing Fees	500 -	0
	01-060-000-0000-5840	Misc Receipts	500 -	0
	01-060-000-0000-5947	Planned Use of Fund Balance	100,000 -	0
	01-060-000-0000-6101	Salaries-Full Time	11,000	0
	01-060-000-0000-6102	Salaries-Part Time	7,000	0
	01-060-000-0000-6108	Meals(Not Overnight)	50	0
	01-060-000-0000-6109	Overtime-Salaries	10,000	0
	01-060-000-0000-6124	Medicare-Employer 1.45%	406	0
	01-060-000-0000-6159	PERA 7.50%	2,100	0
	01-060-000-0000-6165	Fica-Employer 6.20%	1,736	0
	01-060-000-0000-6171	Workers Compensation	26	28
	01-060-000-0000-6205	Postage	36,000	1,000
	01-060-000-0000-6230	Printing, Publishing & Adv	10,000	500
	01-060-000-0000-6268	Staff Training, Development	250	250
	01-060-000-0000-6330	Transportation/Travel/Parking	0	50
	01-060-000-0000-6360	Services, Labor, Contracts	25,000	25,000
	01-060-000-0000-6405	Office Supplies	4,000	4,000
	01-060-000-0000-6406	Ballots & Programming	90,500	50,000
<b>DEPT</b>	<b>060</b>	Elections	<b>Revenue 101,000 -</b>	<b>0</b>
			<b>Expend. 198,068</b>	<b>80,828</b>
			<b>Net 97,068</b>	<b>80,828</b>
090	DEPT	Attorney		
	01-090-000-0000-5512	Costs Of Prosecution	17,482 -	19,788 -
	01-090-000-0000-5527	Asst Co Atty & Sec Fees	46,294 -	46,911 -
	01-090-000-0000-5612	Drug & Forfeiture Ms387.213	12,969 -	11,270 -



# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
01-090-000-0000-5840	Misc Receipts	2,251 -	2,799 -
01-090-000-0000-6101	Salaries-Full Time	836,778	870,127
01-090-000-0000-6102	Salaries-Part Time	8,301	0
01-090-000-0000-6108	Meals Reimbursed (Taxable)	50	50
01-090-000-0000-6109	Overtime-Salaries	4,000	0
01-090-000-0000-6124	Medicare-Employer 1.45%	12,312	12,617
01-090-000-0000-6148	Employer Deduct Contribution-HSA	27,600	27,600
01-090-000-0000-6150	Health Insurance-Employer	129,497	135,675
01-090-000-0000-6152	Life Insurance-Employer	1,038	1,020
01-090-000-0000-6154	Long Term Disability-Employer	2,278	2,101
01-090-000-0000-6156	ID Theft Protection	616	0
01-090-000-0000-6157	Retiree Health	0	6,145
01-090-000-0000-6159	PERA 7.50%	63,059	64,603
01-090-000-0000-6165	Fica-Employer 6.20%	52,643	53,948
01-090-000-0000-6171	Workers Compensation	757	787
01-090-000-0000-6199	Employee Recognition	0	100
01-090-000-0000-6205	Postage	2,324	2,217
01-090-000-0000-6220	Telephone	4,467	3,745
01-090-000-0000-6230	Printing, Publishing & Adv	196	231
01-090-000-0000-6240	Membership/Dues/Association Fees	8,379	8,630
01-090-000-0000-6260	Professional Consulting	1,000	1,000
01-090-000-0000-6262	Witness/Expert Witness & Travel Expe	1,000	1,000
01-090-000-0000-6263	Contract Legal Services	1,000	1,000
01-090-000-0000-6264	Sheriff Services	3,083	2,434
01-090-000-0000-6265	Drug & Forfeiture MS 387.213	2,020	2,024
01-090-000-0000-6266	Computer Research	22,149	22,813
01-090-000-0000-6268	Staff Training, Development	5,000	5,000
01-090-000-0000-6269	Court Reporter Services	262	169
01-090-000-0000-6272	Physical Examinations	200	200
01-090-000-0000-6330	Transportation/Travel/Parking	1,200	679
01-090-000-0000-6332	Hotel / Motel Lodging	328	248
01-090-000-0000-6333	Crt.Related Travel Expenses	296	119
01-090-000-0000-6339	Meals (Overnight)	30	30
01-090-000-0000-6342	Office Equipment Rental/Contracts	0	343
01-090-000-0000-6352	Insurance	2,890	2,750
01-090-000-0000-6360	Services, Labor, Contracts	2,798	2,649
01-090-000-0000-6405	Office Supplies	13,501	13,906

# Aitkin County

## USER-SELECTED BUDGET REPORT



		ADOPTED	PROPOSED
		2022	2023
	<u>Account Number</u>		
	01-090-000-0000-6406	20,294	24,036
	01-090-000-0000-6625	10,521	10,953
<b>DEPT</b>	<b>090</b> Attorney	<b>Revenue 78,996 -</b>	<b>80,768 -</b>
		<b>Expend. 1,241,867</b>	<b>1,280,949</b>
		<b>Net 1,162,871</b>	<b>1,200,181</b>
100	DEPT Recorder		
	01-100-000-0000-5529	90,500 -	90,500 -
	01-100-000-0000-5840	15,000 -	15,000 -
	01-100-000-0000-6101	226,364	260,224
	01-100-000-0000-6109	1,500	1,500
	01-100-000-0000-6124	3,304	3,773
	01-100-000-0000-6148	13,040	13,040
	01-100-000-0000-6150	64,925	67,399
	01-100-000-0000-6152	444	408
	01-100-000-0000-6154	623	593
	01-100-000-0000-6157	6,145	517
	01-100-000-0000-6159	17,090	18,272
	01-100-000-0000-6165	14,128	16,134
	01-100-000-0000-6171	279	291
	01-100-000-0000-6205	2,000	2,000
	01-100-000-0000-6220	600	600
	01-100-000-0000-6230	600	600
	01-100-000-0000-6240	500	500
	01-100-000-0000-6241	1,000	1,000
	01-100-000-0000-6268	500	500
	01-100-000-0000-6311	1,800	0
	01-100-000-0000-6330	1,000	1,000
	01-100-000-0000-6332	3,000	3,000
	01-100-000-0000-6335	100	100
	01-100-000-0000-6339	500	500
	01-100-000-0000-6342	300	300
	01-100-000-0000-6352	867	825
	01-100-000-0000-6360	4,000	4,000
	01-100-000-0000-6405	4,000	4,000
	01-100-195-0000-5529	55,000 -	55,000 -
	01-100-195-0000-6360	55,000	55,000

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
	<u>Account Number</u>		
	<u>Account Description</u>		
	01-100-196-0000-5529 Recorder Fees-Recorder's Tech Fund	50,000 -	50,000 -
	01-100-196-0000-6360 Services, Labor, Contracts-Recorder's	25,000	25,000
	01-100-196-0000-6625 Office & Other Equipment-Recorder's	25,000	25,000
<b>DEPT 100</b>	<b>Recorder</b>	<b>Revenue 210,500 -</b>	<b>210,500 -</b>
		<b>Expend. 473,609</b>	<b>506,076</b>
		<b>Net 263,109</b>	<b>295,576</b>
<b>110</b>	<b>DEPT Courthouse Maintenance</b>		
	01-110-000-0000-6101 Salaries-Full Time	240,332	274,508
	01-110-000-0000-6109 Overtime-Salaries	1,500	1,500
	01-110-000-0000-6124 Medicare-Employer 1.45%	3,485	3,980
	01-110-000-0000-6148 Employer Deduct Contribution-HSA	14,930	16,560
	01-110-000-0000-6150 Health Insurance-Employer	67,386	80,176
	01-110-000-0000-6152 Life Insurance-Employer	611	612
	01-110-000-0000-6154 Long Term Disability-Employer	657	669
	01-110-000-0000-6159 PERA 7.50%	18,026	20,588
	01-110-000-0000-6165 Fica-Employer 6.20%	14,901	17,020
	01-110-000-0000-6171 Workers Compensation	5,748	5,082
	01-110-000-0000-6220 Telephone	850	850
	01-110-000-0000-6240 Membership/Dues/Association Fees	0	500
	01-110-000-0000-6254 Utilities-Gas and Electric	75,000	80,000
	01-110-000-0000-6255 Garbage	8,200	8,200
	01-110-000-0000-6268 Staff Training, Development	800	800
	01-110-000-0000-6271 Inspection Fees	1,150	1,150
	01-110-000-0000-6272 Physical Examinations	150	150
	01-110-000-0000-6330 Transportation/Travel/Parking	200	200
	01-110-000-0000-6335 Gas/Vehicle Fuel Charges	700	400
	01-110-000-0000-6352 Insurance	1,892	2,334
	01-110-000-0000-6360 Services, Labor, Contracts	45,000	47,000
	01-110-000-0000-6374 Auto & Trailer License	25	25
	01-110-000-0000-6405 Office Supplies	150	200
	01-110-000-0000-6415 Operational Supplies	0	11,000
	01-110-000-0000-6422 Janitorial Supplies	8,000	7,000
	01-110-000-0000-6570 Motor Fuel & Lubricants	0	600
	01-110-000-0000-6610 Equipment	6,000	6,000
<b>DEPT 110</b>	<b>Courthouse Maintenance</b>	<b>Revenue 0</b>	<b>0</b>
		<b>Expend. 515,693</b>	<b>587,104</b>

## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	ADOPTED <u>2022</u>	PROPOSED <u>2023</u>
		Net	515,693	587,104
111	DEPT	Buildings		
		01-111-000-0000-6360	0	500
		01-111-000-0000-6480	7,000	5,000
		01-111-000-0000-6605	70,000	70,000
<b>DEPT</b>	<b>111</b>	<b>Buildings</b>	<b>Revenue 0</b>	<b>0</b>
			<b>Expend. 77,000</b>	<b>75,500</b>
			<b>Net 77,000</b>	<b>75,500</b>
120	DEPT	Veterans Service		
		01-120-000-0000-5301	10,000 -	10,000 -
		01-120-000-0000-5559	3,000 -	3,000 -
		01-120-000-0000-6101	108,803	114,929
		01-120-000-0000-6124	1,578	1,666
		01-120-000-0000-6148	3,260	3,260
		01-120-000-0000-6149	0	1,630
		01-120-000-0000-6150	15,523	16,082
		01-120-000-0000-6152	111	102
		01-120-000-0000-6154	195	185
		01-120-000-0000-6159	8,160	8,620
		01-120-000-0000-6165	6,746	7,126
		01-120-000-0000-6171	159	165
		01-120-000-0000-6205	80	80
		01-120-000-0000-6220	1,650	1,600
		01-120-000-0000-6230	4,000	4,000
		01-120-000-0000-6240	500	500
		01-120-000-0000-6241	200	200
		01-120-000-0000-6278	5,400	5,400
		01-120-000-0000-6300	750	750
		01-120-000-0000-6302	1,000	1,000
		01-120-000-0000-6330	1,500	1,200
		01-120-000-0000-6332	1,200	1,000
		01-120-000-0000-6335	2,500	4,000
		01-120-000-0000-6339	150	150
		01-120-000-0000-6352	976	954
		01-120-000-0000-6360	750	750
		01-120-000-0000-6374	20	20

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
	<u>Account Number</u>	<u>Account Description</u>		
	01-120-000-0000-6405	Office Supplies	1,800	1,800
<b>DEPT</b>	<b>120</b>	Veterans Service	<b>Revenue 13,000 -</b>	<b>13,000 -</b>
			<b>Expend. 167,011</b>	<b>177,169</b>
			<b>Net 154,011</b>	<b>164,169</b>
121	DEPT	Housing & Redevelopment		
	01-121-000-0000-6278	Advisory Board/Committee Per Diem	2,000	2,000
<b>DEPT</b>	<b>121</b>	Housing & Redevelopment	<b>Revenue 0</b>	<b>0</b>
			<b>Expend. 2,000</b>	<b>2,000</b>
			<b>Net 2,000</b>	<b>2,000</b>
122	DEPT	Planning & Zoning		
	01-122-000-0000-5135	Planning & Zoning Permits	280,000 -	250,000 -
	01-122-000-0000-5302	Shoreland State Grant	10,786 -	10,786 -
	01-122-000-0000-5304	P&Z Wetland Conserv. State Grant	24,930 -	24,930 -
	01-122-000-0000-5305	Riparian Project Aid	10,000 -	10,000 -
	01-122-000-0000-5840	Misc Receipts	0	25,000 -
	01-122-000-0000-5910	Transfer in From Other Funds	25,000 -	0
	01-122-000-0000-6101	Salaries-Full Time	322,396	374,126
	01-122-000-0000-6108	Meals Reimbursed (Taxable)	200	400
	01-122-000-0000-6109	Overtime-Salaries	1,500	2,000
	01-122-000-0000-6124	Medicare-Employer 1.45%	4,698	5,425
	01-122-000-0000-6148	Employer Deduct Contribution-HSA	16,670	11,840
	01-122-000-0000-6150	Health Insurance-Employer	48,653	51,572
	01-122-000-0000-6152	Life Insurance-Employer	621	663
	01-122-000-0000-6154	Long Term Disability-Employer	877	863
	01-122-000-0000-6157	Retiree Health	0	4,097
	01-122-000-0000-6159	PERA 7.50%	23,837	26,560
	01-122-000-0000-6165	Fica-Employer 6.20%	20,082	23,196
	01-122-000-0000-6171	Workers Compensation	2,077	2,981
	01-122-000-0000-6205	Postage	2,500	3,500
	01-122-000-0000-6220	Telephone	2,000	2,200
	01-122-000-0000-6230	Printing, Publishing & Adv	3,000	3,500
	01-122-000-0000-6240	Membership/Dues/Association Fees	300	500
	01-122-000-0000-6241	Registration Fee	800	800
	01-122-000-0000-6266	Data Processing/Computer Services	0	3,300
	01-122-000-0000-6268	Staff Training, Development	4,000	4,000
	01-122-000-0000-6278	Advisory Board/Committee Per Diem	10,200	10,500

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-122-000-0000-6302	Vehicle Maintenance	2,000	2,000
01-122-000-0000-6330	Transportation/Travel/Parking	500	500
01-122-000-0000-6332	Hotel / Motel Lodging	1,000	1,200
01-122-000-0000-6335	Gas/Vehicle Fuel Charges	1,800	3,000
01-122-000-0000-6339	Meals (Overnight)	300	500
01-122-000-0000-6342	Office Equipment Rental/Contracts	0	2,000
01-122-000-0000-6352	Insurance	958	2,275
01-122-000-0000-6360	Services, Labor, Contracts	85,000	85,000
01-122-000-0000-6374	Auto & Trailer License	0	120
01-122-000-0000-6405	Office, Film, & Field Supplies	6,000	6,000
01-122-000-0000-6800	Miscellaneous(Promotional)	300	300
01-122-029-0000-5322	State Grants-Programs	18,600 -	18,600 -
01-122-038-0000-6330	BOA/PC Mileage	7,000	8,500
<b>DEPT 122</b>	<b>Planning &amp; Zoning</b>	<b>Revenue 369,316 -</b>	<b>339,316 -</b>
		<b>Expend. 569,269</b>	<b>643,418</b>
		<b>Net 199,953</b>	<b>304,102</b>
123	DEPT Coroner		
01-123-000-0000-6260	Autopsies--Pathologist, Xrays, Etc	40,000	15,000
01-123-000-0000-6262	Coroner Fees	16,500	50,000
01-123-000-0000-6330	Transportation For Autopsy	25,000	25,000
<b>DEPT 123</b>	<b>Coroner</b>	<b>Revenue 0</b>	<b>0</b>
		<b>Expend. 81,500</b>	<b>90,000</b>
		<b>Net 81,500</b>	<b>90,000</b>
200	DEPT Enforcement		
01-200-000-0000-5307	Police State Aid-State Shared Revenue	145,000 -	145,000 -
01-200-000-0000-5308	Police Officer Training	15,000 -	15,000 -
01-200-000-0000-5310	State Grants-OT Grant	68,138 -	68,138 -
01-200-000-0000-5425	Federal Grants-FEMA	90,374 -	0
01-200-000-0000-5530	County Sheriff Fees	13,000 -	9,000 -
01-200-000-0000-5532	County Sheriff Mileage	9,000 -	9,000 -
01-200-000-0000-5533	Alarm System	2,500 -	2,500 -
01-200-000-0000-5613	Cost Of Restitution	4,500 -	4,500 -
01-200-000-0000-5840	Misc Receipts	140,000 -	140,000 -
01-200-000-0000-5861	Insurance Proceeds/Reimbursements	46,000 -	46,000 -
01-200-000-0000-5920	Sales of Capital Assets/Auction Proceeds	5,000 -	5,000 -
01-200-000-0000-6101	Salaries-Full Time	1,537,247	1,629,434

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2022	2023
01-200-000-0000-6108	Meals Reimbursed (Taxable)	100	100
01-200-000-0000-6109	Overtime-Salaries	108,000	108,000
01-200-000-0000-6110	Holiday Pay	60,000	60,000
01-200-000-0000-6124	Medicare-Employer 1.45%	23,856	23,627
01-200-000-0000-6148	Employer Deduct Contribution-HSA	9,645	67,400
01-200-000-0000-6150	Health Insurance-Employer	314,698	296,766
01-200-000-0000-6152	Life Insurance-Employer	1,883	2,498
01-200-000-0000-6154	Long Term Disability-Employer	3,906	4,164
01-200-000-0000-6156	ID Theft Protection	3,002	3,002
01-200-000-0000-6157	Retiree Health	0	12,290
01-200-000-0000-6159	PERA	251,436	258,991
01-200-000-0000-6165	Fica-Employer 6.20%	31,972	17,558
01-200-000-0000-6171	Workers Compensation	25,331	25,703
01-200-000-0000-6180	Clothing Allowance	7,000	7,000
01-200-000-0000-6205	Postage	1,800	1,800
01-200-000-0000-6220	Telephone	22,000	23,000
01-200-000-0000-6230	Printing, Publishing & Adv	600	600
01-200-000-0000-6240	Membership/Dues/Association Fees	5,000	5,000
01-200-000-0000-6241	Registration Fee	500	500
01-200-000-0000-6260	Professional Consulting	1,500	10,000
01-200-000-0000-6272	Physical Examinations	1,500	1,500
01-200-000-0000-6302	Vehicle Maintenance	45,000	48,000
01-200-000-0000-6335	Gas/Vehicle Fuel Charges	68,500	140,000
01-200-000-0000-6342	Office Equipment Rental/Contracts	0	2,050
01-200-000-0000-6352	Insurance	69,499	77,135
01-200-000-0000-6359	Wrecker Service	5,000	5,000
01-200-000-0000-6360	Services, Labor, Contracts	28,000	30,000
01-200-000-0000-6374	Auto & Trailer License	100	100
01-200-000-0000-6405	Office Supplies	8,500	8,500
01-200-000-0000-6460	Deputy Supplies	15,000	15,000
01-200-000-0000-6610	Equipment & Radios	50,000	50,000
01-200-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	160,000	160,000
01-200-000-0000-6625	Capital - Office & Other Equipment	5,000	0
01-200-000-0000-6630	Miscellaneous Capital Expense	10,000	10,000
01-200-003-0000-6241	Registration Fee	8,000	8,000
01-200-003-0000-6330	Transportation/Travel/Parking	500	500
01-200-003-0000-6332	Hotel / Motel Lodging	2,000	2,000

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-200-003-0000-6335	Gas/Vehicle Fuel Charges	200	200
01-200-003-0000-6339	Meals (Overnight)	500	500
01-200-019-0000-5760	Canine Donations	100 -	100 -
01-200-019-0000-6240	Membership/Dues/Association Fees	100	100
01-200-019-0000-6332	Hotel / Motel Lodging	300	300
01-200-019-0000-6352	Insurance-Vehicles/Equipment/Liability	0	446
01-200-019-0000-6360	Services, Labor, Contracts	3,000	3,000
01-200-019-0000-6405	Office Supplies	0	1,000
01-200-019-0000-6460	Deputy Supplies	1,000	0
<b>DEPT 200</b>	<b>Enforcement</b>		
	<b>Revenue</b>	<b>538,612 -</b>	<b>444,238 -</b>
	<b>Expend.</b>	<b>2,891,175</b>	<b>3,120,764</b>
	<b>Net</b>	<b>2,352,563</b>	<b>2,676,526</b>
202	DEPT Boat & Water		
01-202-000-0000-5310	State Grants-B & W Ppl (OT)	6,375 -	5,500 -
01-202-000-0000-5315	Boat & Water State Grant	22,000 -	20,903 -
01-202-000-0000-5840	Misc Receipts	100 -	100 -
01-202-000-0000-6101	Salaries-Full Time	95,327	64,320
01-202-000-0000-6109	Overtime-Salaries	7,100	7,100
01-202-000-0000-6110	Holiday Pay	741	741
01-202-000-0000-6124	Medicare-Employer 1.45%	1,383	933
01-202-000-0000-6150	Health Insurance-Employer	14,700	7,200
01-202-000-0000-6152	Life Insurance-Employer	111	53
01-202-000-0000-6154	Long Term Disability-Employer	186	95
01-202-000-0000-6156	ID Theft Protection	0	74
01-202-000-0000-6159	PERA	11,931	6,101
01-202-000-0000-6165	Fica-Employer 6.20%	5,910	1,851
01-202-000-0000-6171	Workers Compensation	1,030	1,044
01-202-000-0000-6180	Clothing Allowance	800	800
01-202-000-0000-6220	Telephone	400	400
01-202-000-0000-6230	Printing, Publishing & Adv	150	150
01-202-000-0000-6254	Utilities-Gas and Electric	300	300
01-202-000-0000-6272	Physical Examinations	400	400
01-202-000-0000-6302	B&W Maintenance	4,000	4,000
01-202-000-0000-6335	Gas/Vehicle Fuel Charges	4,000	8,000
01-202-000-0000-6352	Insurance	2,054	1,835
01-202-000-0000-6360	Services, Labor, Contracts	2,500	2,500



# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
01-202-000-0000-6374	Auto & Trailer License		150	150
01-202-000-0000-6405	Office Supplies		350	350
01-202-000-0000-6462	Sheriff Field Supplies		1,000	1,000
01-202-000-0000-6610	Equipment		3,000	3,000
01-202-000-0000-6617	Radio Equipment		1,500	1,500
01-202-000-0000-6620	Auto, Trailers, Snowmobiles, ATV		0	20,000
<b>DEPT 202</b>	<b>Boat &amp; Water</b>	<b>Revenue</b>	<b>28,475 -</b>	<b>26,503 -</b>
		<b>Expend.</b>	<b>159,023</b>	<b>133,897</b>
		<b>Net</b>	<b>130,548</b>	<b>107,394</b>
203 DEPT	Snowmobile			
01-203-000-0000-5315	Snowmobile State Grant		5,946 -	5,998 -
01-203-000-0000-5840	Misc Receipts		30 -	30 -
01-203-000-0000-6101	Salaries-Full Time		22,245	23,697
01-203-000-0000-6109	Overtime-Salaries		400	400
01-203-000-0000-6110	Holiday Pay		864	865
01-203-000-0000-6124	Medicare-Employer 1.45%		323	344
01-203-000-0000-6150	Health Insurance-Employer		4,831	4,950
01-203-000-0000-6152	Life Insurance-Employer		39	37
01-203-000-0000-6154	Long Term Disability-Employer		66	65
01-203-000-0000-6156	ID Theft Protection		51	51
01-203-000-0000-6159	PERA 14.4%		3,937	4,194
01-203-000-0000-6171	Workers Compensation		400	406
01-203-000-0000-6180	Clothing Allowance		300	300
01-203-000-0000-6220	Telephone		320	400
01-203-000-0000-6302	Vehicle Maintenance		2,500	3,000
01-203-000-0000-6335	Gas/Vehicle Fuel Charges		1,800	3,600
01-203-000-0000-6360	Services, Labor, Contracts		500	500
01-203-000-0000-6374	Auto & Trailer License		30	30
01-203-000-0000-6462	Sheriff Field Supplies		200	200
01-203-000-0000-6480	Trailers/Snowmobile - Under \$5000		0	4,000
01-203-000-0000-6630	Miscellaneous Capital Expense		4,000	0
<b>DEPT 203</b>	<b>Snowmobile</b>	<b>Revenue</b>	<b>5,976 -</b>	<b>6,028 -</b>
		<b>Expend.</b>	<b>42,806</b>	<b>47,039</b>
		<b>Net</b>	<b>36,830</b>	<b>41,011</b>
204 DEPT	ATV			
01-204-000-0000-5315	ATV State Grant		12,500 -	13,192 -

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
01-204-000-0000-6101	Salaries-Full Time		12,810	13,644
01-204-000-0000-6109	Overtime-Salaries		2,100	2,100
01-204-000-0000-6110	Holiday Pay		741	741
01-204-000-0000-6124	Medicare-Employer 1.45%		186	198
01-204-000-0000-6150	Health Insurance-Employer		2,782	2,850
01-204-000-0000-6152	Life Insurance-Employer		23	21
01-204-000-0000-6154	Long Term Disability-Employer		23	38
01-204-000-0000-6156	ID Theft Protection		30	30
01-204-000-0000-6159	PERA		2,270	2,415
01-204-000-0000-6171	Workers Compensation		227	230
01-204-000-0000-6220	Telephone		165	165
01-204-000-0000-6302	Vehicle Maintenance		1,500	2,000
01-204-000-0000-6335	Gas/Vehicle Fuel Charges		1,500	3,000
01-204-000-0000-6360	Services, Labor, Contracts		750	750
01-204-000-0000-6374	Auto & Trailer License		50	50
01-204-000-0000-6462	Sheriff Field Supplies		400	400
<b>DEPT 204</b>	<b>ATV</b>	<b>Revenue</b>	<b>12,500 -</b>	<b>13,192 -</b>
		<b>Expend.</b>	<b>25,557</b>	<b>28,632</b>
		<b>Net</b>	<b>13,057</b>	<b>15,440</b>
252	DEPT	Corrections		
01-252-000-0000-5530		Corrections Fees	9,000 -	9,000 -
01-252-000-0000-5532		Transport Inmates	3,000 -	3,000 -
01-252-000-0000-5535		Board Of Prisoners	165,000 -	80,000 -
01-252-000-0000-5536		Inmate Medical (Boarding)	4,000 -	4,000 -
01-252-000-0000-5541		Pay To Stay Incounty Boarding Mn641	40,000 -	30,000 -
01-252-000-0000-5840		Misc Receipts	2,000 -	2,000 -
01-252-000-0000-5861		Medical Co Pay From Inmates	1,500 -	1,500 -
01-252-000-0000-6101		Salaries-Full Time	1,682,228	1,812,565
01-252-000-0000-6109		Overtime-Salaries	82,500	82,500
01-252-000-0000-6110		Holiday Pay	60,000	60,000
01-252-000-0000-6124		Medicare-Employer 1.45%	24,393	24,397
01-252-000-0000-6148		Employer Deduct Contribution-HSA	21,185	17,230
01-252-000-0000-6150		Health Insurance-Employer	402,254	410,319
01-252-000-0000-6152		Life Insurance-Employer	2,627	3,286
01-252-000-0000-6154		Long Term Disability-Employer	4,020	4,123
01-252-000-0000-6156		ID Theft Protection	77	77

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
01-252-000-0000-6157	Retiree Health	5,121	6,145
01-252-000-0000-6159	PERA	139,923	147,690
01-252-000-0000-6165	Fica-Employer 6.20%	104,298	100,680
01-252-000-0000-6171	Workers Compensation	21,154	21,426
01-252-000-0000-6172	Unemployment Compensation	1,000	1,000
01-252-000-0000-6180	Clothing Allowance	5,000	5,000
01-252-000-0000-6220	Telephone	3,000	3,000
01-252-000-0000-6230	Printing, Publishing & Adv	500	500
01-252-000-0000-6254	Utilities-Gas and Electric	105,000	105,000
01-252-000-0000-6260	Prof Counseling - Inmates	1,000	1,000
01-252-000-0000-6262	Contract Service or Medical Service	0	160,000
01-252-000-0000-6265	Sheriff Services	1,000	0
01-252-000-0000-6272	Physical Examinations	1,000	1,000
01-252-000-0000-6302	Vehicle Maintenance	4,000	4,000
01-252-000-0000-6330	Prisoner Transportation & Travel	6,000	6,000
01-252-000-0000-6335	Gas/Vehicle Fuel Charges	300	500
01-252-000-0000-6342	Tower Lease and Rental/Contracts	0	6,500
01-252-000-0000-6360	Services, Labor, Contracts	60,000	72,000
01-252-000-0000-6374	Auto & Trailer License	50	50
01-252-000-0000-6405	Office Supplies	10,000	10,000
01-252-000-0000-6418	Groceries	130,000	130,000
01-252-000-0000-6420	Food Service Supplies	3,500	3,500
01-252-000-0000-6421	Laundry Supplies	300	300
01-252-000-0000-6422	Janitorial Supplies	33,000	33,000
01-252-000-0000-6430	Medical Expense/Supplies - Inmates	160,000	65,000
01-252-000-0000-6461	Jail Supplies	3,000	3,000
01-252-000-0000-6465	Inmate Supplies	6,300	6,300
01-252-000-0000-6570	Motor Fuel & Lubricants	500	500
01-252-000-0000-6590	Repair & Maintenance Supplies	40,000	15,000
01-252-000-0000-6605	Building & Structure Related Expendit	2,500	2,500
01-252-000-0000-6630	Miscellaneous Capital Expense	3,000	3,000
01-252-003-0000-6241	School Registration Fee	2,500	2,500
01-252-003-0000-6330	School Transportation/Travel/Parking	300	300
01-252-003-0000-6332	School Hotel / Motel Lodging	2,000	2,000
01-252-003-0000-6335	Gas/Vehicle Fuel Charges	300	300
01-252-003-0000-6339	Meals (Overnight)	500	500
<b>DEPT 252</b>	<b>Corrections</b>	<b>Revenue 224,500 -</b>	<b>129,500 -</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>		<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
			<b>Expend.</b>	<b>3,135,330</b>	<b>3,333,688</b>
			<b>Net</b>	<b>2,910,830</b>	<b>3,204,188</b>
253	DEPT	Sentence to Serve			
		01-253-000-0000-5315	State Grant Funding	37,000 -	37,000 -
		01-253-000-0000-5760	Donations	1,500 -	1,000 -
		01-253-000-0000-6101	Salaries-Full Time	86,260	85,067
		01-253-000-0000-6109	Overtime-Salaries	2,500	2,500
		01-253-000-0000-6124	Medicare-Employer 1.45%	1,250	1,233
		01-253-000-0000-6148	Employer Deduct Contribution-HSA	1,630	3,260
		01-253-000-0000-6150	Health Insurance-Employer	23,878	19,154
		01-253-000-0000-6152	Life Insurance-Employer	167	155
		01-253-000-0000-6154	Long Term Disability-Employer	237	234
		01-253-000-0000-6159	PERA	7,143	7,443
		01-253-000-0000-6165	Fica-Employer	5,348	5,274
		01-253-000-0000-6171	Workers Compensation	1,882	2,087
		01-253-000-0000-6220	Telephone	540	540
		01-253-000-0000-6302	Vehicle Maintenance	4,000	4,000
		01-253-000-0000-6330	Transportation/Travel/Parking (Own At	250	250
		01-253-000-0000-6332	Hotel / Motel Lodging	250	250
		01-253-000-0000-6335	Gas/Vehicle Fuel Charges	3,600	7,200
		01-253-000-0000-6339	Meals (Overnight)	100	100
		01-253-000-0000-6352	Insurance	1,688	1,680
		01-253-000-0000-6374	Auto & Trailer License	75	75
		01-253-000-0000-6415	Operational Supplies	4,000	4,000
		01-253-000-0000-6464	STS Supplies	1,000	1,000
		01-253-000-0000-6590	Repair & Maintenance Supplies	1,500	1,500
		01-253-000-0000-6610	Equipment	1,500	1,500
		01-253-000-0000-6630	Miscellaneous Capital Expense	10,000	10,000
<b>DEPT</b>	<b>253</b>	Sentence to Serve	<b>Revenue</b>	<b>38,500 -</b>	<b>38,000 -</b>
			<b>Expend.</b>	<b>158,798</b>	<b>158,502</b>
			<b>Net</b>	<b>120,298</b>	<b>120,502</b>
255	DEPT	Crime Victims			
		01-255-000-0000-5310	Crime Victims State Grant	70,000 -	70,000 -
		01-255-000-0000-5840	Misc Receipts	548 -	0
		01-255-000-0000-6101	Salaries-Full Time	56,582	60,503
		01-255-000-0000-6108	Meals Reimbursed (Taxable)	20	20

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		2022	2023
Account Number	Account Description		
01-255-000-0000-6124	Medicare-Employer 1.45%	820	877
01-255-000-0000-6148	Employer Deduct Contribution-HSA	3,260	3,260
01-255-000-0000-6150	Health Insurance-Employer	15,523	16,082
01-255-000-0000-6152	Life Insurance-Employer	111	102
01-255-000-0000-6154	Long Term Disability-Employer	156	148
01-255-000-0000-6159	PERA 7.50%	4,244	4,538
01-255-000-0000-6165	Fica-Employer 6.20%	3,508	3,751
01-255-000-0000-6171	Workers Compensation	123	118
01-255-000-0000-6205	Postage	994	982
01-255-000-0000-6220	Telephone	200	177
01-255-000-0000-6230	Printing, Publishing & Adv	500	500
01-255-000-0000-6268	Staff Training, Development	750	750
01-255-000-0000-6330	Transportation/Travel/Parking (Own At	141	150
01-255-000-0000-6332	Hotel / Motel Lodging	250	250
01-255-000-0000-6339	Meals (Overnight)	30	30
01-255-000-0000-6360	Services, Labor, Contracts	1,500	1,500
01-255-000-0000-6405	Office Supplies	1,577	1,015
01-255-000-0000-6468	Law Enforcement Supplies	500	416
01-255-000-0000-6480	Small Furniture/Equipment	0	584
01-255-000-0000-6625	Capital - Office & Other Equipment	722	0
01-255-003-0000-6241	Registration Fee/Training	250	250
01-255-003-0000-6330	Transportation/Travel/Parking (Own At	200	200
01-255-003-0000-6332	Hotel / Motel Lodging	300	300
01-255-003-0000-6339	Meals (Overnight)	100	100
01-255-031-0000-5840	Emergency Fund Money	1,000 -	1,000 -
<b>DEPT 255</b>	<b>Crime Victims</b>	<b>Revenue 71,548 -</b>	<b>71,000 -</b>
		<b>Expend. 92,361</b>	<b>96,603</b>
		<b>Net 20,813</b>	<b>25,603</b>
<b>257</b>	<b>DEPT Community Corrections</b>		
01-257-000-0000-5378	CCA Subsidy	314,684 -	314,684 -
01-257-000-0000-5554	Juvenile Supervision Fee	1,000 -	1,000 -
01-257-000-0000-5556	Supervision Fee	20,000 -	20,000 -
01-257-000-0000-6101	Salaries-Full Time	81,623	88,468
01-257-000-0000-6124	Medicare-Employer 1.45%	1,184	1,283
01-257-000-0000-6148	Employer Deduct Contribution-HSA	3,260	3,260
01-257-000-0000-6150	Health Insurance-Employer	18,358	19,154

## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
01-257-000-0000-6152	Life Insurance-Employer	111	102
01-257-000-0000-6154	Long Term Disability-Employer	225	163
01-257-000-0000-6159	PERA 7.50%	6,122	6,635
01-257-000-0000-6165	Fica-Employer 6.20%	5,061	5,485
01-257-000-0000-6171	Workers Compensation Insurance	6,431	6,140
01-257-000-0000-6205	Postage	600	600
01-257-000-0000-6220	Telephone	1,600	800
01-257-000-0000-6240	Membership/Dues/Association Fees	1,500	1,500
01-257-000-0000-6266	Software Fees/License Fees	6,000	6,000
01-257-000-0000-6330	Mileage	300	200
01-257-000-0000-6332	Hotel / Motel Lodging	1,000	1,000
01-257-000-0000-6335	Gas/Vehicle Fuel Charges	500	500
01-257-000-0000-6339	Meals (Overnight)	200	200
01-257-000-0000-6342	Office Equipment Rental/Contracts	3,000	2,500
01-257-000-0000-6352	Property Casualty Insurance-MCIT	2,710	2,200
01-257-000-0000-6360	Services, Labor, Contracts	0	2,000
01-257-000-0000-6405	Office Supplies	1,500	1,500
01-257-000-0000-6480	Small Equipment: Phones,Chairs,Tool:	200	150
01-257-000-0000-6485	Computer/Technology Supplies	100	4,500
01-257-000-0000-6625	Capital - Office & Other Equipment	4,500	0
01-257-251-0000-6108	Meals (Not Overnight)	150	100
01-257-251-0000-6241	Registration Fee	2,500	2,614
01-257-251-0000-6268	Staff Training, Development	200	200
01-257-251-0000-6330	Mileage	400	400
01-257-251-0000-6332	Hotel / Motel Lodging	2,000	2,000
01-257-251-0000-6335	Gas/Vehicle Fuel Charges	500	500
01-257-251-0000-6339	Meals (Overnight)	480	480
01-257-255-0000-6101	Salaries-Full Time	60,519	65,889
01-257-255-0000-6124	Medicare-Employer 1.45%	878	955
01-257-255-0000-6148	Employer Deduct Contribution-HSA	2,260	2,260
01-257-255-0000-6150	Health Insurance-Employer	8,109	8,595
01-257-255-0000-6152	Life Insurance-Employer	39	102
01-257-255-0000-6154	Long Term Disability-Employer	162	158
01-257-255-0000-6159	PERA	4,408	4,848
01-257-255-0000-6165	Fica-Employer	3,644	4,085
01-257-255-0000-6269	Juvenile Detention	220,000	220,000
01-257-255-0000-6330	Mileage	50	50

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2022	2023
01-257-255-0000-6335	Gas/Vehicle Fuel Charges	300	300
01-257-257-0000-6101	Salaries-Full Time	300,146	303,679
01-257-257-0000-6124	Medicare-Employer 1.45%	4,352	4,405
01-257-257-0000-6148	Employer Deduct Contribution-HSA	10,530	10,580
01-257-257-0000-6149	Employer Deduct Contribution-Veba	2,660	0
01-257-257-0000-6150	Health Insurance-Employer	34,575	44,940
01-257-257-0000-6152	Life Insurance-Employer	300	408
01-257-257-0000-6154	Long Term Disability-Employer	746	749
01-257-257-0000-6159	PERA	22,642	22,774
01-257-257-0000-6165	Fica-Employer	18,717	18,828
01-257-257-0000-6169	MNDCP IN LIEU OF HEALTH INS	2,750	0
01-257-257-0000-6215	Wireless Telephone Services	2,000	2,000
01-257-257-0000-6330	Mileage	500	500
01-257-257-0000-6335	Gas/Vehicle Fuel Charges	1,600	1,200
01-257-258-0000-5333	Drug Court Grant	66,000 -	70,000 -
01-257-258-0000-5559	Drug Court - EHM Reimbursement	4,000 -	0
01-257-258-0000-6101	Salaries-Full Time	62,266	66,481
01-257-258-0000-6124	Medicare-Employer 1.45%	903	964
01-257-258-0000-6148	Employer Deduct Contribution-HSA	2,260	2,260
01-257-258-0000-6150	Health Insurance-Employer	8,109	8,595
01-257-258-0000-6152	Life Insurance-Employer	39	102
01-257-258-0000-6154	Long Term Disability-Employer	172	163
01-257-258-0000-6159	PERA	4,670	4,986
01-257-258-0000-6165	Fica-Employer	3,861	4,122
01-257-258-0000-6302	Vehicle Maintenance	600	0
01-257-258-0000-6335	Gas/Vehicle Fuel Charges	1,000	1,000
01-257-258-0000-6342	Equipment Rental/Contracts-Home Mc	4,000	4,000
01-257-267-0000-5333	Sex Offender Polygraph Grant Reimb.	500 -	500 -
01-257-267-0000-5555	Medical Test	100 -	100 -
01-257-267-0000-5557	Electronic Monitoring	60,000 -	60,000 -
01-257-267-0000-5559	Program Fees	5,100 -	5,100 -
01-257-267-0000-6230	Printing, Publishing & Advertising	300	400
01-257-267-0000-6260	Professional Consulting	5,100	5,100
01-257-267-0000-6274	Drug Testing Fee	5,000	5,000
01-257-267-0000-6285	Polygraph Services	500	500
01-257-267-0000-6342	Office Equipment Rental/Contracts	35,000	35,000
<b>DEPT 257</b>	<b>Community Corrections</b>	<b>Revenue 471,384 -</b>	<b>471,384 -</b>

## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	ADOPTED <u>2022</u>	PROPOSED <u>2023</u>
		<b>Expend.</b>	<b>987,982</b>	<b>1,016,612</b>
		<b>Net</b>	<b>516,598</b>	<b>545,228</b>
280	DEPT	Emergency Management		
	01-280-000-0000-5390	Emergency Service State Grant	19,276 -	19,276 -
	01-280-000-0000-6101	Salaries-Full Time	32,957	34,940
	01-280-000-0000-6124	Medicare-Employer 1.45%	478	507
	01-280-000-0000-6148	Employer Deduct Contribution-HSA	1,130	1,130
	01-280-000-0000-6150	Health Insurance-Employer	4,055	4,298
	01-280-000-0000-6152	Life Insurance-Employer	56	56
	01-280-000-0000-6154	Long Term Disability-Employer	91	96
	01-280-000-0000-6159	PERA 14.4%	2,472	3,057
	01-280-000-0000-6165	Fica-Employer 6.20%	2,043	2,166
	01-280-000-0000-6171	Workers Compensation	587	595
	01-280-000-0000-6220	Telephone	500	0
	01-280-000-0000-6240	Membership/Dues/Association Fees	700	700
	01-280-000-0000-6330	Transportation/Travel/Parking	400	400
	01-280-000-0000-6352	Insurance	312	296
	01-280-000-0000-6360	Services, Labor, Contracts	1,000	1,000
	01-280-000-0000-6405	Office Supplies	500	500
	01-280-000-0000-6460	Deputy Supplies	100	100
	01-280-000-0000-6610	Equipment	5,000	5,000
	01-280-003-0000-6241	Registration Fee	500	500
	01-280-003-0000-6330	Transportation/Travel/Parking	500	500
	01-280-003-0000-6332	Hotel / Motel Lodging	1,000	1,000
	01-280-003-0000-6339	Meals (Overnight)	300	300
<b>DEPT</b>	<b>280</b>	<b>Emergency Management</b>	<b>Revenue</b>	<b>19,276 -</b>
			<b>Expend.</b>	<b>57,141</b>
			<b>Net</b>	<b>37,865</b>
391	DEPT	Solid Waste		
	01-391-000-0000-5001	Property Taxes - Current	252,232 -	308,985 -
	01-391-000-0000-5137	Solid Waste License	1,000 -	900 -
	01-391-000-0000-5545	Household Hazardous Waste	3,000 -	3,000 -
	01-391-000-0000-5947	Planned Use of Fund Balance	55,800 -	45,000 -
	01-391-000-0000-6101	Salaries-Full Time	113,027	112,060
	01-391-000-0000-6108	Meals Reimbursed (Taxable)	100	100
	01-391-000-0000-6109	Overtime-Salaries	500	500



# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
01-391-000-0000-6124	Medicare-Employer 1.45%	1,639	1,625
01-391-000-0000-6148	Employer Deduct Contribution-HSA	4,390	6,060
01-391-000-0000-6150	Health Insurance-Employer	24,461	27,750
01-391-000-0000-6152	Life Insurance-Employer	131	153
01-391-000-0000-6154	Long Term Disability-Employer	310	275
01-391-000-0000-6157	Retiree Health	0	2,049
01-391-000-0000-6159	PERA 7.50%	8,477	8,408
01-391-000-0000-6165	Fica-Employer 6.20%	7,008	6,948
01-391-000-0000-6171	Workers Compensation	2,376	2,267
01-391-000-0000-6205	Postage	500	800
01-391-000-0000-6220	Telephone	1,000	1,000
01-391-000-0000-6230	Printing, Publishing & Adv	4,000	4,000
01-391-000-0000-6240	Membership/Dues/Association Fees	400	500
01-391-000-0000-6241	Registration Fee	1,200	1,200
01-391-000-0000-6268	Staff Training, Development	1,000	1,000
01-391-000-0000-6302	Vehicle Maintenance	500	500
01-391-000-0000-6330	Transportation/Travel/Parking	250	250
01-391-000-0000-6332	Hotel / Motel Lodging	1,200	1,200
01-391-000-0000-6335	Gas/Vehicle Fuel Charges	500	600
01-391-000-0000-6339	Meals (Overnight)	100	100
01-391-000-0000-6352	Insurance	1,763	1,815
01-391-000-0000-6360	Services, Labor, Contracts	18,000	20,000
01-391-000-0000-6374	Auto & Trailer License	0	25
01-391-000-0000-6405	Office, Film, & Field Supplies	2,500	2,500
01-391-000-0000-6605	Building & Structure Related Expendit	0	45,000
01-391-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	17,500	0
01-391-000-0000-6800	Miscellaneous(Promotional)	1,200	1,200
01-391-036-0000-6431	EED Expenses/Supplies	1,000	1,000
01-391-060-0000-5392	Score State Grant	68,000 -	68,000 -
01-391-060-0000-6360	Recycling Contract	165,000	175,000
<b>DEPT 391</b>	<b>Solid Waste</b>	<b>Revenue 380,032 -</b>	<b>425,885 -</b>
		<b>Expend. 380,032</b>	<b>425,885</b>
		<b>Net 0</b>	<b>0</b>
392	DEPT Water Wells		
01-392-000-0000-5546	Drinking Water Test Fees	12,000 -	8,000 -
01-392-000-0000-6102	Salaries-Part Time	2,000	2,000

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
	<u>Account Number</u>	<u>Account Description</u>		
	01-392-000-0000-6360	Services, Labor, Contracts	1,000	1,000
	01-392-000-0000-6405	Office, Film, & Field Supplies	2,500	2,500
<b>DEPT</b>	<b>392</b>	Water Wells	<b>Revenue</b>	<b>12,000 -</b>
			<b>Expend.</b>	<b>5,500</b>
			<b>Net</b>	<b>6,500 -</b>
500	DEPT	Library And Historical Society		
	01-500-500-0000-6278	Advisory Board/Committee Per Diem	1,000	0
	01-500-500-0000-6801	Library Appropriations	242,535	252,236
	01-500-501-0000-6171	Workers Compensation	100	100
	01-500-501-0000-6352	Historical Society Insurance	4,050	4,455
	01-500-501-0000-6801	Historical Society Appropriations	19,000	19,000
	01-500-502-0000-6848	CARE Appropriation	37,900	37,900
<b>DEPT</b>	<b>500</b>	Library And Historical Society	<b>Revenue</b>	<b>0</b>
			<b>Expend.</b>	<b>304,585</b>
			<b>Net</b>	<b>304,585</b>
600	DEPT	Ag Society, Soil & Water, Ag Inspect		
	01-600-550-0000-6171	Workers Compensation	50	50
	01-600-550-0000-6352	Ag Society Insurance	6,074	6,681
	01-600-550-0000-6801	Ag Society Appropriations	12,000	12,000
	01-600-550-0000-6843	Ag Society Capital Improvements	10,000	10,000
	01-600-552-0000-6278	Advisory Board/Committee Per Diem	140	0
	01-600-552-0000-6800	Soil & Water County LCWP Appropriat	7,700	7,700
	01-600-552-0000-6801	Soil & Water Appropriations	68,849	68,849
	01-600-552-0000-6836	Soil & Water Snake River Watershed	10,079	10,079
	01-600-552-0000-6847	Mississippi Headwaters Board	1,500	1,500
	01-600-553-0000-6271	Ag Inspector Contracts & Services	4,800	4,800
<b>DEPT</b>	<b>600</b>	Ag Society, Soil & Water, Ag Inspect	<b>Revenue</b>	<b>0</b>
			<b>Expend.</b>	<b>121,192</b>
			<b>Net</b>	<b>121,192</b>
601	DEPT	Extension		
	01-601-000-0000-6205	Postage	600	600
	01-601-000-0000-6220	Telephone	50	50
	01-601-000-0000-6230	Printing, Publishing & Advertising	100	100
	01-601-000-0000-6262	Univ Of Minn Contracts	81,746	82,349
	01-601-000-0000-6278	Advisory Board/Committee Per Diem	825	850
	01-601-000-0000-6379	Extension Committee Expense(Not Pe	250	250

# Aitkin County



## USER-SELECTED BUDGET REPORT

01 FUND General Fund

Report Basis: Cash

				ADOPTED	PROPOSED
				2022	2023
	<u>Account Number</u>	<u>Account Description</u>			
	01-601-000-0000-6405	Office Supplies		2,000	2,000
<b>DEPT</b>	<b>601</b>	Extension	<b>Revenue</b>	<b>0</b>	<b>0</b>
			<b>Expend.</b>	<b>85,571</b>	<b>86,199</b>
			<b>Net</b>	<b>85,571</b>	<b>86,199</b>
700	DEPT	Promotion,Airport,Tourism, Misc.			
	01-700-903-0000-6800	Aitkin Airport Appropriations		20,000	30,000
	01-700-903-0000-6801	Mcgregor Airport Appropriations		14,600	14,600
	01-700-909-0000-6801	Appropriations-Grant		10,000	10,000
<b>DEPT</b>	<b>700</b>	Promotion,Airport,Tourism, Misc.	<b>Revenue</b>	<b>0</b>	<b>0</b>
			<b>Expend.</b>	<b>44,600</b>	<b>54,600</b>
			<b>Net</b>	<b>44,600</b>	<b>54,600</b>
711	DEPT	Economic Development			
	01-711-000-0000-6101	Salaries-Full Time		70,350	74,960
	01-711-000-0000-6124	Medicare-Employer 1.45%		1,020	1,087
	01-711-000-0000-6148	Employer Deduct Contribution-HSA		3,260	3,260
	01-711-000-0000-6150	Health Insurance-Employer		18,358	19,154
	01-711-000-0000-6152	Life Insurance-Employer		111	102
	01-711-000-0000-6154	Long Term Disability-Employer		194	184
	01-711-000-0000-6157	Retiree Health		6,145	6,145
	01-711-000-0000-6159	PERA		5,276	5,622
	01-711-000-0000-6165	Fica-Employer 6.20%		4,362	4,647
	01-711-000-0000-6171	Workers Compensation		182	157
	01-711-000-0000-6205	Postage		50	25
	01-711-000-0000-6220	Telephone		650	650
	01-711-000-0000-6230	Printing, Publishing & Adv		250	5,400
	01-711-000-0000-6240	Membership/Dues/Association Fees		575	750
	01-711-000-0000-6241	Registration Fee		120	500
	01-711-000-0000-6330	Transportation/Travel/Parking (Own Au		100	100
	01-711-000-0000-6332	Hotel / Motel Lodging		100	400
	01-711-000-0000-6335	Gas/Vehicle Fuel Charges		200	300
	01-711-000-0000-6339	Meals (Overnight)		100	200
	01-711-000-0000-6352	Insurance		289	275
	01-711-000-0000-6405	Office Supplies		50	50
<b>DEPT</b>	<b>711</b>	Economic Development	<b>Revenue</b>	<b>0</b>	<b>0</b>
			<b>Expend.</b>	<b>111,742</b>	<b>123,968</b>
			<b>Net</b>	<b>111,742</b>	<b>123,968</b>

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01 FUND General Fund

# Aitkin County

## USER-SELECTED BUDGET REPORT



Report Basis: Cash

FUND	<u>Account Number</u>		<u>Account Description</u>	ADOPTED	PROPOSED
	01	General Fund		<u>2022</u>	<u>2023</u>
			Revenue	15,892,113 -	16,219,474 -
			Expend.	15,892,113	16,800,046
			Net	0	580,572

## USER-SELECTED BUDGET REPORT

03 FUND Road & Bridge

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
Account Number	Account Description			
000	DEPT	Undesignated		
03-000-000-0000-5001	All Current/Delinquent Taxes		1,310,691 -	1,781,107 -
03-000-000-0000-5227	Twp Road Allotment Gas Tax		458,000 -	643,000 -
03-000-000-0000-5233	State Aid - Regular Construction		420,000 -	100,000 -
03-000-000-0000-5234	State Aid - Municipal Construction		10,000 -	0
03-000-000-0000-5235	State Aid - Regular Maintenance		2,212,320 -	2,474,000 -
03-000-000-0000-5236	State Aid - Municipal Maintenance		120,000 -	136,000 -
03-000-000-0000-5505	Culverts		3,000 -	5,000 -
03-000-000-0000-5517	Charges-Individuals		13,500 -	17,800 -
03-000-000-0000-5526	Charges-Townships		525,710 -	542,075 -
03-000-000-0000-5840	Misc Receipts		335,000 -	158,000 -
03-000-000-0000-5910	Transfer in From Other Funds		92,000 -	0
03-000-000-0000-5920	Sales of Capital Assets/Auction Proceeds		5,000 -	10,000 -
03-000-000-0000-5948	County Ditch/County Development Funds		0	120,000 -
<b>DEPT 000</b>	<b>Undesignated</b>	<b>Revenue</b>	<b>5,505,221 -</b>	<b>5,986,982 -</b>
		<b>Expend.</b>	<b>0</b>	<b>0</b>
		<b>Net</b>	<b>5,505,221 -</b>	<b>5,986,982 -</b>
301	DEPT	R&B Administration		
03-301-000-0000-6101	Salaries-Full Time		388,462	406,822
03-301-000-0000-6108	Meals Reimbursed (Taxable)		100	100
03-301-000-0000-6124	Medicare-Employer 1.45%		5,633	5,899
03-301-000-0000-6148	Employer Deduct Contribution-HSA		11,040	11,040
03-301-000-0000-6150	Health Insurance-Employer		50,098	52,427
03-301-000-0000-6152	Life Insurance-Employer		372	372
03-301-000-0000-6154	Long Term Disability-Employer		1,061	1,100
03-301-000-0000-6159	PERA 7.50%		27,168	28,156
03-301-000-0000-6165	Fica-Employer 6.20%		24,085	25,223
03-301-000-0000-6171	Workers Compensation		4,172	6,178
03-301-000-0000-6205	Postage		500	500
03-301-000-0000-6240	Membership/Dues/Association Fees		3,200	3,200
03-301-000-0000-6241	Meeting/Conference Registration Fee		1,500	2,000
03-301-000-0000-6296	Meeting Expense/Physicals		1,500	0
03-301-000-0000-6300	Maintenance/Service Contracts		14,000	12,000
03-301-000-0000-6330	Highway Travel		0	500
03-301-000-0000-6332	Hotel/Motel Lodging		0	1,500
03-301-000-0000-6339	Meals (Overnight)		0	200

# Aitkin County



## USER-SELECTED BUDGET REPORT

03 FUND Road & Bridge

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
Account Number	Account Description			
03-301-000-0000-6342	Office Equipment Rental/Contracts		0	4,000
03-301-000-0000-6352	Insurance		49,427	49,698
03-301-000-0000-6405	Office Supplies		6,000	8,000
03-301-000-0000-6422	Janitorial Services/Supplies		0	500
03-301-000-0000-6500	R&B Supplies and Materials		0	500
<b>DEPT 301</b>	<b>R&amp;B Administration</b>	<b>Revenue</b>	<b>0</b>	<b>0</b>
		<b>Expend.</b>	<b>588,318</b>	<b>619,915</b>
		<b>Net</b>	<b>588,318</b>	<b>619,915</b>
302	DEPT R&B Engineering/Construction			
03-302-000-0000-6101	Salaries-Full Time		397,504	423,542
03-302-000-0000-6108	Meals Reimbursed (Taxable)		100	100
03-302-000-0000-6109	Overtime-Salaries		46,470	49,581
03-302-000-0000-6124	Medicare-Employer 1.45%		6,438	6,860
03-302-000-0000-6148	Employer Deduct Contribution-HSA		2,260	2,260
03-302-000-0000-6150	Health Insurance-Employer		75,909	77,595
03-302-000-0000-6152	Life Insurance-Employer		522	522
03-302-000-0000-6154	Long Term Disability-Employer		1,140	1,217
03-302-000-0000-6159	PERA 7.50%		32,675	34,862
03-302-000-0000-6165	Fica-Employer 6.20%		27,527	29,335
03-302-000-0000-6171	Workers Compensation		1,965	2,719
03-302-000-0000-6181	Safety Footwear Allowance		725	725
03-302-000-0000-6241	Registration Fee		0	3,000
03-302-000-0000-6296	Meeting Expense/Physicals		6,000	0
03-302-000-0000-6300	Maintenance/Service Contracts		6,000	7,000
03-302-000-0000-6330	Transportation/Travel/Parking		0	250
03-302-000-0000-6332	Hotel/Motel Lodging		0	1,500
03-302-000-0000-6339	Meals (Overnight)		0	250
03-302-000-0000-6550	R & B Engineer Supplies		6,000	8,000
<b>DEPT 302</b>	<b>R&amp;B Engineering/Construction</b>	<b>Revenue</b>	<b>0</b>	<b>0</b>
		<b>Expend.</b>	<b>611,235</b>	<b>649,318</b>
		<b>Net</b>	<b>611,235</b>	<b>649,318</b>
303	DEPT R&B Highway Maintenance			
03-303-000-0000-6101	Salaries-Full Time		1,198,262	1,272,268
03-303-000-0000-6108	Meals Reimbursed (Taxable)		100	100
03-303-000-0000-6109	Overtime-Salaries		57,173	60,526
03-303-000-0000-6124	Medicare-Employer 1.45%		18,205	19,327

## USER-SELECTED BUDGET REPORT

03 FUND Road & Bridge

Report Basis: Cash

		ADOPTED	PROPOSED
		2022	2023
03-303-000-0000-6148	Employer Deduct Contribution-HSA	2,260	4,520
03-303-000-0000-6150	Health Insurance-Employer	265,749	265,591
03-303-000-0000-6152	Life Insurance-Employer	1,860	1,860
03-303-000-0000-6154	Long Term Disability-Employer	3,439	3,645
03-303-000-0000-6159	PERA 7.50%	92,302	97,849
03-303-000-0000-6165	Fica-Employer 6.20%	77,835	82,633
03-303-000-0000-6171	Workers Compensation	36,930	39,426
03-303-000-0000-6181	Safety Footwear Allowance	2,610	2,610
03-303-000-0000-6199	Employee Recognition	0	400
03-303-000-0000-6220	Telephone	0	8,500
03-303-000-0000-6241	Registration Fee	0	2,000
03-303-000-0000-6254	Utilities-Gas and Electric	57,000	60,000
03-303-000-0000-6296	Meeting Expense/Physicals	2,500	0
03-303-000-0000-6352	Insurance	9,143	9,519
03-303-000-0000-6360	Services, Labor, Contracts	0	38,000
03-303-000-0000-6417	Shop/Building Maintenance	55,000	60,000
03-303-000-0000-6423	Fuel for Buildings	24,000	40,000
03-303-000-0000-6514	Pavement Striping	63,000	58,275
03-303-000-0000-6515	Culverts	60,000	90,000
03-303-000-0000-6516	Signs & Posts	20,000	20,000
03-303-000-0000-6517	Asphalt,Crackfiller,Tack Oil,Etc	73,000	55,000
03-303-000-0000-6518	De-Icing Salt	136,000	125,600
03-303-000-0000-6519	Gravel & Royalties	170,000	210,000
03-303-000-0000-6520	Calcium Chloride Dust Control	522,000	693,500
03-303-000-0000-6521	Maintenance Supplies	340,500	10,500
03-303-000-0000-6524	Winter Sand	10,000	10,000
03-303-000-0000-6570	Motor Fuel & Lubricants	266,800	419,100
03-303-000-0000-6590	Repair & Maintenance Supplies	240,000	270,000
03-303-000-0000-6825	Maintenance Agreements	42,000	44,000
03-303-000-0000-6830	Twp Road Allotment Gas Tax	458,000	643,000
<b>DEPT 303</b>	<b>R&amp;B Highway Maintenance</b>	<b>Revenue 0</b>	<b>0</b>
		<b>Expend. 4,305,668</b>	<b>4,717,749</b>
		<b>Net 4,305,668</b>	<b>4,717,749</b>
<b>307</b>	<b>DEPT R&amp;B Capital Infrastructure</b>		
03-307-000-0000-5001	Taxes, Aids, Etc.	650,000 -	675,000 -
03-307-000-0000-5231	State Aid - Town Bridge	50,000 -	485,300 -

# Aitkin County



## USER-SELECTED BUDGET REPORT

03 FUND Road & Bridge

Report Basis: Cash

		ADOPTED	PROPOSED
<u>Account Number</u>		<u>2022</u>	<u>2023</u>
	03-307-000-0000-5232	546,417 -	1,410,000 -
	03-307-000-0000-5233	1,883,910 -	3,219,900 -
	03-307-000-0000-5410	399,090 -	1,820,000 -
	03-307-000-0000-5526	48,300 -	140,000 -
	03-307-000-0000-5947	445,883 -	80,000 -
	03-307-000-0000-5948	0	100,000 -
	03-307-000-0000-6230	1,500	1,200
	03-307-000-0000-6262	3,827,100	7,675,000
	03-307-000-0000-6269	20,000	106,000
	03-307-000-0000-6295	0	40,000
	03-307-000-0000-6362	175,000	108,000
<b>DEPT</b>	<b>307</b> R&B Capital Infrastructure	<b>Revenue 4,023,600 -</b>	<b>7,930,200 -</b>
		<b>Expend. 4,023,600</b>	<b>7,930,200</b>
		<b>Net 0</b>	<b>0</b>
308	DEPT R&B Equipment & Facilities		
	03-308-000-0000-5001	576,000 -	477,300 -
	03-308-000-0000-6605	576,000	120,000
	03-308-000-0000-6610	0	357,300
<b>DEPT</b>	<b>308</b> R&B Equipment & Facilities	<b>Revenue 576,000 -</b>	<b>477,300 -</b>
		<b>Expend. 576,000</b>	<b>477,300</b>
		<b>Net 0</b>	<b>0</b>
<b>FUND</b>	<b>03</b> Road & Bridge	<b>Revenue 10,104,821 -</b>	<b>14,394,482 -</b>
		<b>Expend. 10,104,821</b>	<b>14,394,482</b>
		<b>Net 0</b>	<b>0</b>



# Aitkin County



## USER-SELECTED BUDGET REPORT

04 FUND Unorganized Townships

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
421	DEPT	Unorganized Road & Bridge		
04-421-000-0000-5001		Property Taxes - Current	46,000 -	46,000 -
04-421-000-0000-6801		Appropriations	46,000	46,000
<b>DEPT 421</b>		<b>Unorganized Road &amp; Bridge</b>	<b>Revenue 46,000 -</b>	<b>46,000 -</b>
			<b>Expend. 46,000</b>	<b>46,000</b>
			<b>Net 0</b>	<b>0</b>
422	DEPT	Unorganized Fire		
04-422-000-0000-5001		Property Taxes - Current	27,500 -	32,000 -
04-422-000-0000-6801		Appropriations	27,500	32,000
<b>DEPT 422</b>		<b>Unorganized Fire</b>	<b>Revenue 27,500 -</b>	<b>32,000 -</b>
			<b>Expend. 27,500</b>	<b>32,000</b>
			<b>Net 0</b>	<b>0</b>
423	DEPT	Unorganized Cemetary		
04-423-000-0000-5001		Property Taxes - Current	2,700 -	2,700 -
04-423-000-0000-6801		Appropriations	2,700	2,700
<b>DEPT 423</b>		<b>Unorganized Cemetary</b>	<b>Revenue 2,700 -</b>	<b>2,700 -</b>
			<b>Expend. 2,700</b>	<b>2,700</b>
			<b>Net 0</b>	<b>0</b>
<b>FUND 04</b>		<b>Unorganized Townships</b>	<b>Revenue 76,200 -</b>	<b>80,700 -</b>
			<b>Expend. 76,200</b>	<b>80,700</b>
			<b>Net 0</b>	<b>0</b>

## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
400	DEPT	Public Health Department		
	05-400-000-0000-5001	All Current/Delinquent Taxes	375,803 -	412,239 -
	05-400-000-0000-5205	In-Lieus and Aids	4,750 -	4,000 -
	05-400-000-0000-5420	Disaster Services - Federal Revenue	55,000 -	0
	05-400-400-0402-5313	Lph Grant	41,909 -	41,909 -
	05-400-400-0402-5321	MIIC Grant	250 -	200 -
	05-400-400-0402-5410	COVID-19 Vaccine Grant	0	60,000 -
	05-400-400-0402-5421	EHDI.BD Grant	200 -	175 -
	05-400-400-0402-5422	Public Health Emergency Prepare-Fed	22,704 -	22,704 -
	05-400-400-0402-5501	PH Immunizations	1,250 -	1,250 -
	05-400-400-0402-5502	Flu Shots/Pneumvax Fees	28,000 -	32,500 -
	05-400-400-0402-5503	Hepatitis B Fees	1,500 -	1,250 -
	05-400-400-0402-5504	Mantoux Fees	50 -	0
	05-400-400-0402-5832	Misc Immun/Dp&C/Ep/Pan Flu	800 -	1,150 -
	05-400-400-0402-6205	Postage	100	50
	05-400-400-0402-6220	Telephone	0	450
	05-400-400-0402-6241	Meeting/Conference Registration Fee	350	250
	05-400-400-0402-6266	Software Fees/License Fees	0	50
	05-400-400-0402-6268	Staff Training, Development	50	300
	05-400-400-0402-6330	Mileage/Parking	150	150
	05-400-400-0402-6332	Hotel/Lodging	100	0
	05-400-400-0402-6335	Gas/Vehicle Fuel Charges	200	125
	05-400-400-0402-6339	Meals (Overnight)	50	25
	05-400-400-0402-6360	Services, Labor, Contracts	1,500	3,000
	05-400-400-0402-6430	DP & C - Medical Supplies	500	3,000
	05-400-400-0402-6432	Vaccine Cost	24,000	28,000
	05-400-400-0402-6435	Public Health Program Related Supplies	200	325
	05-400-410-0413-5422	Wic Federal Grant	80,000 -	100,000 -
	05-400-410-0413-6205	Postage	200	300
	05-400-410-0413-6220	Telephone	1,250	1,500
	05-400-410-0413-6241	Meeting/Conference Registration Fee	250	250
	05-400-410-0413-6330	Mileage/Parking	350	200
	05-400-410-0413-6332	Hotel/Lodging	250	250
	05-400-410-0413-6335	Gas/Vehicle Fuel Charges	275	250
	05-400-410-0413-6339	Meals (Overnight)	25	25
	05-400-410-0413-6342	WIC Space Rentals	360	360
	05-400-410-0413-6360	Services, Labor, Contracts	50	50

## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
05-400-410-0413-6405	Office Supplies	350	200
05-400-410-0413-6430	WIC - Medical Supplies	500	520
05-400-410-0413-6435	Public Health Program Related Supplies	500	550
05-400-410-0413-6485	Computer/Technology Supplies	245	245
05-400-420-0000-5323	State Grant	10,000 -	10,000 -
05-400-420-0000-5832	Misc. Revenue	8,000 -	8,000 -
05-400-420-4800-6241	Meeting/Conference Registration Fee	750	500
05-400-420-4800-6330	Mileage/Parking	250	150
05-400-420-4800-6360	Services, Labor, Contracts	0	50
05-400-420-4800-6435	Public Health Program Related Supplies	3,500	3,500
05-400-430-0403-5328	C & Tc State Share	24,751 -	12,216 -
05-400-430-0403-5422	C & Tc Federal Share	24,751 -	12,217 -
05-400-430-0403-6205	Postage	1,350	1,350
05-400-430-0403-6330	Mileage/Parking	75	75
05-400-430-0403-6335	Gas/Vehicle Fuel Charges	45	45
05-400-430-0403-6405	Office Supplies	250	100
05-400-430-0403-6431	C & TC Outreach Supplies	1,550	250
05-400-430-0403-6435	Public Health Program Related Supplies	600	350
05-400-430-0407-6262	Family Planning Services/Methods	750	250
05-400-430-0408-5322	State Grants - MECSH	53,750 -	28,000 -
05-400-430-0408-5421	Federal Grants - TANF	34,139 -	34,139 -
05-400-430-0408-5422	Federal Grants - MCH	23,121 -	23,121 -
05-400-430-0408-5423	Federal Grants - WIC Peer Breastfeed	5,000 -	5,000 -
05-400-430-0408-5425	Federal Grants - Follow a Long (FAP)	2,024 -	2,024 -
05-400-430-0408-5500	Third Party Reimbursement	25,250 -	20,000 -
05-400-430-0408-6205	Postage	750	550
05-400-430-0408-6220	Telephone	650	650
05-400-430-0408-6240	Membership/Dues/Association Fees	500	250
05-400-430-0408-6241	Meeting/Conference Registration Fee	100	50
05-400-430-0408-6268	Staff Training, Development	25	50
05-400-430-0408-6330	Mileage/Parking	750	750
05-400-430-0408-6332	Hotel/Lodging	100	0
05-400-430-0408-6335	Gas/Vehicle Fuel Charges	300	200
05-400-430-0408-6339	Meals (Overnight)	50	0
05-400-430-0408-6360	Services, Labor, Contracts	250	1,000
05-400-430-0408-6431	Educational Supplies/Follow A Long Br	500	500
05-400-430-0408-6435	Public Health Program Related Supplies	2,000	2,000

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
05-400-440-0410-5325	MA*STLTSS*LCTS	16,000 -	14,000 -
05-400-440-0410-5425	MA*FELTSS*LCTS	18,000 -	15,000 -
05-400-440-0410-5805	Misc Revenue (Lcts)	250 -	0
05-400-440-0410-6101	Allocated Admin Salaries	126,548	126,474
05-400-440-0410-6108	Meals Reimbursed (Taxable)	50	25
05-400-440-0410-6124	Medicare Employer	1,835	1,834
05-400-440-0410-6148	Employer Deduct Contribution-HSA	5,954	5,549
05-400-440-0410-6150	Health Insurance Employer	28,376	31,799
05-400-440-0410-6152	Life Insurance Employer	212	186
05-400-440-0410-6154	Long Term Disability Employer	348	310
05-400-440-0410-6159	Pera Employer	9,491	9,486
05-400-440-0410-6165	Fica Employer	7,846	7,841
05-400-440-0410-6171	Workers Compensation	4,839	4,912
05-400-440-0410-6205	Postage	1,400	900
05-400-440-0410-6220	Telephone	2,600	3,000
05-400-440-0410-6240	Membership/Dues/Association Fees	1,550	1,700
05-400-440-0410-6241	Meeting/Conference Registration Fee	900	750
05-400-440-0410-6254	Utilities-Gas and Electric	5,600	5,250
05-400-440-0410-6266	Software Fees/License Fees	5,000	4,000
05-400-440-0410-6268	Staff Training, Development	250	125
05-400-440-0410-6278	H & HS Advisory Committee	750	500
05-400-440-0410-6300	Maintenance/Service Contracts	14,250	11,390
05-400-440-0410-6330	Mileage/Parking	300	300
05-400-440-0410-6332	Hotel/Lodging	1,150	1,000
05-400-440-0410-6333	Allocated Admin Mileage/Motorpool	10,000	7,500
05-400-440-0410-6335	Gas/Vehicle Fuel Charges	200	100
05-400-440-0410-6339	Meals (Overnight)	100	75
05-400-440-0410-6342	Office Equipment Rental/Contracts	6,500	5,250
05-400-440-0410-6352	Insurance-Vehicles/Equipment/Liability	2,951	3,203
05-400-440-0410-6360	Services, Labor, Contracts	3,700	3,700
05-400-440-0410-6405	Office Supplies	3,250	3,000
05-400-440-0410-6422	Janitorial Supplies	1,200	1,000
05-400-440-0410-6435	Public Health Program Related Supplies	1,200	750
05-400-440-0410-6480	Small Furniture/Equipment	2,750	1,750
05-400-440-0410-6485	Computer/Technology Supplies	2,230	910
05-400-440-0410-6605	Building & Structure Related Expendit	16,380	15,860
05-400-440-0411-6101	PH Salaries	429,489	456,152

## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
05-400-440-0411-6108	Meals Reimbursed (Taxable)		100	50
05-400-440-0411-6124	Medicare Employer		6,228	6,617
05-400-440-0411-6148	Employer Deduct Contribution-HSA		18,560	18,560
05-400-440-0411-6150	Health Insurance Employer		91,391	117,226
05-400-440-0411-6152	Life Insurance Employer		589	540
05-400-440-0411-6154	Long Term Disability Employer		1,175	1,112
05-400-440-0411-6159	Pera Employer		32,212	34,211
05-400-440-0411-6165	Fica Employer		26,628	28,281
05-400-450-0451-5313	Lph Grant		41,910 -	41,910 -
05-400-450-0451-5319	Health Ed State Grants		53,345 -	53,345 -
05-400-450-0451-5832	Misc Health Ed Grants		1,500 -	1,500 -
05-400-450-0451-6205	Postage		3,500	5,250
05-400-450-0451-6241	Meeting/Conference Registration Fee		535	450
05-400-450-0451-6268	Staff Training, Development		0	50
05-400-450-0451-6330	Mileage/Parking		400	300
05-400-450-0451-6332	Hotel/Lodging		500	350
05-400-450-0451-6335	Gas/Vehicle Fuel Charges		200	200
05-400-450-0451-6339	Meals (Overnight)		100	100
05-400-450-0451-6342	Office Equipment Rental/Contracts		150	250
05-400-450-0451-6360	Services, Labor, Contracts		7,250	9,500
05-400-450-0451-6405	Office Supplies		200	100
05-400-450-0451-6435	Public Health Program Related Supplies		6,500	8,000
<b>DEPT 400</b>	<b>Public Health Department</b>	<b>Revenue</b>	<b>954,007 -</b>	<b>957,849 -</b>
		<b>Expend.</b>	<b>942,317</b>	<b>1,000,773</b>
		<b>Net</b>	<b>11,690 -</b>	<b>42,924</b>
<b>420</b>	<b>DEPT</b>	<b>Income Maintenance</b>		
05-420-000-0000-5001	All Current/Delinquent Taxes		885,820 -	971,705 -
05-420-600-0000-5205	In-Lieus and Aids		8,500 -	8,500 -
05-420-600-0000-5320	Periodic Data Match		7,616 -	7,616 -
05-420-600-0000-5321	State Grants-Admin		1,000 -	1,000 -
05-420-600-0000-5421	TANF Income Maintenance Admin		38,000 -	38,000 -
05-420-600-0000-5422	Title IV-E Income Maintenance Admin		3,500 -	5,000 -
05-420-600-0000-5423	SCHIP MN Care Direct		100 -	250 -
05-420-600-0000-5832	Misc Recoveries		12,000 -	13,000 -
05-420-600-4800-6101	Allocated Admin Salaries		283,422	294,405
05-420-600-4800-6108	Meals Reimbursed (Taxable)		50	50

## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
05-420-600-4800-6124	Medicare Employer	4,110	4,269
05-420-600-4800-6148	Employer Deduct Contribution-HSA	15,790	15,476
05-420-600-4800-6150	Health Insurance Employer	73,938	86,323
05-420-600-4800-6152	Life Insurance Employer	560	517
05-420-600-4800-6154	Long Term Disability Employer	779	721
05-420-600-4800-6159	Pera Employer	21,257	22,080
05-420-600-4800-6165	Fica Employer	17,572	18,253
05-420-600-4800-6171	Workers Compensation	1,633	1,700
05-420-600-4800-6205	Postage	8,500	7,250
05-420-600-4800-6220	Telephone	5,850	4,250
05-420-600-4800-6240	Membership/Dues/Association Fees	925	1,000
05-420-600-4800-6241	Meeting/Conference Registration Fee	3,250	2,500
05-420-600-4800-6254	Utilities-Gas and Electric	12,000	12,000
05-420-600-4800-6263	Contract Legal Services-Fraud	725	250
05-420-600-4800-6265	Sheriff - Fraud Investigation	325	75
05-420-600-4800-6266	Software Fees/License Fees	29,000	32,500
05-420-600-4800-6268	Staff Training, Development	225	150
05-420-600-4800-6278	H & HS Advisory Committee	1,750	1,000
05-420-600-4800-6300	Maintenance/Service Contracts	5,600	5,990
05-420-600-4800-6330	Mileage/Parking	100	50
05-420-600-4800-6332	Hotel/Lodging	2,750	2,500
05-420-600-4800-6333	Allocated Admin Mileage/Motorpool	3,250	3,000
05-420-600-4800-6335	Gas/Vehicle Fuel Charges	575	350
05-420-600-4800-6339	Meals (Overnight)	425	400
05-420-600-4800-6342	Office Equipment Rental/Contracts	2,800	2,800
05-420-600-4800-6360	Services, Labor, Contracts	8,500	8,500
05-420-600-4800-6405	Office Supplies	4,750	4,000
05-420-600-4800-6422	Janitorial Supplies	2,500	2,500
05-420-600-4800-6480	Small Furniture/Equipment	4,500	2,500
05-420-600-4800-6485	Computer/Technology Supplies	15,830	9,645
05-420-600-4800-6605	Building & Structure Related Expenditu	38,610	40,260
05-420-600-4820-6101	IM RMS Salaries	506,945	518,073
05-420-600-4820-6108	Meals Reimbursed (Taxable)	75	50
05-420-600-4820-6109	Salaries Overtime	750	750
05-420-600-4820-6124	Medicare Employer	7,362	7,523
05-420-600-4820-6148	Employer Deduct Contribution-HSA	26,580	26,680
05-420-600-4820-6150	Health Insurance Employer	92,782	96,008

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
05-420-600-4820-6152	Life Insurance Employer	1,100	1,020
05-420-600-4820-6154	Long Term Disability Employer	1,380	1,256
05-420-600-4820-6159	Pera Employer	38,077	38,912
05-420-600-4820-6165	Fica Employer	31,477	32,167
05-420-610-0000-5836	Afdc/Mfip Recoveries-Maxis	3,500 -	3,500 -
05-420-610-4100-6011	County Share-Afdc/Mfip	3,000	1,500
05-420-610-4800-6800	Program Expenses Direct Charge	120	120
05-420-620-0000-5836	Ga Recoveries - Maxis	1,150 -	1,150 -
05-420-620-4100-6011	County Share - Ga	12,500	9,000
05-420-620-4400-6025	State Share-GAMC	500	250
05-420-620-4400-6026	State Share - GAMC Estate	2,500	7,500
05-420-630-0000-5421	Food Support Direct Admin Aid	127,000 -	135,000 -
05-420-630-0000-5836	Food Support Recoveries-Maxis	2,300 -	3,250 -
05-420-630-4100-6011	County Share-Food Support	1,300	3,000
05-420-630-4800-6800	Other Expenses - Direct Charge	100	100
05-420-640-0000-5328	Child Support Incentives - State	4,750 -	4,750 -
05-420-640-0000-5421	Title IV-D Child Support Admin	330,000 -	310,000 -
05-420-640-0000-5423	Titile IV-D Child Support Incentives	35,000 -	35,000 -
05-420-640-0000-5832	Recoveries Child Support	2,000 -	2,250 -
05-420-640-4800-6205	Postage	2,500	1,500
05-420-640-4800-6220	Telephone	1,500	2,250
05-420-640-4800-6241	Meeting/Conference Registration Fee	850	750
05-420-640-4800-6262	Genetic Tests IV-D	1,500	750
05-420-640-4800-6263	Contract Legal Services Iv-D	21,000	20,000
05-420-640-4800-6266	Software Fees/License Fees	6,000	8,000
05-420-640-4800-6270	Aitkin Co Sheriff Fees Iv-D	1,300	1,300
05-420-640-4800-6300	Maintenance/Service Contracts	650	350
05-420-640-4800-6330	Mileage/Parking	150	100
05-420-640-4800-6332	Hotel/Lodging	800	500
05-420-640-4800-6333	Allocated Admin Mileage/Motorpool	1,000	500
05-420-640-4800-6335	Gas/Vehicle Fuel Charges	175	0
05-420-640-4800-6339	Meals (Overnight)	200	100
05-420-640-4800-6342	Office Equipment Rental/Contracts	2,325	2,000
05-420-640-4800-6360	Services, Labor, Contracts	1,750	2,000
05-420-640-4800-6379	Other Iv-D Charges	2,650	2,000
05-420-640-4800-6405	Office Supplies	1,100	1,000
05-420-640-4800-6480	Small Furniture/Equipment	1,350	1,000

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

		ADOPTED	PROPOSED
		2022	2023
<u>Account Number</u>	<u>Account Description</u>		
05-420-640-4800-6485	Computer/Technology Supplies	0	10,000
05-420-640-4820-6101	CS Salaries	245,665	259,040
05-420-640-4820-6108	Meals Reimbursed (Taxable)	50	50
05-420-640-4820-6124	Medicare Employer	3,562	3,756
05-420-640-4820-6148	Employer Deduct Contribution-HSA	12,790	13,840
05-420-640-4820-6150	Health Insurance Employer	39,849	56,712
05-420-640-4820-6152	Life Insurance Employer	479	438
05-420-640-4820-6154	Long Term Disability Employer	676	635
05-420-640-4820-6159	Pera Employer	18,425	19,428
05-420-640-4820-6165	Fica Employer	15,231	16,060
05-420-650-0000-5322	MA Medical Support State Incentive	115,000 -	130,000 -
05-420-650-0000-5421	Medical Assistance Admin Aid	270,000 -	265,000 -
05-420-650-0000-5422	MA Medical Support Fed Incentive	97,000 -	110,000 -
05-420-650-0000-5828	County Burial Recoveries	4,500 -	4,500 -
05-420-650-0000-5832	MA Recoveries	5,000 -	3,000 -
05-420-650-0000-5836	MA Estate Recoveries	145,000 -	145,000 -
05-420-650-4400-6020	Medicare Premium Reimbursement	29,500	31,500
05-420-650-4400-6022	MA CEHI Reimbursement	160,000	180,000
05-420-650-4400-6025	State/Fed Share - MA Program	1,000	20,000
05-420-650-4400-6026	State/Fed Share - MA Estate	105,000	105,000
05-420-650-4400-6211	Medical Assistance - MTM Admin	5,500	8,500
05-420-650-4401-6210	MA Access-Individual(Vested Interest)	750	0
05-420-650-4402-6210	MA Access-Licensed Foster Parent	750	1,500
05-420-650-4800-6800	Program Expenses Direct Charge Ffp	450	450
05-420-650-4800-6810	County Burials	35,000	35,000
05-420-680-0000-5421	Refugee Assistance Admin Aid	100 -	100 -
<b>DEPT 420</b>	<b>Income Maintenance</b>	<b>Revenue 2,098,836 -</b>	<b>2,197,571 -</b>
		<b>Expend. 2,019,876</b>	<b>2,137,182</b>
		<b>Net 78,960 -</b>	<b>60,389 -</b>
430 DEPT	Social Services		
05-430-000-0000-5001	All Current/Delinquent Taxes	1,422,681 -	1,560,618 -
05-430-000-0000-5202	Out of Home Placement MS 260C.007	13,406 -	31,487 -
05-430-000-0000-5206	Local Homeless Prevention Aid MS 47	0	25,123 -
05-430-700-0000-5205	In-Lieus and Aids	15,000 -	13,500 -
05-430-700-0000-5322	LTSS * SSTS (S57)	185,000 -	180,000 -
05-430-700-0000-5325	VCAA Block Grant (S53)	251,482 -	232,237 -



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
05-430-700-0000-5421	MA SSTS Admin (F54)	72,500 -	72,500 -
05-430-700-0000-5422	MA*LTSS*SSTS (F67)	220,000 -	220,000 -
05-430-700-0000-5426	TXX SS Block Grant (F56)	137,158 -	127,073 -
05-430-700-0000-5832	Ss Administrative Recoveries	1,000 -	750 -
05-430-700-4800-6101	Allocated Admin Salaries	272,157	284,153
05-430-700-4800-6108	Meals Reimbursed (Taxable)	75	25
05-430-700-4800-6124	Medicare Employer	3,946	4,120
05-430-700-4800-6148	Employer Deduct Contribution-HSA	14,888	14,656
05-430-700-4800-6150	Health Insurance Employer	64,336	68,544
05-430-700-4800-6152	Life Insurance Employer	545	512
05-430-700-4800-6154	Long Term Disability Employer	748	696
05-430-700-4800-6159	Pera Employer	20,412	21,311
05-430-700-4800-6165	Fica Employer	16,874	17,617
05-430-700-4800-6171	Workers Compensation	3,875	3,802
05-430-700-4800-6205	Postage	5,500	5,500
05-430-700-4800-6220	Telephone	18,500	18,500
05-430-700-4800-6240	Membership/Dues/Association Fees	2,000	2,000
05-430-700-4800-6241	Meeting/Conference Registration Fee	5,500	4,500
05-430-700-4800-6254	Utilities-Gas and Electric	16,000	16,000
05-430-700-4800-6266	Software Fees/License Fees	14,000	15,000
05-430-700-4800-6268	Staff Training, Development	750	1,500
05-430-700-4800-6272	Physical Examinations	250	250
05-430-700-4800-6278	H & HS Advisory Committee	2,500	1,500
05-430-700-4800-6300	Maintenance/Service Contracts	8,000	8,620
05-430-700-4800-6330	Mileage/Parking	21,000	18,500
05-430-700-4800-6332	Hotel/Lodging	6,250	5,250
05-430-700-4800-6333	Allocated Admin Mileage/Motorpool	38,000	35,000
05-430-700-4800-6335	Gas/Vehicle Fuel Charges	5,600	5,000
05-430-700-4800-6339	Meals (Overnight)	1,250	1,000
05-430-700-4800-6342	Office Equipment Rental/Contracts	4,000	5,000
05-430-700-4800-6352	Insurance-Vehicles/Equipment/Liability	19,370	20,485
05-430-700-4800-6360	Services, Labor, Contracts	12,500	14,000
05-430-700-4800-6405	Office Supplies	7,500	7,250
05-430-700-4800-6422	Janitorial Supplies	4,000	4,000
05-430-700-4800-6480	Small Furniture/Equipment	9,000	5,000
05-430-700-4800-6485	Computer/Technology Supplies	22,740	18,945
05-430-700-4800-6605	Building & Structure Related Expendit	62,010	65,880

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u>	<u>PROPOSED</u>
		<u>2022</u>	<u>2023</u>
05-430-700-4800-6800	Direct Charge Expenses Non Ffp	5,000	5,000
05-430-700-4800-6802	Mh Init - Lac	1,000	150
05-430-700-4800-6803	Mh Int - Consumer Support	13,000	14,650
05-430-700-4800-6804	Mh Init - Housing Expense	3,400	4,000
05-430-700-4800-6805	Mh Init - Transportation	7,200	5,000
05-430-700-4800-6809	Mh Init - Employability	100	100
05-430-700-4800-6810	Mh Init - Flex	5,800	6,000
05-430-700-4800-6823	Special Kids Fund - Expenditure	350	150
05-430-700-4810-6101	Non SSTS Salaries	168,113	258,783
05-430-700-4810-6108	Meals Reimbursed (Taxable)	0	25
05-430-700-4810-6124	Medicare Employer	2,438	3,752
05-430-700-4810-6148	Employer Deduct Contribution-HSA	5,520	8,780
05-430-700-4810-6150	Health Insurance Employer	23,631	48,117
05-430-700-4810-6152	Life Insurance Employer	149	234
05-430-700-4810-6154	Long Term Disability Employer	462	634
05-430-700-4810-6157	Retiree Health	6,145	0
05-430-700-4810-6159	Pera Employer	12,609	19,409
05-430-700-4810-6165	Fica Employer	10,423	16,045
05-430-700-4820-6101	SS Salaries	1,370,095	1,415,151
05-430-700-4820-6108	Meals Reimbursed (Taxable)	1,500	1,000
05-430-700-4820-6109	Salaries Overtime	7,500	7,500
05-430-700-4820-6124	Medicare Employer	20,049	20,700
05-430-700-4820-6148	Employer Deduct Contribution-HSA	62,150	60,960
05-430-700-4820-6150	Health Insurance Employer	202,530	240,252
05-430-700-4820-6152	Life Insurance Employer	2,136	1,956
05-430-700-4820-6154	Long Term Disability Employer	3,744	3,446
05-430-700-4820-6159	Pera Employer	103,709	107,088
05-430-700-4820-6165	Fica Employer	85,733	88,527
05-430-700-4821-6101	HCBS Salaries	236,828	251,268
05-430-700-4821-6108	Meals Reimbursed (Taxable)	50	50
05-430-700-4821-6124	Medicare Employer	3,434	3,643
05-430-700-4821-6148	Employer Deduct Contribution-HSA	9,019	9,019
05-430-700-4821-6150	Health Insurance Employer	41,551	51,241
05-430-700-4821-6152	Life Insurance Employer	372	345
05-430-700-4821-6154	Long Term Disability Employer	651	616
05-430-700-4821-6159	Pera Employer	17,762	18,845
05-430-700-4821-6165	Fica Employer	14,683	15,579

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

<u>Account Number</u>	<u>Account Description</u>	ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
05-430-700-4831-6101	SS On Call	5,200	5,200
05-430-710-0000-5319	Child Protection Allocation (S04)	75,206 -	75,000 -
05-430-710-0000-5322	Northstar Foster Care (S03)	7,500 -	20,000 -
05-430-710-0000-5323	Family Response State Grant (S67)	2,525 -	3,073 -
05-430-710-0000-5324	State Share-CADI/CAC/BI (S01)	7,000 -	13,000 -
05-430-710-0000-5326	Child Protection Opioid Response (S06)	1,579 -	1,579 -
05-430-710-0000-5328	STAY Grant (S06)	0	350 -
05-430-710-0000-5330	PSOP Grant Expansion (S05)	3,994 -	7,724 -
05-430-710-0000-5420	Fed-Cadi/Tbi/Ltcc (F06)	7,250 -	13,000 -
05-430-710-0000-5422	Family Group Dis Making (F08)	100 -	100 -
05-430-710-0000-5423	Title IV-B2 Family Response (F65)	4,114 -	1,964 -
05-430-710-0000-5425	Title IV-B1 Family Response (F65)	2,712 -	3,500 -
05-430-710-0000-5429	IV-E Self Grant (F04)	2,000 -	1,400 -
05-430-710-0000-5430	PSOP - Children's Trust Fund (F09)	3,687 -	4,938 -
05-430-710-0000-5441	IV-E Foster Care (F01)	40,000 -	50,000 -
05-430-710-0000-5442	IV-E SSTS Admin (F02)	35,000 -	35,000 -
05-430-710-0000-5453	CW TCM Revenue (F05)	78,500 -	75,000 -
05-430-710-0000-5482	IV-E Admin LCTS (F07)	12,000 -	11,000 -
05-430-710-0000-5483	MA Admin LCTS (F07)	60,000 -	62,500 -
05-430-710-0000-5500	Third Party Reimbursements-PCA	500 -	0
05-430-710-0000-5832	Admin Foster Care Recoveries (M03)	40,000 -	35,000 -
05-430-710-0000-5833	IV-E Foster Care Recoveries (M03)	3,500 -	3,500 -
05-430-710-3040-6020	Child Protect Assess/Investigation	500	1,000
05-430-710-3080-6020	Family Assessment Response	100	300
05-430-710-3160-6020	Transportation Child Serv	250	500
05-430-710-3160-6057	Foster Care-Transportation	2,500	2,500
05-430-710-3180-6020	Health-Related Services	1,000	1,000
05-430-710-3190-6020	Court Related Services & Activities	6,250	10,000
05-430-710-3440-6050	Housing Services-Child	650	0
05-430-710-3450-6020	Social & Recreational/Hippo Therapy	50	0
05-430-710-3460-6065	SELF Funds - Adolescent Life Skills	2,500	2,000
05-430-710-3630-6020	Family-Based Life Mgmt Skills Service	100	50
05-430-710-3640-6020	Family Assessment Response Services	3,500	1,000
05-430-710-3650-6027	Serv For Concurrent Perm Plan	1,250	1,250
05-430-710-3660-6020	Family Group Decision Making	1,000	500
05-430-710-3670-6020	PSOP - Parent Support Outreach Serv	750	750
05-430-710-3750-6057	Northstar Kinship Assistance	250	250

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2022	2023
05-430-710-3780-6057	Northstar Adoption Assistance	250	250
05-430-710-3810-6057	Family Foster Care	310,000	320,000
05-430-710-3830-6057	Children's Group Residential Care	15,000	5,000
05-430-710-3850-6057	Correctional Facilities	50,000	30,000
05-430-710-3880-6057	Supervised Independent Living	5,000	10,000
05-430-710-3890-6057	Respite Care-Foster Care	1,750	1,500
05-430-710-3930-6020	General Case Management	500	300
05-430-710-3960-6050	Adoptions & Kinship	100	100
05-430-710-3970-6064	Collaborative Grant	70,000	70,000
05-430-710-3980-6020	License & Resource Development	500	250
05-430-720-0000-5322	MFIP Consolidated Fund (S11)	16,387 -	16,387 -
05-430-720-0000-5326	Child Care MFIP Admin (S66)	1,000 -	1,000 -
05-430-720-0000-5370	BSF Child Care Admin (S08)	2,109 -	2,021 -
05-430-720-0000-5426	Child Care MFIP Admin (F13)	1,000 -	1,000 -
05-430-720-0000-5432	Employment & Train Serv (F14)	105,086 -	105,086 -
05-430-720-0000-5470	BSF Child Care Admin (F15)	3,592 -	3,753 -
05-430-720-0000-5832	Misc Child Care Recoveries/Fees (M0)	3,000 -	3,000 -
05-430-720-3020-6069	Community Ed & Prevent/Advertising	900	500
05-430-720-3110-6069	Bsf Child Care	4,337	4,337
05-430-720-3140-6020	Other Child Care	1,500	1,500
05-430-720-3370-6038	Mfip-Employment Services	136,836	136,836
05-430-720-3980-6020	License And Resource Development	400	300
05-430-730-0000-5321	CDF Fund Admin (S17)	10,000 -	12,000 -
05-430-730-0000-5322	SUD Treatment Coordination (S21)	0	1,000 -
05-430-730-0000-5421	MA Rule 25 Admin SSTS (F22)	31,000 -	20,000 -
05-430-730-0000-5422	SUD Treatment Coordination (F25)	0	750 -
05-430-730-0000-5832	Detox Recoveries (M11)	12,000 -	10,000 -
05-430-730-3090-6050	Pre-Petition Screening/Hearing	200	500
05-430-730-3160-6020	Cd Transportation	3,000	0
05-430-730-3590-6072	Ccdtf County % State Billings	52,500	40,000
05-430-730-3710-6020	Detoxification - Grand Rapids	25,000	20,000
05-430-730-3710-6080	Detoxification - Other	8,500	5,000
05-430-740-0000-5322	MA Rule 5 Foster Care (S64)	15,000 -	10,000 -
05-430-740-0000-5341	CMH Respite Grant (S63)	1,778 -	1,778 -
05-430-740-0000-5351	Child MH Combined (S63)	15,081 -	15,081 -
05-430-740-0000-5437	IV-E MH Foster Care (F28)	10,000 -	5,000 -
05-430-740-0000-5450	MA CMH TCM (F64)	18,000 -	13,000 -

## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

Account Number	Account Description	ADOPTED	PROPOSED
		2022	2023
05-430-740-0000-5500	Insurance Company Revenue (M13)	52,500 -	50,000 -
05-430-740-3050-6020	Child Outpat Assess/Psyc. Testing	10,000	7,500
05-430-740-3830-6057	Rule 5-Children's Residential Trmt	100,000	45,000
05-430-740-3890-6020	Child Mh Respite	1,000	500
05-430-740-3890-6057	Mh Respite - Foster Care	1,000	500
05-430-740-3900-6020	Child Rule 79 Case Mgmt	2,000	1,000
05-430-745-0000-5321	MA Adult MH-TCM (S32)	0	500 -
05-430-745-0000-5322	MH PASRR Screening (S27)	0	200 -
05-430-745-0000-5343	Adult MH Rule 78 CSP (S25)	55,418 -	55,418 -
05-430-745-0000-5421	MA Adult MH TCM (F31)	25,000 -	25,000 -
05-430-745-0000-5422	MH PASRR Screening (F32)	0	600 -
05-430-745-0000-5500	Insurance Company Revenue (M13)	45,000 -	85,000 -
05-430-745-3030-6071	Client Outreach - Csp	74,591	74,591
05-430-745-3085-6020	Adult Outpat Diagnostic Assess/Psyc	15,000	12,000
05-430-745-3090-6050	Pre-Petition Screening/Hearing	5,000	4,500
05-430-745-3340-6071	Other Community Support Program Se	8,710	8,710
05-430-745-3720-6081	State-Operated Inpatient - Rtc Or Cbhh	35,000	30,000
05-430-745-3721-6081	Commitment Costs - Poor Relief	250,000	120,000
05-430-745-3730-6020	Adult Acute Care Hospital Inpatient	1,000	3,000
05-430-745-3910-6020	Adult Rule 79 Case Mgmt	4,000	5,000
05-430-750-0000-5322	DD PASRR Screening (S36)	0	100 -
05-430-750-0000-5323	State Share-DD Services (S38)	88,000 -	88,000 -
05-430-750-0000-5341	DD Family Support Grant (S35)	1,000 -	1,000 -
05-430-750-0000-5373	DD SILS Program (S34)	20,199 -	17,889 -
05-430-750-0000-5420	Fed Share-DD Services (F38)	88,000 -	88,000 -
05-430-750-0000-5422	DD PASRR Screening (F39)	0	300 -
05-430-750-0000-5445	MA VA/DD TCM (F42)	7,000 -	8,000 -
05-430-750-3340-6073	Semi-Independent Living Serv (Sils)	23,764	21,046
05-430-750-3350-6020	Family Support Program	1,000	1,000
05-430-750-3410-6094	Environment Access,Adapt,Special Su	1,000	0
05-430-750-3950-6020	Public Guardianship DD	12,500	16,000
05-430-760-0000-5322	State Share - CADI/CAC (S44)	90,000 -	95,000 -
05-430-760-0000-5323	State Share - EW (S44)	21,500 -	21,500 -
05-430-760-0000-5324	State Share - AC (S45)	5,000 -	2,500 -
05-430-760-0000-5325	State Share - TBI (S44)	8,000 -	8,500 -
05-430-760-0000-5330	Adult Protection Grant (S48)	10,146 -	19,720 -
05-430-760-0000-5331	State Share - RSC (S44)	2,000 -	1,750 -

# Aitkin County



## USER-SELECTED BUDGET REPORT

05 FUND Health & Human Services

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
05-430-760-0000-5420	Fed Share - AC (F48)	5,000 -	2,500 -
05-430-760-0000-5422	Fed Share - CADI/CAC (F47)	90,000 -	95,000 -
05-430-760-0000-5423	Fed Share - EW (F47)	21,500 -	21,500 -
05-430-760-0000-5425	Fed Share - TBI (F47)	8,000 -	8,500 -
05-430-760-0000-5432	Federal Share - RSC (F47)	2,000 -	1,750 -
05-430-760-0000-5500	Insurance Company Revenue (M21)	290,000 -	375,000 -
05-430-760-0000-5810	Co Share - Waivered Services (M23)	1,500 -	1,500 -
05-430-760-0000-5832	Misc Adult Service Recoveries (M23)	1,000 -	1,000 -
05-430-760-3020-6020	Community Ed & Prevention	500	0
05-430-760-3040-6020	APS Assessment/Investigation	1,000	1,500
05-430-760-3160-6050	Transportation - Txx	50	0
05-430-760-3160-6075	Waiver & Ac Transportation	50	0
05-430-760-3410-6075	Environment Access,Adapt,Special Su	1,500	0
05-430-760-3950-6020	Guardianship/Conservatorship	15,000	13,000
<b>DEPT 430</b>	<b>Social Services</b>		
	<b>Revenue</b>	<b>3,888,190 -</b>	<b>4,177,499 -</b>
	<b>Expend.</b>	<b>4,408,700</b>	<b>4,419,651</b>
	<b>Net</b>	<b>520,510</b>	<b>242,152</b>
<b>FUND 05</b>	<b>Health &amp; Human Services</b>		
	<b>Revenue</b>	<b>6,941,033 -</b>	<b>7,332,919 -</b>
	<b>Expend.</b>	<b>7,370,893</b>	<b>7,557,606</b>
	<b>Net</b>	<b>429,860</b>	<b>224,687</b>

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06 FUND Debt Service

# Aitkin County

## USER-SELECTED BUDGET REPORT



Report Basis: Cash

			ADOPTED	PROPOSED	
			<u>2022</u>	<u>2023</u>	
000	DEPT	Undesignated			
		06-000-000-0000-5001	Property Taxes - Current	743,573 -	746,566 -
		06-000-000-0000-6795	Long Term Loans	395,000	405,000
		06-000-000-0000-6796	Interest	309,090	297,090
<b>DEPT</b>	<b>000</b>	Undesignated	<b>Revenue</b>	<b>743,573 -</b>	<b>746,566 -</b>
			<b>Expend.</b>	<b>704,090</b>	<b>702,090</b>
			<b>Net</b>	<b>39,483 -</b>	<b>44,476 -</b>
<b>FUND</b>	<b>06</b>	Debt Service	<b>Revenue</b>	<b>743,573 -</b>	<b>746,566 -</b>
			<b>Expend.</b>	<b>704,090</b>	<b>702,090</b>
			<b>Net</b>	<b>39,483 -</b>	<b>44,476 -</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
921	DEPT Co. Development			
	10-921-000-0000-5220	Concon Apport Ms 84 A 51 Intergovver	220,000 -	220,000 -
	10-921-000-0000-5251	In Lieu Apportionments & Receipts	97,500 -	97,500 -
	10-921-000-0000-5947	Planned Use of Fund Balance	110,000 -	225,906 -
	10-921-000-0000-6240	Membership/Dues/Association Fees	3,000	3,000
	10-921-000-0000-6360	Miscellaneous-Services	24,000	24,000
	10-921-000-0000-6515	Culverts	10,000	15,000
	10-921-000-0000-6801	SWCD Appropriation	50,000	50,000
	10-921-000-0000-6900	Transfers to Other Funds	394,947	451,406
<b>DEPT</b>	<b>921</b> Co. Development	<b>Revenue</b>	<b>427,500 -</b>	<b>543,406 -</b>
		<b>Expend.</b>	<b>481,947</b>	<b>543,406</b>
		<b>Net</b>	<b>54,447</b>	<b>0</b>
923	DEPT Forfeited Tax Sales			
	10-923-000-0000-5010	Forfeited Tax Sales	1,350,000 -	1,500,000 -
	10-923-000-0000-6101	Salaries-Full Time	434,616	438,204
	10-923-000-0000-6124	Medicare-Employer 1.45%	6,302	6,357
	10-923-000-0000-6148	Employer Deduct Contribution-HSA	19,310	17,900
	10-923-000-0000-6150	Health Insurance-Employer	79,400	70,726
	10-923-000-0000-6152	Life Insurance-Employer	489	714
	10-923-000-0000-6154	Long Term Disability-Employer	1,137	1,074
	10-923-000-0000-6159	PERA	31,386	32,866
	10-923-000-0000-6165	Fica-Employer	26,946	27,169
	10-923-000-0000-6171	Workers Compensation	5,100	6,770
	10-923-000-0000-6205	Postage	2,400	2,000
	10-923-000-0000-6220	Telephone	8,000	8,300
	10-923-000-0000-6230	Printing, Publishing & Adv	2,500	1,500
	10-923-000-0000-6240	Membership/Dues/Association Fees	3,100	3,000
	10-923-000-0000-6254	Utilities-Gas and Electric	7,500	7,500
	10-923-000-0000-6268	Staff Training, Development	3,500	3,000
	10-923-000-0000-6280	State Deed Forfeited Tax Sales	550	1,000
	10-923-000-0000-6282	State Deed Repurchase	125	200
	10-923-000-0000-6330	Transportation/Travel/Parking	2,000	2,000
	10-923-000-0000-6332	Hotel / Motel Lodging	1,200	500
	10-923-000-0000-6335	Gas/Vehicle Fuel Charges	30,000	40,000
	10-923-000-0000-6339	Meals (Overnight)	400	100
	10-923-000-0000-6352	Insurance	7,754	10,186



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 10 FUND Trust

# Aitkin County



## USER-SELECTED BUDGET REPORT

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
10-923-000-0000-6360	Miscellaneous-Services		52,000	52,000
10-923-000-0000-6405	Office Supplies		12,000	15,000
10-923-000-0000-6450	Field Supplies		7,200	7,000
10-923-000-0000-6590	Repair & Maintenance Supplies		30,000	30,000
10-923-000-0000-6818	FTS Apportionment		481,326	690,000
10-923-000-0000-6820	Refunds & Reimbursements		70,000	50,000
10-923-000-0000-6901	Incidental Transfers		30,000	30,000
<b>DEPT 923</b>	<b>Forfeited Tax Sales</b>			
		<b>Revenue</b>	<b>1,350,000 -</b>	<b>1,500,000 -</b>
		<b>Expend.</b>	<b>1,356,241</b>	<b>1,555,066</b>
		<b>Net</b>	<b>6,241</b>	<b>55,066</b>
926 DEPT	Law Library			
10-926-000-0000-5548	Law Library Fees		30,000 -	30,000 -
10-926-000-0000-6455	Law Books		30,000	30,000
<b>DEPT 926</b>	<b>Law Library</b>			
		<b>Revenue</b>	<b>30,000 -</b>	<b>30,000 -</b>
		<b>Expend.</b>	<b>30,000</b>	<b>30,000</b>
		<b>Net</b>	<b>0</b>	<b>0</b>
929 DEPT	MN Trust Insurance Fund			
10-929-000-0000-5861	Insurance Proceeds/Reimbursements		400 -	400 -
<b>DEPT 929</b>	<b>MN Trust Insurance Fund</b>			
		<b>Revenue</b>	<b>400 -</b>	<b>400 -</b>
		<b>Expend.</b>	<b>0</b>	<b>0</b>
		<b>Net</b>	<b>400 -</b>	<b>400 -</b>
<b>FUND 10</b>	<b>Trust</b>			
		<b>Revenue</b>	<b>1,807,900 -</b>	<b>2,073,806 -</b>
		<b>Expend.</b>	<b>1,868,188</b>	<b>2,128,472</b>
		<b>Net</b>	<b>60,288</b>	<b>54,666</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

11 FUND Forest Development

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
925	DEPT	Resource Management		
		11-925-000-0000-5150	200 -	200 -
		11-925-000-0000-5222	142,000 -	142,000 -
		11-925-000-0000-5252	251,000 -	270,000 -
		11-925-000-0000-5395	32,725 -	0
		11-925-000-0000-5396	38,342 -	36,000 -
		11-925-000-0000-5840	1,000 -	1,000 -
		11-925-000-0000-6101	73,611	74,532
		11-925-000-0000-6124	1,067	1,078
		11-925-000-0000-6148	3,260	3,260
		11-925-000-0000-6150	18,358	19,154
		11-925-000-0000-6152	111	102
		11-925-000-0000-6154	175	158
		11-925-000-0000-6159	4,768	4,846
		11-925-000-0000-6165	4,564	4,621
		11-925-000-0000-6171	374	500
		11-925-000-0000-6273	110,300	74,000
		11-925-000-0000-6278	3,500	3,500
		11-925-000-0000-6330	0	2,000
		11-925-000-0000-6339	200	0
		11-925-000-0000-6352	2,640	2,712
		11-925-000-0000-6360	26,000	15,000
		11-925-000-0000-6361	40,000	50,000
		11-925-000-0000-6374	500	150
		11-925-000-0000-6590	15,000	15,000
		11-925-000-0000-6620	60,000	85,200
		11-925-000-0000-6900	244,947	231,406
<b>DEPT</b>	<b>925</b>	<b>Resource Management</b>	<b>Revenue</b>	<b>465,267 -</b>
			<b>Expend.</b>	<b>609,375</b>
			<b>Net</b>	<b>144,108</b>
				<b>449,200 -</b>
				<b>587,219</b>
				<b>138,019</b>
939	DEPT	County Surveyor		
		11-939-000-0000-5840	5,000 -	2,500 -
		11-939-000-0000-5910	489,894 -	462,812 -
		11-939-000-0000-6101	328,270	330,207
		11-939-000-0000-6124	4,760	4,788
		11-939-000-0000-6148	12,300	12,300

# Aitkin County



## USER-SELECTED BUDGET REPORT

11 FUND Forest Development

Report Basis: Cash

		ADOPTED	PROPOSED
		<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>		
11-939-000-0000-6150	Health Insurance-Employer	50,794	53,536
11-939-000-0000-6152	Life Insurance-Employer	339	510
11-939-000-0000-6154	Long Term Disability-Employer	894	809
11-939-000-0000-6159	PERA	24,620	24,765
11-939-000-0000-6165	Fica-Employer	20,353	20,743
11-939-000-0000-6171	Workers Compensation	725	748
11-939-000-0000-6240	Membership/Dues/Association Fees	600	600
11-939-000-0000-6268	Staff Training, Development	1,000	1,000
11-939-000-0000-6330	Transportation/Travel/Parking	200	200
11-939-000-0000-6332	Hotel / Motel Lodging	200	200
11-939-000-0000-6339	Meals (Overnight)	200	200
11-939-000-0000-6360	Services, Labor, Contracts	0	200
11-939-000-0000-6405	Office Supplies	31,150	3,000
11-939-000-0000-6450	Supplies	1,000	1,050
11-939-000-0000-6590	Repair & Maintenance Supplies	0	1,000
11-939-000-0000-6610	Equipment	26,400	5,000
<b>DEPT 939</b>	<b>County Surveyor</b>	<b>Revenue 494,894 -</b>	<b>465,312 -</b>
		<b>Expend. 503,805</b>	<b>460,856</b>
		<b>Net 8,911</b>	<b>4,456 -</b>
<b>FUND 11</b>	<b>Forest Development</b>	<b>Revenue 960,161 -</b>	<b>914,512 -</b>
		<b>Expend. 1,113,180</b>	<b>1,048,075</b>
		<b>Net 153,019</b>	<b>133,563</b>

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# Aitkin County



## USER-SELECTED BUDGET REPORT

12 FUND Townships/Cities/ARDC/Ambulance

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
	<u>Account Number</u>	<u>Account Description</u>		
930	DEPT ARDC			
	12-930-000-0000-5001	Property Taxes - Current	58,161 -	60,060 -
	12-930-000-0000-6801	Appropriations	58,161	60,060
<b>DEPT</b>	<b>930</b>	<b>ARDC</b>	<b>Revenue</b>	<b>58,161 -</b>
			<b>Expend.</b>	<b>60,060</b>
			<b>Net</b>	<b>0</b>
<b>FUND</b>	<b>12</b>	<b>Townships/Cities/ARDC/Ambulance</b>	<b>Revenue</b>	<b>58,161 -</b>
			<b>Expend.</b>	<b>60,060</b>
			<b>Net</b>	<b>0</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

15 FUND Aitkin County Collaborative

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
<u>Account Number</u>	<u>Account Description</u>			
000	DEPT	Undesignated		
		15-000-000-0000-5791 Interest Income	500 -	500 -
		15-000-000-0000-5832 Lcts Revenue Earned	70,000 -	70,000 -
<b>DEPT</b>	<b>000</b>	Undesignated	<b>Revenue</b>	<b>70,500 -</b>
			<b>Expend.</b>	<b>0</b>
			<b>Net</b>	<b>70,500 -</b>
450	DEPT	Collaborative-Aitkin School		
		15-450-000-0000-6231 Aitkin School Services	27,500	27,500
<b>DEPT</b>	<b>450</b>	Collaborative-Aitkin School	<b>Revenue</b>	<b>0</b>
			<b>Expend.</b>	<b>27,500</b>
			<b>Net</b>	<b>27,500</b>
451	DEPT	Collaborative-Hill City School		
		15-451-000-0000-6231 Hill City School Services	15,500	15,500
<b>DEPT</b>	<b>451</b>	Collaborative-Hill City School	<b>Revenue</b>	<b>0</b>
			<b>Expend.</b>	<b>15,500</b>
			<b>Net</b>	<b>15,500</b>
452	DEPT	Collaborative-Mcgregor School		
		15-452-000-0000-6231 Mcgregor School Services	27,500	27,500
<b>DEPT</b>	<b>452</b>	Collaborative-Mcgregor School	<b>Revenue</b>	<b>0</b>
			<b>Expend.</b>	<b>27,500</b>
			<b>Net</b>	<b>27,500</b>
<b>FUND</b>	<b>15</b>	Aitkin County Collaborative	<b>Revenue</b>	<b>70,500 -</b>
			<b>Expend.</b>	<b>70,500</b>
			<b>Net</b>	<b>0</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

18 FUND Environmental Trust Fund

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
937	DEPT	Environmental Trust Fund		
		18-937-000-0000-5791 Interest Income	13,600 -	13,600 -
		18-937-000-0000-6900 Transfers to Other Funds	13,600	13,600
<b>DEPT</b>	<b>937</b>	Environmental Trust Fund	<b>Revenue</b>	<b>13,600 -</b>
			<b>Expend.</b>	<b>13,600</b>
			<b>Net</b>	<b>0</b>
<b>FUND</b>	<b>18</b>	Environmental Trust Fund	<b>Revenue</b>	<b>13,600 -</b>
			<b>Expend.</b>	<b>13,600</b>
			<b>Net</b>	<b>0</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

<u>Account Number</u>		<u>Account Description</u>	<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
521	DEPT	LLCC Administration		
		19-521-000-0000-5751	40,000 -	20,000 -
		19-521-000-0000-5762	0	25,000 -
		19-521-000-0000-5861	4,576 -	4,576 -
		19-521-000-0000-5884	24,000 -	35,000 -
		19-521-000-0000-5885	20,000 -	20,000 -
		19-521-000-0000-6101	92,297	72,755
		19-521-000-0000-6124	1,338	1,055
		19-521-000-0000-6148	2,750	2,800
		19-521-000-0000-6150	0	8,595
		19-521-000-0000-6152	119	102
		19-521-000-0000-6154	59	178
		19-521-000-0000-6159	6,922	5,457
		19-521-000-0000-6165	5,722	4,511
		19-521-000-0000-6171	150	159
		19-521-000-0000-6205	300	150
		19-521-000-0000-6220	3,555	3,555
		19-521-000-0000-6230	4,029	5,000
		19-521-000-0000-6240	525	550
		19-521-000-0000-6254	44,035	52,055
		19-521-000-0000-6255	1,200	1,200
		19-521-000-0000-6268	2,060	2,000
		19-521-000-0000-6330	250	200
		19-521-000-0000-6352	14,790	15,364
		19-521-000-0000-6360	14,214	14,700
		19-521-000-0000-6374	100	0
		19-521-000-0000-6405	500	400
		19-521-000-0000-6454	12,500	41,000
<b>DEPT</b>	<b>521</b>	<b>LLCC Administration</b>	<b>Revenue</b>	<b>88,576 -</b>
			<b>Expend.</b>	<b>207,415</b>
			<b>Net</b>	<b>118,839</b>
				<b>104,576 -</b>
				<b>231,786</b>
				<b>127,210</b>
522	DEPT	LLCC Education		
		19-522-000-0000-5553	113,825 -	84,900 -
		19-522-000-0000-5557	101,375 -	94,050 -
		19-522-000-0000-5558	323,277 -	536,682 -
		19-522-000-0000-6101	149,451	274,210

# Aitkin County



## USER-SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

			ADOPTED	PROPOSED
			2022	2023
	<u>Account Number</u>	<u>Account Description</u>		
	19-522-000-0000-6102	Salaries-Part Time	95,808	0
	19-522-000-0000-6124	Medicare-Employer 1.45%	3,556	3,976
	19-522-000-0000-6148	Employer Deduct Contribution-HSA	8,270	7,320
	19-522-000-0000-6150	Health Insurance-Employer	23,542	25,786
	19-522-000-0000-6152	Life Insurance-Employer	280	306
	19-522-000-0000-6154	Long Term Disability-Employer	440	392
	19-522-000-0000-6159	PERA	18,394	19,674
	19-522-000-0000-6165	Fica-Employer 6.20%	15,206	17,001
	19-522-000-0000-6171	Workers Compensation	3,308	3,986
	19-522-000-0000-6241	Registration Fee	4,225	3,150
	19-522-000-0000-6267	Credit Card Fees	2,000	2,000
	19-522-000-0000-6430	Medical Supplies	350	400
	19-522-000-0000-6431	Educational Supplies	4,858	5,700
<b>DEPT</b>	<b>522</b>	LLCC Education	<b>Revenue</b>	<b>538,477 -</b>
			<b>Expend.</b>	<b>329,688</b>
			<b>Net</b>	<b>208,789 -</b>
				<b>715,632 -</b>
				<b>363,901</b>
				<b>351,731 -</b>
523	DEPT	LLCC Food		
	19-523-000-0000-5543	Special Milk Refunds	4,500 -	5,000 -
	19-523-000-0000-6101	Salaries-Full Time	43,722	83,297
	19-523-000-0000-6102	Salaries-Part Time	35,581	0
	19-523-000-0000-6109	Overtime-Salaries	1,000	1,000
	19-523-000-0000-6124	Medicare-Employer 1.45%	1,164	1,208
	19-523-000-0000-6148	Employer Deduct Contribution-HSA	3,260	2,800
	19-523-000-0000-6150	Health Insurance-Employer	15,606	8,595
	19-523-000-0000-6152	Life Insurance-Employer	119	102
	19-523-000-0000-6154	Long Term Disability-Employer	129	115
	19-523-000-0000-6159	PERA 7.50%	5,947	5,544
	19-523-000-0000-6165	Fica-Employer 6.20%	4,922	5,164
	19-523-000-0000-6171	Workers Compensation	558	709
	19-523-000-0000-6418	Groceries-Students	62,818	75,155
	19-523-000-0000-6420	Food Service Supplies	1,200	1,000
<b>DEPT</b>	<b>523</b>	LLCC Food	<b>Revenue</b>	<b>4,500 -</b>
			<b>Expend.</b>	<b>176,026</b>
			<b>Net</b>	<b>171,526</b>
				<b>5,000 -</b>
				<b>184,689</b>
				<b>179,689</b>
524	DEPT	LLCC Maintenance		
	19-524-000-0000-5840	Misc Receipts	75,000 -	75,000 -



# Aitkin County



## USER-SELECTED BUDGET REPORT

19 FUND Long Lake Conservation Center

Report Basis: Cash

			ADOPTED	PROPOSED
			<u>2022</u>	<u>2023</u>
<u>Account Number</u>	<u>Account Description</u>			
19-524-000-0000-6101	Salaries-Full Time		45,136	77,137
19-524-000-0000-6109	Overtime-Salaries		600	0
19-524-000-0000-6124	Medicare-Employer 1.45%		663	1,118
19-524-000-0000-6148	Employer Deduct Contribution-HSA		3,260	3,260
19-524-000-0000-6150	Health Insurance-Employer		18,223	19,155
19-524-000-0000-6152	Life Insurance-Employer		119	102
19-524-000-0000-6154	Long Term Disability-Employer		133	119
19-524-000-0000-6159	PERA 7.50%		3,430	3,636
19-524-000-0000-6165	Fica-Employer 6.20%		2,836	4,782
19-524-000-0000-6171	Workers Compensation		1,249	1,118
19-524-000-0000-6172	Unemployment Compensation		500	500
19-524-000-0000-6302	Vehicle Maintenance		500	1,000
19-524-000-0000-6335	Gas/Vehicle Fuel Charges		750	1,000
19-524-000-0000-6422	Janitorial Supplies		9,000	7,000
19-524-000-0000-6590	Repair & Maintenance Supplies		7,500	12,000
<b>DEPT 524</b>	<b>LLCC Maintenance</b>	<b>Revenue</b>	<b>75,000 -</b>	<b>75,000 -</b>
		<b>Expend.</b>	<b>93,899</b>	<b>131,927</b>
		<b>Net</b>	<b>18,899</b>	<b>56,927</b>
525	DEPT LLCC Capital Improvement			
19-525-085-0000-5810	Rental Income		21,600 -	19,200 -
19-525-085-0000-6480	Small Furniture/Equipment		0	2,000
19-525-085-0000-6600	Capital Improvement-Residential		1,000	0
<b>DEPT 525</b>	<b>LLCC Capital Improvement</b>	<b>Revenue</b>	<b>21,600 -</b>	<b>19,200 -</b>
		<b>Expend.</b>	<b>1,000</b>	<b>2,000</b>
		<b>Net</b>	<b>20,600 -</b>	<b>17,200 -</b>
<b>FUND 19</b>	<b>Long Lake Conservation Center</b>	<b>Revenue</b>	<b>728,153 -</b>	<b>919,408 -</b>
		<b>Expend.</b>	<b>808,028</b>	<b>914,303</b>
		<b>Net</b>	<b>79,875</b>	<b>5,105 -</b>

# Aitkin County



## USER-SELECTED BUDGET REPORT

Report Basis: Cash

<u>Account Number</u>			<u>ADOPTED</u>	<u>PROPOSED</u>	
<u>Account Description</u>			<u>2022</u>	<u>2023</u>	
520	DEPT	Parks			
		21-520-000-0000-5001	Taxes	15,000 -	15,000 -
		21-520-000-0000-5201	MV Credit MS Statute 273.1384	180 -	184 -
		21-520-000-0000-5209	Disparity Reduction Aid	10 -	0
		21-520-000-0000-5216	Taconite Credit-Current	630 -	630 -
		21-520-000-0000-5251	In Lieu Apportionments & Receipts	120 -	130 -
		21-520-000-0000-5252	Forf Tax Sales Apportionment	130,000 -	120,000 -
		21-520-000-0000-5256	DNR-Public Access Maintenance	4,160 -	2,000 -
		21-520-000-0000-5396	Trail Grants-State	420,000 -	495,000 -
		21-520-000-0000-5510	Co. Parks Campground Fees	40,000 -	40,000 -
		21-520-000-0000-6101	Salaries-Full Time	117,030	128,762
		21-520-000-0000-6124	Medicare-Employer 1.45%	1,697	1,867
		21-520-000-0000-6148	Employer Deduct Contribution-HSA	4,520	4,520
		21-520-000-0000-6150	Health Insurance-Employer	16,218	17,191
		21-520-000-0000-6152	Life Insurance-Employer	222	204
		21-520-000-0000-6154	Long Term Disability-Employer	238	233
		21-520-000-0000-6159	PERA	6,498	7,146
		21-520-000-0000-6165	Fica-Employer	6,788	7,981
		21-520-000-0000-6171	Workers Compensation	1,338	2,878
		21-520-000-0000-6254	Utilities-Gas and Electric	3,200	3,500
		21-520-000-0000-6268	Staff Training, Development	1,000	500
		21-520-000-0000-6352	Insurance	4,930	4,418
		21-520-000-0000-6360	Services, Labor, Contracts	30,000	35,000
		21-520-000-0000-6361	Road Construction Service	3,000	3,000
		21-520-000-0000-6374	Auto & Trailer License	500	250
		21-520-000-0000-6450	Field Supplies	2,000	2,000
		21-520-000-0000-6523	Misc Bldg & Shop Supplies	5,000	5,000
		21-520-000-0000-6620	Auto, Trailers, Snowmobiles, ATV	19,100	15,500
		21-520-000-0000-6802	Trail Grants-State	336,000	433,000
		21-520-000-0000-6900	Transfers to Other Funds	74,950	75,000
<b>DEPT</b>	<b>520</b>	<b>Parks</b>	<b>Revenue</b>	<b>610,100 -</b>	<b>672,944 -</b>
			<b>Expend.</b>	<b>634,229</b>	<b>747,950</b>
			<b>Net</b>	<b>24,129</b>	<b>75,006</b>
<b>FUND</b>	<b>21</b>	<b>Parks</b>	<b>Revenue</b>	<b>610,100 -</b>	<b>672,944 -</b>
			<b>Expend.</b>	<b>634,229</b>	<b>747,950</b>
			<b>Net</b>	<b>24,129</b>	<b>75,006</b>

JAS1  
12/8/22 4:29PM  
21 FUND Parks

# Aitkin County



## USER-SELECTED BUDGET REPORT

Report Basis: Cash  
Page 61

<u>Account Number</u>	<u>Account Description</u>	<u>ADOPTED</u> <u>2022</u>	<u>PROPOSED</u> <u>2023</u>
<b>Final Totals</b>	<b>Revenue</b>	<b>38,006,315 -</b>	<b>43,498,971 -</b>
	<b>Expend.</b>	<b>38,714,003</b>	<b>44,517,884</b>
	<b>Net</b>	<b>707,688</b>	<b>1,018,913</b>



# Board of County Commissioners Agenda Request

**8E**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Administrator Updates

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b>	<b>Estimated Time Needed:</b> 5 min
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**Summary of Issue:**  
Administartor Updates

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Discussion Only

**Financial Impact:**  
 Is there a cost associated with this request?  Yes  No  
 What is the total cost, with tax and shipping? \$  
 Is this budgeted?  Yes  No *Please Explain:*



# Aitkin County Board of Commissioners

## Agenda Request Form

# 9A

Agenda Item #

**Requested Meeting Date:**  
**Title of Item: Committee Reports**

REGULAR AGENDA	Action Requested by: County Business		
Committee	Freq.	Schedule	Current Board Representatives
Association of MN Counties (AMC) Environment & Natural Resources Policy General Government Health & Human Services Indian Affairs Task Force Public Safety Committee Transportation Policy			Commissioner Anne Marcotte Commissioner Don Niemi HHS Director Cynthia Bennett Commissioner Laurie Westerlund Commissioner Laurie Westerlund Commissioner Brian Napstad
Aitkin Airport Commission	Monthly	1 <sup>st</sup> Wednesday	Wedel
Aquatic Invasive Species (AIS)	Monthly	3 <sup>rd</sup> Thursday	Wedel and Napstad
Aitkin County CARE Board	Monthly	3 <sup>rd</sup> Tuesday	Westerlund
Aitkin County Community Corrections Advisory	Quarterly	Varies	Wedel and Marcotte
Aitkin County Water Planning Task Force	Bi-monthly	3 <sup>rd</sup> Wednesday	Wedel
Aitkin Economic Development Administration	Quarterly	3 <sup>rd</sup> Thursday	Wedel
Arrowhead Counties Association	8 or 9x yearly	3 <sup>rd</sup> Wednesday	Niemi and Westerlund
Arrowhead Economic Opportunity Agency	Bi-monthly	3 <sup>rd</sup> Wednesday	Westerlund, Alt. Niemi
Arrowhead Regional Development Council	Quarterly	3 <sup>rd</sup> Thursday	Niemi, Alt. Westerlund
ATV Committee	Monthly		Napstad and Westerlund
Big Sandy Lake Management Plan	Monthly	2 <sup>nd</sup> Wednesday	Napstad, Alt. Marcotte
Budget Committee	Most months	1 <sup>st</sup> Tuesday	Marcotte and Wedel
Development Achievement Center	Monthly	3 <sup>rd</sup> or 4 <sup>th</sup> Thurs.	Westerlund, Alt. Niemi
East Central Regional Library Board	Monthly	2 <sup>nd</sup> Monday	Niemi, Alt. Napstad
Economic Development	Monthly	1 <sup>st</sup> Wednesday	Wedel and Niemi
Emergency Management	As needed		Wedel
Environmental Assessment Worksheet	As needed		Marcotte and Napstad
Extension	4x year	Monday	Marcotte, Alt. Westerlund
Facilities/Technology	As needed		Wedel and Westerlund
H&HS Advisory (Liaison)	Monthly except July	1 <sup>st</sup> Wednesday	Westerlund and Wedel
Historical Society (Liaison)	Monthly	4 <sup>th</sup> Wednesday	Wedel
HRA	Monthly	4 <sup>th</sup> Wednesday	Westerlund
Investment	As needed		All Commissioners
Joint Powers Natural Resource Board	Odd Months	4 <sup>th</sup> Monday	Napstad and Land Cmr Courtemanche
Lakes and Pines	Monthly	3 <sup>rd</sup> Monday	Niemi, Alt. Marcotte
Law Library	Quarterly	Set by Judge	Marcotte, Alt. Niemi
McGregor Airport Commission	Monthly	Last Wednesday	Napstad
Mille Lacs Fisheries Input Group	8-10x year		Westerlund
Mille Lacs Watershed	10x year	3 <sup>rd</sup> Monday	Westerlund, Alt. Niemi
Mississippi Headwaters Board	Monthly	4 <sup>th</sup> Friday	Marcotte, Alt. Napstad
MN Rural Caucus	8x year	Varies	Niemi, Alt. Westerlund
Natural Resources Advisory Committee	8-10x year	2nd Monday	Marcotte and Napstad
NE MN Office Job Training	As called		Niemi
Northeast MN ATP	Quarterly	Varies	Napstad and Engineer Welle, Niemi Alt.
Northeast MN ECB	5-6x year	4 <sup>th</sup> Thursday	Napstad, Alt. Sheriff
Northeast Waste Advisory Committee	Quarterly	2 <sup>nd</sup> Monday	Napstad, Alt. Westerlund
Northern Counties Land Use Coordinating Board	Monthly	1 <sup>st</sup> Thursday	Westerlund, Alt. Napstad
Ordinance	As needed		Napstad and Marcotte
Personnel/Insurance	As needed	2 <sup>nd</sup> Tuesday	Marcotte and Wedel
Planning Commission	Monthly	3 <sup>rd</sup> Monday	Marcotte, Alt. Westerlund
Rum 1W1P Policy Committee	Quarterly		Westerlund, Alt. Niemi
Snake River Watershed	Monthly	4th Monday	Napstad, Alt. Niemi
Snake River 1W1P Policy			Napstad, Alt. Niemi
Sobriety Court	Bi-Monthly	3 <sup>rd</sup> Thursday	Wedel
Solid Waste Advisory	As needed		Napstad and Westerlund
Toward Zero Deaths	Monthly	2 <sup>nd</sup> Wednesday	Wedel
Tri-County Community Health Services	Quarterly & as needed	2 <sup>nd</sup> Thursday	Westerlund



# Board of County Commissioners Agenda Request

**10A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Commissioner Recognition

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
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<b>Submitted by:</b> Jessica Seibert	<b>Department:</b> Administration
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<b>Presenter (Name and Title):</b> Jessica Seibert and J. Mark Wedel	<b>Estimated Time Needed:</b> 10 Minutes
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**Summary of Issue:**  
Recognition of Commissioner Marcotte, Napstad, and Niemi for their years of dedicated service.

**Alternatives, Options, Effects on Others/Comments:**

**Recommended Action/Motion:**  
Discussion Only

**Financial Impact:**  
*Is there a cost associated with this request?*       Yes       No  
*What is the total cost, with tax and shipping? \$*  
*Is this budgeted?*       Yes       No      *Please Explain:*



# Board of County Commissioners Agenda Request

**11 A**  
Agenda Item #

**Requested Meeting Date:** December 20, 2022

**Title of Item:** Closed Session-County Administrator Performance Evaluation

<input checked="" type="checkbox"/> REGULAR AGENDA <input type="checkbox"/> CONSENT AGENDA <input type="checkbox"/> INFORMATION ONLY	<b>Action Requested:</b> <input type="checkbox"/> Approve/Deny Motion <input type="checkbox"/> Adopt Resolution (attach draft) <i>*provide copy of hearing notice that was published</i>	<input type="checkbox"/> Direction Requested <input checked="" type="checkbox"/> Discussion Item <input type="checkbox"/> Hold Public Hearing*
<b>Submitted by:</b> Jessica Seibert		<b>Department:</b> Administration
<b>Presenter (Name and Title):</b> Jessica Seibert, County Administrator		<b>Estimated Time Needed:</b> 30 min.
<b>Summary of Issue:</b> Pursuant to MN Statute 13D.05 Subd. 3(a) Performance Evaluation of County Administrator, this portion of the Board meeting will be closed to the public.		
<b>Alternatives, Options, Effects on Others/Comments:</b>		
<b>Recommended Action/Motion:</b>		
<b>Financial Impact:</b> <i>Is there a cost associated with this request?</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <i>What is the total cost, with tax and shipping? \$</i> <i>Is this budgeted?</i> <input type="checkbox"/> Yes <input type="checkbox"/> No <i>Please Explain:</i>		

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